



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

NOTICE OF REGULAR MEETING AND AGENDA

Marin Local Agency Formation Commission

Thursday, June 10, 2021 ▪ 7:00 PM

***** BY VIRTUAL TELECONFERENCE ONLY *****

Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, this meeting will be held by teleconference only. No physical location will be available for this meeting. However, members of the public will be able to access and participate in the meeting.

PUBLIC ACCESS AND PUBLIC COMMENT INSTRUCTIONS

PUBLIC ACCESS

Members of the public may access and watch a live stream of the meeting on Zoom at <https://zoom.us/j/4350473750>. Alternately, the public may listen in to the meeting by dialing (669) 900-6833 and entering Meeting ID 4350473750# when prompted.

WRITTEN PUBLIC COMMENTS may be submitted by email to staff@marinlafco.org. Written comments will be distributed to the Commission as quickly as possible. Please note that documents may take up to 24 hours to be posted to the agenda on the LAFCo website.

SPOKEN PUBLIC COMMENTS will be accepted through the teleconference meeting. To address the Commission, click on the link <https://zoom.us/j/4350473750> to access the Zoom-based meeting.

1. 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.
2. When the Commission calls for the item on which you wish to speak, click on "raise hand" icon. Staff will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
3. When called, please limit your remarks to the time limit allotted (3 minutes).

CALL TO ORDER BY CHAIR

ROLL CALL BY CLERK

AGENDA REVIEW

The Chair or designee will consider any requests to remove or rearrange items by members.

PUBLIC OPEN TIME

This portion of the meeting is reserved for persons desiring to address the Commission on any matter not on the current agenda. All statements that require a response will be referred to staff for reply in writing or will be placed on the Commission's agenda for consideration at a later meeting. Speakers are limited to three minutes.

CONSENT CALENDAR ITEMS (discussion and possible action)

All items calendared as consent are considered ministerial or non-substantive and subject to a single motion approval. The Chair or designee will also consider requests from the Commission to pull an item for discussion.

1. Approval of Minutes for April 8, 2021, Regular Meeting
2. Commission Ratification of Payments from April 1, 2021, to May 31, 2021

PUBLIC HEARING

3. Approval of Resolution 21-05, Annexation of 345 Highland Avenue (APN 016-011-20) to San Rafael Sanitary District (LAFCo File #1354)
4. Review and Approval of Final Draft Twin Cities Region Municipal Service Review
 - a) Approve Workplan from Report
 - b) Adopt Resolution 21-06, Approving Final Draft of the Twin Cities Municipal Service Review
 - c) Adopt Resolution 21-07, Amending the City of Larkspur Sphere of Influence
 - d) Adopt Resolution 21-08, Amending the Town of Corte Madera Sphere of Influence
 - e) Adopt Resolution 21-09, Reaffirming CSA No. 16 Sphere of Influence
 - f) Adopt Resolution 21-10, Reaffirming CSA No. 17 Sphere of Influence
5. Adoption of Final Operating Budget for Fiscal Year 21-22
6. Approval of Resolution 21-11, Update to Marin LAFCo Fee Schedule

BUSINESS ITEMS (discussion and possible action)

Business Items involve administrative, budgetary, legislative or personnel matters and may or may not be subject to public hearings.

7. Discussion and Possible Actions on Working Group for Marin City Incorporation
8. Approval of Resolution 21-12, Creation of Staff Salary Classifications
9. Approval of Fourth Amendment to Executive Officer Employment Agreement
10. Approval of Consent to Assignment Agreement with Marin Mac Tech, Inc. and Four Point IT, LLC
11. Approval of Marin LAFCo Position on Legislation for 2021
12. Workshop Report
13. Election of Chair and Vice-Chair
14. Discussion and Possible Approval of Nominations for 2021 CALAFCO Annual Awards

EXECUTIVE OFFICER REPORT (verbal report only)

- a) Budget Update FY 2020-2021
- b) Current and Pending Proposals
- c) Working group updates (Verbal Report)

COMMISSIONER ANNOUNCEMENTS AND REQUESTS

ADJOURNMENT TO NEXT MEETING

August 12, 2021| 7:00 P.M.



Attest: Jason Fried
Executive Officer

Any writings or documents pertaining to an open session item provided to a majority of the Commission less than 72 hours prior to a regular meeting shall be made available for public inspection at Marin LAFCo Administrative Office, 1401 Los Gamos Drive, Suite 220, San Rafael, CA 94903, during normal business hours.

Pursuant to GC Section 84308, if you wish to participate in the above proceedings, you or your agent are prohibited from making a campaign contribution of \$250 or more to any Commissioner. This prohibition begins on the date you begin to actively support or oppose an application before LAFCo and continues until 3 months after a final decision is rendered by LAFCo. If you or your agent have made a contribution of \$250 or more to any Commissioner during the 12 months preceding the decision, in the proceeding that Commissioner must disqualify himself or herself from the decision. However, disqualification is not required if the Commissioner returns that campaign contribution within 30 days of learning both about the contribution and the fact that you are a participant in the proceedings. Separately, any person with a disability under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or a copy of all the documents constituting the agenda packet for a meeting upon request. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in a public meeting. Please contact the LAFCo office at least three (3) working days prior to the meeting for any requested arraignments or accommodations.

Marin LAFCo

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Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

June 10, 2021

Item No. 1 (Consent Item)

TO: Local Agency Formation Commission

FROM: Olivia Gingold, Clerk/Junior Analyst

SUBJECT: Approval of Minutes for April 8, 2021, Regular Meeting

Background

The Ralph M. Brown Act was enacted by the State Legislature in 1953 and establishes standards and processes therein for the public to attend and participate in meetings of local government bodies as well as those local legislative bodies created by State law; the latter category applying to LAFCos.

Discussion

The action minutes for the April 8 regular meeting accurately reflect the Commission's actions as recorded by staff. A video recording of the meeting is also available online for viewing at <http://marinlafco.org/AgendaCenter>.

Staff Recommendation for Action

1. Staff recommendation – Approve the draft minutes prepared for the April 8, 2021 meeting with any desired corrections or clarifications.
2. Alternative option – Continue consideration of the item to the next regular meeting and provide direction to staff, as needed.

Procedures for Consideration

This item has been placed on the agenda as part of the consent calendar. Accordingly, a successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation as provided unless otherwise specified by the Commission.

Attachment:

- 1) Draft Minutes for April 8, 2021



Marin Local Agency Formation Commission
Regional Service Planning | Subdivision of the State of California

DRAFT

NOTICE OF REGULAR MEETING MINUTES

Marin Local Agency Formation Commission

Thursday, April 8, 2021

CALL TO ORDER

Chair McEntee called the meeting to order at 7:02 P.M.

ROLL CALL BY COMMISSION CLERK

Roll was taken and quorum was met. The following were in attendance:

Commissioners Present: Sashi McEntee, Chairman
Craig K. Murray, Vice-Chair
Lew Kious
Barbara Coler
Damon Connolly
Larry Loder
Judy Arnold

Alternate Commissioners Present: James Campbell

Marin LAFCo Staff Present: Jason Fried, Executive Officer
Jeren Seibel, Policy Analyst
Olivia Gingold, Clerk/Junior Analyst

Marin LAFCo Counsel Present: Mala Subramanian

Alternate Member Absent: Dennis Rodoni
Chris Skelton
Tod Moody

AGENDA REVIEW

Approved: M/S by Commissioners Kious and Loder to accept the agenda as is.
Ayes: Commissioners McEntee, Murray, Connolly, Arnold, Coler, Kious, and Loder
Nays: None
Abstain: None
Absent: None
Motion approved unanimously.

PUBLIC OPEN TIME

Chairman McEntee opened the public comment period.

Rick Savel made public comment, thanking Clerk/Jr. Analyst Gingold for technological help.

Hearing no further request for comment, Chairman McEntee closed the public open time.

CONSENT CALENDAR ITEMS

1. Approval of Minutes for February 11, 2021, Regular Meeting
2. Commission Ratification of Payments from February 1, 2021, to March 31, 2021

Approved: M/S by Commissioners Murray and Coler to accept the consent calendar.

Ayes: Commissioners McEntee, Murray, Kious, Arnold, Coler, Loder, and Connolly

Nays: None

Abstain: None

Motion approved unanimously.

PUBLIC HEARING ITEMS

3. Approval of Resolution 21-04, Annexation of 1499 Lucas Valley Road (APN 165-010-89) to San Rafael Sanitary District (LAFCo File #1353)

EO Fried noted that this was a fairly straightforward application. He noted this was a property that had been connected to MMWD for a long time, and MMWD is self reporting this parcel as being outside of its current jurisdiction and is looking to correct this matter. MMWD worked with the applicant to get them annexed in, and is serving as representative of the annexation. EO Fried noted that staff encourages approval of this application.

Paul from MMWD said he was present for questions. He also noted that MMWD has known that this was outstanding and decided to get it resolved.

Commissioner Coler noted that there was a typo on the staff report.

Chairman McEntee opened the public hearing. Hearing none, she closed public hearing.

Approved: M/S by Commissioners Connolly and Arnold to approve the annexation of 1499 Lucas Valley Road to SRSD and approve the attached resolution.

Ayes: Commissioners Murray, Connolly, Arnold, Coler, Kious, Loder, and McEntee

Nays: None

Abstain: None

Motion approved unanimously.

4. Interview for LAFCo Alternate Public Member Seat and Possible Appointment

Chairman McEntee introduced the process, noting that because of the number of applicants, she felt it made sense to streamline the process by having each applicant give a 2 minute introduction, answering question 1 on the questions sheet. Then each LAFCo Commission group (County, City, and Special District) was able to select a question.

Commissioner Kious agreed with Chairman McEntee's selected process and deferred to Vice Chair Murray to select a question for Special Districts. Chairman McEntee deferred to Commissioner Coler to select the question for Cities, and Commissioner Connolly selected for the County.

The County members selected question 3, "What experience have you had in land use planning?", the City members selected question 6, "What is your understanding of the Public Member's function on LAFCo?", and the Special District members selected question 5, "What is your understanding of LAFCo's role in Local Government?".

The applicants answered questions on a rotating basis, then the Commission moved to deliberation. EO Fried first introduced the voting process. Public comment was opened, and no hands were raised, 2 emails were received prior to the meeting and were included in the packet.

EO Fried noted that the Public seat was not permitted to vote, but the rest of the board was allowed to vote. To be elected, a majority of the board had to vote, and there had to be at least one vote from the City members, the Special District members, and the County members.

Commissioner Coler nominated Richard Savel.

Commissioner Arnold agreed with Commissioner Coler, nominating Rich Savel

Commissioner Kious made a nomination for Roger Smith.

Vice Chair Murray agreed with Commissioner Kious that Roger Smith had the strongest planning background and San Rafael experience, but also noted that Richard Savel had been involved at LGVSD's board meetings and felt that this track record also qualified him. Vice Chair Murray also complimented Cliff Waldeck's experience and history with LAFCo.

Commissioner Connolly also complimented the strengths of Roger Smith and Cliff Waldeck while endorsing the nomination of Richard Savel.

Commissioner Campbell noted that this was a deep bench, and the Commission had a hard choice ahead of them. Chairman McEntee acknowledged Clifford Waldeck for stepping forward and agreed with the impressive applicant pool.

There was deliberation between Chairman McEntee, Legal Counsel Subramanian, and EO Fried on the voting process.

Approved: M/S by Commissioners Coler and Arnold to nominate Richard Savel

Ayes: Commissioners Arnold, Coler, Connolly, Murray

Nays: Commissioners Kious, McEntee

Abstain: None

(Commissioner Loder does not vote)

Motion approved 4-2.

Public comment was made in the zoom chat. Cliff Waldeck said "Congratulations Rick Savel!" and Roger Smith said "Thank you all for the opportunity".

5. Approval of Final Draft Novato Area Supplemental Municipal Service Review for Novato Area Flood Zone 1

Clerk/Jr. Analyst Gingold made a note of public comment that was received on the draft FZ1 report, and also noted the changes that came out of the public comments, differentiating between the higher level administrative changes as well as some more substantial changes within the document based on recommendations from the Advisory Board and the Commission.

Commissioner Coler brought up a specific change that was proposed after the packet was released, adding a clarification to a paragraph in the report that was somewhat ambiguous. Clerk/Jr. Analyst Gingold read the proposed change, that was approved by Flood Zone staff, to the Commission.

Commissioner Arnold reminded the Commission of issues with the last ballot measure, specifically the passing of the person who was spearheading the boundary.

Vice Chair Murray asked for confirmation that the report had acknowledged the small piece of land within the City of Novato's boundaries that was outside of FZ1's boundaries. He also made a comment about a gap in the SF Bay Trail and asked if that be added to the report. Clerk/Jr. Analyst Gingold confirmed that small piece of land outside of the FZ1's boundary had been addressed, and EO Fried noted that the Bay Trail piece wasn't within the scope of the MSR.

Approved: M/S by Commissioners Arnold and Connolly to approve the final draft of the MSR with the additional language proposed at the meeting.

Ayes: Commissioners Murray, Connolly, Arnold, Coler, Kious, Loder, and McEntee

Nays: None

Abstain: None

Motion approved unanimously.

6. Presentation of the Twin Cities Municipal Service Review Public Draft [Information Only]

Analyst Seibel introduced a few of the "Treasure Hunts" that came out of this report, including piecing through the history of CSA 17. He presented to the Commission the study outcomes, a map of the 6 total agencies included within the study, the services provided by those agencies, and the determinations requiring additional efforts by Marin LAFCo staff, agency staff, or both.

Analyst Seibel reminded the Commission that public comment closes Friday, April 9th, and noted that one comment was received from a CSA 16 resident, one from a Commissioner, information from County Staff had also been received regarding CSA 16 which wasn't necessarily public comment but would be added into the report.

Vice Chair Murray complimented that LAFCo has done a good job of bringing together disparate areas of Marin, and noted that one disparate area is dredging. He want to know if Jeren's report had done any commentary on dredging. Analyst Seibel noted that while it wasn't in the purview of agencies that were encompassed in this report, he did look at that issue but ecause it wasn't anything agencies in the area oversaw, it remained outside the scope of this MSR.

Commissioner Coler mentioned a few things, including the discussion of taking over paramedic authority which she cautioned against, she also noted that Central Marin Fire Department had been listed as a member of MWPA but technically it is Corte Madera and Larkspur individually who are members, not CMFD as a whole.

Chairman McEntee complimented Jeren on quick and thorough work and a succinct presentation.

There was some discussion on both the history and the future of Corte Madera and its counterpart Larkspur.

Approved: M/S by Commissioners Murray and Kious to continue the item to the next meeting.

Ayes: Commissioners Murray, Connolly, Arnold, Coler, Kious, Loder, and McEntee

Nays: None

Abstain: None

Motion approved unanimously.

BUSINESS ITEMS

7. Adoption of Proposed Operating Draft Budget for Fiscal Year 21-22

Budget Committee Chair Kious introduced the proposed items, noting that consideration of discussion items from the previous year had been made, such as holding increases and not inappropriately continuing the trend of reducing the budget.

EO Fried presented the budget acknowledging that agency fees from last year were not raised, and also pointed out the first year that carry-over funds had been implemented. He also highlighted some of the line items that had relatively bigger percent changes from the previous year. He also noted that the budget is expected to go down the following year based on some changes on the horizon that he anticipates. He also emphasized that he expects agency contributions to go down from the current proposed budget to the final budget which will be presented in June.

EO Fried asked the Commission how closely LAFCo wants to follow the County on COLA increases, would the Commission rather follow the County on their \$1,200 stipend in the first paycheck of the first fiscal year or does LAFCo want to stay consistent with previous years and break up the COLA raise over the course of the 12 months. Commissioner Kious mentioned that based on the discussions in the Committee, that it felt appropriate to bring this issue to the Commission.

Chair McEntee opened public hearing, hearing none, she closed public comment.

Chairman McEntee then opened discussion to the Commission, namely the discussion about whether or not to tie to the county.

There was a discussion about whether or not to tie to the County among the entire Commission. It was determined that EO Fried was given the flexibility to make that determination based on the needs of our staff, but most of the Commission preferred not to tie to the County.

Approved: M/S by Commissioners Kious and Loder to approve the proposed budget.

Ayes: Commissioners Murray, Connolly, Arnold, Coler, Kious, Loder, and McEntee

Nays: None

Abstain: None

Motion approved unanimously.

8. Approval of Auditor for FY 2019-2020 Audit Report

EO Fried reminded the Commission of what transpired at the previous meeting. He told the Commission he had asked all the LAFCo's in the State and all of the Special Districts in the County and made a list of 11 auditors who were used either for Marin agencies or other LAFCos. Because of LAFCos size, many of the auditors have a base fee that's charged regardless of how small the agency is. Based on this list of 11, EO Fried narrowed it down to Davis Farr who currently audits 5 other LAFCos who did an RFP together to secure a competitive price. Davis Farr allowed Marin LAFCo to be an extra bidder in that RFP and gave Marin LAFCo a price lower than our previous auditor.

Commissioner Campbell commented that he was impressed LAFCo was able to beat its current audit price.

Approved: M/S by Commissioners Coler and Arnold to approve the auditor selected by EO Fried

Ayes: Commissioners Murray, Connolly, Arnold, Coler, Kious, Loder, and McEntee

Nays: None

Abstain: None

Motion approved unanimously.

9. Review and Approval of Workplan for Fiscal Year 2020-2021

Committee Chair Kious said that this had been reviewed for practicality, reality, and whether or not it was useful to even put those things down. EO Fried did confirm this was a valid and reasonable plan to pursue and the Committee agreed to it.

EO Fried added that this workplan was a living workplan: as things are needed they're added and as they're completed they're removed. The plan gets brought to the Commission once a year for review but it is constantly evolving.

Chairman McEntee wanted to confirm this was within available staff resources and/or consultant budget and EO Fried confirmed.

Chairman McEntee opened public comment, hearing none she closed public comment.

Approved: M/S by Commissioners Kious and Loder to approve the personnel handbook with staff recommendations.

Ayes: Commissioners Murray, Connolly, Arnold, Coler, Kious, Loder, and McEntee

Nays: None
Abstain: None
Motion approved unanimously.

10. Retiring of Commissioner Chris Skelton

Chairman McEntee read the resolution for Alternate Commissioner Skelton.

Commissioner Coler offered some kind words for Chris Skelton, as did Vice Chair Murray. Chair McEntee complimented his attendance record.

Approved: M/S by Commissioners Murray and Coler to approve the personnel handbook with staff recommendations.

Ayes: Commissioners Murray, Connolly, Arnold, Coler, Kiouss, Loder, and McEntee

Nays: None

Abstain: None

Motion approved unanimously.

EXECUTIVE OFFICER REPORT (discussion and possible action)

a) Budget Update FY 2020-2021

Below our spending limits for this time of the year. We should be at 75% and are hovering at 65%. Professional services is a bit high but should fall back under the what had budgeted by years end.

b) Current and Pending Proposals

One application completed, one new application submitted that should be on the next agenda.

c) Update on Workshop [Verbal Report Only]

EO Fried asked that the Commission RSVP to the workshop if they intend to come.

d) LAFCo Working Group updates (Verbal Report)

Since previous meeting the Tiburon Peninsula working groups have been re-established. San Rafael Fire working group has run into a slightly sticky situation, but EO Fried is working on moving that forward. San Quentin Village SMD has also been re-started, and the stakeholder groups recently had a meeting together. He also brought up the potential of a Marin City incorporation push, and a working group that may come out of that.

e) Special Districts Election to LAFCo Seats [Verbal Report Only]

Craig Murray was re-elected to LAFCo seat by MCSDA, he was unopposed.

There was also a verbal discussion of how to navigate Legal Counsel's staff review.

CLOSED SESSION

The Commission moved to the closed session.

The Commission returned from closed session and Legal Counsel Subramanian reported that the Commission gave directions to the negotiators to meet with the Executive Officer.

COMMISSIONER ANNOUNCEMENTS AND REQUESTS

Chair McEntee asked for announcements and requests. Seeing none, the Chair called for an adjournment.

Chair McEntee adjourned the meeting at 9:48 P.M.

ADJOURNMENT TO NEXT MEETING

Thursday, June 10th, 2021

Zoom

Attest: Olivia Gingold
Clerk/Junior Analyst

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[Marin LAFCo](#)

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Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

June 10, 2021

Item No. 2 (Consent Item)

TO: Local Agency Formation Commission

FROM: Jason Fried, Executive Officer

SUBJECT: Commission Ratification of Payments from April 1, 2021, to May 31, 2021

Background

Marin LAFCo adopted a Policy Handbook delegating the Executive Officer to make purchases and related procurements necessary in overseeing the day-to-day business of the agency. The Policy Handbook also directs all payments made by the Executive Officer to be reconciled by LAFCo's contracted bookkeeper. Additionally, all payments are to be reported to the Commission at the next available Commission meeting for formal ratification.

This following item is presented for the Commission to consider the ratification of all payments made by the Executive Officer between April 1, 2021, and May 31, 2021, totaling \$82,858.80. The payments are detailed in the attachment.

Staff Recommendation for Action

1. Staff Recommendation - Ratify the payments made by the Executive Officer between April 1, 2021, and May 31, 2021, as shown in attachment.
2. Alternate Option - Continue consideration of the item to the next regular meeting and provide direction to staff as needed.

Procedures for Consideration

This item has been placed on the agenda as part of the consent calendar. Accordingly, a successful motion to approve the consent calendar will include taking affirmative action on the staff recommendation unless otherwise specified by the Commission.

Attachment:

- 1) Payments from April 1, 2021, to May 31, 2021

Administrative Office

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Damon Connolly, Regular
County of Marin

Judy Arnold, Regular
County of Marin

Dennis Rodoni, Alternate
County of Marin

Sashi McEntee, Chair
City of Mill Valley

Barbara Coler, Regular
Town of Fairfax

James Campbell, Alternate
City of Belvedere

Craig K. Murray, Vice Chair
Las Gallinas Valley Sanitary

Lew Kiou, Regular
Almonte Sanitary District

Tod Moody, Alternate
Sanitary District #5

Larry Loder, Regular
Public Member

Richard Savel, Alternate
Public Member

Marin Local Agency Formation Commission
Expenses by Vendor Detail
April through May 2021

06/01/21

Accrual Basis

Type	Date	Num	Memo	Account	Amount	Balance
A and P Moving, Inc.						
Check	04/07/2021	20562	Invoice # 405...	65 · Rent - Storage	40.00	40.00
Check	05/11/2021	20583	Invoice # 405...	65 · Rent - Storage	40.00	80.00
Total A and P Moving, Inc.					80.00	80.00
ALHAMBRA & SIERRA SPRINGS						
Check	04/13/2021	20566	Invoice # 159...	50 · Office Supplies ...	10.00	10.00
Total ALHAMBRA & SIERRA SPRINGS					10.00	10.00
ARNOLD, JUDY						
Check	04/29/2021	20576	March 2021 B...	05 · Commissioner ...	250.00	250.00
Total ARNOLD, JUDY					250.00	250.00
BAKER, JOHN M						
General Journal	04/30/2021	staled...	#20025	05 · Commissioner ...	-125.00	-125.00
Total BAKER, JOHN M					-125.00	-125.00
BEST BEST & KRIEGER LLP						
Check	04/13/2021	20567	Invoice #9021...	25 · Legal Services	2,274.40	2,274.40
Check	05/18/2021	20586	Invoice #9051...	25 · Legal Services	2,277.30	4,551.70
Total BEST BEST & KRIEGER LLP					4,551.70	4,551.70
Cardmember Services						
Credit Card Charge	04/19/2021		mayacamas ...	50 · Office Supplies ...	39.75	39.75
Credit Card Charge	04/19/2021		bluehost: in di...	20 · IT & Communic...	431.64	471.39
Credit Card Charge	04/19/2021		adobe	20 · IT & Communic...	14.99	486.38
Credit Card Charge	04/19/2021		marin ij	35 · Misc Services	9.95	496.33
Credit Card Charge	04/19/2021		adobe	20 · IT & Communic...	50.97	547.30
Credit Card Charge	04/19/2021		getstreamline	20 · IT & Communic...	100.00	647.30
Credit Card Charge	04/19/2021		zoom	20 · IT & Communic...	14.99	662.29
Credit Card Charge	04/19/2021		verizon	20 · IT & Communic...	355.49	1,017.78
Credit Card Charge	04/19/2021		direct textiles	50 · Office Supplies ...	96.37	1,114.15
Credit Card Credit	05/19/2021		bluehost: disp...	20 · IT & Communic...	-431.64	682.51
Credit Card Credit	05/19/2021		mayacamas ...	20 · IT & Communic...	52.00	734.51
Credit Card Credit	05/19/2021		adobe	20 · IT & Communic...	14.99	749.50
Credit Card Credit	05/19/2021		marin ij	35 · Misc Services	9.95	759.45
Credit Card Credit	05/19/2021		adobe	20 · IT & Communic...	50.97	810.42
Credit Card Credit	05/19/2021		getstreamline	20 · IT & Communic...	100.00	910.42
Credit Card Credit	05/19/2021		zoom	20 · IT & Communic...	14.99	925.41
Credit Card Credit	05/19/2021		verizon	20 · IT & Communic...	121.28	1,046.69
Total Cardmember Services					1,046.69	1,046.69
Coler, Barbara						
Check	04/13/2021	20572	March 2021 B...	05 · Commissioner ...	250.00	250.00
Total Coler, Barbara					250.00	250.00
COMCAST						
Check	04/21/2021	20573	Bill Date Apr ...	20 · IT & Communic...	140.05	140.05
Check	05/26/2021	20589	Bill Date May ...	20 · IT & Communic...	140.05	280.10
Total COMCAST					280.10	280.10
CONNOLLY, DAMON						
Check	04/13/2021	20569	April 2021 Co...	05 · Commissioner ...	125.00	125.00
Total CONNOLLY, DAMON					125.00	125.00

Marin Local Agency Formation Commission

Expenses by Vendor Detail

06/01/21

April through May 2021

Accrual Basis

Type	Date	Num	Memo	Account	Amount	Balance
Delta Dental of California						
Check	04/01/2021	20560	Invoice BE00...	5130210 · Dental In...	48.62	48.62
Check	04/07/2021	20561	Invoice BE00...	5130210 · Dental In...	48.62	97.24
Check	04/22/2021	eft		5130210 · Dental In...	194.48	291.72
Check	04/28/2021	eft		5130210 · Dental In...	72.93	364.65
Check	05/04/2021	20578	Invoice BE00...	5130210 · Dental In...	72.93	437.58
Check	05/12/2021	eft		5130210 · Dental In...	72.93	510.51
Check	05/27/2021	eft		5130210 · Dental In...	72.93	583.44
Total Delta Dental of California					583.44	583.44
Employment Development Department						
Check	04/01/2021	20559	Account 699-...	5140140 · Payroll Tax	795.63	795.63
Check	05/04/2021	20579	Account 699-...	5140140 · Payroll Tax	1,106.15	1,901.78
Total Employment Development Department					1,901.78	1,901.78
Indoff Incorporated						
Check	05/18/2021	20588	Invoice #3471...	50 · Office Supplies ...	71.93	71.93
Total Indoff Incorporated					71.93	71.93
Kaiser Foundation Health Plan						
Check	04/14/2021	99406...		513215 · Health Ins...	2,624.16	2,624.16
Total Kaiser Foundation Health Plan					2,624.16	2,624.16
KIOUS, LEWIS						
Check	04/13/2021	20570	March 2021 B...	05 · Commissioner ...	250.00	250.00
Total KIOUS, LEWIS					250.00	250.00
LODER, LAWRENCE						
Check	04/13/2021	20571	April 2021 Co...	05 · Commissioner ...	125.00	125.00
Total LODER, LAWRENCE					125.00	125.00
Marin County Clerk						
Check	05/11/2021	20581	CEQA Notice ...	60 · Publications/No...	50.00	50.00
Total Marin County Clerk					50.00	50.00
MARIN INDEPENDENT JOURNAL						
Check	04/07/2021	20564	Invoice # 000...	60 · Publications/No...	167.26	167.26
Total MARIN INDEPENDENT JOURNAL					167.26	167.26
MARIN MAC TECH						
Check	04/13/2021	20565	Invoice # 2360	20 · IT & Communic...	137.68	137.68
Check	04/21/2021	20574	Invoice # 322...	20 · IT & Communic...	745.00	882.68
General Journal	04/30/2021	staled...	#20197	20 · IT & Communic...	-632.50	250.18
Check	05/11/2021	20582	Invoice # 2371	20 · IT & Communic...	137.94	388.12
Check	05/18/2021	20587	Invoice # 331...	20 · IT & Communic...	789.00	1,177.12
Check	05/18/2021	20587	Invoice # 331...	40 · Office Equipme...	355.88	1,533.00
Total MARIN MAC TECH					1,533.00	1,533.00
McENTEE, SASHI						
Check	04/13/2021	20568	April 2021 Co...	05 · Commissioner ...	125.00	125.00
Total McENTEE, SASHI					125.00	125.00
PAYCHEX						
Check	04/02/2021	eft		35 · Misc Services	45.10	45.10
Check	04/16/2021	eft		35 · Misc Services	45.10	90.20
Check	04/30/2021	eft		35 · Misc Services	45.10	135.30
Check	05/28/2021	eft		35 · Misc Services	45.10	180.40
Total PAYCHEX					180.40	180.40

Marin Local Agency Formation Commission

Expenses by Vendor Detail

06/01/21

April through May 2021

Accrual Basis

Type	Date	Num	Memo	Account	Amount	Balance
PAYROLL						
Check	04/02/2021	eft	3/7-3/20/21	5110110 · Sal - Reg...	11,217.90	11,217.90
Check	04/02/2021	eft	3/7-3/20/21	516150 · Auto Allow...	350.00	11,567.90
Check	04/02/2021	eft	3/7-3/20/21	5130640 · Unused F...	100.00	11,667.90
Check	04/02/2021	eft	kaiser jeren	513215 · Health Ins...	374.88	12,042.78
Check	04/02/2021	eft	teamsters jason	513215 · Health Ins...	381.44	12,424.22
Check	04/16/2021	eft	3/21-4/3/21	5110110 · Sal - Reg...	11,217.90	23,642.12
Check	04/16/2021	eft	3/21-4/3/21	516150 · Auto Allow...	0.00	23,642.12
Check	04/16/2021	eft	3/21-4/3/21	5130640 · Unused F...	100.00	23,742.12
Check	04/16/2021	eft	kaiser jeren	513215 · Health Ins...	374.88	24,117.00
Check	04/16/2021	eft	teamsters jason	513215 · Health Ins...	381.44	24,498.44
Check	04/30/2021	eft	4/4-4/17/21	5110110 · Sal - Reg...	11,217.90	35,716.34
Check	04/30/2021	eft	4/4-4/17/21	516150 · Auto Allow...	0.00	35,716.34
Check	04/30/2021	eft	4/4-4/17/21	5130640 · Unused F...	100.00	35,816.34
Check	04/30/2021	eft	kaiser jeren	513215 · Health Ins...	374.88	36,191.22
Check	04/30/2021	eft	teamsters jason	513215 · Health Ins...	381.44	36,572.66
Check	05/14/2021	eft	4/18-5/1/21	5110110 · Sal - Reg...	11,217.90	47,790.56
Check	05/14/2021	eft	4/18-5/1/21	516150 · Auto Allow...	350.00	48,140.56
Check	05/14/2021	eft	4/18-5/1/21	5130640 · Unused F...	100.00	48,240.56
Check	05/14/2021	eft	kaiser jeren	513215 · Health Ins...	374.88	48,615.44
Check	05/14/2021	eft	teamsters jason	513215 · Health Ins...	381.44	48,996.88
Check	05/28/2021	eft	5/2-5/15/21	5110110 · Sal - Reg...	11,217.90	60,214.78
Check	05/28/2021	eft	5/2-5/15/21	516150 · Auto Allow...	0.00	60,214.78
Check	05/28/2021	eft	5/2-5/15/21	5130640 · Unused F...	100.00	60,314.78
Check	05/28/2021	eft	kaiser jeren	513215 · Health Ins...	374.88	60,689.66
Check	05/28/2021	eft	teamsters jason	513215 · Health Ins...	381.44	61,071.10
Total PAYROLL					61,071.10	61,071.10
PAYROLL TAXES						
Check	04/02/2021	eft	3/7-3/20/21	515115 · Medicare T...	169.83	169.83
Check	04/16/2021	eft	3/21-4/3/21	515115 · Medicare T...	164.76	334.59
Check	04/30/2021	eft	4/4-4/17/21	515115 · Medicare T...	164.76	499.35
Check	05/14/2021	eft	4/18-5/1/21	515115 · Medicare T...	169.83	669.18
Check	05/28/2021	eft	5/2-5/15/21	515115 · Medicare T...	164.76	833.94
Total PAYROLL TAXES					833.94	833.94
RICOH USA INC						
Check	05/11/2021	20584	Invoice # 506...	50 · Office Supplies ...	13.99	13.99
Total RICOH USA INC					13.99	13.99
RODONI, DENNIS JAMES						
General Journal	04/30/2021	staled...	#20339	05 · Commissioner ...	-125.00	-125.00
Total RODONI, DENNIS JAMES					-125.00	-125.00
SCHIFFMANN, ALYSSA						
Check	05/04/2021	20580	Invoice # 132	55 · Professional Se...	1,038.50	1,038.50
Total SCHIFFMANN, ALYSSA					1,038.50	1,038.50
SECURITY MORTGAGE GROUP 2						
Check	04/01/2021	20558	April 2021 Rent	45 · Office Lease/Rent	2,792.35	2,792.35
Check	05/04/2021	20577	May 2021 Rent	45 · Office Lease/Rent	2,792.35	5,584.70
Total SECURITY MORTGAGE GROUP 2					5,584.70	5,584.70
The Hartford						
Check	04/21/2021	20575	Invoice #1889...	5130110 · Life Insur...	157.74	157.74
Check	05/26/2021	20590	Invoice #1889...	5130110 · Life Insur...	157.74	315.48
Total The Hartford					315.48	315.48

10:07 AM

Marin Local Agency Formation Commission
Expenses by Vendor Detail
April through May 2021

06/01/21

Accrual Basis

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>	<u>Balance</u>
Vision Service Plan						
Check	04/07/2021	20563	Statement # 8...	5130310 · Vision Se...	15.21	15.21
Check	05/06/2021	eft		5130310 · Vision Se...	15.21	30.42
Check	05/11/2021	20585	Statement # 8...	5130310 · Vision Se...	15.21	45.63
Total Vision Service Plan					45.63	45.63
TOTAL					82,858.80	82,858.80



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

April 8, 2021

Item No. 3 (Public Hearing)

TO: Local Agency Formation Commission
FROM: Olivia Gingold, Clerk/Jr. Analyst
SUBJECT: Approval of Resolution 21-05, Annexation of 345 Highland Ave. (APN 016-011-20) to San Rafael Sanitary District (File #1354)

Background

Marin LAFCo has received an application from Jennifer Volpe (“applicant”) requesting approval to annex a lot, approximately .94 acres, that is moving off septic into the San Rafael Sanitary District (SRSD). The affected territory is in an unincorporated area near San Rafael with a situs address of 345 Highland Ave (APN 016-011-20). The proposal, as stated by the applicant, is for connection to SRSD. This parcel is located in an unincorporated island and the applicant has agreed to sign a dual annexation agreement. Staff has requested comments from SRSD, along with other interested agencies. All comments were in support or neutral. Staff recommends approving this application.

Staff Recommendation for Action

1. Staff recommendation – Approve the requested annexation of 345 Highland Ave and approve the attached Resolution No. 21-05.
2. Alternate Option 1 – Deny the request.
3. Alternate Option 2 – Continue consideration of the item to the next regular meeting, and provide direction to staff, as needed.

Attachments:

- 1) Resolution #21-05
- 2) Application Packet

Administrative Office

Jason Fried, Executive Officer
1401 Los Gatos Drive, Suite 220
San Rafael, California 94903
T: 415-448-5877 E: staff@marinlafco.org
www.marinlafco.org

Damon Connolly, Regular
County of Marin

Judy Arnold, Regular
County of Marin

Dennis Rodoni, Alternate
County of Marin

Sashi McEntee, Chair
City of Mill Valley

Barbara Coler, Regular
Town of Fairfax

James Campbell, Alternate
City of Belvedere

Craig K. Murray, Vice Chair
Las Gallinas Valley Sanitary

Lew Kiouss, Regular
Almonte Sanitary District

Tod Moody, Alternate
Sanitary District #5

Larry Loder, Regular
Public Member

Richard Savel, Alternate
Public Member

MARIN LOCAL AGENCY FORMATION COMMISSION

RESOLUTION 21-05

RESOLUTION APPROVING AN ANNEXATION OF 345 HIGHLAND AVENUE TO SAN RAFAEL SANITARY DISTRICT WITH WAIVER OF NOTICE, HEARING AND PROTEST PROCEEDINGS

“Annexation of 345 Highland Avenue (APN 016-011-20) to San Rafael Sanitary District (LAFCo File No. 1354)”

WHEREAS Jennifer and Robert Andrews, hereinafter referred to as “Property Owners,” have filed a validated landowner petition with the Marin Local Agency Formation Commission, hereinafter referred to as “Commission,” pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and

WHEREAS the proposal seeks Commission approval to annex approximately .940 acres of incorporated land to San Rafael Sanitary District; and

WHEREAS the affected territory represents an entire lot developed with an existing single-family residence located at 345 Highland Avenue and identified by the County of Marin Assessor’s Office as APN 016-011-20 (“Property”); and

WHEREAS the Commission’s staff has reviewed the proposal and prepared a report with recommendations; and

WHEREAS the staff’s report and recommendations on the proposal have been presented to the Commission in the manner provided by law; and

WHEREAS the Commission considered all the factors required by law under Government Code Section 56668 and 56668.3 and adopted local policies and procedures.

WHEREAS the proposal is for an annexation of territory that is uninhabited, and no affected local agency has submitted a written demand for notice and hearing as provided for in Government Code section 56662(a).

NOW THEREFORE, the Marin Local Agency Formation **DOES HEREBY RESOLVE, DETERMINE AND ORDER** as follows:

Section 1. The boundaries, as set forth in the proposal, are hereby approved as submitted and are as described and depicted in Exhibits “A” and “B” attached hereto and by this reference incorporated herein.

1. Approve the proposed annexation of 345 Highland Avenue (APN 016-011-20) to the San Rafael Sanitary District (File #1354) as shown and described on Exhibits “A” and “B”.
2. Proceedings for the annexation shall not be completed until the Property Owners execute an agreement (Exhibit C) with the Marin Local Agency Formation Commission wherein:

a. The Property Owners agree on behalf of themselves, their heirs, successors and assigns that, in the event any future proceedings for the annexation of the property to the Town of Tiburon shall be initiated by the Town, the Property Owners shall neither directly nor indirectly oppose or protest such annexation; and

b. That the Property Owners agree that their obligations under the agreement shall run with the Property and that the Property shall be held, conveyed, hypothecated, encumbered, leased, rented, used and occupied subject to the provisions of the agreement and that the obligations undertaken by the Property Owners shall be binding on all parties having or acquiring any right, title, or interest in the Property.

Section 2. The territory includes .940 acres, is found to be uninhabited, and is assigned the following distinctive short form designation: "Annexation of 345 Highland Avenue (APN 016-011-20) to San Rafael Sanitary District (LAFCo File No. 1354)".

Section 3. The proposal is consistent with the adopted spheres of influence of San Rafael Sanitary District.

Section 4. The Executive Officer is hereby authorized to waive notice and hearing, and protest proceedings and complete reorganization proceedings.

Section 5. As Responsible Agency under CEQA for the proposed annexation of APN: 016-011-20 to San Rafael Sanitary District, LAFCo finds that the Project is categorically exempt from the provisions of CEQA pursuant to State CEQA Guidelines Section 15319 (a).

PASSED AND ADOPTED by the Marin Local Agency Formation Commission on June 10, 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sashi McEntee, Chair

ATTEST:

APPROVED AS TO FORM:

Jason Fried, Executive Officer

Malathy Subramanian, LAFCo Counsel

Attachments to Resolution No. 21-05

- a) Exhibit A – Map
- b) Exhibit B – Legal Description

EXHIBIT "A"
Annexation
of the
Lands of Andrews Living Trust etal
(APN 016-011-20)
to the
San Rafael Sanitary District

All that real property situate in the County of Marin, State of California, being the Lands of Ronald Andrews Revocable Living Trust described in Grant Deed recorded August 24, 2017 under Document No. 2017-0033909, described as follows:

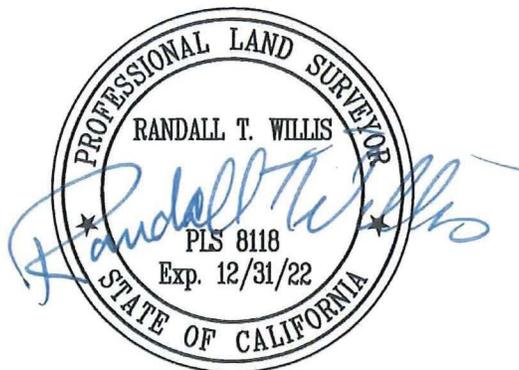
Beginning .at the most Southerly corner of that certain parcel of Land conveyed to Edrick C Noon, et ux, by Deed recorded July 12, 1945 in Book 491 of Official Records at Page 32, Marin County Records, thence along the easterly line of said parcel North 11° 21' 10" East, 205.64 feet; thence leaving said easterly line, North 87° 40' West, 245.84 feet to the most Southerly corner of that parcel of Land conveyed to Marin County Abstract Company by Deed dated January 18, 1951, recorded May 3, 1951 in Book 686 of Official Records page 376, Marin County Records; thence along the Southerly line of said parcel, North 81° 02' West, 24.38 feet to a point in the Westerly line of said Lands of Edrick C Noon, et ux; thence along said Westerly line, South 28° 21' West, 98.40 feet to a point in Northerly Right-of-Way of a 40 foot road, herein called Highland Avenue; thence along said Right-of-Way South 81° 10' East, 9.10 Feet; thence continuing along said Right-of-Way, South 3° 11' East, 15.01 Feet to a point on the Southerly line of said Lands of Edrick C Noon, thence leaving said Right-of-Way along said Southerly line South 67° 49' East, 226.50 feet and South 64° 29' East to the Point of Beginning.

Containing 1.0 Acres, more or less.

Exhibit B Attached

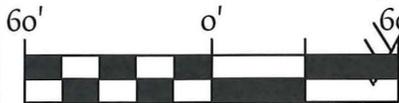
(End of Legal Description)

This real property description has been prepared by me,
or under my direction, in conformance with the
Professional Land Surveyors Act.



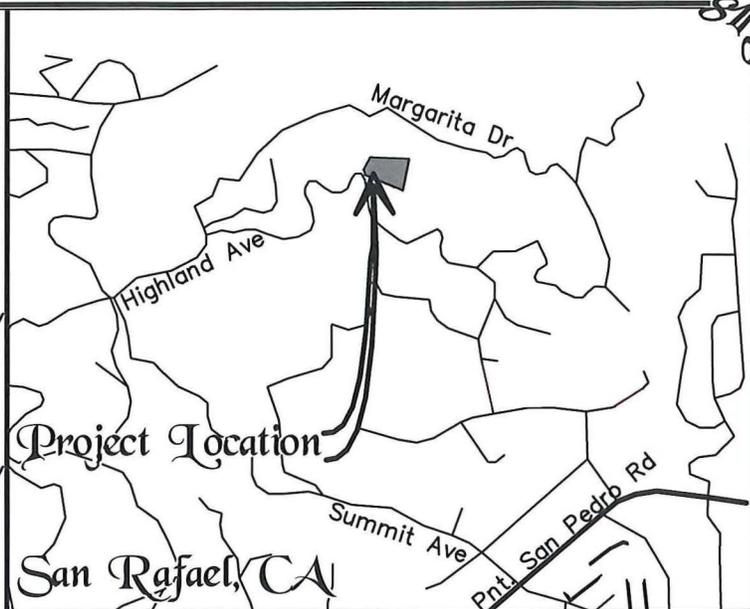
Legend

P.O.B. Point of Beginning



Scale: 1"=60'

Ex. SRSD Boundary



Project Location

San Rafael, CA

Vicinity Map

NOT TO SCALE

APN 016-011-30

APN 016-011-19

N87°40'W 245.84'

N81°02'W 24.38'

S28°21'W 98.40'

S81°10'E 9.10'
S3°11'E 15.01'

Lands of
Andrews Living Trust etal
Doc. No. 17-0033909
APN 016-011-20

+/- 1.0 Acres

Highland Ave

S67°49'E 226.50'
Exist. San Rafael Sanitary District Boundary

APN 016-011-15

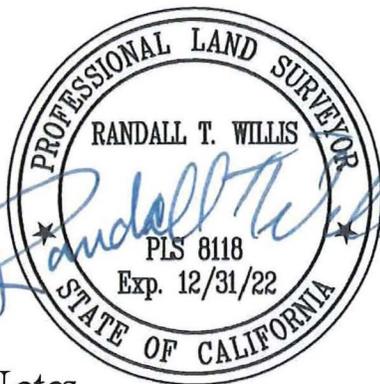
N112°10'E 205.64'

APN 016-011-18

S64°29'E 62.50'

P.O.B.

APN 016-011-14



Notes

- 1) All Distances and Dimensions shown are in Feet or Decimal Thereof.
- 2) This sheet is for graphical purposes only. Any errors or omissions shall not affect the property descriptions.

Annexation of the Lands of Andrews Living Trust etal to the San Rafael Sanitary District

LAFCo FILE _____

MAPPING No. _____



Marin Local Agency Formation Commission
Regional Service Planning | Subdivision of the State of California

LANDOWNERS SIGNATURES
(§56700, et seq.)

We the undersigned landowners hereby request proceedings be initiated pursuant to Government Code §56000, et seq. for the change(s) of organization described on the attached Proposal Application.

Name and Address of Applicant: Jennifer and Robert Andrews
365 Highland Ave, San Rafael, CA 94901
San Rafael, CA
Contact Number: (415) 320-9998 Email: jvolpe10@yahoo.com

Agent Representative (optional)
I/We hereby authorize David Stier to act as my/our agent to process all phases of the LAFCo action relating to the parcels listed below.

Name and Address of Agent: David Stier, Nute Engineering
907 Mission Avenue
San Rafael, CA 94901
Contact Number: (415) 717-3496 Email: d.stier@nute-engr.com

All owners of each parcel **must** sign. Original signatures are required.

[Signature] 3/23/21
Property Owner Signature Date

[Signature] 3/23/21
Property Owner Signature Date

[Signature] 3/17/21
Property Owner Signature Date



Additional Notification Approval (Optional)

I/We hereby authorize, that in addition to the application representative, the persons listed below are granted permission to receive copies of application notices, and reports.

[Handwritten Signature]

Property Owner Signature

Please provide the names, email addresses, and phone numbers of any persons who are to be furnished copies of the Agenda, Executive Officer's Report, and Notice of Hearings:

<u>Please Print Name</u>	<u>Email Address</u>	<u>Phone Number</u>
Cindy Hernandez	Cindy.Hernandez@cityofsanrafael.org	(415) 485-3132
Doris Toy	Doris.Toy@cityofsanrafael.org	(415)-485-3484
Paul Jensen	Paul.Jensen@cityofsanrafael.org	(415)-485-5064



MARIN LAFCO
APPLICATION QUESTIONNAIRE

In accordance with requirements set forth in the California Government Code, the Commission must review specific factors in its consideration of this proposal. In order to facilitate the Commission's review, please respond to the following questions:

I. GENERAL INFORMATION

3. Please check the method by which this application was initiated:

- Petition (Landowner)
- Resolution of Application (City/Town or District)

4. Does the application possess 100% written consent of each property owner in the subject territory? Yes No

9. A. This application is being submitted for the following boundary change:

(BE SPECIFIC: For example, "annexation," "reorganization")

The annexation of APN 016-011-20 to the San Rafael Sanitation District.

B. The reason for the proposed action(s) being requested:

(BE SPECIFIC: For example, "Annexation to sewer district for construction of three homes")

The annexation to the San Rafael Sanitation District will allow for the abandonment of the septic system on the parcel thereby benefiting the environment.

4. State general location of proposal:

The work is generally located at 345 Highland Avenue in San Rafael, CA.



Marin Local Agency Formation Commission
Regional Service Planning | Subdivision of the State of California

5. Is the proposal within a city's boundaries?

Yes ___ Which city? _____
No X If the proposal is adjacent to a city, provide city name: San Rafael

6. Is the subject territory located within an island of unincorporated territory?

Yes X No ___ If applicable, indicate city San Rafael

7. Would this proposal create an island of unincorporated territory? Yes ___ No X

If yes, please justify proposed boundary change: _____

8. Provide the following information regarding the area proposed for annexation:

(Attach additional if needed)

A. Assessor's Parcel Number(s)

016-011-20

Site Address(es)

345 Highland Ave, San Rafael, CA 94901

B. Total number of parcels included in this application: 1

9. Total land area in acres: 0.940 Acres



II. LAND USE AND DEVELOPMENT POTENTIAL

1. Describe any special land use concerns:

None

2. Indicate current land use: (such as: number of dwellings, permits currently held, etc.)

One single family dwelling.

3. Indicate the current zoning (either city/town or county) title and densities permitted:

R1-B4, Residential Single Family

4. Has the area been rezoned? No _____ N/A Yes _____

What is the rezoning classification, title and densities permitted?

5. Describe the specific development potential of the property: (Number of units allowed in zoning)

One unit allowed, no development potential



III. ENVIRONMENT

1. Is the site presently zoned or, designated for, or engaged in agricultural use?

Yes _____ No X

If yes, explain: _____

2. Will the proposal result in a reduction of public or private open space?

Yes _____ No X

If yes, explain: _____

3. Will service extension accomplished by this proposal induce growth in:

- | | | | |
|--------------------|-----------|---------------|-----------|
| A. This site? | Yes _____ | No <u> X </u> | N/A _____ |
| B. Adjacent sites? | Yes _____ | No <u> X </u> | N/A _____ |
| C. Unincorporated? | Yes _____ | No <u> X </u> | |
| D. Incorporated? | Yes _____ | No <u> X </u> | |

4. State general description of site topography: The topography generally consists of steeper southwestern slopes with intermittent drainage ravines.

5. Indicated Lead Agency for this project: LAFCo

6. Indicate Environmental Determination by Lead Agency: _____
with respect to (indicate project) _____
Dated: _____

(COPY OF ENVIRONMENTAL DOCUMENTS MUST BE SUBMITTED WITH APPLICATION.)



III. INDEMNIFICATION AGREEMENT

As part of this Application, Applicant and its successors and assigns, shall indemnify, defend and hold harmless, LAFCo, its officials, officers, employees, agents, representatives, contractors and assigns from and against any and all claims, demands, liability, judgments, damages (including consequential damages), awards, interests, attorneys' fees, costs and expenses of whatsoever kind or nature, at any time arising out of, or in any way connected with any legal challenges to or appeals associated with LAFCo's review and/or approval of the Application (collectively, "Indemnification Costs"). Applicant's obligation to indemnify, defend and hold harmless LAFCo, its officials, officers, employees, agents, representatives, contractors and assigns under this Agreement shall apply regardless of fault, to any acts or omissions, or negligent conduct, whether active or passive, on the part of the Applicant, LAFCo, its officials, officers, employees, agents, representatives, contractor or assigns. Applicant's obligation to defend LAFCo, its officials, officers, employees, agents, representatives, contractor or assigns under this Agreement shall be at Applicant's sole expense and using counsel selected or approved by LAFCo in LAFCo's sole discretion.

In the event of a lawsuit, Applicant will be notified by LAFCo within three (3) business days of being served. An invoice will be submitted to the Applicant by LAFCo for an amount between \$10,000 and \$25,000 to cover a portion of the Indemnification Costs ("Reserve"), which shall depend upon the estimated cost to resolve the matter and shall be determined in LAFCo's sole discretion. Applicant shall pay the Reserve to LAFCo within seven (7) calendar days of LAFCo's request. The Reserve shall be applied against LAFCo's final bill for the Indemnification Costs, with any unused portion to be returned to Applicant. LAFCo shall bill Applicant month for the Indemnification Costs, which shall be paid to LAFCo no later than 15 calendar days after receipt of LAFCo's bill. LAFCo may stop defending the matter, if at any time LAFCo has not received timely payment of the Reserve and/or the Indemnification Costs. This will not relieve Applicant of any of its obligations pursuant to this Agreement.

As the Applicant I hereby attest with signature,

Jeannifer Volpe
Applicant Signature
Jeannifer Volpe
Print Name

3/23/21
Date
Owner
Title



Marin Local Agency Formation Commission
Regional Service Planning | Subdivision of the State of California

PLAN FOR PROVIDING SERVICES
(For City/Town or District Only)

This section to be completed by a city/town or district representative for all applications initiated by resolution or as required by Executive Officer.

1. Enumerate and describe services to be extended to the affected territory:

- Police: _____
- Fire: _____
- Sewer: _____
- Water: _____
- Other: _____

2. Advise whether any of the affected agencies serving or expected to serve this site are current operating at or near capacity: _____

3. Describe the level and range of services: _____

4. Indicate when services can/will be extended to the affected territory:

5. Note any improvements or upgrading of structures, roads, sewer or water facilities, or other conditions required within the affected territory: _____



Marin Local Agency Formation Commission
Regional Service Planning | Subdivision of the State of California

6. Describe financial arrangements for construction and operation of services extended to the affected territory. Will the territory be subject to any special taxes, charges or fees? (If so, please specify.)

This section completed by:

Signature

Title

Print Name

Agency

Contact Email

Contact Number



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

June 10th, 2021

Item No. 4 (Public Hearing)

TO: Local Agency Formation Commission

FROM: Jeren Seibel, Deputy Executive Officer

SUBJECT: Review and Approval of Final Draft Twin Cities Region Municipal Service Review

Background

During the April 8th LAFCo meeting, staff presented to the Commission the draft Twin Cities Region Municipal Service Review (MSR). The public comment period for the MSR closed Friday, April 9th. Since that time, Marin LAFCo staff has not received any additional official comments beyond the submissions from one individual requesting a small change in the CSA 16 description as well as input on suggested edits from one Commissioner that were discussed at the previous meeting. After completion of the public comment period, LAFCo staff reviewed comments and created a Final Draft (attachment 1). The final draft that is being presented to you today is the culmination of countless hours of hard work by Marin LAFCo staff and all the jurisdiction staffs being reviewed by the MSR. LAFCo staff would like to thank them for their time and efforts.

From this MSR staff has one new item for the work plan and one item that is being carried forward from a previous MSR(attachment 2). The first item is to create a working group between Marin LAFCo staff and the members of the Central Marin Sanitation Agency to explore the possibility of the consolidation of the sanitation agencies within the Ross Valley Watershed. The second item was part of the Upper Ross Valley MSR for a working group between Marin LAFCo and all the fire agencies in the Ross Valley area.

The spheres of influence for the City of Larkspur and the Town of Corte Madera have been amended to remove the Greenbrae Boardwalk area from the SOI of Corte Madera and put it in the SOI of Larkspur as the only drivable access to that area is through Larkspur. The spheres of influence for CSA 16 and CSA 17 should both be reaffirmed.

Staff Recommendation for Action

1. Staff recommendation – Approve all the attached resolutions on the Twin Cities Region MSR, SOI approvals, and work plan with any amendments as desired by the Commission.
2. Alternate Option – Continue consideration of the item to the next regular meeting, and provide direction to staff, as needed.

Attachment:

- 1) Final Draft of Twin Cities Region MSR
- 2) Work Plan from MSR
- 3) Resolution 21-06
- 4) Resolution 21-07
- 5) Resolution 21-08
- 6) Resolution 21-09
- 7) Resolution 21-10

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Marin Local Agency Formation Commission

Municipal Service Review

Twin Cities Region

FINAL DRAFT

PREFACE

This Municipal Services Review (MSR) documents and analyzes services provided by local governmental agencies in the Twin Cities region. Specifically, it evaluates the adequacy and efficiency of local government structure and boundaries within the region and provides a basis for boundary planning decisions by the Marin Local Agency Formation Commission (LAFCo).

Context

Marin LAFCo is required to prepare this MSR in accordance with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code §56000, et seq.), which took effect on January 1, 2001. The MSR reviews services provided by public agencies—cities and special districts—whose boundaries and governance are subject to LAFCo. The analysis and recommendations included herein serve to promote and coordinate the efficient delivery of local government services and encourage the preservation of open space and agricultural lands.

Commissioners, Staff, Municipal Services Review Preparers

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Sashi McEntee, Chair	City	City of Mill Valley
Craig Murray, Vice Chair	Special District	Las Gallinas Valley Sanitary District
Damon Connolly	County	District 1 Supervisor
Judy Arnold	County	District 5 Supervisor
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1.0 INTRODUCTION

1.1 ROLE AND RESPONSIBILITY OF LAFCO

Local Agency Formation Commissions (LAFCOs) were established in 1963 and are political subdivisions of the State of California responsible for providing regional growth management oversight in all 58 counties. LAFCOs' authority is currently codified under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 ("CKH"), which specifies regulatory and planning powers delegated by the Legislature to coordinate and oversee the establishment, expansion, and organization of cities and special districts as well as their municipal service areas.

Guiding LAFCOs' regulatory and planning powers is to fulfill specific purposes and objectives that collectively construct the Legislature's regional growth management priorities under Government Code (G.C.) Section 56301. This statute reads:

"Among the purposes of the commission are discouraging urban sprawl, preserving open space and prime agricultural lands, efficiently providing governmental services, and encouraging the orderly formation and development of local agencies based upon local conditions and circumstances. One of the objects of the commission is to make studies and to obtain and furnish information which will contribute to the logical and reasonable development of local agencies in each county and to shape the development of local agencies so as to advantageously provide for the present and future needs of each county and its communities."

LAFCo decisions are legislative in nature and not subject to an outside appeal process. LAFCOs also have broad powers with respect to conditioning regulatory and planning approvals so long as not establishing terms that directly control land uses, densities, or subdivision requirements.

Regulatory Responsibilities

LAFCo's principal regulatory responsibility involves approving or disapproving all jurisdictional changes involving the establishment, expansion, and reorganization of cities and most special districts.¹ More recently LAFCOs have been tasked with also overseeing the approval process for cities and districts to provide new or extended services beyond their jurisdictional boundaries by contract or agreement as well as district actions to either activate a new service or divest an existing service. LAFCOs generally exercise their regulatory authority in response to applications submitted by the affected agencies, landowners, or registered voters.

¹ CKH defines "special district" to mean any agency of the State formed pursuant to general law or special act for the local performance of governmental or proprietary functions within limited boundaries. All special districts in California are subject to LAFCo with the following exceptions: school districts; community college districts; assessment districts; improvement districts; community facilities districts; and air pollution control districts.

Recent CKH amendments, however, now authorize and encourage LAFCoS to initiate on their own jurisdictional changes to form, consolidate, and dissolve special districts consistent with current and future community needs. LAFCo regulatory powers are described in Table 1.1 below.

Table 1-1: LAFCo's Regulatory Powers

Regulatory Powers Granted by Government Code (G.C.) Section 56301	
• City Incorporations / Disincorporations	• City and District Annexations
• District Formations / Dissolutions	• City and District Detachments
• City and District Consolidations	• Merge/Establish Subsidiary Districts
• City and District Outside Service Extensions	• District Service Activations / Divestitures

Planning Responsibilities

LAFCoS inform their regulatory actions through two central planning responsibilities: (a) making sphere of influence (“sphere”) determinations and (b) preparing municipal service reviews. Sphere determinations have been a core planning function of LAFCoS since 1971 and effectively serve as the Legislature’s version of “urban growth boundaries” with regard to cumulatively delineating the appropriate interface between urban and non-urban uses within each county. Municipal service reviews, in contrast, are a relatively new planning responsibility enacted as part of CKH and are intended to inform – among other activities – sphere determinations. The Legislature mandates, notably, all sphere changes as of 2001 be accompanied by preceding municipal service reviews to help ensure LAFCoS are effectively aligning governmental services with current and anticipated community needs.

1.2 MUNICIPAL SERVICE REVIEWS

Municipal service reviews were a centerpiece to CKH’s enactment in 2001 and are comprehensive studies of the availability, range, and performance of governmental services provided within a defined geographic area. LAFCoS generally prepare municipal service reviews to explicitly inform subsequent sphere determinations. LAFCoS also prepare municipal service reviews irrespective of making any specific sphere determinations in order to obtain and furnish information to contribute to the overall orderly development of local communities. Municipal service reviews vary in scope and can focus on a particular agency or governmental service. LAFCoS may use the information generated from municipal service reviews to initiate other actions under their authority, such as forming, consolidating, or dissolving one or more local agencies.

All municipal service reviews – regardless of their intended purpose – culminate with LAFCoS preparing written statements addressing seven specific service factors listed under G.C. Section 56430. This includes, most notably, infrastructure needs or deficiencies, growth and population trends, and financial standing. The seven mandated service factors are summarized in the following table.

Table 1-2: Mandatory Determinations

Mandatory Determinations / Municipal Service Reviews (Government Code Section 56430)
1. Growth and population projections for the affected area.
2. Location and characteristics of any disadvantaged unincorporated communities within or contiguous to affected spheres of influence.
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies.
4. Financial ability of agencies to provide services.
5. Status and opportunities for shared facilities.
6. Accountability for community service needs, including structure and operational efficiencies.
7. Matters relating to effective or efficient service delivery as required by LAFCo policy.

1.3 MARIN LAFCO COMPOSITION

Marin LAFCo is governed by a 7-member board comprised of two county supervisors, two city councilmembers, two independent special district members, and one representative of the general public. Each group also gets to appoint one “alternate” member. Each member must exercise their independent judgment, separate from their appointing group, on behalf of the interests of all residents, landowners, and the public. Marin LAFCo is independent of local government and employs its own staff. Marin LAFCo’s current commission membership is provided below in Table 1-3.

Table 1-3: Marin LAFCo Commission Membership

Name	Position	Agency Affiliation
Sashi McEntee, Chair	City	<i>City of Mill Valley</i>
Craig Murray, Vice Chair	Special District	<i>Las Gallinas Valley Sanitary District</i>
Damon Connolly	County	<i>District 1 Supervisor</i>
Judy Arnold	County	<i>District 5 Supervisor</i>
Barbara Coler	City	<i>Town of Fairfax</i>
Lew Kious	Special District	<i>Almonte Sanitary District</i>
Larry Loder	Public	<i>Commission</i>
Chris Skelton	Public Alternate	<i>Commission</i>
Tod Moody	Special District Alternate	<i>Sanitary District #5</i>
James Campbell	City Alternate	<i>City of Belvedere</i>
Dennis Rodoni	County Alternate	<i>District 4 Supervisor</i>

Marin LAFCo offices are located at 1401 Los Gamos Drive, Suite 220 in San Rafael. Information on Marin LAFCo’s functions and activities, including reorganization applications, are available by calling (415) 448-5877 by e-mail to staff@marinlafco.org or by visiting www.marinlafco.org.

2.0 EXECUTIVE SUMMARY

This study represents Marin LAFCo’s scheduled regional municipal service review of local agencies in the Twin Cities region of central Marin County. The underlying aim of the study is to produce an independent assessment of municipal services in the region over the next five to ten years relative to the Commission’s regional growth management duties and responsibilities. The information generated as part of the study will be directly used by the Commission in (a) guiding subsequent sphere of influence updates, (b) informing future boundary changes, and – if merited – (c) initiating government reorganizations, such as special district formations, consolidations, and/or dissolutions.

2.1 AFFECTED PUBLIC AGENCIES

This report focuses on six agencies operating in the Twin Cities Region as listed below and shown in Figure 2.1.

Table 2-1: Twin Cities Regional MSR Agencies

Twin Cities Agency Names
Town of Corte Madera
City of Larkspur
Central Marin Fire Authority
Central Marin Police Authority
County Service Area 16
County Service Area 17

Together, these agencies provide a range of municipal services to the communities in which they serve, including (but not limited to):

Water

Water services include access to, treatment of, and distribution of water for municipal purposes. An in-depth review of countywide water services was prepared by Marin LAFCo in 2016.

Wastewater

Wastewater services include the collection, transmission, and treatment of wastewater. An in-depth review of wastewater services in the central Marin County was prepared by Marin LAFCo in 2017. The agencies included in this study were Central Marin Sanitation Agency, County Sanitary District No. 1, County Sanitary District No. 2, Las Gallinas Valley Sanitary District, Murray Park Sewer Maintenance District, San Rafael Sanitation District, and San Quentin Village Sewer Maintenance District.

Fire Protection and Emergency Services

Fire protection and emergency services consist of firefighting and fire prevention, emergency medical response, hospital service, ambulance, and rescue services. These services are somewhat interrelated in nature and overlap in functional application.

Parks and Recreation Services

Parks and recreation services include the provision and maintenance of parks and recreation services.

Open Space Management

Open Space land is commonly set aside for recreation and stormwater management purposes, as well as for natural resource protection, preservation of cultural and historic resources, preservation of scenic vistas, and many other reasons.

Channel Maintenance

Channel maintenance includes periodic dredging of creek channels.

Roadway Services

Roadway services include construction, maintenance, planning of roads, and roadway lighting.

2.2 PLANS, POLICIES, STUDIES

Key references and information sources for this study were gathered for each district considered. The references utilized in this study include published reports; review of agency files and databases (agendas, minutes, budgets, contracts, audits, etc.); Master Plans; Capital Improvement Plans; engineering reports; EIRs; finance studies; general plans; and state and regional agency information (permits, reviews, communications, regulatory requirements, etc.). Additionally, the LAFCo Executive Officer and Policy Analyst contacted each agency with requests for information.

The study area for this MSR includes communities within the City/Town as well as unincorporated areas adjacent to the city. In the areas entirely outside of the City, Marin County has the primary authority over local land-use and development policies (and growth). The Town of Corte Madera and City of Larkspur have authority over land use and development policies within the City/Town. City, County, and Community plans were vital for the collection of baseline and background data for each agency. The following is a list of documents used in the preparation of this MSR:

- City and County General Plans
- Specific Plans
- Community Plans
- Agency databases and online archives (agendas, meeting minutes, website information)

2.3 AGENCY AND PUBLIC PARTICIPATION

Within the approved scope of work, this study has been prepared with an emphasis in soliciting outside public review and comment as well as multiple opportunities for input from the affected agencies. This included an agency startup meeting with Marin LAFCo, information requests sent to individual agencies, draft agency profiles also sent to agencies, and review of the draft report prior to Commission action.

This MSR is posted on the Commission’s website (www.marinlafco.org). It may also be reviewed at the LAFCo office located at 1401 Los Gamos Drive, Suite 220 in San Rafael during open hours.

Table 2-2: Twin Cities Regional Agencies’ Meeting Information

Twin Cities Municipal Service Review – Agency Transparency					
Agency	Governing Body	Meeting Date/Time	Meeting Location	Televised/Streaming	Website
Town of Corte Madera	Town Council	1 st and 3 rd Tuesday at 6:30 p.m.	Town Council Chambers 300 Tamalpais Drive Corte Madera, CA 94925	https://www.townofcortemadera.org/910/Town-Council-Meetings	https://www.townofcortemadera.org/140/Town-Council
City of Larkspur	City Council	1 st and 3 rd Wednesday at 6:30 p.m.	City Council Chambers 400 Magnolia Ave. Larkspur, CA 94939	https://ca-larkspur2.civicplus.com/576/Watch-Live-Video	https://ca-larkspur2.civicplus.com/114/City-Council
Central Marin Fire Authority	Fire Council	2 nd Thursday of Feb. May, Aug., and Nov. at 6:30 p.m.	CMPA Community Room 250 Doherty Drive Larkspur, CA 94939	N/A	https://centralmarinfire.org/admin/fire-council
Central Marin Police Department	Police Council	2 nd Thursday of Feb. May, Aug., and Nov. at 6:00 p.m.	CMPA Community Room 250 Doherty Drive Larkspur, CA 94939	N/A	https://www.centralmarinpolice.org/198/POLICE-COUNCIL
County Service Area 16	Board of Supervisors	Tuesdays at 9:00 a.m.	3501 Civic Center Drive Room 330 San Rafael, CA 94901	https://www.marincounty.org/depts/bs/meeting-archive	https://www.marincounty.org/depts/bs
County Service Area 17	Board of Supervisors	3 rd Thursday of Feb., May, Aug., Nov. at 5:00 p.m.	3501 Civic Center Drive Room 330 San Rafael, CA 94901	https://www.marincounty.org/depts/bs/meeting-archive	https://www.marincounty.org/depts/bs

2.4 WRITTEN DETERMINATIONS

The Commission is directed to prepare written determinations to address the multiple governance factors enumerated under G.C. Section 56430 anytime it prepares a municipal service review. These determinations are similar to findings and serve as independent statements based on information collected, analyzed, and presented in this study’s subsequent sections. The underlying intent of the determinations is to identify all pertinent issues relating to the planning, delivery, and funding of municipal services as it relates to the Commission’s role and responsibilities. An explanation of these seven determination categories is provided below.

1. Growth and Population

This determination evaluates existing and projected population estimates for the City of Larkspur, Town of Corte Madera, and the adjacent unincorporated communities within the study area.

2. Location and Characteristics of any Disadvantaged Unincorporated Communities Within or Contiguous to the Sphere of Influence.

This determination was added by Senate Bill (SB) 244, which became effective in January 2012. A disadvantaged community is defined as an inhabited community of 12 or more registered voters having a median household income of 80 percent or less than the statewide median household income.

3. Capacity and Infrastructure

Also discussed is the adequacy and quality of the services provided by each agency, including whether sufficient infrastructure and capital are in place (or planned for) to accommodate planned future growth and expansions.

4. Financing

This determination provides an analysis of the financial structure and health of each service provider, including the consideration of rates and service operations, as well as other factors affecting the financial health and stability of each provider. Other factors considered include those that affect the financing of needed infrastructure improvements and compliance with existing requirements relative to financial reporting and management.

5. Shared Facilities

Opportunities for districts to share facilities are described throughout this MSR. Practices and opportunities that may help to reduce or eliminate unnecessary costs are examined, along with cost avoidance measures that are already being utilized. Occurrences of facilities sharing are listed and assessed for more efficient delivery of services.

6. Government Structure and Local Accountability

This subsection addresses the adequacy and appropriateness of existing boundaries and spheres of influence and evaluates the ability of each service provider to meet its demands under its existing government structure. Also included is an evaluation of compliance by each provider with public meeting and records laws (Brown Act).

7. Other Matters Related to Effective or Efficient Service Delivery, as Required by Commission Policy

Marin LAFCo has specified the sustainability of local agencies as a priority matter for consideration in this MSR. Sustainability is not simply about the environment but can consider the sustainability of an organization and its ability to continue to provide services

efficiently for many years to come. Sustainable local governments that take practical steps to protect the environment and our natural resources through land conservations, water recycling and reuse, preservation of open space, and opting to use renewable energy are the key players in determining the sustainability of the region.

In addition, other matters for consideration could relate to the potential future SOI determination and/or additional effort to review potential advantages or disadvantages of consolidation or reorganization.

A summary of determinations regarding each of the above categories is provided in Chapter 3 of this document and will be considered by Marin LAFCo in assessing potential future changes to an SOI or other reorganization.

3.0 DETERMINATIONS

1. Growth and population projections for the affected area.

a) Anticipated growth in the study area is projected to be minimal. Both of the municipalities in the study area are essentially built out at this time. The City of Larkspur has been growing at an average annual rate of less than 1% over the past decade and is projected to have less than .5% annual growth rate in the coming decade. The Town of Corte Madera similarly saw an annual growth rate of less than 1% over the past decade and is projected to have less than .5% annual growth rate in the coming decade.

b) The expected population and growth rate in unincorporated spaces around the study area is all fairly minimal. The community of Kentfield has seen an annual growth rate of less than 1% over the course of the past decade. The community of Greenbrae is built out at this time and is not expected to see any level of significant growth in the foreseeable future.

2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.

a) There are no identified DUCs within the study area.

3. 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.

a) Each of the reviewed agencies has shown a sufficient level offered of both services and infrastructure necessary to continue to provide the core services currently being provided into the immediate future. As noted above, there are no unincorporated communities within the study area that have been identified as disadvantaged.

4. Financial ability of agencies to provide services.

a) The Town of Corte Madera, City of Larkspur, Central Marin Fire Department, Central Marin Police Authority, County Service Area 16, and County Service Area 17 all prepare annual budgets and prepare financial statements in accordance with established governmental accounting standards. The Town and City Councils, CMFD and CMPA Councils, and the County Board of Supervisors acting as the Board for the county service areas may amend their budgets by resolution during the fiscal year in order to respond to emerging needs, changes in resources, or shifting priorities. Expenditures may not exceed appropriations at the fund level, which is the legal level of control.

b) The Town Manager, City Manager, Fire Chief, Police Chief, and County Administrative Officer are authorized to transfer budgeted amounts between accounts, departments or funds under certain circumstances, however; the Town Council, City Council, Joint Powers Authority Councils, and County Board of Supervisors, acting as the Board for the county service areas, must approve any increase in the operating expenditures, appropriations for capital projects, and transfers between major funds and reportable fund groups. Audited financial statements are also prepared for each agency by independent certified public accounting firms.

c) While additional revenues are needed to provide some services and maintain infrastructure covered in this MSR, the agencies meet their financial responsibilities to provide services. In the short term, special care should be taken by any agency whose annual revenue totals are largely dependent upon excess Educational Revenue Augmentation Funds (ERAF), as recent intimations from the State legislature has pointed to the possibility of those funds being impacted in a number of counties including Marin County.

5. Status of, and opportunities for, shared facilities.

a) No specific opportunities for shared facilities that would prove advantageous to both participating parties were identified in the course of this study.

6. Accountability for community service needs, including governmental structure and operational efficiencies.

a) As was recently recommended by Marin LAFCo in the Upper Ross Valley Municipal Service Review, the Central Marin Fire Department, as well as the Kentfield Fire Protection District, should be included in a working group formed by Marin LAFCo to explore the possibility of creating a new independent or dependent single fire services district for the Ross Valley. If in the course of these exploratory discussions it is deemed that CMFD and KFPD have identified too many significant hurdles to continue the possibility of inclusion in the consolidation, a separate working group should be formed between Marin LAFCo, CMFD, and the KFPD to explore the possibility of the creation of a single district for fire services in the Twin Cities region. In the event that a single district for the entirety of the Ross Valley is formed, that district could also assume responsibility for paramedic services. From a high level, the immediately apparent advantages to this action are as follows:

- **Service Level, Operations, or Efficiency:** Increased organizational scale may allow reductions in management costs, greater efficiency in overtime control, unified training, and reduction in equipment and procedural redundancies. Additionally, a reduced reliance on mutual aid.

- **Cost Savings:** Reduced personnel costs (chief officers); elimination of redundant purchases for apparatus, reduced maintenance of reserve equipment, building space, training facilities, and other supplies. Also the opportunity for unified information management services.

- **Political Accountability:** Direct representation, election of district members (independent district only). District board may be expanded to include board members of predecessor agencies. Consolidations would require voter approval unless there is unanimous consent of consolidating boards.

Some of the obstacles that present themselves from an initial analysis look include:

- **Cost Savings:** Requires permanent transfer of property tax revenues from cities to the new district. Financial equity may be difficult to attain for all involved agencies. It may require new special tax measures in some areas. Possible aggregate increases in cost of employee benefits.

- **Political Accountability:** Complex implementation likely to require a step-by-step consolidation process. Loss of ability to weigh competing service priorities in multi-purpose agencies (i.e. cities).

- **Agency Type:** With a mix of joint powers authorities and independent special districts, in the event that negotiations were able to overcome the political obstacles standing in the way of a unified agency, the difference in financing mechanisms between the agency types will present significant challenges.

While a special study on this particular endeavor is warranted, if not necessitated, preliminary dialogue between the proposed agencies and Marin LAFCo to begin vetting some of the high-level issues is encouraged as soon as possible.

b) The City of Larkspur has two small pockets of inhabited unincorporated space (island) that are significantly surrounded by the City and that are contiguous with its current jurisdictional boundaries. Marin LAFCo's Unincorporated Island Policy encourages annexations of islands to cities, where supported by the island community, to further reduce and/or eliminate islands to provide more orderly local governmental boundaries and cost-efficiencies. However, Marin LAFCo will not independently proceed with an entire island annexation to a municipality where local residents have voiced opposition. At this time, Marin LAFCo recommends that City of Larkspur staff members, with support from Marin LAFCo staff, explore the willingness of residents within these unincorporated spaces to consider annexation by way of meeting with community groups within the areas, as well as examining their own ability to extend services to these areas if they are not already doing so unofficially.

c) In the event that the unincorporated area that makes up approximately half of County Service Area 16 agrees to annexation to the City of Larkspur, Marin LAFCo recommends that the CSA be dissolved and the services being provided by the CSA become the responsibility of the City of Larkspur. Should the District and the City agree to the dissolving of the CSA and the duties being transferred to the City, measures should be included to make sure all current and future funds are properly transferred to the City and that the City has measures in place to ensure all current and future funds designated for CSA 16's purposes are only appropriated for those services moving forward. In addition,

the current advisory board for CSA 16 should remain in place as an advisory board to the City for the services being provided. A possible mechanism, should residents desire to maintain the elevated landscaping services provided by the CSA, is the creation of an assessment district within the newly incorporated boundaries.

d) Over the course of the past two decades, numerous recommendations have been made for the exploration and, ultimately, consolidation of the member agencies of the Central Marin Sanitation Agency (CMSA) into a single sanitation district throughout the Ross Valley watershed. This recommendation originated in 2005 when CMSA commissioned Red Oak Consulting to study regionalization options and the firm recommended researching and proceeding towards total consolidation. Further exploration of this recommendation was reiterated by Marin LAFCo in 2007 in the Ross Valley Area Municipal Service Review and again in 2017 in the Central Marin Wastewater Municipal Service Review. In 2018, the Marin County Civil Grand Jury released a report recommending the consolidation of CMSA and its member agencies into a single sanitary/sanitation district. While it is still the position of Marin LAFCo that the exploration of consolidation of the sanitation agencies within the Ross Valley Watershed carries significant merit, with each of the member agencies having recently completed its own 5-year plan for infrastructure improvements, it is the recommendation of Marin LAFCo that a working group be formed between Marin LAFCo staff, CMSA, and representatives from the member agencies in order to explore a realistic pathway to the consolidation of the agencies into a single district in the next five years.

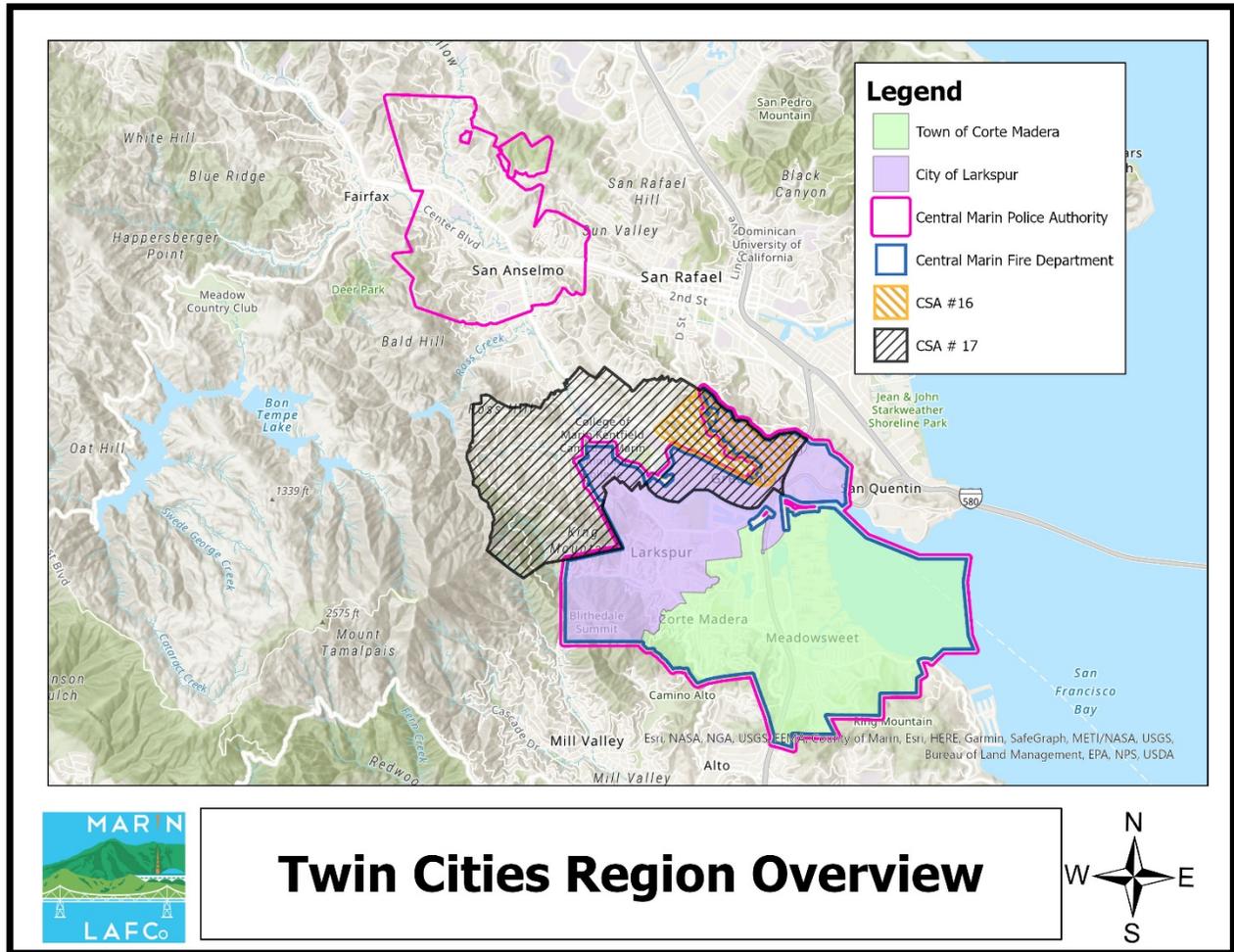
7. Any other matter related to effective or efficient service delivery, as required by commission policy

a) As the only means of access to the Greenbrae Boardwalk area is by way of the City of Larkspur, it is recommended that the area be removed from the sphere of influence of the Town of Corte Madera and added to the sphere of influence of the City of Larkspur.

b) The small unincorporated island along the northern border of the City of Larkspur in the Bayview Road and Tamalpais Road area should be added to the sphere of influence of the City of Larkspur.

4.0 REGIONAL SETTING

Figure 4-1: Twin Cities Municipal Service Review Overview Map



The Twin Cities Municipal Service Review (MSR) study area consists of the southern end of Marin County’s central valley serving the Corte Madera, Larkspur, and Greenbrae communities. Sir Francis Drake Boulevard is the major tie that binds the communities together. A total of six public agencies are included in the study (see Figure 4.1). Additionally, there are a handful of agencies that serve within the region that are not reviewed in this document but are either scheduled to be reviewed in upcoming MSRs or have been recently reviewed by previous MSRs. These agencies include the Kentfield Fire Protection District, Marin County Flood Control and Water Conservation District Zone 9, Marin Municipal Water District, and Ross Valley Sanitary District.

A few distinct communities lie within and adjacent to the Twin Cities study area. These communities are served by a number of municipal service providers that have been established over time to meet local conditions and needs. While jurisdictional boundaries define the geographical extent of an agency’s authority and responsibility to provide services, there are

several instances of overlapping boundaries and service responsibilities in the study area. These service arrangements and relationships for providing fire protection, parks and recreation, open space management, and other municipal services within the study area are described in this report. In an urban area such as central Marin County, land use, transportation, and environmental problems transcend the boundaries of individual cities. Many of these issues can be solved only through a pooling of effort that cuts across jurisdictional and geographical boundaries.

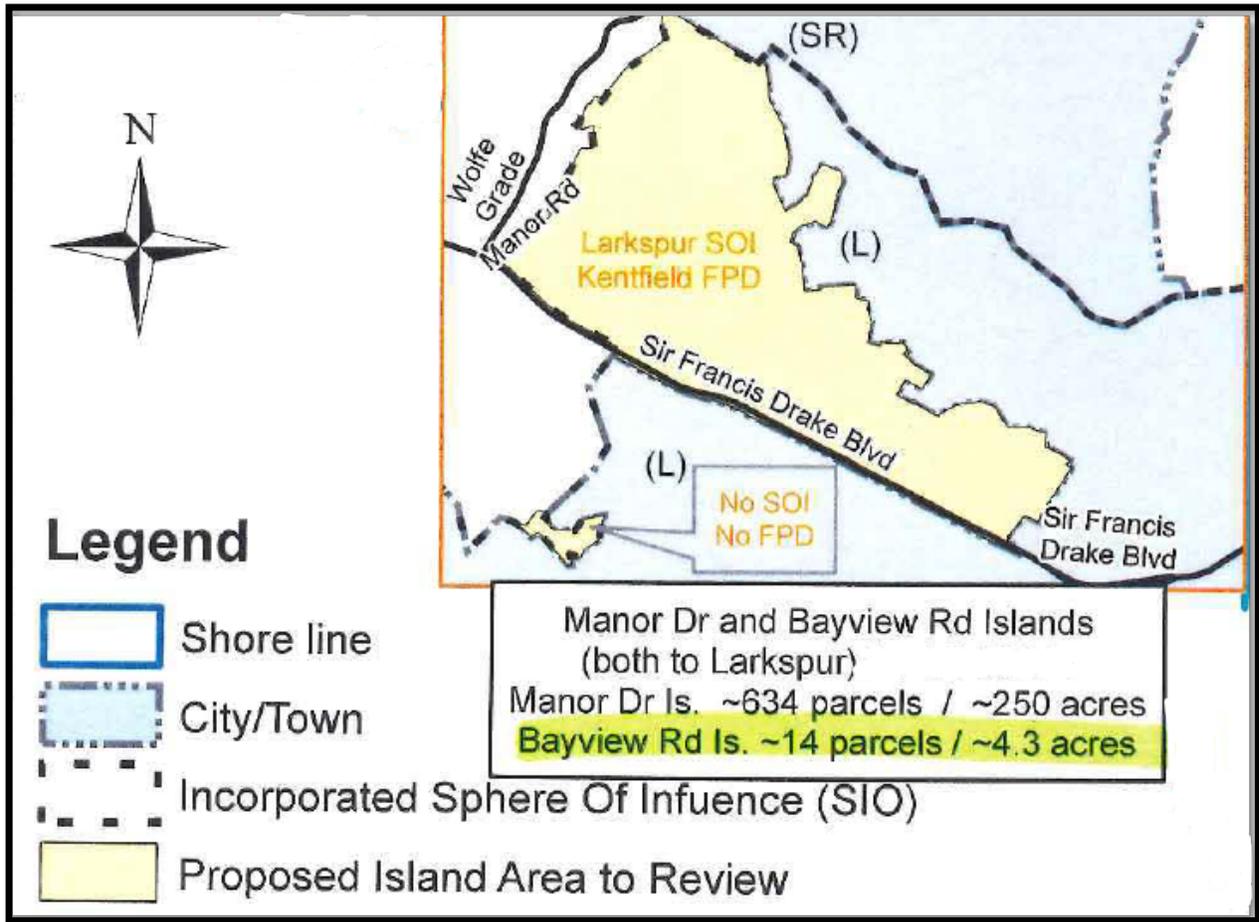
Within the study area, all incorporated and unincorporated communities are within the current boundary or service area of fire protection and emergency medical service providers. Northeast of the study area is the City of San Rafael. To the north and west of the study area is the census-designated place of Kentfield. To the southwest of the study area lies the City of Mill Valley, and to the southeast the Town of Tiburon and the census-designated place of Strawberry.

4.1 UNINCORPORATED ISLANDS

The State Legislature has recognized that pockets of unincorporated territory that are surrounded or substantially surrounded by incorporated cities, typically known as “islands”, create governance and service delivery inefficiencies and deficiencies. Marin LAFCo’s Unincorporated Island policy encourages annexations of islands to cities, where supported by the island community, to further reduce and/or eliminate islands to provide more orderly local governmental boundaries and cost-efficiencies. However, Marin LAFCo will not independently proceed with an entire island annexation to a municipality where local residents have voiced opposition.

There are two unincorporated islands in the Twin Cities region that are substantially surrounded by the City of Larkspur: the Manor Road neighborhood in the northeast area of the City of Larkspur, and the Bayview Road/Tamalpais Road area to the north of the City of Larkspur. The Manor Road island is comprised of 634 parcels, a majority of which are developed, and is approximately 250 acres in size. The Bayview Road/Tamalpais Road island is 14 parcels and approximately 4.3 acres. At this time, all of the area within the Manor Road island is within the sphere of influence of the City of Larkspur, however, the Bayview Road/Tamalpais Road island is not. Marin LAFCo staff is making the recommendation to add the Bayview Road/Tamalpais Road island area to the sphere of influence of the City of Larkspur. A map of the two islands can be seen below in figure 4-2.

Figure 4-2: Map of Unincorporated Islands in the Larkspur Area



5.0 CITY OF LARKSPUR

5.1 OVERVIEW

The City of Larkspur is situated in the heart of Marin County’s Highway 101 corridor. The county’s two main arterials, U.S. Highway 101 and Sir Francis Drake Boulevard, run through the City, as they connect southern and central Marin County to one another. The City shares a border to the southeast with the Town of Corte Madera, to the southwest with the City of Mill Valley, and to the northeast with the City of San Rafael. The census-designated place of Kentfield lies to the northwest of the City, separating it from the Town of Ross in the heart of the Ross Valley. The jurisdictional boundary of the City of Larkspur is 3.19 square miles and, on the basis of the Town’s current zoning standards, is predominantly built out² at this time with very few vacant parcels remaining without approved project plans. According to the United States Census Bureau³, the City had an estimated population of 12,254 as of July 1, 2019.

The City provides a range of municipal services including parks and recreation, street maintenance, community development, library, police, and fire/emergency medical. Other municipal services to the Town are provided by various special districts.

Table 5-1: City of Larkspur Overview

City of Larkspur Overview	
City Manager:	Dan Schwarz
Main Office:	400 Magnolia Avenue, Larkspur
Council Chambers:	400 Magnolia Avenue, Larkspur
Formation Date:	March 1, 1908
Services Provided:	Parks & Recreation, Street Maintenance, Community Development, Library, Police, Fire/Emergency Medical
City Boundary:	3.19 sq. mi city limit; 4.37 sq. mi SOI
Population Served:	12,254

5.2 FORMATION AND DEVELOPMENT

Originally inhabited by the Coast Miwoks, the City of Larkspur’s first informal settlement came in the 1840s by way of timber industry workers harvesting trees in what was then known as the Rancho Corte Madera del Presidio. The large tract of land was granted by the Mexican government to John Reed for the purpose of supplying lumber to what is now San Francisco. Two sawmills were constructed in what is now Larkspur. Once the area had been cleared of a majority of its timber stock, ranching and farming became the region’s chief industries.

In 1874, the North Pacific Coast Railroad constructed tracks from Sausalito north into Sonoma County. In 1886, Charles W. Wright and his American Land Trust Company purchased a majority of what is now the City of Larkspur and subdivided the land. In an effort to convince the North Pacific Coast Railroad to construct a station on his land, Wright built five Victorian cottages and requested that his wife, Georgiana, offer a name for the potential station. When the station was built in 1891, the railroad agreed to call it Larkspur, after the flower that Mrs. Wright had

² [City of Larkspur 2020-2040 Draft General Plan; Pg. 16](#)

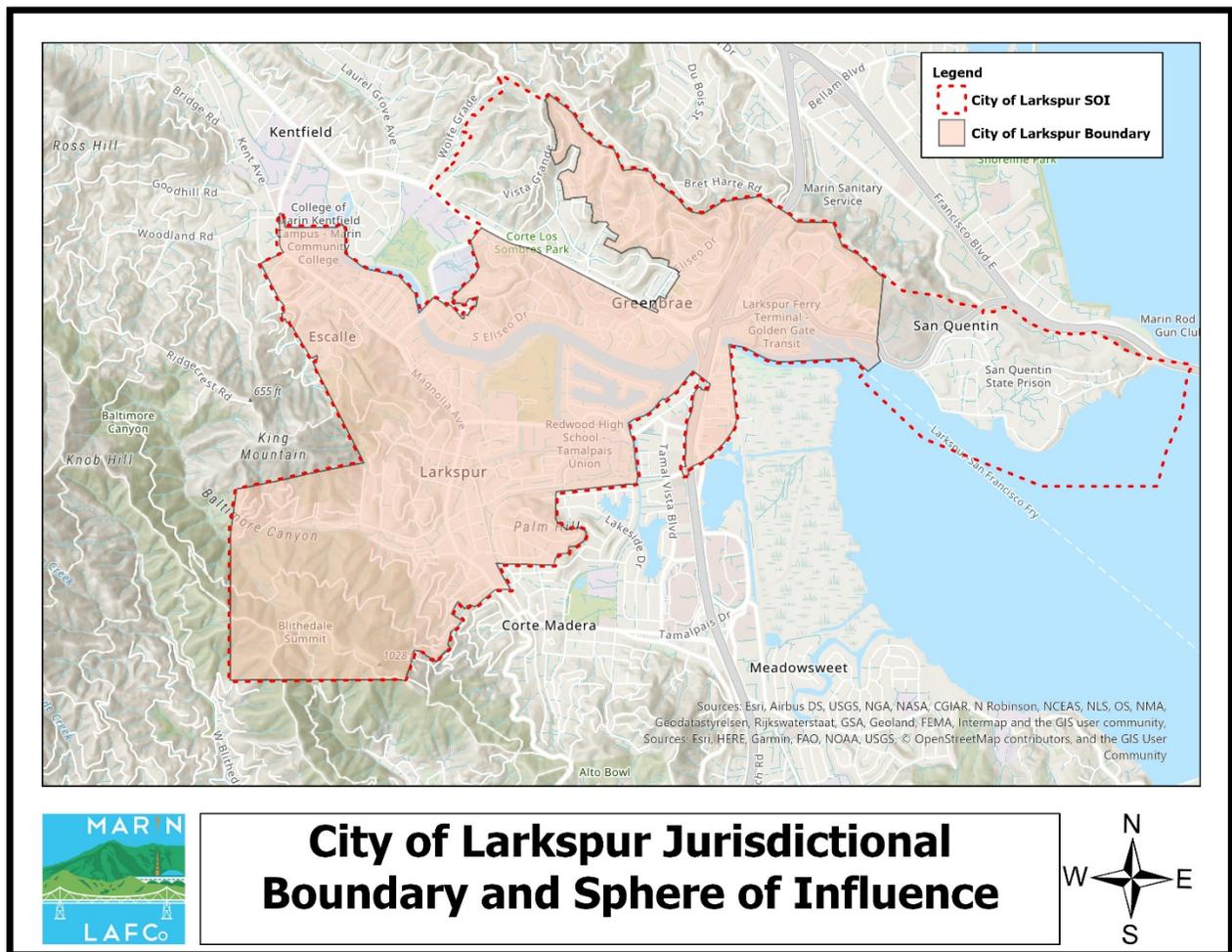
³ [U.S. Census Bureau QuickFacts](#)

grown fond of growing in the hills. A post office was also constructed in 1891 and, propelled by the unexpected growth from families leaving the City of San Francisco after the destruction of the major earthquake, in March of 1908, the City of Larkspur was officially incorporated.

The City’s population growth saw its most significant boom between 1960 and 1970, when the total number of residents grew from 5,700 to 10,487. Today, the City’s total population has extended to just over approximately 12,000 total residents.

5.3 JURISDICTIONAL BOUNDARY AND SPHERE OF INFLUENCE

Figure 5-1: City of Larkspur Jurisdictional Boundary Map



The current jurisdictional boundary for the City of Larkspur is approximately 3.19 square miles (2043 acres). A majority of the City’s northwestern border is shared with the unincorporated community of Kentfield, which separates the City from the Town of Ross’s southern border. The City also shares stretches of its border with the City of San Rafael, City of Mill Valley, and the Town of Corte Madera. The unincorporated spaces that make up the Greenbrae Boardwalk and the San Quentin Village area as well as the San Quentin State Prison each border areas of the Town’s eastern boundary.

Most recently updated in 2007, the City's sphere of influence (SOI) is a fair amount larger than the jurisdictional boundary at approximately 4.37 square miles (2,796 acres). The total area included in the sphere that is outside of the city limits encompasses all of the San Quentin Peninsula and includes San Quentin State Prison area, as well as an apportionment of the community of Greenbrae to the north of the City. The included area of Greenbrae is an apportionment of the area within the jurisdictional boundary of County Service Area 16, which also includes land within city limits. The SOI previously included all of the unincorporated community of Kentfield, but a majority of the area was removed from the sphere in 2007 when Marin LAFCo determined that the updated definition of a sphere of influence no longer allowed for the community in its entirety to be included. This was due to the fact that Kentfield has independent sources of service that are comparable to services provided by the City of Larkspur and geographically is separate and distinct from the City. In addition, annexation of the entire community would cause a total population increase of over 50% to the City's current population which would put an unsustainable strain on the City's facilities and operations without fundamental changes.

5.4 POPULATION AND GROWTH

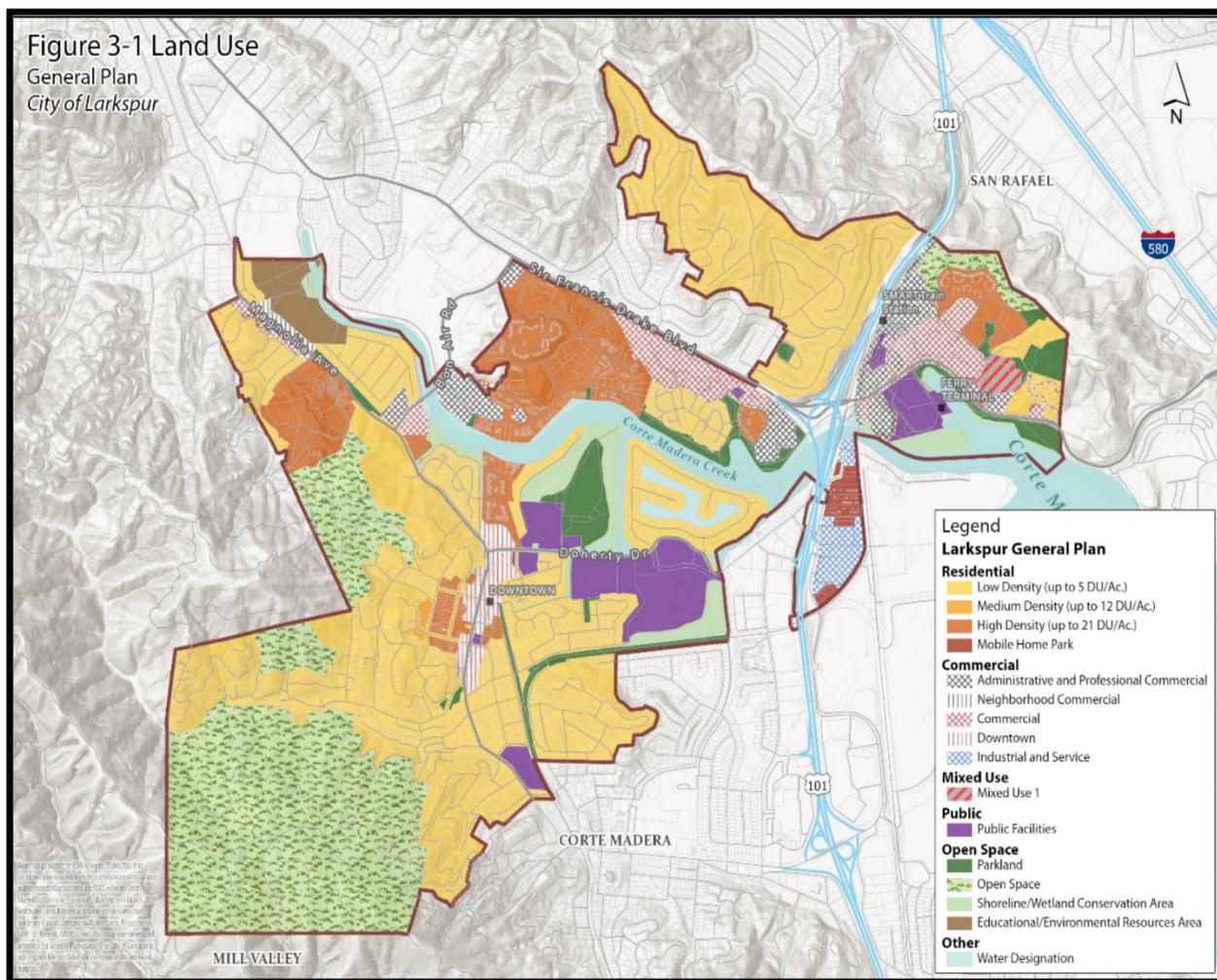
The City of Larkspur saw its greatest population boom between 1950 and 1970 when the total population of the City grew from 2,905 to 10,487. The official count from the 2010 Census put the City's population at 11,947. Since then, population estimates have held fairly steady with the most recent estimate in July of 2019 from the U.S. Census Bureau putting the City's population at 12,254. This equates to an annual population growth rate of approximately .25%.

The City is essentially built⁴ out at this time, with few remaining vacant lots zoned for development that have not already been given a prospective project designation. With 59%⁵ of the City's developed land being zoned as residential and a majority of that as low density (5 or less dwelling units per acre), the current projection is for the population growth to be fairly stagnant into the foreseeable future. A map of the zoning for the City can be seen below in figure 5-2.

⁴ [City of Larkspur 2020-2040 Draft General Plan; Pg. 16](#)

⁵ [City of Larkspur 2020-2040 Draft General Plan; Pg. 71](#)

Figure 5-2: Zoning Map for the City of Larkspur



5.5 ORGANIZATION STRUCTURE

Governance

The City of Larkspur operates under a council-manager form of government, in which legislative and policy functions are vested in the City Council while the City Manager conducts the day-to-day city business. The City Council for Larkspur is comprised of 5 members. The positions of Mayor and Vice-Mayor are rotated amongst the members on an annual basis. Members are elected to four-year terms, with elections held every two years with three council members elected in one cycle and two in the following cycle.

City Council duties include establishing legislation and policies governing the City; adopting all ordinances, resolutions, and major contracts; approving and modifying annual budgets; making appointments to advisory boards, commissions, and committees; and appointing the City Manager and City Attorney. City Council meetings are regularly held on the first and third Wednesday of each month at 6:30 p.m. at the City Council Chambers at 400 Magnolia Avenue in Larkspur.

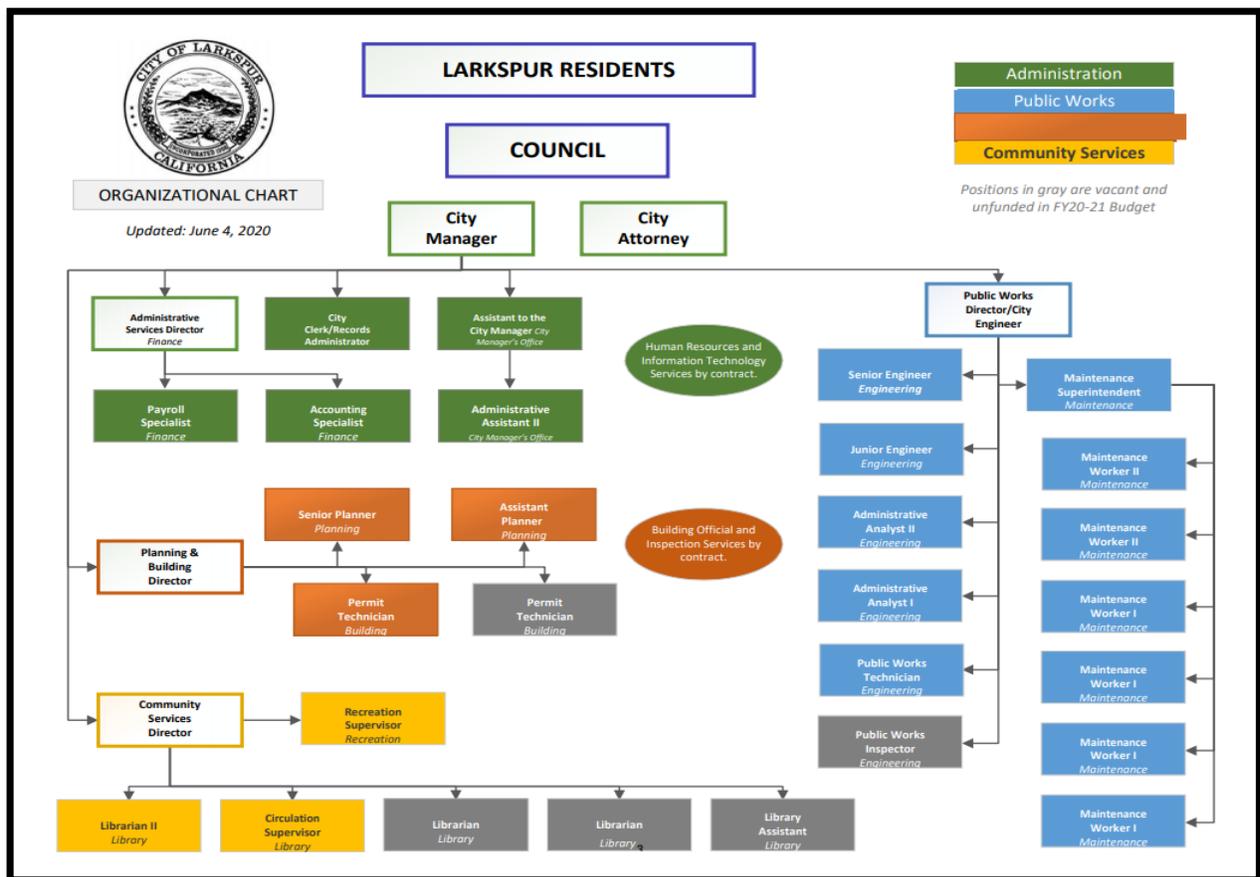
Table 5-2: City of Larkspur City Council Members

Member	Position	Term End
Kevin Haroff	Mayor	2022
Dan Hillmer	Vice-Mayor	2022
Scot Candell	Member	2024
Katherine Way	Member	2022
Gabe Paulson	Member	2024

Administration

The City Manager is appointed by the City Council and is responsible for City operations management and policy implementation on behalf of the City Council. The City Manager is an at-will employee and administers the City of Larkspur’s departments. The current staffing level is 28 full-time-equivalent (FTE) employees. The City’s organization chart can be seen below in figure 5-3.

Figure 5-3: City of Larkspur Organization Chart



5.6 ACCOUNTABILITY AND TRANSPARENCY

When conducting service reviews and reviewing proposals, LAFCo considers an agency's accountability for community service needs, including governmental structure, operational efficiencies, financial resources, and promoting public access. The City offers multiple ways to keep the public informed about services, meetings, finances, and decision-making processes. The City has designated three places within the City for posting public notices as is required within the City's municipal code. The noticing sites include the bulletin board on the front porch of City Hall, the Bulletin Board in the entrance of the Bon Air Shopping Center, and the bulletin board in the entrance of Larkspur Landing Shopping Center. As a courtesy, the City also posts public notices on its website. Past meeting agendas and meeting minutes can be found in the City's "Archive" page on its website that is linked from the City Council page. The public may also provide verbal comments or concerns by phone or in person at Town Hall during business hours and/or at Town Council meetings during the public comment period. Given the current issues with public gatherings due to COVID-19, the City offers its residents the ability to attend all public meetings remotely and offers recordings of its meetings on the City's YouTube page as soon as possible after the meeting. At this time, all legal requirements for public agency transparency are being met or exceeded.

5.7 MUNICIPAL SERVICES

Law Enforcement

The City of Larkspur receives law enforcement and dispatch services by way of a joint powers authority originally known as the Twin Cities Police Authority and now named the Central Marin Police Authority (CMPA). The Authority provides services to Larkspur, Corte Madera, and San Anselmo. The agency is governed by the Police Council, which is comprised of two members from each of the City/Town Councils of San Anselmo, Corte Madera, and Larkspur.

An annual budget is adopted by the CMPA Council and funded through assessments to the three members. The costs for administration, communications, and investigations are shared on an equal basis with each member paying one-third. The costs for field operations, a juvenile/school resource officer, and traffic are allocated according to a funding formula based upon the number of calls for service, total crimes, citations, and accidents on a rolling three-year period. The funding formula gives the following amount of weight to each category: Calls for Service – 55%; Total Crimes – 25%; Total Citations – 10%; Total Accidents – 10%. This method of cost allocation ensures that if one member has additional patrol field needs, the costs are fairly allocated to the town/city receiving the services.

On March 27, 2017, the Central Marin Police Council passed Resolution No. 2017/06 which adopted a fixed shares funding formula for FY 2017-18 and future fiscal years. The Council determined that the funding formula was equitable, just, and fairly represented the shares the Towns and City should pay moving forward. The adopted fixed shares are: Corte Madera – 27.86%; Larkspur – 33.71%; San Anselmo – 38.43%. The projected expenditures for the City for FY 2020-21 for police services are \$4,070,615, approximately 25% of General Fund expenditures for the Town.

Central Marin Police Authority receives a full review in section 8.0 of this document.

Fire and Emergency Response

Fire-related services and emergency medical response for the City of Larkspur are provided by the Central Marin Fire Department (CMFD). The Department is a joint powers authority made up of the Town of Corte Madera and the City of Larkspur that was recently established in 2018. Emergency response services are provided by the Department as a member agency of the Ross Valley Paramedic Authority. The two municipalities each contribute 50% of the Department's cost. For FY 2020-21, The City of Larkspur projects General Fund expenditures for CMFD to be \$4,904,169, which is approximately 30% of the Town's projected General Fund expenditures for the year. The total expenditures are \$161,959 more than the previous fiscal year largely due to the one-time expense of retiree medical benefits.

The Central Marin Fire Department receives a full review in section 7.0 of this document.

Recreation and Library

The impacts of the COVID-19 pandemic have been significant across all municipal departments for agencies all across the state and even the country. Difficult decisions have had to be made in an effort to cut spending to make up for multiple sources of lost revenue. From furloughs, to layoffs, to hiring freezes, to consolidation of services, agencies have had to be creative in finding ways to balance budgets without overextending the use of reserve funds.

The City of Larkspur, for FY 2020-21, has made significant changes to its Recreation and Library services, in an effort to continue to meet the needs of its residents while finding creative ways to streamline operations to cut costs. For FY 2020-21, the City created its Community Services Department by combining its Library and Recreation Department into divisions within a single department. Operating as a single department aids in the reduction of management costs and brings the hope of greater cross programming between the formerly separate entities. Both divisions are overseen by the Director of Community Services, which removes the positions of Recreation Director and Library Director from the City's budget and organization chart. In addition, staffing levels funded for the Recreation Department have been reduced from the 2.5 FTE in FY 2019-20 to 1 FTE for FY 2020-21. An Administrative Assistant, in prior fiscal years, had its positions funding split between Administration and Recreation. FY 2020-21 places the funding for that position entirely within Administration.

The Director of Community Services is supported by staff that includes one Professional Librarian and one Circulation Supervisor within the Library Division, and one Recreation Supervisor as well as independent contractors within the Recreation Division. The Director works in concert with the Parks and Recreation Commission as well as the Library Board of Trustees as an additional layer of community oversight ensuring that the services meet the needs of the community.

The Recreation Department also houses two enterprise operations: Super Cool Summer School and the Twin Cities Child Care. These two operations were authorized by the City Council to operate by enterprise funds independently from the General Fund. A condition of operation is the requirement of little to no taxpayer subsidy in order to remain solvent. City staff evaluated both

programs prior to the creation and adoption of the FY 2020-21 budget in order to examine their sustainability in the current fiscal climate. It was determined that the Twin Cities Child Care relies on serving 60-100 children on a regular basis. With the health restrictions in place for COVID-19, staff was unable to create a sustainable model for the operation to continue under the current health orders. As such, the City has suspended all business in this enterprise fund for FY 2020-21. The planning cycle for the Super Cool Summer School programming typically takes place in the winter and early spring. With the uncertainty of COVID-19 restrictions during this year's planning cycle, the City decided to suspend activity in this fund as well. The City is hopeful that through third-party vendors, a few summer camps will be offered this year, and that the Fund can resume activity in FY 2021-22.

The Recreation Division, in FY 2019-20, served 2,664 participants in its programs. This number was down significantly from the 3,918 served in FY 2018-19 due to the lack of spring and early summer programming that had to be canceled due to COVID-19 public health orders. While the Recreation Division is providing virtual recreation services to the community in an effort to continue to creatively serve, the General Fund budget for FY 2020-21 was formulated under the assumption that no revenue will be generated by Recreation this fiscal year. As such, the total expenditure amount budgeted for the Recreation Division for FY 2020-21 is \$524,094, which is a decrease of \$249,025 (32.2%) from the prior year. The total expenditure amount budgeted for the Library Division for FY 2020-21 is \$634,095, which is a decrease of \$284,768 (31%) from the prior year. A full breakdown of the expenditure budgets for both divisions can be seen below in figures 5-4 and 5-5.

Figure 5-4: City of Larkspur Recreation Expenditures

Fund	Account Number	Account Name	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020	2019-2020	2020-2021
			Total Activity	Total Budget	YTD Activity Through April	Total Budget	Proposed Budget				
		PW Parks									
100	100-0071-000-001000	SALARIES	245,321	211,422	181,261	150,663	176,750	258,913	239,445	308,516	323,501
100	100-0071-000-001003	RHS/ADMIN LEAVE	-	-	-	5,754	5,224	2,364	1,254	2,365	2,733
100	100-0071-000-002000	OVERTIME	1,244	6,298	8,300	4,005	3,597	5,000	4,331	5,000	5,000
100	100-0071-000-003000	PART TIME	-	-	-	-	-	-	-	-	-
100	100-0071-000-005000	HEALTH BENEFITS	72,039	54,002	37,122	23,685	39,494	58,878	48,321	82,705	105,109
100	100-0071-000-006000	LONG TERM DISABILITY	826	566	656	493	674	1,069	824	1,268	1,437
100	100-0071-000-007000	MEDICARE	3,307	2,929	2,620	2,054	2,569	3,754	3,452	4,473	4,636
100	100-0071-000-008000	PERS	23,817	13,634	11,521	8,749	10,933	19,422	16,702	25,572	27,820
100	100-0071-000-008001	SIDE FUND LOAN PAYMENTS	700	276	(2,406)	-	-	-	-	-	-
100	100-0071-000-009001	UNIFORM & VISION	-	850	476	850	1,149	1,050	-	-	1,500
100	100-0071-000-009004	Phone Stipend	212	208	156	324	360	360	270	360	360
100	100-0071-000-010000	SOCIAL SECURITY	-	-	-	-	-	-	-	-	-
100	100-0071-000-011000	DEFERRED COMP	2,522	1,906	1,583	1,263	1,538	5,163	2,151	6,049	7,355
100	100-0071-000-011001	Cost Recovery	-	-	-	-	-	-	-	-	-
100	100-0071-001-012000	CONTRACT SERVICES	77,575	66,709	134,560	136,220	172,455	171,500	40,423	77,500	77,500
100	100-0071-001-013000	IT Services	-	977	68	-	-	-	68	-	-
100	100-0071-002-020001	AGRICULTURAL/MATERIALS/SUPPL	-	-	-	-	-	-	-	-	-
100	100-0071-002-021000	AUTOMOTIVE FUELS	6,565	4,536	6,094	5,710	7,204	7,000	4,029	7,000	7,000
100	100-0071-002-025000	SMALL TOOLS & EQUIPMENT	3,131	5,448	7,403	10,656	10,733	8,500	16,836	8,500	8,500
100	100-0071-002-026000	OFFICE SUPPLIES	-	-	522	-	-	-	-	-	-
100	100-0071-002-027000	UNIFORM & CLOTHING	1,306	3,077	4,003	1,303	2,038	2,500	2,144	2,500	2,500
100	100-0071-003-030000	UTILITIES	1,505	1,670	1,389	1,950	1,986	1,802	16,524	1,802	1,802
100	100-0071-003-034000	WATER/PARKS	87,422	83,849	93,354	81,785	106,833	124,500	75,009	124,500	124,500
100	100-0071-004-042000	TRAVEL/LODGING	-	-	(18)	-	-	-	-	-	-
100	100-0071-004-042003	Training	-	-	-	-	-	-	-	-	-
100	100-0071-004-043000	AUTOMOBILE/PRIVATE	95	570	2,447	2,681	2,450	-	1,663	-	-
100	100-0071-005-050000	LANDSCAPING	63,879	41,887	39,515	44,388	43,264	27,000	25,192	27,000	27,000
100	100-0071-005-052000	BUILDING & STRUCTURES MAINT	13,445	15,586	15,141	14,770	14,570	10,000	24,264	20,000	15,000
100	100-0071-005-053000	AUTOMOTIVE EQUIPMENT REPAIRS	-	-	-	-	-	-	-	-	-
100	100-0071-005-056000	EQUIPMENT REPAIRS	3,148	4,726	3,723	247	2,708	3,500	-	3,500	3,500
100	100-0071-006-062000	WORKERS COMP INSURANCE	6,783	8,364	9,145	8,435	10,026	10,837	11,506	10,837	10,837
100	100-0071-007-070000	DUES/MEMBERSHIP/SUBSCRIPTION	300	652	300	600	600	-	-	-	-
100	100-0071-007-070004	Recruitment	-	-	-	-	1,139	-	-	-	-
100	100-0071-007-074001	EQUIPMENT REPLACEMENT	-	-	-	15,431	-	-	-	-	-
100	100-0071-008-087008	OTHER EQUIPMENT	-	614	-	(3,824)	(5,052)	(4,500)	(723)	(4,500)	(4,500)
		Total	615,140	530,756	558,934	518,192	613,242	718,612	533,684	714,947	753,090

Figure 5-5: City of Larkspur Library Expenditures

Fund	Account Number	Account Name	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020	2019-2020	2020-2021
			Total Activity	Total Budget	YTD Activity Through April	Total Budget	Proposed Budget				
		Library									
100	100-0080-000-001000	SALARIES	391,263	367,130	375,535	399,017	403,762	405,978	286,445	422,451	266,031
100	100-0080-000-001003	RHS/ADMIN LEAVE	-	4,148	-	7,113	6,710	4,000	(5,750)	4,000	4,000
100	100-0080-000-002000	OVERTIME	-	-	-	-	-	-	-	-	-
100	100-0080-000-003000	PART TIME	57,991	56,438	55,234	57,902	60,245	65,488	54,105	65,968	44,437
100	100-0080-000-003001	CONTRACT	-	-	-	160	-	-	-	-	-
100	100-0080-000-005000	HEALTH BENEFITS	130,895	138,935	134,442	110,866	92,167	117,660	60,972	112,260	71,745
100	100-0080-000-006000	LONG TERM DISABILITY	1,409	1,223	1,400	1,544	1,722	1,579	1,031	1,646	939
100	100-0080-000-007000	MEDICARE	6,458	6,125	6,162	6,673	6,787	10,897	4,947	11,172	7,104
100	100-0080-000-008000	PERS	56,558	31,891	31,568	33,721	32,311	37,511	22,375	42,229	23,735
100	100-0080-000-008001	SIDE FUND LOAN PAYMENTS	2,730	913	(4,365)	-	-	-	-	-	-
100	100-0080-000-009003	VISION	993	240	216	442	457	1,800	973	1,800	900
100	100-0080-000-010000	SOCIAL SECURITY	3,458	3,767	3,174	3,495	3,585	-	3,307	-	-
100	100-0080-000-011000	DEFERRED COMP	3,622	3,476	2,888	2,916	2,878	7,960	2,383	11,725	7,104
100	100-0080-001-012000	CONTRACT SERVICES	2,597	610	2,675	717	1,802	2,600	1,105	2,600	2,600
100	100-0080-001-013000	IT Services	-	21,159	16,375	7,518	9,274	22,000	6,806	22,000	19,000
100	100-0080-002-024000	PRINTED & PHOTOGRAPHIC	31,260	29,446	29,187	32,051	29,882	30,000	19,442	30,000	24,000
100	100-0080-002-024001	CHILDREN'S BOOKS	10,643	9,428	8,794	10,154	10,020	10,000	6,583	10,000	10,000
100	100-0080-002-024002	ADULT AUDIOVISUAL	6,172	5,203	4,696	2,755	5,484	5,564	4,696	5,564	4,000
100	100-0080-002-024003	ADULT SUBSCRIPTIONS	4,482	3,358	4,634	4,958	5,088	5,072	5,008	5,072	2,000
100	100-0080-002-024004	CHILDRENS AUDIOVISUAL	792	1,445	649	1,120	1,483	1,507	220	1,507	1,500
100	100-0080-002-024006	E BOOKS	1,501	1,203	1,602	-	1,500	1,550	9,437	1,550	1,000
100	100-0080-002-024007	Electronic & Digital Services	-	-	-	-	-	-	1,512	6,250	1,000
100	100-0080-002-026000	OFFICE SUPPLIES	11,676	9,962	9,701	11,154	12,924	12,700	10,200	12,200	6,000
100	100-0080-004-040000	POSTAGE	348	370	342	373	306	500	121	500	500
100	100-0080-004-041000	TELEPHONE	523	52	604	815	949	620	1,004	620	1,200
100	100-0080-004-042000	TRAVEL/LODGING	-	60	59	-	-	500	-	500	100
100	100-0080-004-042001	Conferences & Meetings	-	-	105	-	118	400	-	400	100
100	100-0080-004-042003	Training	190	75	210	174	308	500	-	500	500
100	100-0080-004-043000	AUTOMOBILE/PRIVATE	4,236	2,852	3,177	4,238	4,200	4,200	2,304	4,200	4,200
100	100-0080-005-052000	BUILDING & STRUCTURES MAINT	48	90	815	591	2,205	750	22	750	500
100	100-0080-005-056000	EQUIPMENT REPAIRS	1,913	382	-	-	-	200	-	200	200
100	100-0080-006-062000	WORKERS COMP INSURANCE	12,362	16,913	15,797	13,304	15,666	16,933	15,755	15,888	16,682
100	100-0080-006-063000	UNEMPLOYMENT COMPENSATION	-	5,484	-	54	239	-	-	-	-
100	100-0080-007-070000	DUES/MEMBERSHIP/SUBSCRIPTION	1,275	1,412	1,072	1,428	1,403	2,500	816	2,500	900
100	100-0080-007-070001	MARINER ANNUAL FEES	63,841	58,503	65,788	77,822	81,571	85,108	81,104	85,700	89,668
100	100-0080-007-070004	Recruitment	-	-	26,024	746	722	-	1,374	250	250
100	100-0080-007-072000	ADVERTISING	79	200	196	131	142	200	1	200	200
100	100-0080-007-073002	CONTINGENCY SPEC	-	-	11,125	-	24,374	10,000	-	10,000	-
100	100-0080-007-074001	EQUIPMENT REPLACEMENT	-	-	86	2,206	1,720	2,500	1,198	14,661	10,000
100	100-0080-009-090000	Special Projects Programs	-	-	-	-	10,230	10,000	12,990	12,000	12,000
		Total	809,313	782,496	809,967	879,615	832,233	878,777	612,486	918,863	634,095

Water

The water services to the City of Larkspur are provided by the Marin Municipal Water District (MMWD), an independent special district, which is a separate local agency from the City. The District's services are reviewed separately in Marin LAFCo's Countywide Water Service Study (2016). This study can be viewed at marinlafco.org.

MMWD's jurisdictional boundary spans 148 square miles. 61% of this area is unincorporated and the additional 39% lies in 10 cities/towns, including the entirety of Larkspur and its surrounding unincorporated areas. MMWD is currently authorized to provide three specific services within its jurisdictional boundary: (1) domestic water; (2) non-potable water; (3) and recreation. The district's governing board is comprised of 5 members who are elected by electoral divisions to

staggered 4-year terms. The City of Larkspur is represented by electoral divisions 3 and 5. Larry Russell is the elected official holding the seat for division 5 and Larry Bragman holds the seat for division 3. MMWD currently meets on the first and third Tuesday of each month at 7:30 p.m. at the District's Administrative Office at 220 Nellan Avenue in Corte Madera.

Wastewater

Wastewater services to the majority of the City of Larkspur are provided by Ross Valley Sanitary District (RVSD). The District was established in 1899 and encompasses an approximate 19.7 square mile jurisdictional boundary within east-central Marin County. Governance is provided by an independent five-member Board of Directors whose members are elected at-large to staggered four-year terms.

RVSD is currently organized as a single-purpose agency with municipal operations limited to wastewater collection though it is empowered – subject to LAFCo approval – to provide solid waste (including collection), recycled water, and storm drainage services. RVSD maintains an approximate 202-mile collection system with its own personnel while contracting – and as a signatory – with the Central Marin Sanitation Agency (CSMA) for wastewater treatment and disposal services.

The District's services are reviewed separately in full in Marin LAFCo's Central Marin Wastewater Services Study (2017). This study can be viewed at marinlafco.org.

Small pockets of Larkspur receive wastewater services from County Sanitary District No. 2 (SD2). These pockets of service to the City reside in the area along Redwood Highway just south of the Greenbrae Boardwalk, as well as to a number of parcels in the Bayview Avenue area along the border between the City of Larkspur and the Town of Corte Madera. SD2 is one of three collection-only sewer agencies of the Central Marin Sanitation Agency, a joint powers agency that owns and operates a single treatment plant. All member agency collection systems terminate at the CMSA plant.

SD2 was initially formed as an independent district in 1901 with its own directly elected five-member board of directors among registered voters residing within the District. SD2 was governed in this manner until 1969 when the Town of Corte Madera proposed reorganization of the District as a subsidiary to the Town. This reorganization was permitted under State law as Corte Madera's jurisdictional boundary represented no less than 70% of both the District's total boundary and registered voters at the time of the reorganization. As a result of the reorganization, the Corte Madera Town Council acts as the SD2 Board and incorporates the District's business as part of the Town's regular meeting schedule. Corte Madera's Town Manager serves as the General Manager for SD2 and oversees all District activities with the aid of the Director of Public Works. The service activities directly performed on behalf of SD2 by the Public Works staff are focused on the engineering and maintenance aspects of the District's roughly 49-mile collection system as well as cost-recovery through the setting and collection of charges and fees.

The District's services are reviewed separately in full in Marin LAFCo's Central Marin Wastewater Services Study (2017). This study can be viewed at marinlafco.org.

Public Works

The City of Larkspur's Public Works Department fulfills its municipal service responsibilities by way of three different divisions within the department: Administration/Engineering Division, Streets and Facilities Maintenance Division, and Parks Maintenance Division. Each division is tasked with specific areas of service in order to maintain the different elements of the City's basic infrastructure. In total, the department has 13 FTE employees for FY 20-21.

The Department's Street and Facilities Maintenance Division oversees the servicing of all of the City's roadways including the maintenance of streets and rights of way. This division also oversees the maintenance of many of the City's major structures such as City Hall, Railroad Depot building, the Corporation Yard, two public restrooms, and five storm drain pump stations. The Division also supports 24-hour on-call emergency support including serving as first responders during flooding and fire events. While multiple expenditure cuts had to be made throughout each of the City's departments (including Public Works) due to COVID-19 budget shortfalls, one of the City's budgetary priorities this fiscal year was to ensure the funding for the Public Works maintenance staff due to the critical nature of their first responder duties during a myriad of emergency events.

The Parks Maintenance Division manages the maintenance and renovations of City-owned recreational and environmental areas. Duties of staff in the division include park and trail maintenance, customer service response, and irrigation management. This division is also included in 24-hour on-call emergency support for environmental disasters such as flooding, fires, and public safety power shutoffs.

The Engineering Division oversees the large-scale infrastructure improvements within city limits by way of the Capital Improvement Program. Each year, the City develops a five-year capital improvement program (CIP) to serve as a long-term planning tool in order to map out both the scheduling of major projects as well as the funding necessary to complete them. The division also coordinates with other agencies on larger scale infrastructure projects, as well as administering public use of the City's rights-of-way. The division handles the overall management of the Public Works activities, geographic information system (GIS) mapping, storm water pollution prevention, and public outreach on City infrastructure projects.

Some of the major projects completed by the Public Works Department in FY 2019-20 include:

- First Measure B Funded pavement repair project repaving over five miles of streets
- Completed replacement of discharge piping system at Larkspur Marina Lagoon
- Completed bicycle and pedestrian improvements on Magnolia Avenue and Doherty Drive
- Completed construction of the northern half of the new Bon Air Bridge and opened to traffic
- Significant removal of dead and dangerous trees
- Completed HVAC system repair in City Hall
- Cleaning of City storm drain inlets
- Completed accessibility improvements including over 120 ADA compliant curb ramps

Each of the three divisions has seen their expenditure budgets scaled back for FY 2020-21 from what was allocated in the prior fiscal year in an effort being made by all departments to cut costs due to COVID-19 related revenue shortfalls. The Engineering/Administration Division has a total allocation of \$750,195, which is \$65,724 (8.1%) less than the prior year. The Streets and Facilities Maintenance Division has a total expenditure budget of \$956,795, a decrease of \$92,498 (9.6%) from the prior year. The Parks Maintenance Division has a total expenditure budget of \$753,090, an increase of \$38,090 (5.3%) over the prior year's funding. A full breakdown of the expenditure budgets for each division can be seen below in figures 5-6, 5-7, and 5-8.

Figure 5-6: City of Larkspur Engineering Expenditures

Fund	Account Number	Account Name	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020		2020-2021	
			Total Activity	2018-2019 Total Budget	YTD Activity Through April	2019-2020 Total Budget	Proposed Budget				
Engineering											
100	100-0050-000-001000	SALARIES	260,393	288,127	306,149	340,440	368,976	549,992	335,921	682,659	543,927
100	100-0050-000-001003	RHS/ADMIN LEAVE	-	-	-	3,985	4,182	7,929	8,958	11,609	8,579
100	100-0050-000-002000	OVERTIME	-	448	140	685	768	-	712	-	-
100	100-0050-000-003000	PART TIME	-	11,987	849	-	-	-	-	-	-
100	100-0050-000-003001	CONTRACT	-	58,464	-	-	-	-	-	-	-
100	100-0050-000-005000	HEALTH BENEFITS	73,853	66,019	73,316	79,160	73,968	107,426	58,259	138,133	101,311
100	100-0050-000-006000	LONG TERM DISABILITY	903	888	1,154	1,281	1,391	2,087	1,324	2,586	2,461
100	100-0050-000-007000	MEDICARE	3,637	4,251	4,391	4,923	5,345	7,975	4,814	9,899	7,864
100	100-0050-000-008000	PERS	23,886	19,179	23,580	28,077	27,751	44,176	25,696	55,876	45,712
100	100-0050-000-008001	SIDE FUND LOAN PAYMENTS	1,179	344	(1,628)	-	-	-	-	-	-
100	100-0050-000-009003	VISION	-	1,000	220	520	-	1,620	462	1,920	1,620
100	100-0050-000-009004	Phone Stipend	557	199	312	288	288	1,008	216	1,728	1,008
100	100-0050-000-010000	SOCIAL SECURITY	99	716	53	-	-	-	-	-	-
100	100-0050-000-011000	DEFERRED COMP	2,461	2,517	2,946	3,436	3,248	7,060	3,099	8,387	13,920
100	100-0050-000-011001	Cost Recovery	-	-	-	-	-	(300,000)	-	(300,000)	(300,000)
100	100-0050-001-012000	CONTRACT SERVICES	125,021	152,763	125,021	119,303	90,851	85,953	35,107	85,953	220,124
100	100-0050-001-012026	NEW CORP YARD	1,155	-	-	-	-	-	-	-	-
100	100-0050-001-013000	IT Services	-	30,794	30,647	25,161	25,369	26,500	20,933	30,000	26,500
100	100-0050-002-021000	AUTOMOTIVE FUELS	205	344	35	-	-	-	-	-	-
100	100-0050-002-026000	OFFICE SUPPLIES	8,435	9,577	3,325	5,989	4,451	4,700	10,182	14,700	4,700
100	100-0050-003-030000	Utilities	-	2,870	1,877	1,125	30	5,088	1,356	5,088	5,088
100	100-0050-004-040000	POSTAGE	216	108	194	701	392	300	182	300	300
100	100-0050-004-041000	TELEPHONE	2,116	834	2,592	2,819	3,326	3,000	2,778	3,000	3,000
100	100-0050-004-042000	TRAVEL/LODGING	2,368	157	1,409	1,732	174	500	206	500	500
100	100-0050-004-042001	Conferences & Meetings	-	1,076	73	838	27	1,000	798	1,000	1,000
100	100-0050-004-042003	Training	60	-	-	1,188	998	3,000	52	3,000	3,000
100	100-0050-004-043000	AUTOMOBILE/PRIVATE	4,026	1,383	1,987	1,710	2,294	6,220	4,676	6,220	6,220
100	100-0050-005-052000	BUILDING & STRUCTURES MAINT	17,436	18,117	18,912	22,266	21,523	21,870	14,417	21,870	21,870
100	100-0050-005-053000	AUTOMOTIVE EQUIPMENT REPAIRS	-	-	-	-	-	-	590	-	-
100	100-0050-006-062000	WORKERS COMP INSURANCE	7,405	9,481	11,063	13,041	15,786	17,063	25,278	25,491	25,491
100	100-0050-006-063000	UNEMPLOYMENT COMPENSATION	-	-	-	-	-	-	-	-	-
100	100-0050-007-070000	DUES/MEMBERSHIP/SUBSCRIPTION	3,072	2,095	2,165	2,953	4,741	3,000	7,507	3,000	6,000
100	100-0050-007-070004	Recruitment	-	-	-	425	1,096	-	1,201	3,000	-
100	100-0050-007-074002	OFFICE RENT	4,702	-	-	-	-	-	-	-	-
100	100-0050-008-087012	Equipment Replacement	-	-	-	-	-	-	5,416	-	-
		Total	543,186	683,738	610,781	662,046	656,976	607,467	570,141	815,919	750,195

Figure 5-7: City of Larkspur Park Maintenance Expenditures

Fund	Account Number	Account Name	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020	2019-2020	2020-2021
			Total Activity	Total Activity	Total Activity	Total Activity	Total Activity	Total Budget	YTD Activity Through April	Total Budget	Proposed Budget
		PW Parks									
100	100-0071-000-001000	SALARIES	245,321	211,422	181,261	150,663	176,750	258,913	239,445	308,516	323,501
100	100-0071-000-001003	RHS/ADMIN LEAVE	-	-	-	5,754	5,224	2,364	1,254	2,365	2,733
100	100-0071-000-002000	OVERTIME	1,244	6,298	8,300	4,005	3,597	5,000	4,331	5,000	5,000
100	100-0071-000-003000	PART TIME	-	-	-	-	-	-	-	-	-
100	100-0071-000-005000	HEALTH BENEFITS	72,039	54,002	37,122	23,685	39,494	58,878	48,321	82,705	105,109
100	100-0071-000-006000	LONG TERM DISABILITY	826	566	656	493	674	1,069	824	1,268	1,437
100	100-0071-000-007000	MEDICARE	3,307	2,929	2,620	2,054	2,569	3,754	3,452	4,473	4,636
100	100-0071-000-008000	PERS	23,817	13,634	11,521	8,749	10,933	19,422	16,702	25,572	27,820
100	100-0071-000-008001	SIDE FUND LOAN PAYMENTS	700	276	(2,406)	-	-	-	-	-	-
100	100-0071-000-009001	UNIFORM & VISION	-	850	476	850	1,149	1,050	-	-	1,500
100	100-0071-000-009004	Phone Stipend	212	208	156	324	360	360	270	360	360
100	100-0071-000-010000	SOCIAL SECURITY	-	-	-	-	-	-	-	-	-
100	100-0071-000-011000	DEFERRED COMP	2,522	1,906	1,583	1,263	1,538	5,163	2,151	6,049	7,355
100	100-0071-000-011001	Cost Recovery	-	-	-	-	-	-	-	-	-
100	100-0071-001-012000	CONTRACT SERVICES	77,575	66,709	134,560	136,220	172,455	171,500	40,423	77,500	77,500
100	100-0071-001-013000	IT Services	-	977	68	-	-	-	68	-	-
100	100-0071-002-020001	AGRICULTURAL/MATERIALS/SUPL	-	-	-	-	-	-	-	-	-
100	100-0071-002-021000	AUTOMOTIVE FUELS	6,565	4,536	6,094	5,710	7,204	7,000	4,029	7,000	7,000
100	100-0071-002-025000	SMALL TOOLS & EQUIPMENT	3,131	5,448	7,403	10,656	10,733	8,500	16,836	8,500	8,500
100	100-0071-002-026000	OFFICE SUPPLIES	-	-	522	-	-	-	-	-	-
100	100-0071-002-027000	UNIFORM & CLOTHING	1,306	3,077	4,003	1,303	2,038	2,500	2,144	2,500	2,500
100	100-0071-003-030000	UTILITIES	1,505	1,670	1,389	1,950	1,986	1,802	16,524	1,802	1,802
100	100-0071-003-034000	WATER/PARKS	87,422	83,849	93,354	81,785	106,833	124,500	75,009	124,500	124,500
100	100-0071-004-042000	TRAVEL/LODGING	-	-	(18)	-	-	-	-	-	-
100	100-0071-004-042003	Training	-	-	-	-	-	-	-	-	-
100	100-0071-004-043000	AUTOMOBILE/PRIVATE	95	570	2,447	2,681	2,450	-	1,663	-	-
100	100-0071-005-050000	LANDSCAPING	63,879	41,887	39,515	44,388	43,264	27,000	25,192	27,000	27,000
100	100-0071-005-052000	BUILDING & STRUCTURES MAINT	13,445	15,586	15,141	14,770	14,570	10,000	24,264	20,000	15,000
100	100-0071-005-053000	AUTOMOTIVE EQUIPMENT REPAIRS	-	-	-	-	-	-	-	-	-
100	100-0071-005-056000	EQUIPMENT REPAIRS	3,148	4,726	3,723	247	2,708	3,500	-	3,500	3,500
100	100-0071-006-062000	WORKERS COMP INSURANCE	6,783	8,364	9,145	8,435	10,026	10,837	11,506	10,837	10,837
100	100-0071-007-070000	DUES/MEMBERSHIP/SUBSCRIPTION	300	652	300	600	600	-	-	-	-
100	100-0071-007-070004	Recruitment	-	-	-	-	1,139	-	-	-	-
100	100-0071-007-074001	EQUIPMENT REPLACEMENT	-	-	-	15,431	-	-	-	-	-
100	100-0071-008-087008	OTHER EQUIPMENT	-	614	-	(3,824)	(5,052)	(4,500)	(723)	(4,500)	(4,500)
		Total	615,140	530,756	558,934	518,192	613,242	718,612	533,684	714,947	753,090

Figure 5-8: City of Larkspur Street Maintenance Expenditures

Fund	Account Number	Account Name	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2018-2019	2019-2020	2019-2020	2020-2021
			Total Activity	Total Activity	Total Activity	Total Activity	Total Activity	Total Budget	YTD Activity Through April	2019-2020 Total Budget	Proposed Budget
PW Streets											
100	100-0051-000-001000	SALARIES	348,780	303,487	325,539	373,210	365,694	335,610	257,757	320,589	305,853
100	100-0051-000-001003	RHS/ADMIN LEAVE	-	2,008	-	12,057	12,299	5,077	7,456	5,077	5,892
100	100-0051-000-002000	OVERTIME	3,614	11,171	21,971	14,814	23,442	10,000	11,213	10,000	10,000
100	100-0051-000-003000	PART TIME	-	-	-	-	-	-	-	-	-
100	100-0051-000-005000	HEALTH BENEFITS	110,359	103,313	124,670	128,132	142,432	145,513	74,936	120,605	121,792
100	100-0051-000-006000	LONG TERM DISABILITY	1,228	949	1,247	1,382	1,476	1,738	962	1,683	1,411
100	100-0051-000-007000	MEDICARE	3,825	4,433	4,847	5,752	5,600	4,866	3,843	4,649	4,332
100	100-0051-000-008000	PERS	39,703	18,757	22,368	26,251	25,419	25,468	17,039	25,730	23,597
100	100-0051-000-008001	SIDE FUND LOAN PAYMENTS	2,648	354	(3,435)	-	-	-	-	-	-
100	100-0051-000-009001	UNIFORM & VISION	250	600	1,896	870	1,143	1,230	1,450	-	1,080
100	100-0051-000-009004	Phone Stipend	713	499	325	708	792	792	594	792	792
100	100-0051-000-010000	SOCIAL SECURITY	-	-	-	-	-	-	-	-	-
100	100-0051-000-011000	DEFERRED COMP	3,445	2,472	2,909	3,507	3,332	6,242	2,397	5,702	11,950
100	100-0051-000-011001	Cost Recovery	-	-	-	-	-	-	-	-	-
100	100-0051-001-012000	CONTRACT SERVICES	138,090	221,284	102,110	121,607	132,401	120,000	126,374	120,000	120,630
100	100-0051-001-013000	IT Services	-	1,390	2,311	1,040	838	1,735	442	1,735	1,735
100	100-0051-002-021000	AUTOMOTIVE FUELS	6,529	4,590	6,231	5,710	7,204	7,000	4,145	7,000	7,000
100	100-0051-002-025000	SMALL TOOLS & EQUIPMENT	38,711	17,358	27,901	9,942	24,119	20,000	14,746	20,000	20,000
100	100-0051-002-026000	OFFICE SUPPLIES	65	78	-	-	22	-	-	-	-
100	100-0051-002-027000	UNIFORM & CLOTHING	2,148	2,976	3,585	1,182	2,451	2,500	2,601	2,500	2,500
100	100-0051-003-030000	UTILITIES	20,476	14,054	10,295	10,553	22,244	21,200	11,168	21,200	21,200
100	100-0051-003-031000	STREET LIGHTING	136,017	134,324	136,371	126,487	144,160	113,583	107,331	113,583	113,583
100	100-0051-003-035000	MISC UTILITIES	19,811	38,076	15,282	22,661	17,331	25,000	17,535	25,000	25,000
100	100-0051-004-040000	POSTAGE	-	-	-	-	-	-	-	-	-
100	100-0051-004-041000	TELEPHONE	1,553	2,036	1,188	1,524	1,731	1,500	1,409	1,500	1,500
100	100-0051-004-042000	TRAVEL/LODGING	-	-	-	-	448	2,000	42	2,000	2,000
100	100-0051-004-042003	Training	-	-	350	2,119	472	4,000	-	4,000	4,000
100	100-0051-004-043000	AUTOMOBILE/PRIVATE	416	1,570	5,000	4,862	5,331	2,020	4,020	2,020	2,020
100	100-0051-005-052000	BUILDING & STRUCTURES MAINT	1,163	1,760	658	586	24,502	35,500	2,475	7,500	7,500
100	100-0051-005-053000	AUTOMOTIVE EQUIPMENT REPAIRS	16,751	11,735	12,098	12,864	14,630	22,500	13,297	22,500	22,500
100	100-0051-005-056000	EQUIPMENT REPAIRS	9,190	17,955	21,773	2,949	26,268	20,000	2,693	20,000	20,000
100	100-0051-005-057000	STREETS/ALLIES/SIDEWALKS	34,397	23,064	42,790	86,812	85,398	90,000	67,630	90,250	47,250
100	100-0051-006-062000	WORKERS COMP INSURANCE	9,026	11,212	11,143	10,605	12,996	14,048	14,334	14,750	14,750
100	100-0051-006-063001	Unemployment Comp	1,868	10,769	-	-	5,880	12,753	256	12,753	12,753
100	100-0051-007-070000	DUES/MEMBERSHIP/SUBSCRIPTION	3,102	2,103	3,281	1,021	2,219	3,500	1,026	3,500	3,500
100	100-0051-007-070004	Recruitment	-	-	2,381	173	596	-	-	-	-
100	100-0051-007-072000	ADVERTISING	-	1,140	-	-	-	-	-	-	-
100	100-0051-007-073002	CONTINGENCY SPEC	-	-	71,451	10,130	-	-	-	-	-
100	100-0051-007-074000	RENT	7,200	7,200	7,800	6,600	7,200	7,200	6,600	7,200	7,200
100	100-0051-007-074001	EQUIPMENT REPLACEMENT	-	10,318	13,757	13,757	13,757	13,475	44,968	55,475	13,475
Total			961,078	983,035	1,000,090	1,019,864	1,133,826	1,076,050	820,738	1,049,293	956,795

5.8 FINANCIAL OVERVIEW

The City of Larkspur prepares an annual report on the City’s financial statements in accordance with established governmental accounting standards. The most recent audited financial statement was prepared by the independent certified accounting firm, Badawi & Associates, which issued an unqualified, or “clean”, opinion on the City’s financial statements for the fiscal year ending in June 30, 2019.

The City adopts an annual budget which is adopted and effective July 1st for the ensuing fiscal year. The budget reflects estimated revenues and expenditures. Appropriations and spending authorizations are approved by the City Council. The City Council may amend the budget by resolution during the fiscal year in order to respond to emerging needs, changes, or shifting

priorities. Expenditures may not exceed appropriations at the fund level, which is the legal level of control. The City Manager is authorized to transfer budgeted amounts between accounts, departments, or funds.

Revenues and Expenditures

The FY 2020-21 General Fund expenditure budget for the City of Larkspur is \$16,335,914. The expenditure budget is supported predominantly by a projected revenue of \$15,308,846, with the majority of the remaining difference coming from transfers in from other funds.

For the FY 2020-21, the City reports that operating expenditures are projected to be \$1,754,955 (9.7%)⁶ less than the previous fiscal year. This significant difference in the projected expenditures comes by way of every department except the Parks Division of the Department of Public Works (though furloughs were instated within the Maintenance employees) and Fire/Emergency services accepting notable spending cuts in comparison to the amounts allocated in the previous fiscal year. Some of the more noteworthy year-over-year departmental budget changes by percentage include a reduction by over 32% to Recreation, 31% to Library, 25% to Building Inspection, and 14% to Administration.

The City's total funding for general operations in FY 2020-21 is projected to be \$2,471,633 (13.9%)⁷ lower than the total for FY 2019-20. While the City saw its largest source of annual revenue, property tax, bolstered by an increase of 4.4%, all other major revenue sources were considerably impacted by the COVID-19 pandemic. Sales tax, the City's second-highest revenue source, is projected to be \$1,100,000 (39.3%) less than the previous fiscal year, while other taxes such as transient occupancy tax are projected to be down by over 70% in comparison to the previous year's revenue. The City derives revenue from several sources. Primary revenue sources include property tax (78%), sales tax (11%), other taxes (2.3%) and franchise fees (5.7%). Other revenue sources for the City include penalties and fines, licenses and permits, and charges for service.

Despite the notable spending cuts across the board, in order to balance the budget, the City was forced to rely on the use of General Fund Reserves⁸ in order to cover the revenue shortfalls in both FY 2019-20 and FY 2020-21. Despite that, thanks in part to the measures taken to cut costs and curb departmental spending, the City's General Fund reserve remains above the 25% threshold that is required by City policy. A full General Fund summary for the past 3 years as well as a chart of departmental expenditures for FY 2020-21 can be seen below in figures 5-9 and 5-10.

⁶ [City of Larkspur Budget Report FY 2020-21; Pg 27](#)

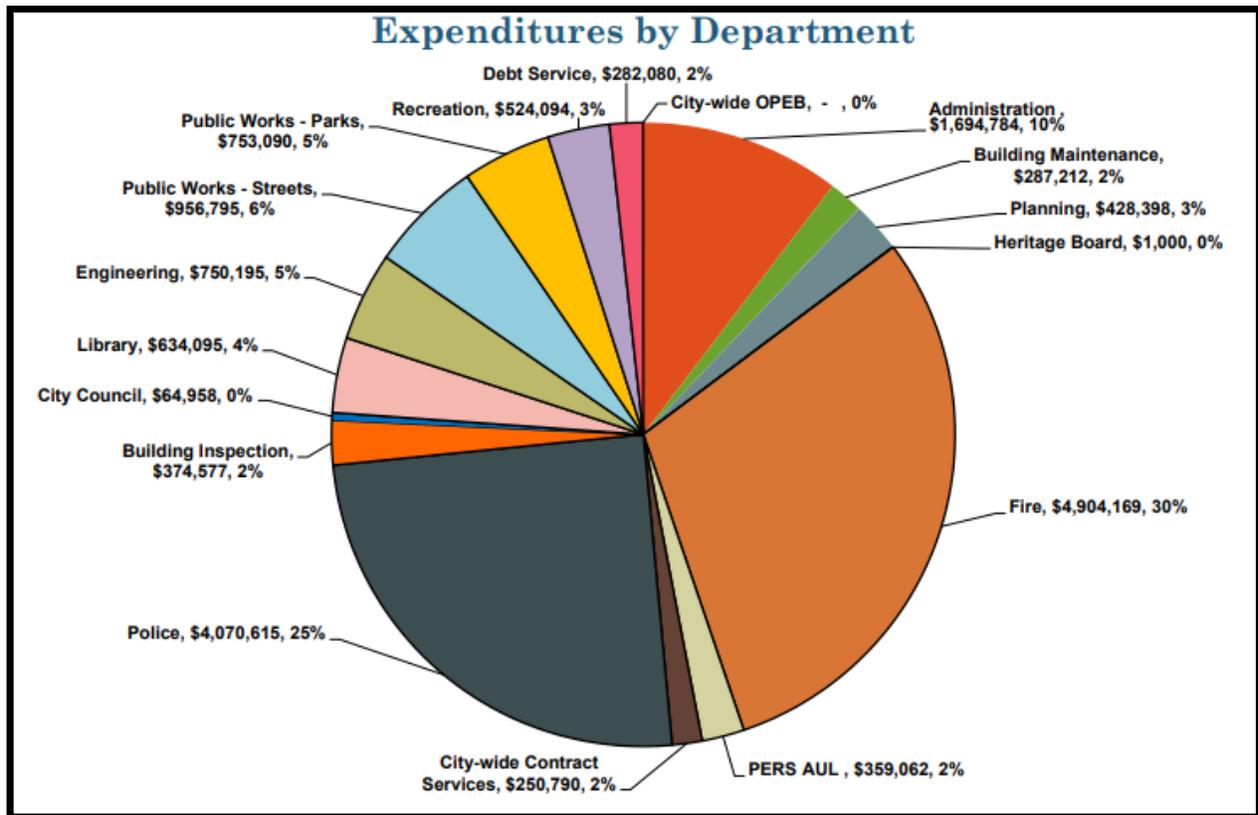
⁷ [City of Larkspur Budget Report FY 2020-21; Pg 26](#)

⁸ [City of Larkspur Budget Report FY 2020-21; Pg 5](#)

Figure 5-9: City of Larkspur General Fund Budget

General Fund				
	2018-19 ACTUAL	2019-20 Amended BUDGET	2020-21 Proposed BUDGET	\$ INC/(DEC)
REVENUE				
Property Taxes	\$ 11,659,632	\$ 11,497,051	\$ 12,003,476	\$ 506,425
Sales Tax	3,432,911	2,800,000	1,700,000	(1,100,000)
Other Taxes	1,465,740	1,270,000	360,000	(910,000)
Franchise Fees	1,009,764	993,000	866,139	(126,861)
Licenses & Permits	793,079	523,500	101,100	(422,400)
Penalties and Fines	89,103	61,000	23,230	(37,770)
Use of money and property	172,178	10,002	5,002	(5,000)
Charges for Services	775,990	605,826	229,799	(376,026.72)
Other Revenue	23,952	20,100	20,100	-
Other Agencies	7,826	-	-	-
TOTAL REVENUE	\$ 19,430,175	\$ 17,780,479	15,308,846	\$ (2,471,633)
EXPENSE				
POB Interest (PERS AUL Lump Sum)	\$ 836,652	\$ 1,057,353	\$ 359,062	(698,291)
City-wide Contract Services	222,172	308,500	250,790	(57,710)
City-wide OPEB ⁽¹⁾	-	-	-	-
City Council	39,687	45,986	64,958	18,972
Administration ⁽²⁾	1,556,899	1,972,299	1,694,784	(277,515)
Building Maintenance ⁽³⁾	350,549	293,377	287,212	(6,165)
Planning	412,288	431,795	428,398	(3,397)
Fire	4,283,266	4,742,210	4,904,169	161,959
Police	3,925,442	4,070,615	4,070,615	-
Building Inspection	480,604	497,277	374,577	(122,700)
Engineering	656,976	815,919	750,195	(65,724)
Public Works - Streets	1,133,826	1,049,293	956,795	(92,498)
Public Works - Parks	613,242	714,947	753,090	38,143
Recreation	699,370	773,119	524,094	(249,025)
Library	832,233	918,863	634,095	(284,768)
Heritage Board	41,386	19,282	1,000	(18,282)
Debt Service ⁽³⁾	379,846	380,034	282,080	(97,954)
TOTAL EXPENSE	\$ 16,464,439	\$ 18,090,869	16,335,914	\$ (1,754,955)
EXCESS/DEFICIENCY OF REVENUE OVER/UNDER EXPENDITURES	2,965,736	(310,390)	(1,027,068)	716,678
Transfer In from Other Funds	\$ 262,709	\$ 348,890	\$ 625,000	\$ 276,110
Transfers Out to Other Funds	(158,635)	(200,000)	(200,000)	-
TOTAL TRANSFERS	\$ 104,074	\$ 148,890	\$ 425,000	\$ 276,110
NET CHANGE IN FUND BALANCE	\$ 3,069,809	\$ (161,500)	\$ (602,068)	\$ 440,568

Figure 5-10: City of Larkspur Chart of Expenditures by Department



Debt

The City generally incurs long-term debt to finance projects or purchase assets which will have useful lives equal to or greater than the related debt. High debt levels can overburden a municipality, while low debt levels may indicate underutilized capital investment capacity. The totality of the City’s long-term debt obligations for the fiscal year ended June 30, 2019, are \$28,205,194.⁹ The Town’s current long-term debt obligations are as follows:

- Lease Revenue Bonds, Series 2018** – In July of 2018, the Larkspur Public Financing Authority authorized the issuance of the Lease Revenue Bonds, Series 2018, in the amount of \$25,160,000 for the purpose of financing infrastructure improvements including city-wide paving. These bonds were issued after the passage of Measure B by the voters in 2017 that enacted a ¼ cent sales tax in order to secure a steady revenue source. Principal payments are due annually on June 1 through the year 2042. Interest is payable semi-annually on December 1 and June 1 with interest rates ranging from 3% to 5%. The outstanding balance as of June 30, 2019 was \$24.62 million.
- Corporation Yard Lease** – In July of 2013, the City entered into a lease agreement with Municipal Asset Finance Corporation in the amount of \$3,067,000 for the purpose of financing the corporation yard and other public capital improvements. The lease carries

⁹ [City of Larkspur Basic Financial Statements for the Year Ended June 30, 2019; Pg. 28](#)

an interest rate of 2.3% and principal and interest payments are payable semi-annually on December 1 and June 1 through June of 2028. The outstanding balance as of June 30, 2019, was \$1,957,890.

- **Fire Engine Capital Lease** – In March of 2016, the City entered into a \$617,008 lease agreement with PNC Equipment Finance, LLC for the financing of the purchase of a new fire engine. The lease agreement carries an interest rate of 2.71%, with principal and interest payments made annually on March 21 through the year 2023. The annual payments of \$97,954 are covered by Measure C revenue. As of June 30, 2019, the outstanding balance remaining was \$366,644.

The City also provides a pension plan for employees and is part of the California Public Employees Retirement System (CalPERS). CalPERS provides retirement, disability, and death benefits based on the employee's years of service, age, and final compensation. As of June 30, 2019, the City's Net Pension Liability was \$15,768,794.¹⁰ As of the most recent CalPERS actuarial Valuation on June 30, 2018, the Town's pension funded ratio was 72.2%. In addition to the pension plan, the City provides other post-employment benefits (OPEB) to its retirees. As of June 30, 2019, the Town carried a net OPEB liability of \$18,268,829. The City currently has 104 employees, both active and inactive, in its OPEB plan.

In September of 2019, the City opened the discussion and exploration of the use of Pension Obligation Bonds¹¹ in order to refinance its unfunded accrued liabilities (UAL) for the Miscellaneous Plan and the Safety Fire 1st Tier Plan within its CalPERS retirement plans. The total UAL for these two plans projected to total \$18,259,292. The four other retirement plans within the City's retirement options (Miscellaneous Second Tier, PEPRAs Miscellaneous, Safety Fire Second Tier, and PEPRAs Safety Fire) were not included in this UAL balance as the unfunded liabilities in those plans are minimal. With a full pension obligation bond disbursement of \$18,645,000 and a variable interest rate of 1.9%-3.02%, the City projects to potentially save approximately \$9.6 million over the course of the 20-year repayment schedule. As of April 1, 2020, the City Council has agreed to pursue this refinancing plan¹² by way of resolution number 15/20.

5.9 SUSTAINABILITY

In November of 2007, the Larkspur City Council adopted resolution number 44/07 which designated the City as a participant in the Cities for Climate Protection Campaign. The campaign is highlighted by five milestones for participants to reduce their greenhouse gas and air pollution emissions within the community by way of the following:

- Conduct a greenhouse gas emissions inventory and forecast to determine the source and quantity of greenhouse gas emissions in the jurisdiction;
- Establish a greenhouse gas emissions reduction target;
- Develop an action plan with both existing and future actions which when implemented will meet the local greenhouse gas reduction target;

¹⁰ [City of Larkspur Basic Financial Statements for the Year Ended June 30, 2019; Pg. 63](#)

¹¹ [Larkspur City Council Meeting Agenda Material; Sept. 23, 2019](#)

¹² [Larkspur City Council Meeting Agenda Material; April 1, 2020](#)

- Implement the action plan;
- Monitor and report progress

In accordance with these action items, in June of 2009, the City approved its 2005 Greenhouse Gas Emissions Inventory and directed staff to complete a Climate Action Plan to reduce both government and community greenhouse gas emissions (GHG) over the course of the following ten years. In June of 2010, the City Council adopted the City’s Climate Action Plan as well as a target of reducing the City’s GHG by 15% below the 2005 recorded levels by the year 2020. As of 2018, the City had reduced its GHG emissions by over 20,000 metric tons¹³ of CO₂e (carbon dioxide equivalent) from 92,602 in 2005 to 71,740 in 2018. This was a total reduction of approximately 23%. Some of the steps taken by the City to achieve this goal include:

- Working with funding from the Safe Routes to School program, Transportation Authority of Marin, and other agencies, the City implemented and/or planned several sidewalk, bike, and multi-use path projects to improve accessibility, walkability, and alternative transportation throughout the City.
- Adopted the Green Building Ordinance that outlined minimum building thresholds for new residential structures and additions and a minimum Leadership in Energy and Environmental Design (LEED) standard for new commercial structures as well as all City-sponsored facilities. One such facility includes the recently constructed Central Marin Police Headquarters that is registered with the certification goal of LEED Platinum.
- Formed a staff-level “Green Committee” to regularly review and recommend City operations and policies to encourage energy and resource conservation and identify any potential cost savings in promoting green practices.
- Purchase of Deep Green Electricity, Marin Clean Energy 100% zero emission offering, for all municipal facilities.

¹³ [Marin Climate & Energy Partnership; MarinTracker](#)

6.0 TOWN OF CORTE MADERA

6.1 OVERVIEW

The Town of Corte Madera lies at the southern end of the Ross Valley in Central Marin County. Bisected almost exactly into equal halves by Marin County’s main thoroughfare, U.S. Highway 101, the Town is bordered by the San Francisco Bay to its east, as well as being surrounded by three other municipalities with the City of Larkspur to the north, the Town of Tiburon to the southeast, and the City of Mill Valley to the southwest. The jurisdictional boundary of Corte Madera encompasses roughly 4.47 square miles and, on the basis of the Town’s current zoning standards, is predominantly built out at this time. According to the United States Census Bureau¹⁴, the Town had an estimated population of 9,751 as of July 1, 2019.

Corte Madera provides a range of municipal services including community development, street maintenance, and parks and recreation, sewer collection, police, and fire/emergency medical. Other municipal services to the Town are provided by various special districts.

Table 6-1: Town of Corte Madera Overview

Town of Corte Madera Overview	
Town Manager:	Todd Cusimano
Main Office:	300 Tamalpais Drive, Corte Madera
Council Chambers:	300 Tamalpais Drive, Corte Madera
Formation Date:	June 10, 1916
Services Provided:	Parks & Recreation, Street Maintenance, Community Development, Sewer Collection, Police, Fire/Emergency Medical
City Boundary:	4.47 sq. mi city limit; 4.51 sq. mi SOI
Population Served:	9,751

6.2 FORMATION AND DEVELOPMENT

The land that the Town of Corte Madera is currently comprised of was originally part of the Rancho Corte Madera del Presidio land grant given to John Reed in 1836. The total swath of land granted was 7,845 acres and stretched from Point Tiburon to Larkspur Creek. Reed was a native of Dublin, Ireland who had initially tried to claim land in Sonoma County but was forced into Marin County by the resisting Miwok Native American tribe. Reed constructed a small timber mill to produce lumber for the Presidio which is how the land derived its name, as Corte Madera is Spanish for “cut wood”. The industry grew as other settlers in the area became involved in the logging of redwoods. After the majority of the area’s redwoods were harvested, the local industry faded and ultimately became dominated by cattle ranching and agriculture.

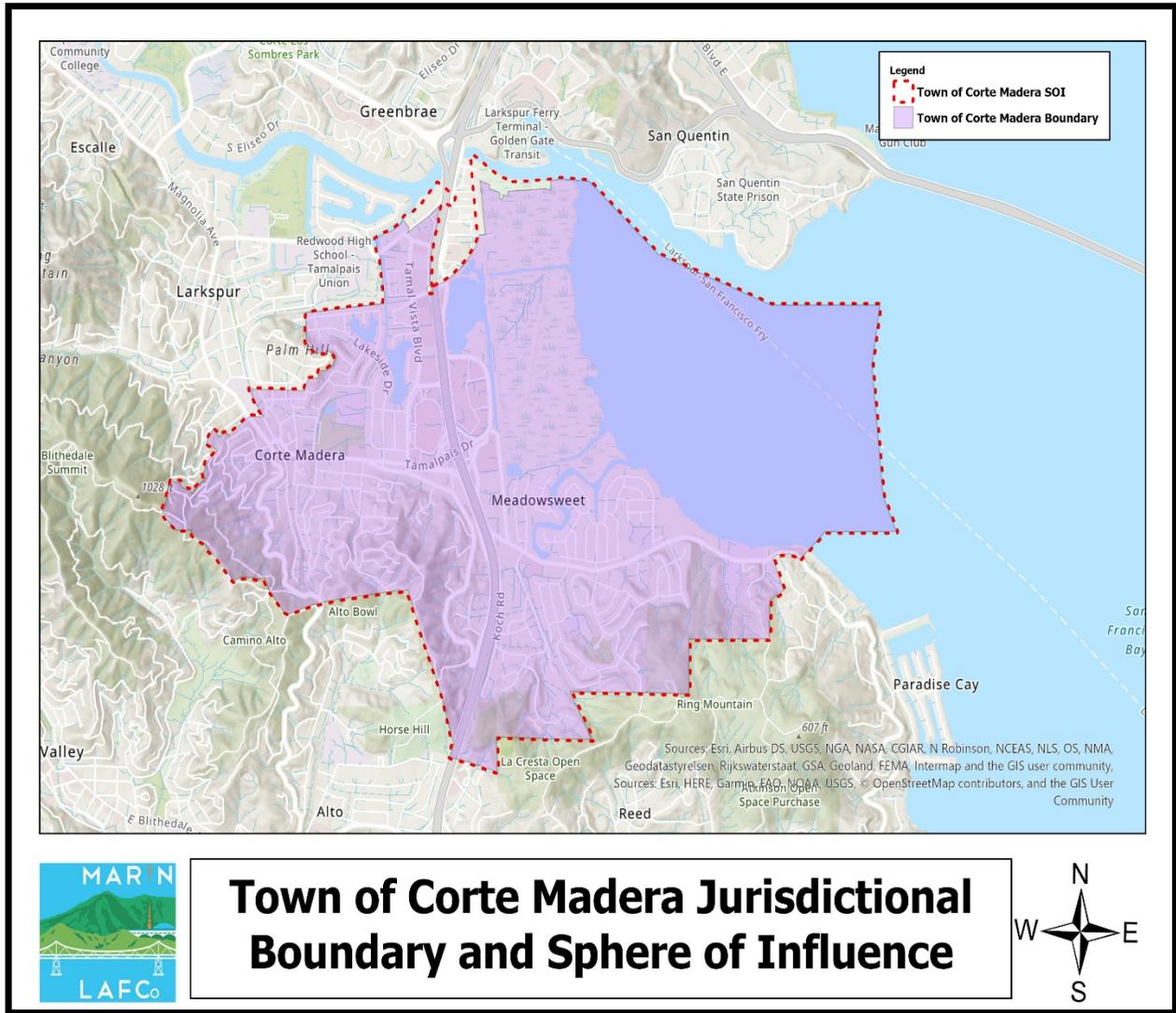
In 1906, the area that is now the Town of Corte Madera began to attract a large number of San Francisco families that were compelled to leave the city and its issues after the destruction of the earthquake. In 1916, Corte Madera was officially incorporated and became the first town between Sausalito and San Rafael to have a post office and a railroad station. The Town also had the advantage of a harbor which allowed for the infrastructure for easy trade of produce, beef, and

¹⁴ [U.S. Census Bureau QuickFacts](#)

lumber. The Town saw its most significant population growth after World War 2, where, between 1950 and 1970, the population ballooned from 1,933 to 8,464. Today, the population hovers just below 10,000 total residents.

6.3 JURISDICTIONAL BOUNDARY AND SPHERE OF INFLUENCE

Figure 6-1: Map of Town of Corte Madera Jurisdictional Boundary and SOI



The current jurisdictional boundary for the Town of Corte Madera is approximately 4.47 square miles (2,862 acres). Just under one-third of this total area extends into the San Francisco Bay. A large swath of the southern border of the Town is shared with unincorporated open space that separates the Town’s border from that of the Town of Tiburon. To the northwest the border is shared with the City of Larkspur, and to the southwest the City of Mill Valley. A portion of the southeastern border is flanked by the Town of Tiburon.

Most recently updated in 2007, the Town’s sphere of influence (SOI) is just slightly larger than its jurisdictional boundary at 4.51 square miles (2,886 acres). The area encompassed by the Greenbrae Boardwalk at the north edge of the Town near Highway 101 and the northern edge of the Corte Madera Marsh Ecological Reserve. The Greenbrae community is an unincorporated area located in the northwest portion of northern Corte Madera, east of Highway 101. This neighborhood is bordered on the north by Corte Madera Creek. The only access point from land is from the City of Larkspur. There are approximately 71 units in the community. Greenbrae receives paramedic services through the Ross Valley Paramedic Authority, fire protection services through County Service Area #31, and sewer services through Sanitary District #2. While the Marin County Sheriff’s Office is responsible for law enforcement services in the neighborhood, the Central Marin Police Authority responds to emergencies in these areas as needed. The Town states in its General Plan that it does not plan to annex¹⁵ the area “within the foreseeable future”.

6.4 POPULATION AND GROWTH

The Town of Corte Madera is essentially¹⁶ built out¹⁷ at this time with few remaining developable parcels. The Town targets future development to occur as infill¹⁸ (renovations of currently developed sites), consistent in scale and character with the existing buildings. The official population count from the 2010 U.S. Census was 9,253. The most recent population estimate from the United States Census Bureau of July 1, 2019, shows 5.2% growth¹⁹ over the past decade putting the Town’s population at 9,751. With a majority of the Town’s current zoning being for low-density residential, the current projection is for the population to remain fairly stagnant with an annual growth rate²⁰ of under .2% through 2030. A map of the current zoning for the Town can be seen below in figure 6-2.

¹⁵ [Town of Corte Madera General Plan: Land Use; Pg. 2-2](#)

¹⁶ [Town of Corte Madera General Plan: Land Use; Pg. 2-12](#)

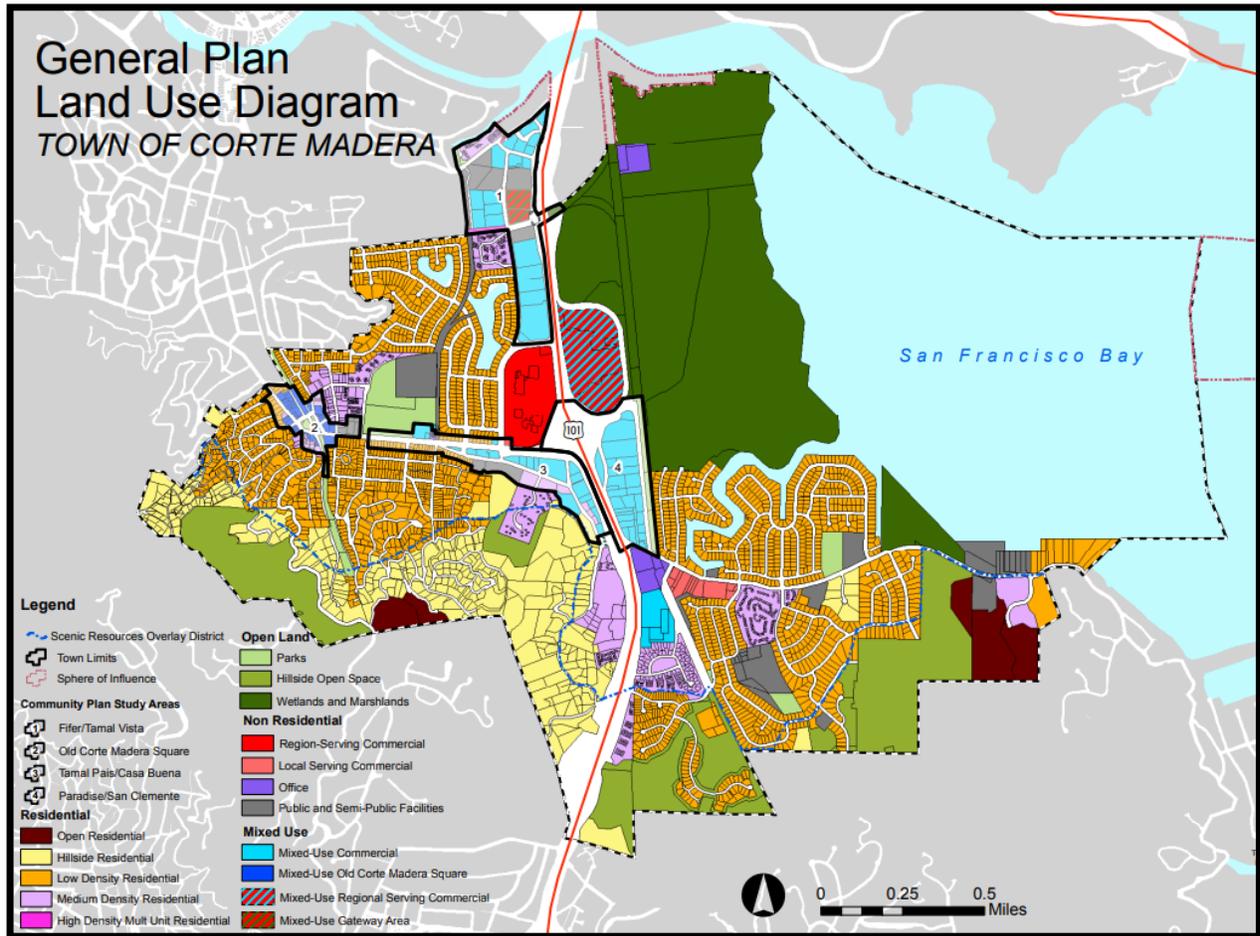
¹⁷ The term “built out” is used based upon the current zoning mandates within the Town’s General Plan

¹⁸ [Town of Corte Madera General Plan: Land Use; Pg 2-37](#)

¹⁹ [U.S. Census Bureau QuickFacts](#)

²⁰ [Town of Corte Madera Housing Element; Pg. 10](#)

Figure 6-2: Town of Corte Madera Zoning Map



6.5 ORGANIZATION STRUCTURE

Governance

The Town of Corte Madera operates under a council-manager form of government, wherein legislative and policy functions are vested in the Town Council while the Town Manager conducts the day to day town business. The Town Council is made up of 5 members that are elected by the Town’s residents for 4-year terms. The members are elected on a staggered-term basis. Elections are held in March of even-numbered years. The Mayor and Vice-Mayor are chosen internally by the Council for a 1-year term, with the rotations of the seats taking place each year in July.

The Town Council acts as the governing body of the town and directs the operation of the town government by establishing town policies and programs. Other responsibilities include adopting all ordinances, resolutions, and major contracts, approving and modifying annual budgets, making appointments to advisory boards, commissions, and committees, and appointing the Town Manager. The Town Council meetings are regularly scheduled for the 1st and 3rd Tuesdays of each month at 6:30pm in the Corte Madera Town Council Chambers located at 300 Tamalpais Drive in Corte Madera.

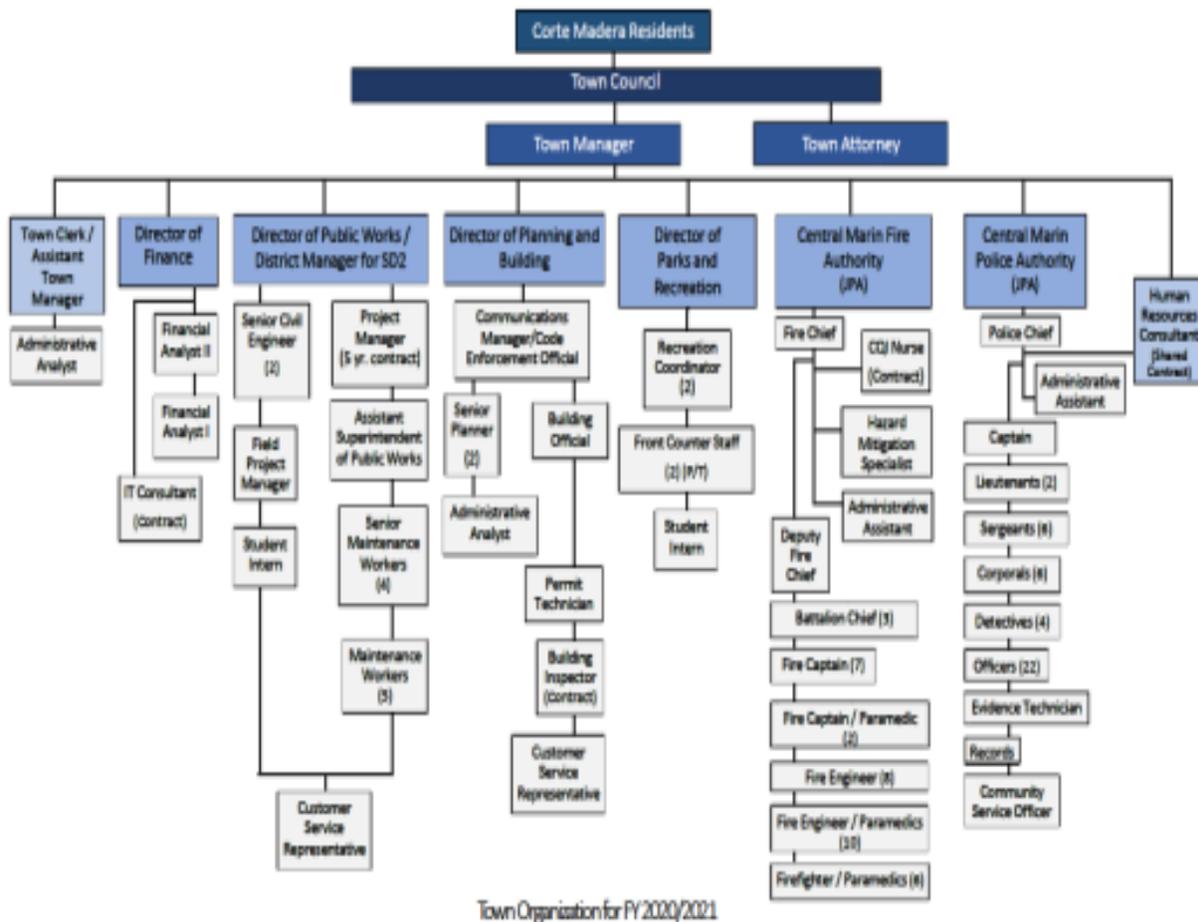
Table 6-2: Town of Corte Madera Town Council Members

Member	Position	Term End
Eli Beckman	Mayor	March, 2022
Fred Casissa	Vice Mayor	March, 2024
Leila Mongan	Member	March, 2022
Charles Lee	Member	March, 2024
Bob Ravasio	Member	March, 2022

Administration

The Town Manager is appointed by the Town Council and is responsible for Town operations management and policy implementation on behalf of the Town Council. The position of Town Clerk is also employed in the capacity of Assistant Town Manager and assumes the responsibilities of Town operations in the absence of the Town Manager. The Town Manager is an at-will employee and administers the Town of Corte Madera’s municipal departments. The current staffing level for all of the Town’s departments is 33 Full-Time Equivalent (FTE) employees. The Town’s organization chart can be seen below in figure 6-3.

Figure 6-3: Town of Corte Madera Organizational Chart



6.6 ACCOUNTABILITY AND TRANSPARENCY

When conducting service reviews and reviewing proposals, LAFCo considers an agency’s accountability for community service needs, including governmental structure, operational efficiencies, financial resources, and promoting public access. The Town offers multiple ways to keep the public informed about services, meetings, finances, and decision-making processes. Public notices are posted on the website. Past meeting agendas and meeting minutes can be found in the *Agendas, Minutes and Notices* section of the Town’s website. The public may also provide verbal comments or concerns by phone or in person at the Town’s administrative office during business hours and/or at Town Council meetings during the public comment period. The Town also offers a mailing list that can be subscribed to that allows members of the public to sign up for a myriad of different email options ranging from public safety alerts, to employment opportunities, to public meetings, and many other options as well.

6.7 MUNICIPAL SERVICES

The Town of Corte Madera provides a range of municipal services such as street maintenance, community development, and parks and recreation services. The Town also receives services from outside agencies for the provision of certain municipal services including water treatment and distribution and wastewater treatment and disposal. The Town provides the services of law enforcement, fire protection, and emergency response by way of participation in joint powers authorities. A description of these services is provided below.

Law Enforcement

The Town of Corte Madera receives law enforcement and dispatch services by way of a joint powers authority originally known as the Twin Cities Police Authority and now named the Central Marin Police Authority (CMPA). The Authority provides services to Corte Madera, Larkspur, and San Anselmo. The agency is governed by the Police Council, which is comprised of two members from each of the City/Town Councils of San Anselmo, Corte Madera, and Larkspur.

An annual budget is adopted by the CMPA Council and funded through assessments to the three members. The costs for administration, communications, and investigations are shared on an equal basis with each member paying one-third. The costs for field operations, a juvenile/school resource officer, and traffic are allocated according to a funding formula based upon the number of calls for service, total crimes, citations, and accidents on a rolling three-year period. The funding formula gives the following amount of weight to each category: Calls for Service – 55%; Total Crimes – 25%; Total Citations – 10%; Total Accidents – 10%. This method of cost allocation ensures that if one member has additional patrol field needs, the costs are fairly allocated to the town/city receiving the services.

On March 27, 2017, the Central Marin Police Council passed Resolution No. 2017/06 which adopted a fixed shares funding formula for FY 2017-18 and future fiscal years. The Council determined that the funding formula was equitable, just, and fairly represented the shares the Towns and City should pay moving forward. The adopted fixed shares are: Corte Madera – 27.86%; Larkspur – 33.71%; San Anselmo – 38.43%. The projected expenditures for the Town for FY 2020-21 for police services and supplies are \$3,642,545, approximately 19% of General Fund expenditures for the Town.

Central Marin Police Authority receives a full review in section 8.0 of this document. The Town's General Fund appropriations for police services can be seen below in figure 6-4.

Figure 6-4: Town of Corte Madera Police Expenditures

GENERAL FUND POLICE										
			2019-2020		2019-2020		2020-2021		2020-2021	
			Revised Budget		Estimated Actuals	% Total	Adopted Budget	% Total	Proposed Budget	% Total
Services and Supplies										
POLICE SERVICES CONTRACT			3,642,545	98.13%	3,642,545	97.97%	3,751,821	98.19%	3,642,545	95.33%
OTHER			69,263	1.87%	75,303	2.03%	69,262	1.81%	69,263	1.81%
SERVICES & SUPPLIES			3,711,808	100.00%	3,717,848	100.00%	3,821,083	100.00%	3,711,808	97.14%
TOTAL BUDGET			3,711,808	100.00%	3,717,848	100.00%	3,821,083	100.00%	3,711,808	97.14%

Fire and Emergency Response

Fire-related services and emergency medical response for the Town of Corte Madera are provided by the Central Marin Fire Department (CMFD). The Department is a joint powers authority made up of the Town of Corte Madera and the City of Larkspur that was recently established in 2018. Emergency response services are provided by the Department as a member agency of the Ross Valley Paramedic Authority. The two municipalities each contribute 50% of the Department's cost. For FY 2020-21, The Town of Corte Madera projects General Fund expenditures for CMFD to be \$4,670,310, which is approximately 25.8% of the Town's projected General Fund expenditures for the year. The total expenditures are \$183,266 less than the previous fiscal year largely due to the reorganization of the Fire Department following the retirement of the Fire Chief.

The Central Marin Fire Department receives a full review in section 7.0 of this document. The Town's General Fund appropriations for fire and emergency response services can be seen below in figure 6-5.

Figure 6-5: Town of Corte Madera Fire Expenditures

GENERAL FUND FIRE DEPARTMENT									
		2019-2020		2019-2020		2020-2021		2020-2021	
		Revised Budget		Estimated Actuals		Adopted Budget		Proposed Budget	% Total
Labor Costs									
Services and Supplies									
	FIRE SERVICES CONTRACT	4,712,210	98.79%	4,712,210	98.79%	4,853,576	98.83%	4,670,310	98.78%
	OUTSIDE SERVICES	50,000	1.05%	50,000	1.05%	50,000	1.02%	50,000	1.06%
	MAINTENANCE	7,500	0.16%	7,500	0.16%	7,500	0.15%	7,500	0.16%
	SERVICES & SUPPLIES	4,769,710	100.00%	4,769,710	100.00%	4,911,076	100.00%	4,727,810	100.00%
									0.00%
	TOTAL BUDGET	4,769,710	100.00%	4,769,710	100.00%	4,911,076	100.00%	4,727,810	100.00%

Recreation

The Town of Corte Madera provides its residents with a Recreation Department that is responsible for developing and administering programs and services that help meet recreation, social, leisure, and cultural needs to the Town’s families, youths, and older adults through direct and contract programs. Town residents are provided with year-round recreational programs, classes, sports leagues, summer camps, and events. While the impacts of the COVID-19 pandemic have taken a toll on every branch of municipal service, recreation departments have been forced to find creative ways to continue to offer engaging programming to patrons under incredibly challenging circumstances. Some of the innovative programming that the Department continues to offer despite the challenging circumstances include the following:

- Socially distanced Junior Golf Academy
- Full-day camp for support with remote learning during school hours
- After-school camp with activities to help unwind from distance learning
- Adult virtual bartending classes
- Outdoor watercolor painting class

The Department offers the community multiple facilities, both outdoor and indoor, for a multitude of different activities as well as rental opportunities. These facilities include the Corte Madera Community Center, Neil Cummins Gym, Town Park, Cove Park, Granada Park, Skunk Hollow Park, Menke Park, Bayside Trail Park, and Higgins Landing. The Town also offers a 15,000 square foot dog park that opened in June of 2020.

General administrative functions such as salary and benefits of full-time staff, legal costs, internet services, and maintenance staff are supported by the General Fund, while the Recreation Fund

receives an annual General Fund transfer of \$200,000 that is recouped by class and program fees, advertising sales, partnerships, sponsorships, and rental income. The Parks and Recreation General Fund appropriation for FY 2020-21 amounted to \$406,471. The Department currently has 3.75 FTE staff members that it employs. The General Fund appropriations for the Recreation Department can be seen below in figure 6-6.

Figure 6-6: Town of Corte Madera Recreation Expenditures

GENERAL FUND RECREATION										
			2019-2020		2019-2020		2020-2021		2020-2021	
			Revised Budget		Estimated Actuals	% Total	Adopted Budget	% Total	Proposed Budget	% Total
Labor Costs										
SALARIES			221,992	52.35%	221,992	52.35%	224,792	52.28%	184,792	45.46%
RETIREMENT - NORMAL COST			9,300	2.19%	9,300	2.19%	10,709	2.49%	11,000	2.71%
BENEFITS			37,792	8.91%	37,792	8.91%	39,484	9.18%	52,679	12.96%
	LABOR COSTS		269,084	62.58%	269,084	62.58%	274,985	63.95%	248,471	57.79%
Services and Supplies										
OUTSIDE SERVICES			21,000	4.88%	21,000	4.88%	21,000	4.88%	21,000	4.88%
TRAINING AND EDUCATION			1,000	0.23%	1,000	0.23%	1,000	0.23%	1,000	0.23%
MAINTENANCE			99,000	23.02%	99,000	23.02%	99,000	23.02%	102,000	23.72%
UTILITIES			28,000	6.51%	28,000	6.51%	28,000	6.51%	28,000	6.51%
SUPPLIES			6,000	1.40%	6,000	1.40%	6,000	1.40%	6,000	1.40%
	SERVICES & SUPPLIES		155,000	36.05%	155,000	36.05%	155,000	36.05%	158,000	36.75%
	TOTAL BUDGET		424,084	98.63%	424,084	98.63%	429,985	100.00%	406,471	94.53%

Water

The water services to the Town of Corte Madera are provided by the Marin Municipal Water District (MMWD), an independent special district, which is a separate local agency from the Town. The District's services are reviewed separately in Marin LAFCo's Countywide Water Service Study (2016). This study can be viewed at marinlafco.org.

MMWD's jurisdictional boundary spans 148 square miles. 61% of this area is unincorporated and the additional 39% lies in 10 cities/towns, including the entirety of Corte Madera and its surrounding unincorporated areas. MMWD is currently authorized to provide three specific services within its jurisdictional boundary: (1) domestic water; (2) non-potable water; and (3) recreation. The district's governing board is comprised of 5 members who are elected by electoral divisions to staggered 4-year terms. The Town of Corte Madera is represented by electoral division

5. Larry Russell is the elected official holding the seat for that division. MMWD currently meets on the first and third Tuesday of each month at 7:30 p.m. at the District's Administrative Office at 220 Nellan Avenue in Corte Madera.

Wastewater

Wastewater services to the Town of Corte Madera are provided by County Sanitary District No. 2 (SD2) and the Central Marin Sanitation Agency (CMSA). SD2 is one of three collection-only sewer agencies of the Central Marin Sanitation Agency, a joint powers agency that owns and operates a single treatment plant. All member agency collection systems terminate at the CMSA plant.

SD2 was initially formed as an independent district in 1901 with its own directly elected five-member board of directors among registered voters residing within the District. SD2 was governed in this manner until 1969 when the Town of Corte Madera proposed reorganization of the District as a subsidiary to the Town. This reorganization was permitted under State law as Corte Madera's jurisdictional boundary represented no less than 70% of both the District's total boundary and registered voters at the time of the reorganization. As a result of the reorganization, the Corte Madera Town Council acts as the SD2 Board and incorporates the District's business as part of the Town's regular meeting schedule. Corte Madera's Town Manager serves as the General Manager for SD2 and oversees all District activities with the aid of the Director of Public Works. The service activities directly performed on behalf of SD2 by the Public Works staff are focused on the engineering and maintenance aspects of the District's roughly 49-mile collection system as well as cost-recovery through the setting and collection of charges and fees.

SD2's adopted budget for FY 2020-21 carries a projection of \$3,162,320 for operating expenses. These expenses are carried by the projected total revenue for the year of \$6,869,960. The District also has a projected expense for capital projects for the year of \$6,350,000, in accordance with the District's Sewer Master Plan that calls for a myriad of major renovation projects. The beginning balance for the year was \$9,420,534 and, after a total projected expenditure budget of \$10,111,113, the District is projected to end the year with a positive working balance of \$6,179,381. A full breakdown of the District's budget can be seen below in figure 6-7.

Figure 6-7: Town of Corte Madera Sanitary District Expenditures

SANITARY DISTRICT NO. 2						
REVENUE AND EXPENDITURE SUMMARY						
		2017-2018	2018-2019	2018-2019	2019-2020	2020-2021
		Actual	Revised Budget	Estimated Actuals	Proposed Budget	Proposed Budget
REVENUE						
	PROPERTY TAX	3,192,487	2,959,340	3,300,000	3,432,000	3,534,960
	SEWER DISTRICT USER CHARGES	2,938,979	3,043,000	3,050,000	3,050,000	3,050,000
	INTEREST	98,492	50,000	220,000	220,000	220,000
	STATE REVENUE	14,748	15,000	15,000	15,000	15,000
	PERMITS AND FEES	137,445	50,000	50,000	50,000	50,000
	TOTAL REVENUE	6,382,151	6,117,340	6,635,000	6,767,000	6,869,960
		2017-2018	2018-2019	2018-2019	2019-2020	2020-2021
		Actual	Revised Budget	Estimated Actuals	Proposed Budget	Proposed Budget
EXPENDITURES						
	OPERATING EXPENSES:					
	Legal Services			15,571	100,000	100,000
	Outside Services, Contractors and Professionals	166,876	51,600	51,600	55,000	55,000
	Town Staff Providing Sanitary District services	349,500	450,000	450,000	675,000	675,000
	Sewer Treatment and Disposal	989,578	918,836	972,624	1,015,268	1,067,320
	Fog Source Control - CMSA	1,491	10,000		10,000	10,000
	Dues and Subscriptions	2,361				
	Maintenance	4,416	29,500	29,500	30,000	30,000
	Pump Station Maintenance - CMSA	339,844	692,236	500,000	800,000	800,000
	Sewer Maintenance, Cleaning and Repairs	141,168	290,000	290,000	290,000	290,000
	Utilities	68,957	95,000	95,000	110,000	110,000
	Supplies	15,102	34,500	20,000	25,000	25,000
	Transfer to Insurance Fund	38,000				
	Total Operating Expenses	2,117,292	2,571,672	2,424,295	3,110,268	3,162,320
	DEBT SERVICE					
	Debt Service Payments to CMSA	579,510	581,163	581,163	580,303	578,793
	Total Debt Service	579,510	581,163	581,163	580,303	578,793
	GRANT PROGRAMS					
	Lateral Ordinance Grant Program		50,000	5,000		
	Private Sewer Lateral Grant Pilot Program				500,000	
	Lower Lateral CIP Pilot Program				500,000	
	Low Income PSL Grant Pilot Program				40,000	20,000
	Total Grant Programs	0	50,000	5,000	1,040,000	20,000
	CAPTIAL PROJECTS					
	See Projects Listed on Next Page	804,869	3,168,160	725,000	6,130,000	6,350,000
	TOTAL CAPITAL PROJECTS	804,869	3,168,160	725,000	6,130,000	6,350,000
	TOTAL EXPENDITURES	3,501,672	6,370,995	3,735,458	10,860,571	10,111,113

Public Works

The Public Works Department's municipal service responsibilities include maintenance and improvement of all public infrastructure within town limits, including (but not limited to) maintenance of Town streets, parking lots, median islands, drainage ways, flood control pump stations, lagoons and marshes. The staff is responsible for maintaining the Town's parks and community gathering areas such as Menke Park, Cover Park, Skunk Hollow Park, Granada Park, and Town Park. As a subsidiary agency of the Town of Corte Madera, Public Works staff provides all engineering, management, and operational services to the wastewater collection system of Sanitary District No. 2. In addition, the Department provides a significant amount of attention paid to the Town's storm drainage system in the form of maintenance, cleaning, storm preparation, and emergency response during storms.

The Department is also responsible for completing the work and/or overseeing contractors that are hired to complete work on the Town's infrastructure that is laid out in the Town's Capital Improvement Program (CIP). The Town's CIP is constructed on a five-year planning cycle and has a two-year fiscally constrained budget that is formally updated every other year, and is reviewed and revised as necessary. The program receives funding by way of a voter-approved sales tax that initially passed in 2013 at a rate of ½ a cent and renewed in 2018 with an increase to ¾ of a cent. The current CIP runs through 2024 and can be viewed by way of the footnoted link below.²¹ The current FY CIP includes 83 projects, a significant increase from the prior year's 61 projects. This increased number is due in large part to an influx of grant revenue from entities such as the Metropolitan Transportation Commission, Active Transportation Program, Transportation Fund for Clean Air, and Safe Routes to School. A few of the larger projects listed in the current planning cycle include the following:

- Marina Village and Mariner Cover long term tidal and flood protection (tidal barriers and levee upgrades)
- Upgrade the existing pump station at Lagoon 1
- Tamal Vista Boulevard complete streets improvement
- 2021-23 pavement rehabilitation project
- Paradise Drive bikeway extension
- Fire station remodel
- Construct El Camino Drive sewer rehabilitation
- Pre-paving sewer rehabilitation project

The Public Works Department employs 9.5 full-time equivalent (FTE) workers. One of the cost-saving efforts made by the Town for FY 2020-21 was the elimination of the Public Works Superintendent position. This savings realized for the current fiscal year was the previously budgeted amount of \$124,138. An associate Civil Engineer position, budgeted at \$105,423, has also been removed and will be replaced with an Intern position in the amount of \$50,000. Appropriations from the Town's General Fund for the Department for FY 2020-21 amount to

²¹ [Town of Corte Madera CIP](#)

\$2,142,302, which is 77.67% of the amount of \$2,758,166 that had originally been adopted. A full breakdown of the Department’s budget can be seen in figure 6-8 below.

Figure 6-8: Town of Corte Madera Public Works Expenditures

GENERAL FUND PUBLIC WORKS DEPARTMENT											
			2019-2020		2019-2020			2020-2021		2020-2021	
			Revised		Estimated		Adopted		Proposed		
			Budget		Actuals	% Total	Budget	% Total	Budget	% Total	
Labor Costs											
SALARIES			971,332	36.20%	760,000	31.65%	999,384	29.15%	803,935	25.12%	
RETIREMENT - NORMAL COST			57,458	2.14%	43,981	1.83%	67,376	2.20%	53,987	2.31%	
BENEFITS			257,315	9.59%	200,000	8.33%	294,113	7.24%	208,087	6.21%	
	LABOR COSTS		1,286,105	47.93%	1,003,981	41.81%	1,360,873	49.34%	1,066,009	38.65%	
Services and Supplies											
OUTSIDE SERVICES			524,593	19.55%	524,593	21.85%	524,593	19.02%	324,593	11.77%	
TRAINING AND EDUCATION			4,200	0.16%	4,200	0.17%	4,200	0.15%	4,200	0.15%	
DUES AND MEMBERSHIPS			700	0.03%	700	0.03%	700	0.03%	700	0.03%	
MAINTENANCE			249,100	9.28%	249,100	10.37%	249,100	9.03%	203,100	7.36%	
SPECIAL PROJECTS			75,000	2.79%	75,000	3.12%	75,000	2.72%	0	0.00%	
EQUIPMENT RENTAL			6,000	0.22%	6,000	0.25%	6,000	0.22%	6,000	0.22%	
UTILITIES			306,200	11.41%	306,200	12.75%	306,200	11.10%	306,200	11.10%	
SUPPLIES			231,500	8.63%	231,500	9.64%	231,500	8.39%	231,500	8.39%	
	SERVICES & SUPPLIES		1,397,293	52.07%	1,397,293	58.19%	1,397,293	50.66%	1,076,293	39.02%	
TOTAL BUDGET			2,683,398	100.00%	2,401,274	100.00%	2,758,166	100.00%	2,142,302	77.67%	

6.8 FINANCIAL OVERVIEW

The Town of Corte Madera prepares an annual report on the City’s financial statements in accordance with established governmental accounting standards. The most recent audited financial statement was prepared by the independent certified accounting firm, Marcello & Company, which issued an unqualified, or “clean”, opinion on the Town’s financial statements for the fiscal year ending in June 30, 2019.

The Town adopts a biennial budget which is adopted and effective July 1st for the ensuing fiscal year. The budget reflects estimated revenues and expenditures. Appropriations and spending authorizations are approved by the Town Council. The Town Council may amend the budget by resolution during the fiscal year in order to respond to emerging needs., changes, or shifting priorities. The budget for the current fiscal year was most recently amended by way of resolution No. 27/2020 on July 7, 2020. Expenditures may not exceed appropriations at the fund level, which

is the legal level of control. The Town Manager is authorized to transfer budgeted amounts between accounts, departments, or funds.

Revenues and Expenditures

The Town of Corte Madera creates its budget on a 2-year cycle, with the current fiscal year of 2020-21 being the second of the two years in the current cycle that included 2019-20. The Town Council adopted its FY 2020-21 budget in June of 2020 as it had been originally proposed back in June of 2019, however, the financial strains brought on by the COVID-19 pandemic caused a wide range of necessary budget adjustments for the Town that were proposed and adopted by the Town Council on July 7, 2020. While budget adjustments are not uncommon, especially in the scope of multi-year budget planning, the size and scope of the adjustments for the FY 2020-21 budget are notable.

The FY 2020-21 expenditure budget for the Town of Corte Madera was originally adopted at \$20,395,513. After the adopted budget adjustments on July 7, the expenditure budget for the Town is \$18,117,771. The expenditure budget is supported predominantly by a projected revenue of \$18,706,419. Prior to the adjustment, this amount was initially anticipated to be \$20,837,052. For the FY 2020-21, the Town reports that General Fund expenditures are projected to be \$2,973,168, or 14.1% lower than those of the previous year, while operating revenues are projected to drop by \$1,173,850, or 5.9% from the year prior.

The Town's General Fund revenues are projected to see substantial reductions for FY 2020-21 in sales tax revenue (by \$2,076,947)²² and transient occupancy tax revenue (by \$464,263). The drops in revenue are being offset in multiple ways, with some of the more significant amounts coming from a decrease in Town staff salaries (by \$308,515), decrease in pension trust payment (by \$925,680)²³, and decrease in other post-employment benefits trust payment (by \$200,000).

The Town derives revenue from several sources. Primary revenue sources include property taxes (34.14%), sales tax (23.25%), permits and service charges (8.67%), and franchise taxes (5.88%). Other revenues include revenue from the sanitary district, use of money and property, fines, and other miscellaneous revenues. A full breakdown of both revenue and expenditure totals and percentages for the Town for FY 2019-20 and 2020-21 as well as the FY 2020-21 adjustment can be seen below in figure 6-9.

²² [Town of Corte Madera: Resolution No. 27/2020](#)

²³ [Town of Corte Madera: Resolution No. 27/2020](#)

Figure 6-9: Town of Corte Madera Budget

TOWN OF CORTE MADERA GENERAL FUND Proposed Budget Revision, Fiscal Year 2020-2021							
Description	2019-2020			2020-2021		2020-2021	
	Rev Budget	Est. Actual	%Total	Proposed Budget	%Total	Proposed Budget	%Total
BEGINNING BALANCE	6,631,304	6,631,304		5,244,234		5,244,234	
REVENUE							
Property Taxes	6,786,126	6,919,511	33.4%	6,965,383	33.4%	7,113,333	38.0%
Franchise Taxes	1,239,216	1,252,894	6.2%	1,239,216	5.9%	1,224,191	6.5%
Other Taxes	7,965,279	7,960,886	48.5%	9,304,875	44.7%	6,754,031	36.1%
Permits and Services Charges	1,652,000	1,652,000	8.7%	1,877,000	9.0%	1,806,000	9.7%
Fines	30,800	45,000	0.2%	30,800	0.1%	45,000	0.2%
Use of Money and Property	692,800	692,800	0.7%	532,800	2.6%	532,800	2.8%
State and Federal Revenue	101,977	114,807	2.0%	101,977	0.5%	101,977	0.5%
Miscellaneous Revenue	785,000	1,242,371	0.2%	785,000	3.8%	1,129,087	6.0%
SUB TOTAL	19,253,198	19,880,269	100.0%	20,837,051	100.0%	18,706,419	100.0%
TRANSFERS IN	179,600	179,600		159,000		179,685	
TOTAL REVENUE AND TRANSFERS IN	19,432,798	20,059,869		20,996,051		18,886,104	
TOTAL RESOURCES	26,064,102	26,691,173		26,240,285		24,130,338	
EXPENDITURES							
Salaries	3,790,707	3,571,061	16.9%	3,800,426	18.6%	3,491,911	19.3%
Retirement - Normal Cost	241,890	227,042	1.1%	269,149	1.3%	267,416	1.5%
Retirement - Unfunded Liability	1,441,366	1,391,795	6.6%	1,359,700	6.7%	1,359,700	7.5%
Retirement - Pension Trust	1,956,000	1,956,000	9.3%	925,680	4.5%	-	0.0%
Other Retirement	20,000	20,000	0.1%	20,000	0.1%	20,000	0.1%
Other Benefits	843,975	766,873	3.6%	885,419	4.3%	830,352	4.6%
Retiree Benefits	535,000	480,699	2.3%	561,750	2.8%	550,000	3.0%
Prefunding OPEB	250,000	250,000	1.2%	200,000	1.0%	-	0.0%
Central Marin Police Authority	3,642,545	3,642,545	17.3%	3,751,821	18.4%	3,642,545	20.1%
Central Marin Fire Authority	4,712,210	4,712,210	22.3%	4,853,576	23.8%	4,670,310	25.8%
Outside Services and Contracts	2,165,407	2,310,625	11.0%	2,207,930	10.8%	1,859,624	10.3%
Training, Dues, Subscriptions	65,300	58,748	0.3%	65,300	0.3%	46,800	0.3%
Maintenance	658,100	583,100	2.8%	575,600	2.8%	572,600	3.2%
Utilities	410,100	410,100	1.9%	410,100	2.0%	410,100	2.3%
Supplies	396,300	393,600	1.9%	296,300	1.5%	295,300	1.6%
Other Expenditures	273,359	316,541	1.5%	212,761	1.0%	101,113	0.6%
SUB TOTAL	21,402,259	21,090,939	100.0%	20,395,512	100.0%	18,117,771	100.0%
TRANSFERS OUT	356,000	356,000		591,998		591,998	
TOTAL EXPENDITURES, TSFRS OUT	21,758,259	21,446,939		20,987,511		18,709,770	
Net Increase/(Decrease)	(2,325,461)	(1,387,070)		8,540		176,334	
ENDING BALANCE	4,305,843	5,244,234		5,252,774		5,420,568	
10% Reserve	2,175,826	2,144,694		2,098,751		1,870,977	
ENDING BALANCE	2,130,017	3,099,540		3,154,023		3,549,591	
Park Madera Center Balance	(2,033,304)	(2,033,334)		(2,012,973)		(2,019,985)	
REMAINING FUND BALANCE	96,713	1,066,206		1,141,050		1,529,606	

Debt

The Town of Corte Madera typically incurs long-term debt to finance projects or purchase assets that will have useful lives equal to or greater than the related debt. High debt levels can overburden a municipality, while low debt levels may indicate underutilized capital investment capacity. The totality of the Town's debt obligations²⁴ for the fiscal year ended June 30, 2019, is \$37,637,297. This total number is including the Town's pension and other post-employment benefits obligations. This amount is a decrease of \$1,442,448 from the previous year. The Town's other post-employment benefits (OPEB) obligation decreased by \$184,000 and the Town's net pension obligation decreased by \$586,828, both of which contributed to the overall decrease in long-term obligations. The Town's current long-term debt obligations are as follows²⁵:

- **2016 Certificates of Participation**

In September of 2006, the Town issued \$10,575,000 in taxable, variable-rate Certificates of Participation (COPs) to finance the acquisition of land, structures, and improvements known as the Park Madera Center, a retail property. The debt is secured by a pledge of rental income. Both principal and interest payments are due annually on May 1st. Payments increase annually due to the fluctuating interest rate which was 1.7% in 2019 and increases to 4.0% in 2032. This debt is scheduled to be fully paid in 2032.

- **Bank Real Estate Loan**

In March of 2009, the Town Council authorized the purchase of a 50-percentage interest in land used for a Central Marin Police Authority facility. The loan is secured by the other real estate owned by the Town. Principal and interest payments are due annually on March 20th and September 20th at an interest rate of 2.5%. This debt is scheduled to be fully paid in 2029.

- **Insurance Claims**

The Town is a member of the Bay Cities Joint Insurance Authority (BCJIA), a self-insurance pool that provides liability insurance and workers compensation insurance to member government agencies. An actuarial valuation is performed each year to determine total claims liability for each member agency. As of June 30, 2019, BCJIA determined that the Town's total insurance claims liability was \$279,546.

- **Compensated Absences**

Town employees accumulate earned but unused vacation benefits up to a maximum of 300 hours, which can be converted to cash at the termination of employment. At year-end, \$256,709 was reported as the Town's current liability for compensated absences.

- **Other Post Employment Benefits (OPEB)**

The Town provides retiree medical benefits to employees who retire directly from the Town and are eligible for a CalPERS pension. The amount and type of benefit is contingent upon the date of hire. As of June 30, 2019, the Town's net OPEB liability was \$9,338,000.

- **CalPERS Pension**

The Town provides a pension plan for employees and is part of the California Public Employees Retirement System (CalPERS). CalPERS provides retirement, disability, and

²⁴ [Town of Corte Madera Annual Audit; FY Ending June 30, 2019, Pg. 5](#)

²⁵ [Town of Corte Madera Annual Audit; FY Ending June 30, 2019, Pg. 34-41](#)

death benefits based on the employee's years of service, age, and final compensation. As of June 30, 2019, the Town's Net Pension Liability was \$18,594,161. The Town's pension funded ratio is approximately 72%.

6.9 SUSTAINABILITY

For the Town of Corte Madera, mitigating the impacts of climate change and proactive policy creation in combatting the exacerbation of climate change triggers is at the forefront of the Town's focus. In early 2016, the Town adopted its Climate Action Plan that assessed its greenhouse gas footprint and proposed policies and programs to reduce greenhouse gas emissions town-wide by 40% below 1990 emission levels by 2030, which is equivalent to 49% below 2005 emissions levels by 2030. The plan outlines specific programs for attaining sustainable lifestyles, building standards, environmental protection, and economic development within the Town. According to data from the Marin Climate and Energy Partnership²⁶, as of 2018 (the most recent data available), the Town had reduced its emissions relative to the 2005 baseline year by 36%.

Some of the proposed actions for emissions reduction include:

- Permitting incentives for solar hot water installations
- Promotion of residential and commercial program offerings through PG&E Marin County Energy Watch partnership with Marin Clean Energy
- Lighting efficiency and HVAC upgrades for the Town Hall and Fire Station
- Municipal purchase of 100% clean energy from Marin Clean Energy
- Implementation of electric vehicles through charging station installs and EV requirements for new commercial and multi-family development.
- Replacement of all public and street lighting with LEDs
- Consideration of CalGREEN Tier 1 residential and commercial green building ordinances

While the Town has already taken impressive steps to combat further impacts of climate change, an additional undertaking is nearing completion in the form of the Town's Climate Adaptation Plan. The approximately 18-month planning process focused on increasing the Town's resilience to the possible impacts of climate change and to provide the necessary foundation and framework to make decisions to address the Town's extensive range of climate change-related risks. With such a diverse landscape, the Town faces multiple risk areas such as drought, wildfire, extreme heat, inland flooding, and sea-level rise. The plan divides the Town into three fundamental areas: hillside, central, and shoreline. Each area faces its own unique climate-related issues and receives specific mitigation recommendations. The draft plan²⁷ can be viewed on the Town's website. The target for the plan to be finalized is February of 2021.

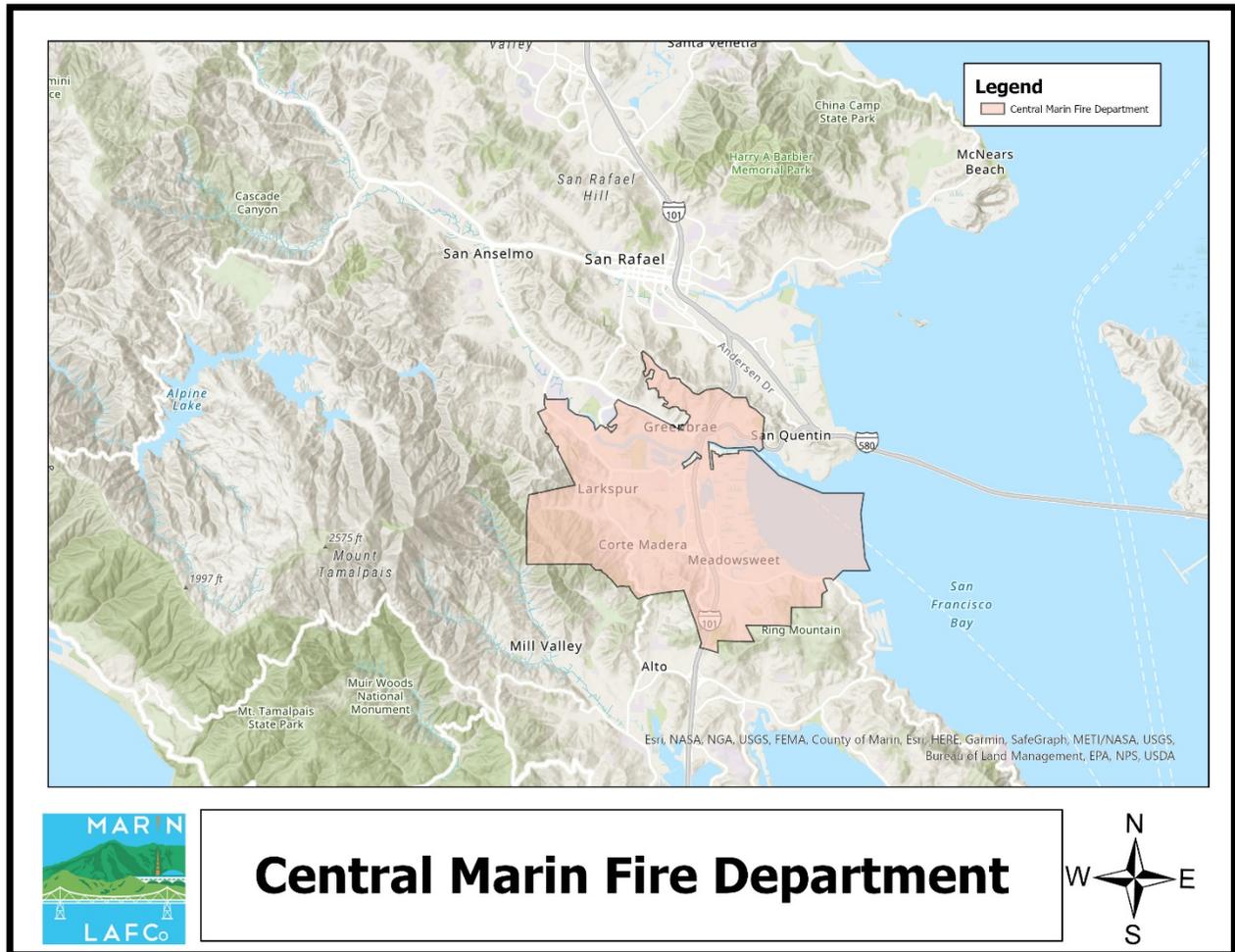
²⁶ [Marin Climate & Energy Partnership, "Marin Tracker"](#)

²⁷ [Town of Corte Madera Climate Adaptation Plan Draft](#)

7.0 CENTRAL MARIN FIRE DEPARTMENT

7.1 OVERVIEW

Figure 7-1: Map of the Central Marin Fire Department's Jurisdictional Boundary



The Central Marin Fire Department (CMFD) is a Joint Powers Authority (JPA) that is comprised of the fire departments from the Town of Corte Madera and the City of Larkspur. The CMFD boundary surrounds approximately 7.6 square miles of the southern Ross Valley area of Marin County. This area also includes service portions of County Service Area 31 (CSA 31) that include the unincorporated areas of the Greenbrae Boardwalk, Lucky Drive, and the San Quentin peninsula. The department serves a population of approximately 22,000 in the southern Ross Valley corridor. The last municipal service review that included both of the entities that make up CMFD was conducted in April of 2007 as part of the Ross Valley Area Service Review and Sphere of Influence Update.

The primary function of CMFD is to provide structural fire and emergency medical response to the Town of Corte Madera, City of Larkspur, and the unincorporated areas within their spheres of

influence. The CMFD also participates in the Marin County and California Mutual Aid system with nearby fire districts and responds to wildland fires as needed. While the department in and of itself is not a member of the recently formed Marin Wildfire Prevention Authority (MWPA), the member agencies that comprise the department are both members of MWPA. The MWPA was formed in an effort to develop and implement comprehensive wildfire prevention and emergency preparedness throughout Marin County.

Table 7-1: Central Marin Fire Department Overview

Central Marin Fire Department Overview	
Primary Contact:	Chief Martin Ruben
Main Office:	342 Tamalpais Drive, Corte Madera
Formation Date:	October 18, 2018
Services Provided:	Fire Protection and Emergency Response
Service Area:	4,905 acres
Population Served:	≈22,000

7.2 FORMATION AND DEVELOPMENT

While the Central Marin Fire Department, as it is currently composed, is still in its infancy as a singular operating entity, the two separate departments that make up CMFD each have history dating back over 100 years. The Town of Corte Madera’s department was initially formed as a volunteer fire department in 1908. The volunteers provided fire protection by way of a chemical engine and 2 hose-carts. The first true fire truck was a Chevrolet Pope Hartford that was purchased in 1916. In 1928, the Town’s voters approved a bond issue for the purchase of an American LaFrance Pumper. The volunteer department became an official municipal department when it was incorporated in 1930. Funds were raised to build a fire station to house the truck on what is now Tamalpais Drive.

The City of Larkspur’s fire services began in 1906 with the formation of the Larkspur Association of Volunteer Firemen. At its inception, the only equipment available to the volunteers was a hose cart and a bucket brigade. Within 4 years, the volunteer operation had grown in numbers to 24 and the group had added 500 feet of hose to the original cart but were without a formal firehouse. Thanks in part to the profits the volunteers garnered from the annual outdoor dance they began known as the Rose Bowl, the volunteers built a strong financial foundation for the department and by the 1930s had purchased a state-of-the-art fire engine, built a new fire station, and installed a Gamewell Fire Alarm System and a Diaphone. The Diaphone was one of the first to be installed in California. The diaphone was used as an alert system that could be heard for up to 7 miles away. The diaphone, while no longer in use, is still operational to this day.

The two separate departments began sharing services on a small scale in 2013. The opportunity to expand their collaborative efforts came in 2015 when the fire chiefs for both Larkspur and Corte Madera announced their retirements. With an interim chief in place, the two municipalities began negotiations in 2016 that would merge the two departments in a similar manner to Central Marin Police Authority. In July of 2017, a draft JPA agreement was presented at the meeting of the Shared Fire Services Ad-Hoc Committee meeting, offering a prospective framework for the merger. Finally, in October of 2018, the final (and current) version of the joint powers agreement

between the City of Larkspur and the Town of Corte Madera was approved, creating the Central Marin Fire Authority.

7.3 MUNICIPAL SERVICES

Fire Protection and Emergency Response

The Central Marin Fire Department provides fire suppression (structure, vegetation, and vehicle), emergency medical services, fire prevention and inspections, vehicle accident response, disaster response, and community education to the Town of Corte Madera and the City of Larkspur as well as to small pockets of unincorporated land that are adjacent to the two municipalities. Incident call types the CMFD responds to include (but are not limited to) building fires, grass and brush fires, vehicle fires, other fires, medical, vehicle accident, hazardous conditions, good intent, false alarms, and severe weather. The Department operates 4 fire stations located in Larkspur, Greenbrae, and two stations in Corte Madera.

The Department currently has 40 full-time equivalent (FTE) employees who are authorized operational personnel, including 3 Battalion Chiefs, 9 Captains, and 9 Engineers. Daily on-duty staffing consists of 16 personnel staffing 3 Type-1 fire engines and one Advanced Life Support paramedic transport ambulance. The Department has devised a specific response plan by incident type that dictates the exact resources to be dispatched to a given incident. This response plan can be seen below in Table 7-2. The Fire Chief oversees the general operations of the Department in accordance with the policy direction of the Management Committee and the Fire Council. The Fire Chief is supported in operational management by a Deputy Fire Chief. In addition, the Department has a shared services agreement with the Kentfield Fire Protection District that allows the agencies to share personnel to jointly provide fire and emergency services within their operational areas, thus improving the delivery of services in each agency's jurisdiction while achieving greater efficiency and economic benefits.

The Central Marin Fire Department has been classified most recently as a Class 2 Public Protection Classification rating by the Insurance Services Office (ISO), an organization that independently evaluates municipal fire-protection efforts throughout the United States. An ISO rating of 1 is the highest possible that can be given to any fire department using this metric, with both Class 1 and Class 2 being considered "excellent". Insurance companies often use ISO information combined with other factors to establish local property insurance rates – generally offering lower fire policy premiums in communities with better protection. The Department remains determined to achieve a Class 1 ISO classification with continued improvements moving forward.

In the calendar year 2020, CMFD responded to 3,271 incidents. This total is down from the prior year's number of 3,874 calls for service. 1,738 (53%) of those calls in 2020 were for emergency medical services. Other incident types the department responded to at a higher frequency during the year included motor vehicle accident with no injuries, motor vehicle accident with injuries, and smoke scare with odor of smoke. A breakdown of the responses in 2020 can be seen below in figures 7-2, 7-3, and 7-4.

Figure 7-2: CMFD Responses by Incident Type

INCIDENT TYPE	# INCIDENTS
100 - Fire, other	4
111 - Building fire	10
112 - Fires in structure other than in a building	1
113 - Cooking fire, confined to container	6
114 - Chimney or flue fire, confined to chimney or flue	1
118 - Trash or rubbish fire, contained	4
131 - Passenger vehicle fire	2
132 - Road freight or transport vehicle fire	1
140 - Natural vegetation fire, other	3
141 - Forest, woods or wildland fire	9
142 - Brush or brush-and-grass mixture fire	9
143 - Grass fire	4
150 - Outside rubbish fire, other	3
151 - Outside rubbish, trash or waste fire	4
160 - Special outside fire, other	4
162 - Outside equipment fire	1
221 - Overpressure rupture of air or gas pipe/pipeline	1
311 - Medical assist, assist EMS crew	10
320 - Emergency medical service, other	20
321 - EMS call, excluding vehicle accident with injury	1738
322 - Motor vehicle accident with injuries	46
323 - Motor vehicle/pedestrian accident (MV Ped)	6
324 - Motor vehicle accident with no injuries.	53
350 - Extrication, rescue, other	1
353 - Removal of victim(s) from stalled elevator	2
381 - Rescue or EMS standby	2
400 - Hazardous condition, other	2
411 - Gasoline or other flammable liquid spill	6
412 - Gas leak (natural gas or LPG)	26
413 - Oil or other combustible liquid spill	2
420 - Toxic condition, other	1
421 - Chemical hazard (no spill or leak)	6
422 - Chemical spill or leak	2
424 - Carbon monoxide incident	2
440 - Electrical wiring/equipment problem, other	13
442 - Overheated motor	2
444 - Power line down	10
445 - Arcing, shorted electrical equipment	6

Figure 7-3: CMFD Responses by Incident Type Continued

481 - Attempt to burn	1
500 - Service Call, other	8
511 - Lock-out	20
512 - Ring or jewelry removal	1
520 - Water problem, other	40
521 - Water evacuation	2
522 - Water or steam leak	9
531 - Smoke or odor removal	12
540 - Animal problem, other	1
541 - Animal problem	2
542 - Animal rescue	1
550 - Public service assistance, other	16
551 - Assist police or other governmental agency	8
552 - Police matter	9
553 - Public service	75
554 - Assist invalid	143
561 - Unauthorized burning	1
571 - Cover assignment, standby, moveup	67
600 - Good intent call, other	11
611 - Dispatched & cancelled en route	398
621 - Wrong location	4
622 - No incident found on arrival at dispatch address	80
650 - Steam, other gas mistaken for smoke, other	2
651 - Smoke scare, odor of smoke	76
652 - Steam, vapor, fog or dust thought to be smoke	8
653 - Smoke from barbecue, tar kettle	3
661 - EMS call, party transported by non-fire agency	1
700 - False alarm or false call, other	10
710 - Malicious, mischievous false call, other	2
715 - Local alarm system, malicious false alarm	1
730 - System malfunction, other	9
731 - Sprinkler activation due to malfunction	1
733 - Smoke detector activation due to malfunction	36
734 - Heat detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	31
736 - CO detector activation due to malfunction	16
740 - Unintentional transmission of alarm, other	22
741 - Sprinkler activation, no fire - unintentional	6
743 - Smoke detector activation, no fire - unintentional	27
744 - Detector activation, no fire - unintentional	10
745 - Alarm system activation, no fire - unintentional	53
746 - Carbon monoxide detector activation, no CO	4
813 - Wind storm, tornado/hurricane assessment	2
815 - Severe weather or natural disaster standby	1
900 - Special type of incident, other	15

Figure 7-4: CMFD Responses by Incident Type Continued

911 - Citizen complaint	1
Incidents Without Incident Type	1
Total Incidents	3271

Table 7-2: Resources and Personnel for Different Incident Types

Incident Type	Resources Dispatched	Total Personnel
Single-Patient EMS	1 Engine + 1 Paramedic Ambulance	6
Building Fire, Initial Response	3 Engines, 1 Ladder Truck, 1 Paramedic Ambulance, 1 Battalion chief	15
Wildland Fire	4 Engines, 1 Paramedic Ambulance, 1 Battalion Chief	15
Technical Rescue	3 Engines, 1 Ladder Truck, 1 Paramedic Ambulance, 1 Battalion Chief	15
Vehicle Fire	1 Engine	3
Hazardous Material	3 Engines, 1 Paramedic Unit, 1 Battalion Chief	12
Cardiac Arrest	2 Engines, 1 Paramedic Unit	8

Facilities and Apparatuses

Central Marin Fire Department operates and maintains 4 fire stations with 1 concurrently used as its administrative building (Station 14). The Stations are:

- Station 13 – 5600 Paradise Drive, Corte Madera, CA 94925
- Station 14 – 342 Tamalpais Drive, Corte Madera, CA 94925
- Station 15 – 420 Magnolia Avenue, Larkspur, CA 94939
- Station 16 – 15 Barry Way, Greenbrae, CA 94904

CMFD has a variety of apparatus that serve the community ranging from utility vehicles to paramedic trucks. A full outline of the Department’s current apparatus can be seen below in Table 7-3.

Table 7-3: CMFD Apparatus Inventory

Central Marin Fire Department Fleet Inventory	
Ambulances	
Medic-13 Reserve	2015 Ford
Medic 14	2020 Ford
Admin Vehicles	
Chief 14	2017 Ford Explorer
Deputy Chief 15	2008 Ford Expedition
Prevention 14	2018 Ford Explorer
Battalion Chief Vehicle	
Battalion 13	
Battalion 14	
Department Utility Vehicles	
Utility 13	2017 Chevy Crew Cab
Utility 14	2006 Ford Expedition
Utility 15	2015 Chevy Plus Cab
Utility 16	2007 GMC
Type 1 Engine	
Engine 13	2007 Pierce Dash Custom
Engine 14	2006 Pierce Dash Custom (Reserve Engine)
Engine 15	2006 Pierce Dash Custom
Engine 16	2017 Pierce Arrow Custom
Type 3 Engine	
Engine 613	2016 International Pierce Custom Wildland Engine
Engine 616	1998 International Westmark Custom Wildland Engine (Reserve Engine)

7.4 ORGANIZATION STRUCTURE

Governance

The Central Marin Fire Department is governed by a four-member council (Fire Council) that is comprised of two councilmembers from each of the participating agencies. Each of the member agencies also appoints an alternate in the event that a member is unavailable for a scheduled meeting date. The members of the Fire Council appoint a Chair and Vice-Chair on an annual basis. Because of the requirement of the members of the Fire Council to be elected officials from the participating municipalities, there are no term limits levied on Fire Council seats.

The CMFD Fire Council oversees policy adoption, adopting an annual budget, setting fees for service, and entering into contracts, among other things. Any change in the member agency’s cost-sharing percentage, any revision of the adopted budget that results in an increase in annual contribution, any single expenditure in excess of 3% of the adopted operating budget, or the closing of any existing fire stations requires the unanimous vote of the full Fire Council.

The CMFD Fire Council regularly meets on the second Thursday in February, May, August, and November at 6:30 pm at the Central Marin Police Authority community room, located at 250

Doherty Drive in Larkspur. A list of the current CMFD Fire Council members and their agency affiliations can be seen below in table 7-4.

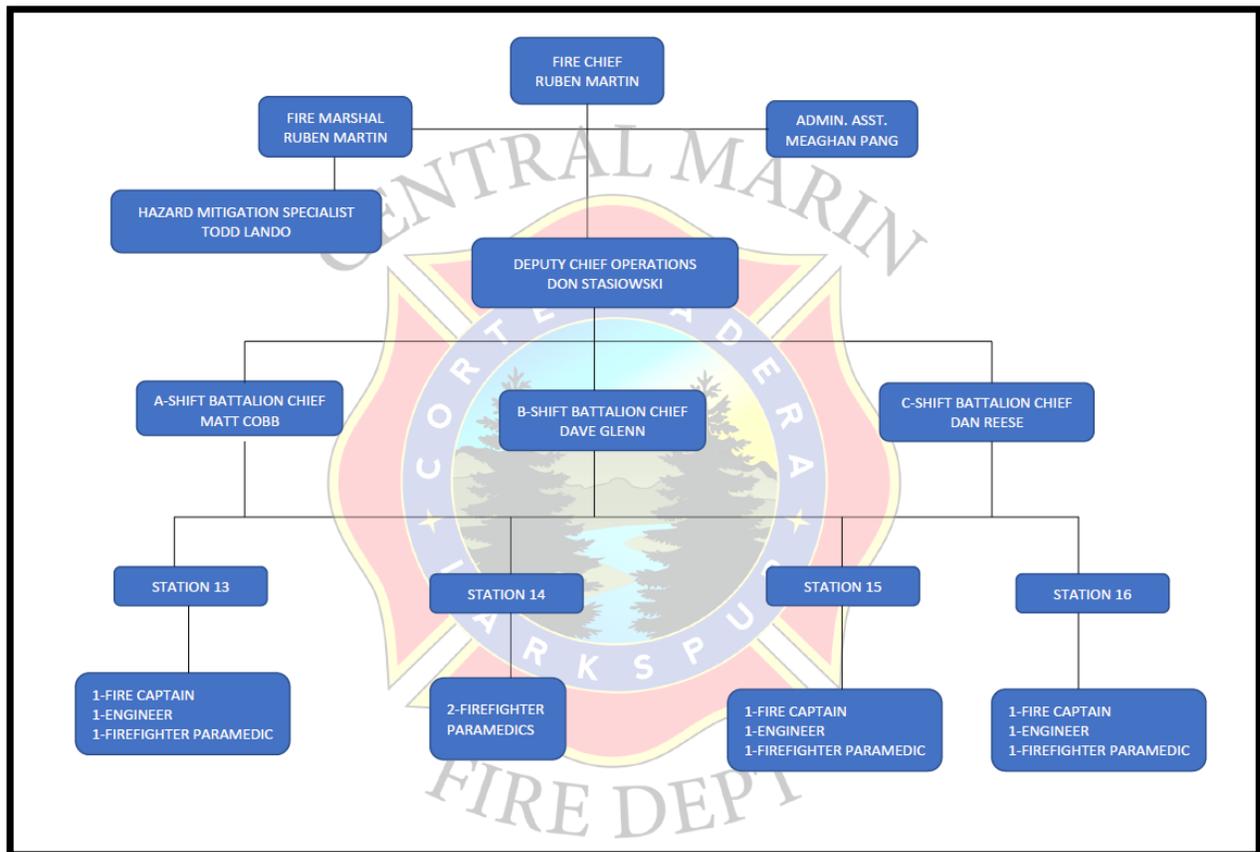
Table 7-4: CMFD Fire Council Members

Member	Position
Eli Beckman	Town of Corte Madera
Bob Ravasio	Town of Corte Madera
Fred Cassissa	Town of Corte Madera (Alternate)
Kevin Haroff	City of Larkspur
Catherine Way	City of Larkspur
Scot Candell	City of Larkspur (Alternate)

Administration

CMFD receives administrative oversight from a two-person Management Committee. The Management Committee is comprised of the City Manager of Larkspur and the Town Manager of Corte Madera. The Management Committee is charged with administering the priorities and policies established by the Fire Council for fire services, appointing a Fire Chief, and approving the hiring or termination of all personnel proposed by the Fire Chief, among other duties. The current Fire Chief for CMFD is Ruben Martin. The current staffing level for the department is 40 full-time equivalent (FTE) employees. The department’s organization chart can be seen below in figure 7-5.

Figure 7-5: CMFD Organizational Chart



7.5 ACCOUNTABILITY AND TRANSPARENCY

The Central Marin Fire Department maintains a high level of accountability and transparency surrounding all of its activities. The CMFD website (www.centralmarinfire.org) provides information on Fire Council meetings, financial reports, stations, history, prevention, and more. At this time, all legal requirements for public agency transparency are being met or exceeded by the department.

Meetings and Agendas

The CMFD Fire Council regularly meets on the second Thursday in February, May, August, and November at 6:30 pm at the Central Marin Police Authority community room, located at 250 Doherty Drive in Larkspur. Special meetings are held as necessary to go over specific topics such as the annual budget. Meeting agendas and minutes can be found by way of a link on the CMFD website (www.centralmarinfire.org/admin/fire-council) that routes the request to the document archive within the Town of Corte Madera's website (www.townofcortemadera.org/AgendaCenter/Fire-Council-Central-Marin-Fire-Authorit-11).

Annual Budget Review

The CMFD maintains extensive budgetary controls. The budget, adopted no later than June 15th of each year, provides overall control of revenue and expenditures, including appropriations on a line-item basis and the means of financing them. The budget does not include costs of replacement or reconstruction of any Fire Station that is owned by either of the member agencies. These costs remain the separate responsibility of the owning member. The Management Committee and the Fire Chief control and account for all expenditures under the adopted budget and make regular reports to the Fire Council on expense and revenue activities.

7.6 FINANCIAL OVERVIEW

Revenues and Expenditures

Approximately 90% of CMFD's annual operating revenues²⁸ come by way of contributions from its two member agencies. The agency's agreement sets forth an equal cost-share percentage of 50%. For fiscal year (FY) 2020-21, each agency's General Fund contribution was \$4,670,310. Both agencies show an increase in their contributions to the CMFD General Fund of approximately 9.4% in comparison to their adopted contributions in FY 2019-20. Additional revenue for the Department comes by way of Measure C and miscellaneous other revenues. Measure C is a tax measure that was passed in March of 2020 that levies a tax of ten cents per building square foot for improved commercial and residential parcels, \$75 per unit for multi-family residential, and \$25, \$100, or \$150 per parcel depending on acreage for unimproved parcels for ten years. The revenues from the tax are placed in a special fund for use solely for the purpose of providing wildland protection and prevention services to the member agencies of the Marin Wildfire Prevention Authority. Projected Measure C revenues for FY 2020-21 for The Town of Corte Madera and the City of Larkspur are a combined \$816,800. The total projected revenue for CMFD for FY 2020-21 is \$10,307,420.

Expenditures for the department are projected to be equal to revenues for FY 2020-21 at \$10,307,420. This is an increase from the previous fiscal year's expenditures by \$553,383, or approximately 5.7%. While the department projects to reduce its total labor costs from the previous fiscal year by \$223,293 (2.7%), the total expenditures for services, supplies, and equipment are projected to increase by \$776,676 (54.6%). A breakdown of the Department's revenues and expenditures for the current fiscal year as well as the prior two fiscal years can be seen below in figure 7-6.

²⁸ [CMFD FY 2020-21 Budget](#)

Figure 7-6: CMFD Budget

GENERAL FUND CENTRAL MARIN FIRE DEPARTMENT					
REVENUE					
		2018-2019	2019-2020	2019-2020	2020-2021
		Audited	Adopted	Estimated	Proposed
		Actuals	Budget	Actuals	Budget
Larkspur Contribution		4,220,000	4,712,210	4,712,210	4,670,310
Corte Madera Contribution		4,220,000	4,712,210	4,712,210	4,670,310
State Fire Reimbursement		704,698		326,466	
Measure C Revenue					816,800
Other Revenue		10,669		4,755	150,000
	REVENUE	9,155,368	9,424,420	9,755,641	10,307,420
EXPENDITURES					
		2018-2019	2019-2020	2019-2020	2020-2021
		Audited	Adopted	Estimated	Proposed
		Actuals	Budget	Actuals	Budget
Labor Costs					
SALARIES		1,571,097	6,165,531	6,576,000	6,224,709
RETIREMENT - NORMAL COST		176,234	797,231	780,000	813,579
HEALTH BENEFITS		187,169	922,199	800,000	850,000
PAYROLL TAXES AND OTHER BENEFITS		64,188	204,240	175,000	219,419
SALARIES/BENEFITS PAID BY LARKSPUR AND CORTE MADERA AND TRANSFERRED TO CMFA		5,974,050			
	LABOR COSTS	7,972,738	8,089,201	8,331,000	8,107,707
Services , Supplies and Equipment					
OUTSIDE SERVICES		323,634	403,615	500,000	1,118,088
TRAINING AND EDUCATION		50,650	29,500	6,000	20,000
DUES AND MEMBERSHIPS		5,647	12,500	12,500	12,500
EQUIPMENT MAINTENANCE		26,315	39,100	30,000	24,100
BUILDING AND GROUNDS MAINTENANCE		10,811	35,000	15,000	25,000
VEHICLE MAINTENANCE AND REPAIRS		66,071	77,000	45,000	70,000
UTILITIES		62,145	85,100	85,100	71,100
SUPPLIES		264,190	224,128	300,000	311,925
TECHNOLOGY AND EQUIPMENT			7,000	7,000	47,000
OTHER		56,154	0	0	0
TRANSFERS TO OTHER FUNDS		289,806	422,276	422,437	500,000
	SERVICES & SU	1,155,422	1,335,219	1,423,037	2,199,713
	TOTAL BUDGET	9,128,160	9,424,420	9,754,037	10,307,420

Financial Audit

The Central Marin Fire Department prepares an annual report on the Department’s financial statements in accordance with established governmental accounting standards. The most recent audited financial statement was prepared by the independent certified accounting firm, Marcello & Company, which issued an unqualified or “clean” opinion of the Department’s financial statements for the fiscal year ending June 30, 2019. A breakdown of the revenues and

expenditures, and the change in fund balances for the year ended June 30, 2019, can be seen below in figure 7-7.

Figure 7-7: CMFD Breakdown of Revenues, Expenditures, and Change in Funds

	<u>General Fund</u>	<u>Insurance Fund</u>	<u>Total Governmental Funds</u>
REVENUE			
Member contributions	\$ 8,440,000	\$ -	\$ 8,440,000
State revenue	704,698	-	704,698
Permits and fees	1,640	-	1,640
Other revenue	9,030	-	9,030
Totals	<u>9,155,368</u>	<u>-</u>	<u>9,155,368</u>
EXPENDITURES			
Personnel	7,972,738	-	7,972,738
Outside services	323,634	-	323,634
Supplies	264,190	-	264,190
Training and education	50,650	-	50,650
Equipment maintenance	26,315	-	26,315
Vehicle maintenance	66,071	-	66,071
Utilities	62,145	-	62,145
Building maintenance	10,811	-	10,811
Dues and subscriptions	5,647	-	5,647
Other	56,153	-	56,153
Insurance	-	171,860	171,860
Totals	<u>8,838,354</u>	<u>171,860</u>	<u>9,010,214</u>
Excess Revenue over Expenditures	<u>317,014</u>	<u>(171,860)</u>	<u>145,154</u>
Other Financing Sources (Uses)			
Transfers in	-	289,806	289,806
Transfers (out)	<u>(289,806)</u>	<u>-</u>	<u>(289,806)</u>
Totals	<u>(289,806)</u>	<u>289,806</u>	<u>-</u>
Change in Fund Balances	27,208	117,946	145,154
Fund Balances - beginning	-	-	-
Fund Balances - end of year	<u>\$ 27,208</u>	<u>\$ 117,946</u>	<u>\$ 145,154</u>

Debt

The Department, as of June 30, 2019, is carrying \$443,939 in long-term debt. The following outlines the two sources that comprise this debt:

- **Compensated Absences** – The department offers its employees the opportunity to accrue paid leave that can be cashed out upon the end of employment at the current rate of pay at the time of separation. The government-wide statement of net position reports the liability, segregating the amount expected to be paid within one year as a current liability. As of June 30, 2019, the Department had a balance of \$272,079 in accrued compensated absences, with \$27,208 due within one year.
- **Workers Compensation Claims** – The accrued claims payable are based upon an actuarial review of the program’s discounted and undiscounted liability for outstanding claims as of June 30, 2019. As of that date, the department had an ending balance liability of \$171,860, with \$65,577 due within one year.

While the Central Marin Fire Department does provide a pension plan for its employees and is part of the California Public Employees Retirement System (CalPERS), as of the most recent audit, the Department carried no pension liability of its own. CalPERS provides retirement, disability, and death benefits based on the employee’s years of service, age, and final compensation. Within the language of the Joint Powers Agreement, both parties agreed to keep all of the unfunded pension liabilities tied to any employee of the Department prior to the enactment of the agreement tied strictly to the member agencies and for them not to be transferred to the Department. Any subsequent hire’s pension liabilities would be the burden of the department. The agreement defines this parameter with the following:

“Liability of the Members for their respective CalPERS Plans/Programs existing prior to the Effective Date (October 18, 2018), including any actuarially-calculated liability and any changes after the Effective Date in the actuarially-calculated liability for service by employees of a Member that occurred prior to the Effective Date, shall remain with the individual Members and shall not transfer to the Authority nor be subject to this proportionate-share liability provision.”

In addition to the pension plan, the CMFD provides post-retirement benefits (OPEB) to its retirees. As of June 30, 2019, the Department carried a Net OPEB liability total of \$7,345,000. The OPEB liability agreement between the two member agencies states that any liability tied to an employee that had retired prior to the Effective Date (October 18, 2018,) would be the liability of the separate member agencies and not of the Department. Any OPEB liability for current or subsequent employees of the Department is the responsibility of the Department to track. The member agencies mutually agree on the division of OPEB costs and are responsible for determining the source of funding of its respective share of Department OPEB liability costs.

7.7 WILDLAND FIRE PREPAREDNESS

Local agencies such as the Central Marin Fire Department play a critical role in protecting natural resources and the environment. Extended periods of drought, changing climate patterns, wind, and low humidity have the potential to increase the occurrence and severity of wildland fires which could threaten structures and lives in the wildland-urban interface (WUI).

The CMFD participated in the Community Wildfire Protection Plan that was released in 2016. This was a collaborative effort among fire agencies in the County, local fire organizations including FIRESafe Marin, land management agencies, and community stakeholders. Through this effort, areas of concern throughout the county were identified based on population, fire behavior, vegetation, and other factors. Additionally, several goals were stated and associated action items were created to better prepare Marin County for wildland fires. One such goal is to “increase awareness, knowledge, and actions implemented by individuals and communities to reduce human loss and property damage from wildland fires, such as defensible space and fuels reduction activities, and fire prevention through fire safe building standards.” Provided on the Department’s website is a thorough guide to defensible space inspections and the requirements of each inspected item in order to assist home-owners in having the necessary knowledge to create a buffer around their homes to help protect from heat, flames, and embers during a wildfire. In addition, the Department mails a full four-page brochure to homeowners in the WUI prior to annual inspections by the Department in order to ensure the necessary time to prepare for upcoming inspections.

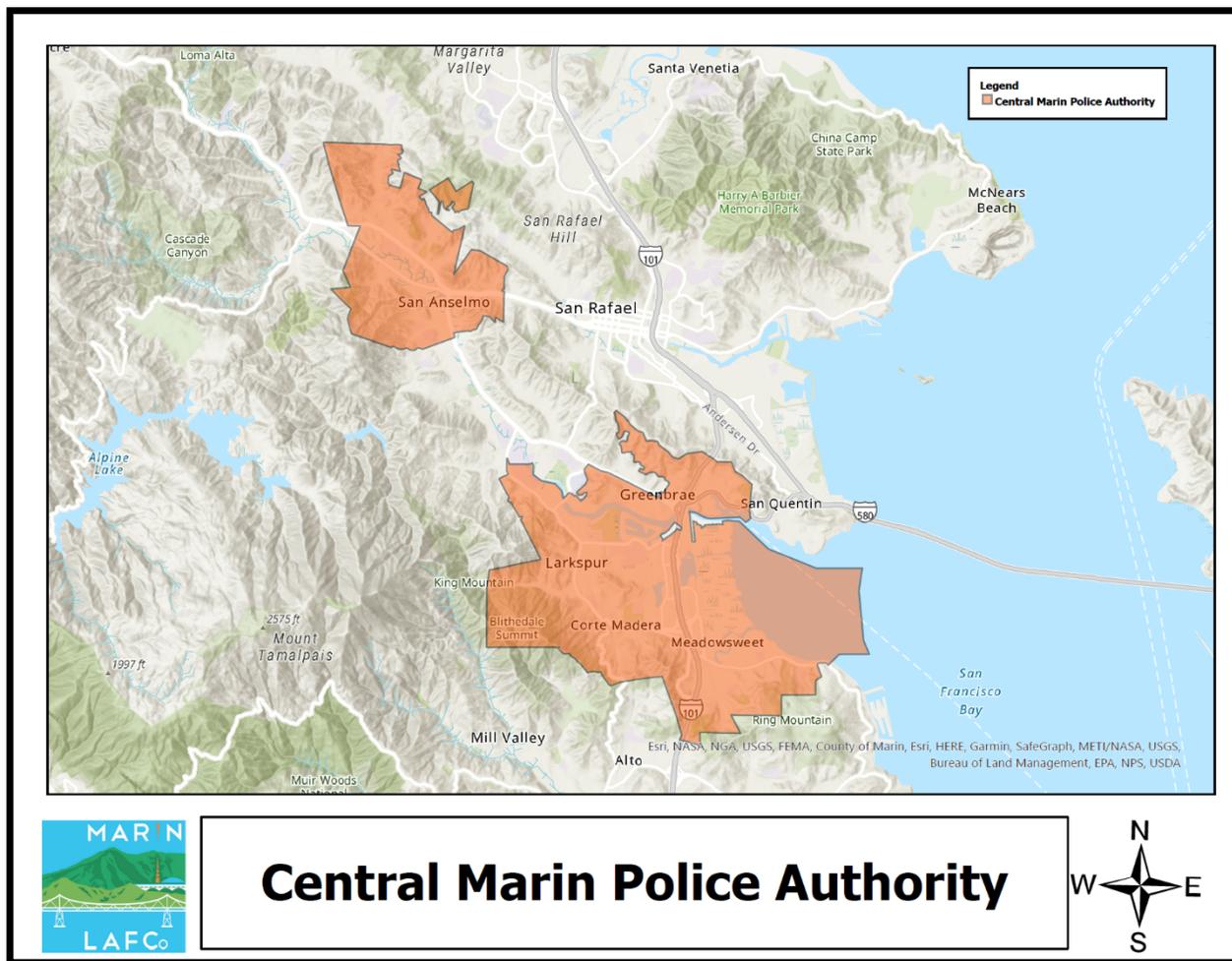
The Department’s member agencies, the Town of Corte Madera and the City of Larkspur, also are members of the recently formed Marin Wildfire Prevention Authority (MWPA). The JPA was created in March of 2020 by way of a voter’s tax measure (Measure C). The tax measure provides additional funding for local fire agencies within Marin County that is designated specifically for wildfire prevention measures such as vegetation management, wildfire detection and evacuation program improvements, public education, and defensible space evaluations. The Central Marin Fire Department received an additional \$816,800 in revenue for FY 2020-21 from its member agencies by way of the MWPA.

Some of the recent work the Department has performed in an effort to make the WUI area within its boundary safer is the reduction of hazardous vegetation located along the primary and secondary evacuation routes for properties located on and around Madrone Canyon. In February of 2020, Department employees spent a period of seven days cutting back and removing vegetation and tree limbs that encroached on the roadway and removed hazardous or combustible vegetation located along the roadway. The Department also offers multiple “chipper days” each year for residents to be able to dispose of their property’s brush, branches, and dead vegetation.

8.0 CENTRAL MARIN POLICE AUTHORITY

8.1 OVERVIEW

Figure 8-1: CMPA Jurisdictional Boundary



The Central Marin Police Authority (CMPA) is a Joint Powers Authority (JPA) that serves as the police department for the Town of Corte Madera, the Town of San Anselmo, and the City of Larkspur. The CMPA boundary surrounds approximately 10.3 square miles of the Ross Valley area of Marin County. The department serves a population of approximately 35,000 throughout the Ross Valley corridor. The last municipal service reviews that included each of the entities that make up CMPA were conducted in April of 2007 as part of the Ross Valley Area Service Review and October of 2020 for the Upper Ross Valley Municipal Service Review. The primary function of CMPA is to provide police services to the Town of Corte Madera, the City of Larkspur, and the Town of San Anselmo.

Table 8-1: CMPA Overview

Central Marin Police Authority Overview	
Primary Contact:	Chief Michael Norton
Main Office:	250 Doherty Drive, Larkspur
Formation Date:	January 1, 2013
Services Provided:	Law Enforcement
Service Area:	6,600 acres
Population Served:	≈35,000

8.2 FORMATION AND DEVELOPMENT

The Central Marin Police Authority, now a 3-member joint powers authority, initially began as a 2-member joint powers authority back in 1980. At that time, after a year of planning, the Town of Corte Madera and the City of Larkspur created the initial JPA for police services between the two municipalities known as the Twin Cities Police Authority. As it was at that time comprised, the JPA was headquartered out of the Larkspur Police Station. By the early 2000s, the police station was in need of major renovations. As such, in 2008, a plan was formulated for the construction and equipping of a brand new public safety, police, and emergency response facility on the site of the active police station at the time. In November of 2008, Measure E was passed authorizing \$20,000,000 in bonds and levying special taxes to pay the bonds and District costs, and the plan was set in motion.

In order to continue operations, however, the Twin Cities Police Authority required an interim base of operations. In 2009, the San Anselmo Police Department agreed to allow the Authority to temporarily relocate its dispatch center to San Anselmo to help facilitate operations during the construction of the new police station. The merging of dispatch services led the police chiefs to begin discussions on other possibilities for shared services between the agencies. With both agencies experiencing budget reductions from the recession at the time, the question began to be asked as to whether a formal consolidation could produce long-term savings for the three municipalities while maintaining or improving service delivery for each community.

From 2010-2012, the Twin Cities Police Authority and the San Anselmo Police Department created a number of agreements that allowed the agencies to share resources and begin to integrate some of their operations. With the colocation of dispatch services shining a light on the ability to operate a shared dispatch center that required only one supervisor position and lowering the number of total employees, the agencies soon after agreed to form a single investigative unit which lowered the total number of officers assigned to detective duty from five to four and provided the Town of San Anselmo with a supervising detective for the first time in its department’s history. Subsequently, the agencies would soon after combine Special Response and Crisis Negotiation Teams, which budget constraints had nearly eliminated at the time. In 2011, an agreement was created for the agencies to consolidate command level services with the sharing of Captains and an Administrative Assistant. This agreement led to labor representatives from both agencies agreeing to form a single Support Services Division that included investigations, evidence,

records, and dispatch, as well as jointly operating daily traffic and patrol teams. Each agreement led to a greater level of overall cost savings.

In early 2012, with numerous examples of compatibility as well as the completion of a state-of-the-art facility, discussions of complete consolidation began in earnest between town and city council members as well as the municipal managers. With the announcement of the San Anselmo Police Chief's intentions to retire, the table was set for a new single agency to be formed. On January 1, 2013, the Central Marin Police Authority was formed.

8.3 MUNICIPAL SERVICES

Law Enforcement

The Central Marin Police Authority provides law enforcement services to the Town of San Anselmo, Town of Corte Madera, and the City of Larkspur. The Authority's headquarters are located at 250 Doherty Drive in the City of Larkspur. Administrative management and direction for CMPA operations are provided by way of the Chief of Police. The Chief of Police manages the Authority's two main divisions, Field Operations and Support Services, as well as overseeing training and development for both sworn and civilian employees, selection and background investigations, the volunteer program that allows members of the multiple communities to assist with a number of duties, the police chaplain program, and the crisis intervention team. In addition, the Chief's administrative team oversees the fiscal management and budget preparation for the Authority, as well as reporting to the CMPA Management Committee and the Police Council.

Some of the recent administrative accomplishments for CMPA include the following:

- Advanced training in a multitude of law enforcement disciplines such as use of force, leadership development, defensive tactics, traffic investigations, and supervisor response to critical incidents, among other trainings
- Recruited, interviewed, conducted background investigations, and trained six Police Officers and two Police Cadets
- Hosted two community engagement events called Coffee with a Cop
- Implemented a five-year fleet plan with a focus on purchasing and refurbishing outdated fleet
- Collaborated with local fire agency partners to enhance responses and community notifications to fire disasters.

A few of the notable short-term goals that have been identified for the administrative team are as follows:

- Focus on increased traffic enforcement and additional traffic safety programs
- Implement an online reporting system to provide community members with another method of reporting non-violent crimes
- Evaluate records management system

- Continue to evaluate and be flexible during the COVID-19 pandemic in order to ensure continued police services at a high level

The Field Operations Division of CMPA houses a myriad of law enforcement elements for the Authority such as patrol administration, patrol operations, field training officer program, reserve officer program, police cadet program, critical response unit, and equipment management. Patrolling of the member communities is conducted 24-hours a day and seven days a week. Officers within this division operate in marked police vehicles, on bicycles, and on foot. Traffic operations includes three police motorcycles. Some of the recent accomplishments of the Field Operations Division include:

- Increased presence throughout shopping centers to combat growing problem of auto burglaries
- Successfully located a missing elderly female who suffered from Alzheimer's
- Selected and trained three new field training officers
- Critical Response Unit members participated in the successful resolution of two critical incident callouts
- Successfully completed a Department of Justice audit to ensure compliance within State guidelines
- Escorted children to school on Walk and Bike to School day in San Anselmo
- Facilitated community meetings addressing traffic safety issues

Some of the upcoming goals that have been identified for the Field Operations Division are as follows:

- Conduct monthly special enforcement operations
- Begin comprehensive assessment of job functions and roles to explore more efficient processes and ensure compliance with all applicable state and federal requirements
- Research and implement a new field training software program
- Increase the level of proactivity to accomplish a reduction in property crimes
- Conduct quarterly Homeless Outreach Police Evaluation team operations

Finally, the Support Services Division manages and directs the investigative element of the Authority, as well as the school resource officer/juvenile detective program, communications, and budget management. The investigative unit works on crimes against both persons and property and contains detectives that are assigned to specific areas of expertise such as residential burglaries, automobile thefts, missing persons, and violent crimes, among other things. Some of the recent accomplishments for the Support Services Division include:

- Arrested three auto burglary suspects
- Arrested and subsequently murder charged a fatal DUI incident
- Arrested mail theft suspects resulting in several cases in both CMPA and surrounding agencies being closed
- Actively participated and played a major role in the Marin County multidisciplinary team dedicated to identifying and assisting commercially sexually exploited children

- Investigated all Child Family Service referrals ranging from child neglect to sexual assault

Some of the goals identified for the Division moving forward include:

- Offer a presence at all back to school parent meetings to provide them with Officer’s biography, job description, and goals for the school year.
- Continue to work closely with other county investigation units to share crime data
- Continue the specialized training of detectives related to their areas of expertise
- Continue to monitor cold cases and DNA hits for resolutions and dispositions
- Implement new sexual offender registration guidelines per updated legislation and attend related training.

At the time of this document’s writing, the Authority employs 47 full-time equivalent (FTE) staff members, which includes 42 sworn officers. The organizational charts for both the Field Operations Division and the Support Services Division can be seen below in figures 8-2 and 8-3.

Figure 8-2: CMPA Field Operations Organizational Chart

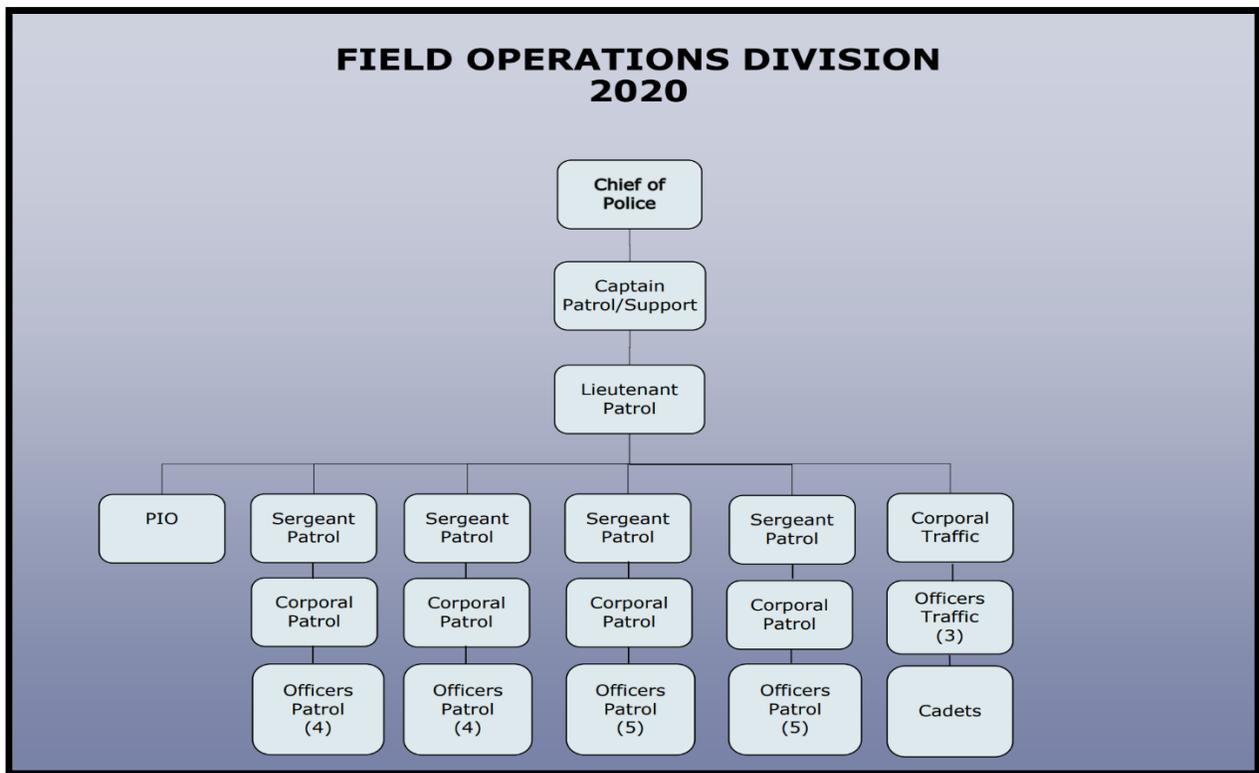
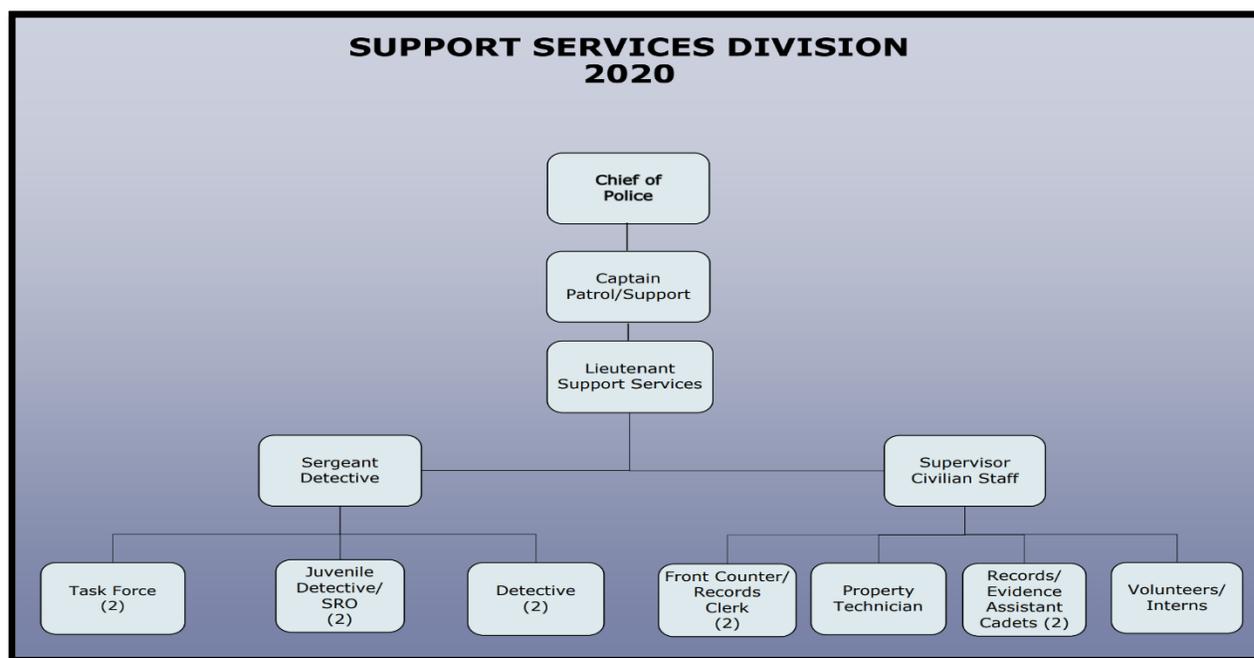


Figure 8-3: CMPA Support Services Organizational Chart



In March of 2015, the Authority entered into an agreement with the Marin County Sheriff’s Office for the provision of dispatching services for an annual contribution of \$659,935. The agreement resulted in a significant reduction in costs for the member agencies as well as streamlining services by unifying police, fire, and medical dispatch for the jurisdictions. The unification has helped to eliminate any delay in medical dispatch, which was a compelling prospect for the elected officials in ultimately making the decision. The CMPA dispatchers who were employed at the time of the agreement were all afforded the opportunity to interview for positions within the Marin County Sheriff’s Department as part of the agreement. In the 2019 calendar year, CMPA received a total of 45,870 calls for service. This is an increase of 1,444 calls, or approximately 3.25%, from the prior year. Approximately 37% of the calls came from the City of Larkspur, 35% from the Town of San Anselmo, 26% from the Town of Corte Madera, and 2% from areas served that are outside of the 3 municipalities jurisdictional boundaries. The majority of the calls for service were for extra patrol requests (15.6%), traffic stops (13.4%), citizen assist (8.7%), and assist to a partner fire agency (8.5%). The reports taken for major crimes increased by 46.1% over the previous year, from 831 in 2018 to 1,214 in 2019. 481 of these reports were taken in Corte Madera, 472 in Larkspur, and 261 in San Anselmo. Further information on the calls for service and major crimes reports are illustrated below in figures 8-4, 8-5, 8-6, 8-7 and 8-8.

Figure 8-4: CMPA Calls for Service Analysis

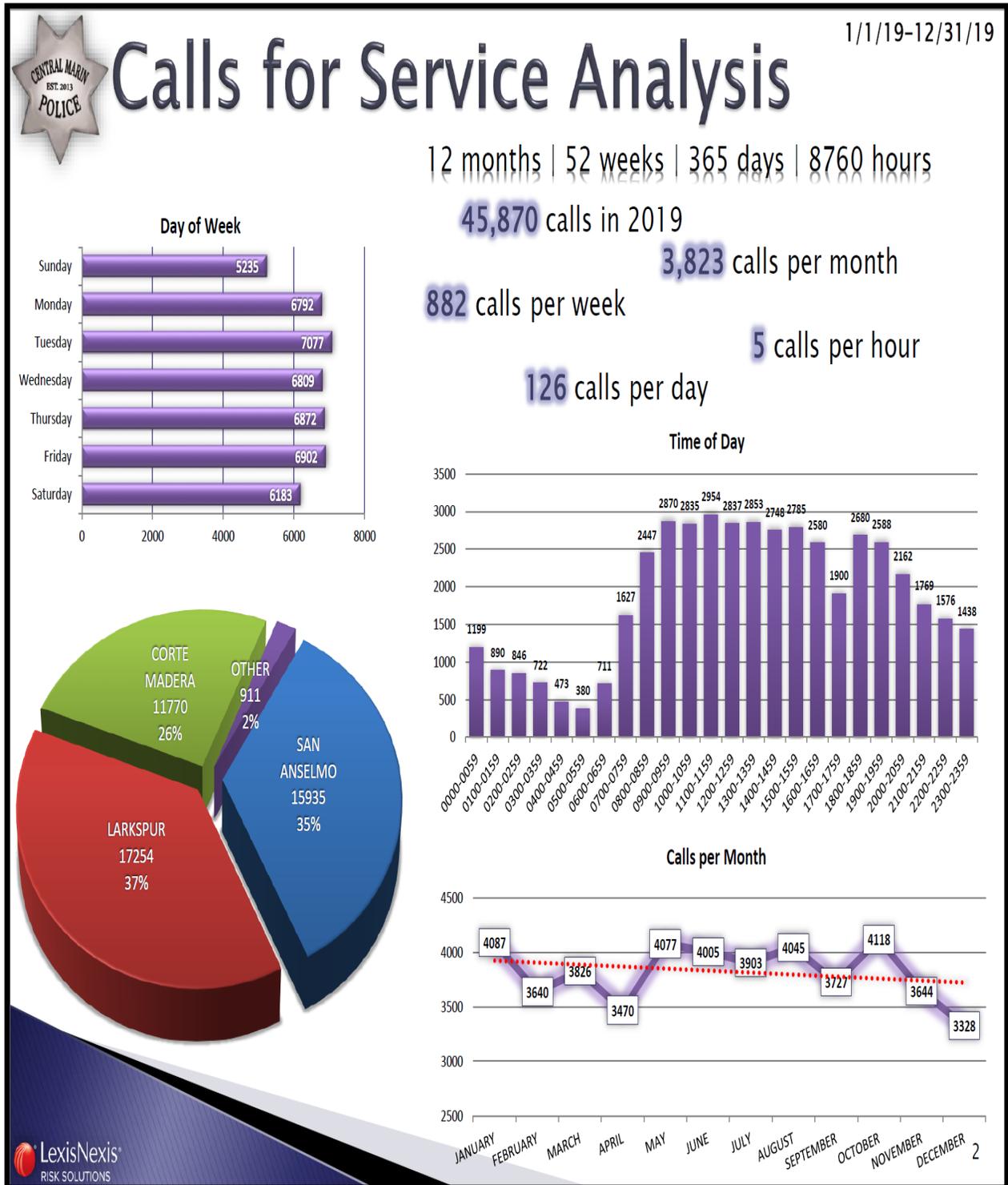


Figure 8-5: Corte Madera's Top Calls for Service



Top Calls for Service: CORTE MADERA

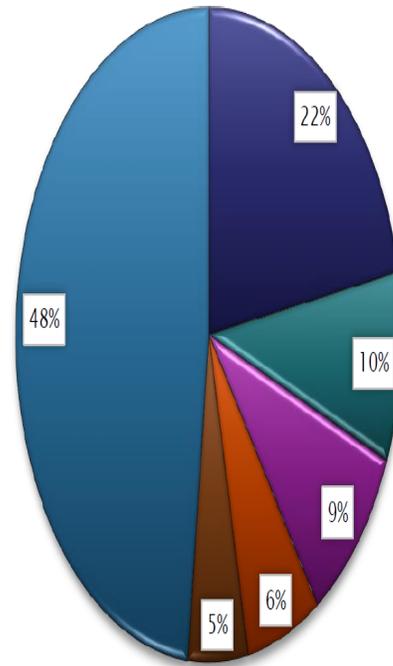
1/1/19-12/31/19

11,767 total CFS

Top 5 CFS make up...

51.8% of all CFS in CM

Top 5 CFS	
Extra Patrol	2,580
Traffic Stop	1,105
Assist Fire	1,077
9-1-1 Hang Up	737
Citizen Assist	591



■ Extra Patrol ■ Traffic Stop ■ Assist Fire
 ■ 9-1-1 Hang Up ■ Citizen Assist ■ All other

TOP TIMES OF CALLS FOR SERVICE

Hour of Day	6:00 PM	854	7.3%
Day of Week	Monday	1,827	15.5%
Month	October	1,084	9.2%
Quarter in 2019	4 th	3,071	26.1%
Day of the Year	Monday, August 12 th	56	0.5%

Figure 8-6: Larkspur Top Calls for Service



Top Calls for Service: LARKSPUR

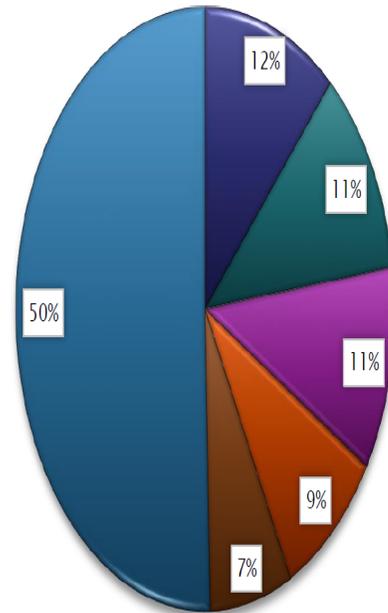
1/1/19-12/31/19

17,257 total CFS

Top 5 CFS make up...

49.6% of all CFS in LKS

Top 5 CFS	
Citizen Assist	1,991
Extra Patrol	1,946
Traffic Stop	1,888
Assist Fire	1,520
9-1-1 Hang Up	1,213



■ Citizen Assist
 ■ Extra Patrol
 ■ Traffic Stop
■ Assist Fire
 ■ 9-1-1 Hang Up
 ■ All other

TOP TIMES OF CALLS FOR SERVICE

Hour of Day	11:00 AM	1,123	6.5%
Day of Week	Tuesday	2,732	15.9%
Month	August	1,561	9.1%
Quarter in 2019	1 st	4,396	25.5%
Day of the Year	Thursday, October 3 rd	84	0.5%

Figure 8-7: San Anselmo's Top Calls for Service

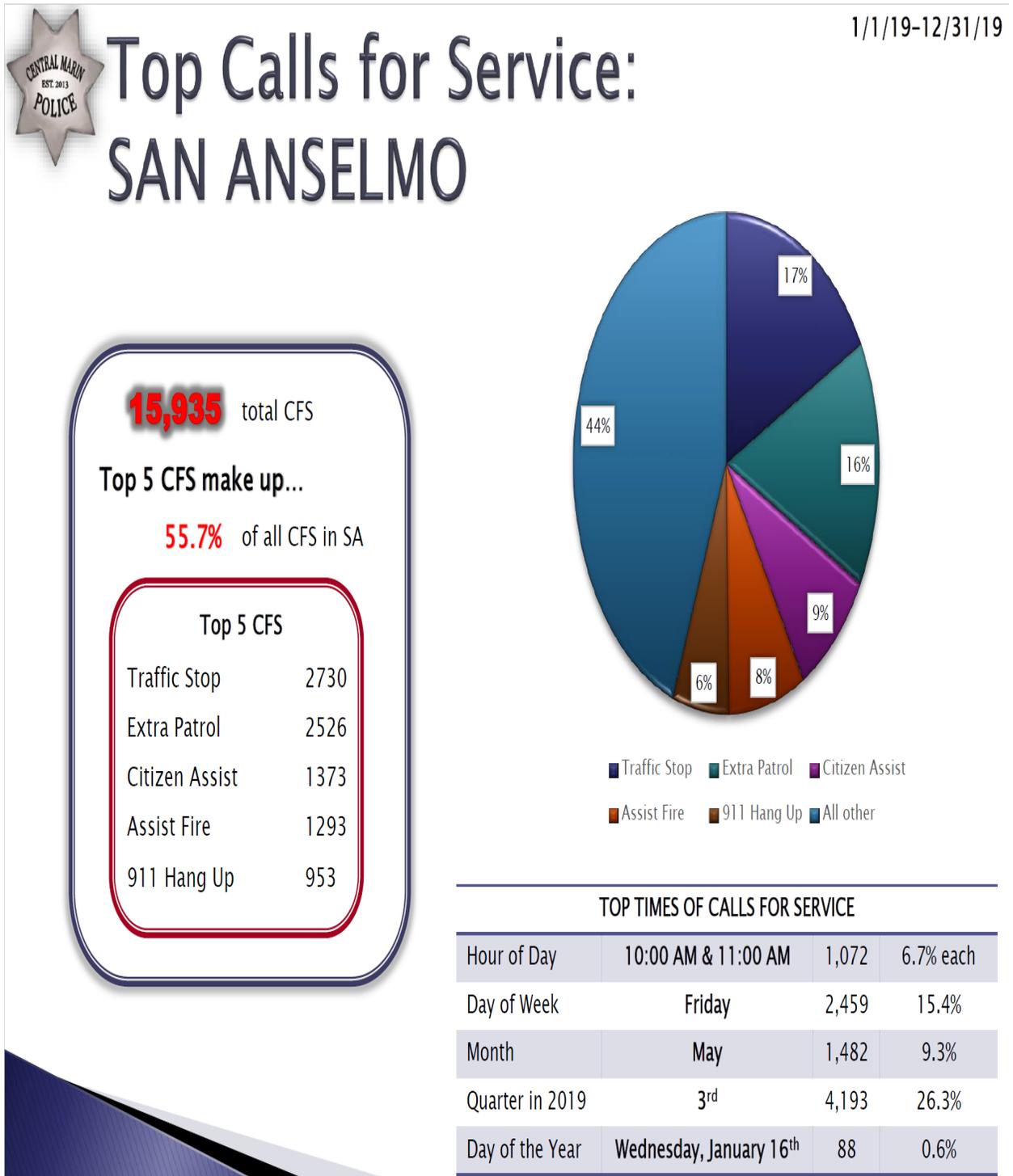


Figure 8-8: Major Crime Reports by Town and Type



1/1/19-12/31/19
3,181 REPORTS TAKEN

Reports: Major Crimes

PART I CRIMES	CORTE MADERA			LARKSPUR			SAN ANSELMO			TOTAL		
	2018	2019	% diff	2018	2019	% diff	2018	2019	% diff	2018	2019	% diff
HOMICIDE	0	0	0%	0	0	0%	0	1	Increase by 1	0	1	Increase by 1
RAPE	4	2	-50.0%	4	2	-50.0%	1	1	0%	9	5	-44.4%
ROBBERY	9	8	-11.1%	6	2	-66.7%	3	0	-100.0%	18	10	-44.4%
AGGRAVATED ASSAULT	2	1	-50.0%	3	6	100.0%	5	10	100.0%	10	17	70.0%
SIMPLE ASSAULT	32	17	-46.9%	24	24	0%	32	30	-6.3%	88	71	-19.3%
BURGLARY	95	157	65.3%	58	139	139.7%	33	67	103.0%	186	363	95.2%
LARCENY -THEFT	178	279	56.7%	189	274	45.0%	126	144	14.3%	493	697	41.4%
VEHICLE THEFT	6	17	183.3%	14	25	78.6%	7	8	14.3%	27	50	85.2%
ARSON	0	0	0%	0	0	0%	0	0	0%	0	0	0%
TOTAL	326	481	47.5%	298	472	58.4%	207	261	26.1%	831	1,214	46.1%

8.4 ORGANIZATION STRUCTURE

Governance

The Central Marin Police Authority is governed by a six-member council (Police Council) that is comprised of two councilmembers from each of the participating agencies. The members of the Police Council appoint a Chair and Vice-Chair on an annual basis. While there are no term limits for Police Council seats, member agencies consider their appointments to the Police Council on an annual basis.

The CMPA Police Council oversees policy adoption, adopting an annual budget, setting fees for service, and entering into contracts, among other things. Any change in the member agency’s cost-sharing percentage, any revision of the adopted budget that results in an increase in annual

contribution, any single expenditure in excess of 3% of the adopted operating budget, or the closing of any existing police stations requires the unanimous vote of the full Police Council.

The CMPA Police Council regularly meets on the second Thursday in February, May, August, and November at 6:00 pm at the Central Marin Police Authority community room, located at 250 Doherty Drive in Larkspur. A list of the current CMPA Police Council members and their agency affiliations can be seen below in table 8-2.

Table 8-2: CMPA Police Council Members

Member	Agency
Eli Beckman	Town of Corte Madera
Bob Ravasio	Town of Corte Madera
Ford Greene	Town of San Anselmo
Brian Colbert	Town of San Anselmo
Catherine Way	City of Larkspur
Kevin Haroff	City of Larkspur

Administration

CMPA receives administrative oversight from a three-person Management Committee. The Management Committee is comprised of the City Manager of Larkspur, the Town Manager of Corte Madera, and the Town Manager of San Anselmo. The Management Committee is charged with administering the priorities and policies established by the Police Council for police services, appointing a Police Chief, and approving the hiring or termination of all personnel proposed by the Police Chief, among other duties. The current Police Chief for CMPA is Michael Norton. The current staffing level for the department is 47 full-time equivalent (FTE) employees with 42 sworn officers.

8.5 ACCOUNTABILITY AND TRANSPARENCY

The Central Marin Police Authority maintains a high level of accountability and transparency with all of its activities. The CMPA website (www.centralmarinpolice.org) provides information on Police Council meetings, financial reports, stations, history, service statistics, and more. At this time, all legal requirements for public agency transparency are being met or exceeded by the department.

Meetings and Agendas

The CMPA Police Council regularly meets on the second Thursday in February, May, August, and November at 6:00 pm at the Central Marin Police Authority community room, located at 250 Doherty Drive in Larkspur. Special meetings are held as necessary to go over specific topics such as the annual budget. Meeting agendas and minutes can be found by way of a link on the CMPA website (www.centralmarinpolice.org/198/police-council).

Annual Budget Review

The CMPA maintains extensive budgetary controls. The budget, adopted no later than June 15th of each year, provides overall control of revenue and expenditures, including appropriations on a line-item basis and the means of financing them. The budget does not include costs of replacement or reconstruction of any Police Station that is owned by either of the member agencies. These costs remain the separate responsibility of the owning member. The Management Committee and the Police Chief control and account for all expenditures under the adopted budget and make regular reports to the Police Council on expense and revenue activities.

8.6 FINANCIAL OVERVIEW

Revenues and Expenditures

Approximately 94% of CMPA’s annual operating revenues²⁹ come by way of contributions from its three member agencies. The agencies’ agreement sets forth two different cost-sharing models for the services the Authority provides. The costs involved in administration, communications, and investigations are shared evenly by the 3 members on a basis of 33.3%. Prior to 2016, the costs for school resource officers, field operations, and traffic were shared by the three agencies based upon a funding formula that took into account the number of calls for service, total crimes, citations, and accidents on a rolling three-year period. The formula gave the following weight to each category: 55% calls for service, 25% total crimes, 10% total citations, 10% total accidents. This method ensured that if one member had additional patrol requirements during the course of a year, the costs involved were fairly allocated accordingly. In March of 2017, the Police Council passed a resolution that adopted fixed shares for the approaching fiscal year of 2017-18 as well as future fiscal years. The council deemed that after the first few years of cost ebbs and flows, that a “settling” had occurred and that the services provided to each member community had reached enough of a consistent plateau to feel comfortable with the fixed formula being equitable for all involved moving forward. The adopted fixed shares are as follows: San Anselmo – 38.43%; Larkspur – 33.71%; Corte Madera – 27.86%. For FY 2020-21, the City of Larkspur’s contribution is \$4,070,615, the Town of Corte Madera’s contribution is \$3,642,545, and the Town of San Anselmo’s contribution is \$4,540,998, totaling \$12,254,158 from the three member agencies. These contribution totals match the amounts from FY 2019-20. With the looming threat of recession, the CMPA management team requested for FY 2020-21 that the contributions remain at the same levels as the prior year. In order to make this possible, a surplus fund outside of the normal reserves was used on a one-time basis in the amount of \$357,273 in order to enable this request. In total, CMPA projects a total revenue amount for FY 2020-21 of \$13,092,817.

Expenditures for the department are projected to be equal to revenues for FY 2020-21 at \$13,092,816. This is an increase from the previous fiscal year’s adopted budget expenditures by \$44,657. The increase is attributed to a myriad of factors including an increase in salaries for full-time employees, increase in PERS employer rate payments, increase in PERS unfunded liability payments for both current and retired employees, and an increase to the vehicle replacement fund.

²⁹ [CMPA FY 2020-21 Budget](#)

A breakdown of the Authority’s revenues and expenditures as well as the member agency’s contribution funding shares can be seen below in figures 8-9, 8-10, and 8-11.

Figure 8-9: CMPA Spending Breakdown

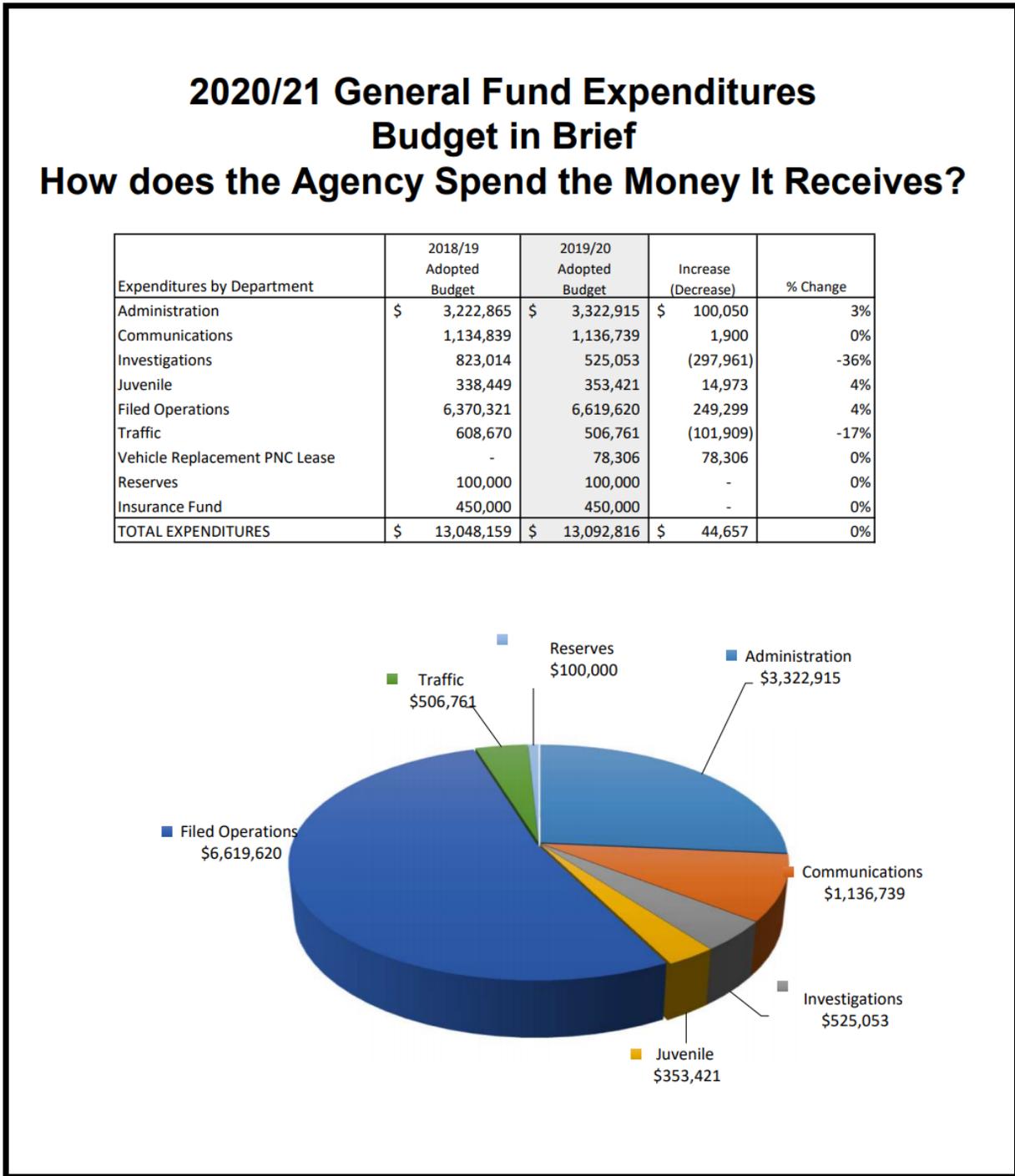


Figure 8-10: CMPA Revenue Sources

2020/21 General Fund Revenue Budget in Brief Where does the Agency's Money Come From?

Revenue Summary	2019/20 Adopted Budget	2020/21 Proposed Budget	Increase (Decrease)	% Change
San Anselmo	\$ 4,540,998	\$ 4,540,998	\$ -	0.0%
Larkspur	4,070,615	4,070,615	-	0.0%
Corte Madera	3,642,545	3,642,545	-	0.0%
COPS Fund	300,000	300,000	-	0.0%
Bond Fund (LK & CM only)	250,000	250,000	-	0.0%
N CA Computer Crimes Task Force	120,000	120,000	-	0.0%
Grants	22,500	20,000	(2,500)	-11.1%
Asset Forfeiture	-	-	-	0.0%
Outside Agency Services	20,000	-	(20,000)	-100.0%
Vehicle Abatement	20,000	20,000	-	0.0%
Special Events	8,000	9,000	1,000	12.5%
Sale of Property	2,500	5,000	2,500	100.0%
Charges for Services	16,000	18,000	2,000	12.5%
Miscellaneous	35,000	45,000	10,000	28.6%
CMFA		51,658	51,658	0.0%
TOTAL REVENUES	\$ 13,048,158	\$ 13,092,816	\$ 44,658	0.3%

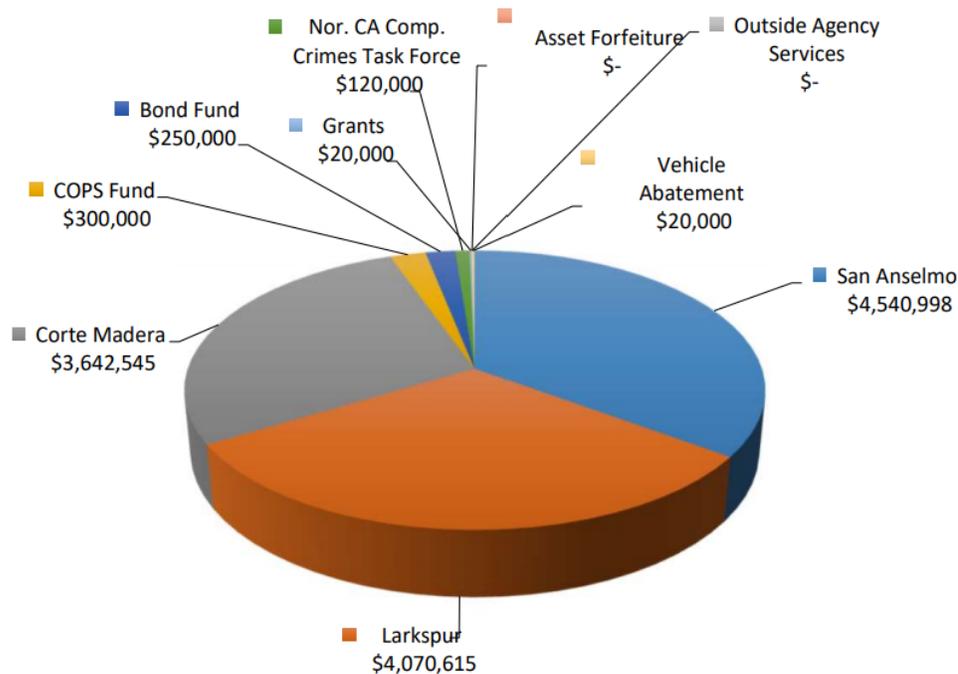


Figure 8-11: CMPA Funding Shares FY 2020-21

FUNDING SHARES FISCAL YEAR 2020-21			
<u>FUNDING FORMULA</u>			
33.71% - Larkspur			
27.86% - Corte Madera			
38.43% - San Anselmo			
	LARKSPUR	CORTE MADERA	SAN ANSELMO
ADMINISTRATION (evenly split)	\$ 1,107,638	\$ 1,107,638	\$ 1,107,638
COMMUNICATIONS (evenly split)	\$ 378,913	\$ 378,913	\$ 378,913
INVESTIGATIONS (evenly split)	\$ 175,018	\$ 175,018	\$ 175,018
SRO/JUVENILE (Fund. Form.)	\$ 119,138	\$ 98,463	\$ 135,820
FIELD OPERATIONS (Fund. Form)	\$ 2,231,474	\$ 1,844,227	\$ 2,543,920
TRAFFIC (Fund. Form.)	\$ 170,829	\$ 141,184	\$ 194,748
Vehicle Lease (evenly split)	\$ 26,102	\$ 26,102	\$ 26,102
Reserves (evenly split)	\$ 33,333	\$ 33,333	\$ 33,333
Insurance Fund (evenly split)	\$ 150,000	\$ 150,000	\$ 150,000
Total Expenditures	\$ 4,392,445	\$ 3,954,878	\$ 4,745,492
Central Marin Fire Revenue	\$ (17,219)	\$ (17,219)	\$ (17,219)
Transfer from Bond fund	\$ (125,000)	\$ (125,000)	\$ (125,000)
Other Revenues	\$ (179,611)	\$ (170,114)	\$ (187,275)
Agency Contributions	\$ 4,070,615	\$ 3,642,545	\$ 4,540,998

Financial Audit

The Central Marin Police Authority prepares an annual report on the Authority's financial statements in accordance with established governmental accounting standards. The most recent audited financial statement was prepared by the independent certified accounting firm, Badawi & Associates, which issued an opinion of the Department's financial statements for the fiscal year

ending June 30, 2019, as “presenting fairly”. The auditing agency made a note of an “emphasis of a matter” that designates CMPA as a “going concern” on the basis of the Authority’s “cash balances and deficit net position”. Clarity on this designation was offered by both the auditor and members of the CMPA management team. In March of 2017, CMPA faced a deficit in its Insurance Fund of \$1,083,427. The deficit presented itself in correlation to a large number of liability claims and workers compensation claims in FY 2014-15 and 2015-16. In an effort to zero out the Insurance Fund deficit, CMPA transferred monies from both the Reserve Fund and the Equipment Fund. This action required the Authority to drop below its stated policy amount for the Reserve Fund of 10% of annual budgeted expenditures. This reduction in fund balance in combination with the Authority’s long-term pension and OPEB liability in comparison to its assets led the auditor to offer the designation of going concern. While a myriad of public agencies across the state are faced with sizeable pension and OPEB liabilities, the Authority stands in comparison at somewhat of an accounting disadvantage in that area. Due to the Authority’s only major financial asset being the main headquarters building, the Authority does not have the significant accumulation of assets to offset the long-term liabilities that a standalone municipal department would have to bolster its presented net position. This, in turn, causes the deficit net position to be presented in a manner that appears more immediately concerning than is actually the case. Over the past 3 fiscal years, the Authority’s revenues have exceeded expenditures by more than \$600,000 each year which has allowed the fund balances to grow and reach a level of greater stability. While the audit for the fiscal year ending in June 30, 2020, has not yet been completed, the auditing firm has intimated the consideration of the removal of the emphasis of a matter from the 2020 audit opinion based on the positive financial trends the Authority has shown.

Debt

The Authority, as of June 30, 2019, is carrying \$181,471 in long-term debt. The following outlines the two sources that comprise this debt, as well as the current liability carried for compensated absences:

- **Police Vehicle Lease** – In August of 2017, CMPA entered into a lease agreement for the amount of \$168,769 with PNC Equipment Finance for the purchase of five unmarked police vehicles. The lease carries an interest rate of 2.332% and payments are due annually on September 1. As of June 30, 2019, this lease had an outstanding balance of \$84,532.
- **Police Vehicle Lease** – In January of 2019, CMPA entered into a lease agreement for the amount of \$131,108 with PNC Equipment Finance for the purchase of five unmarked police vehicles. The lease carries an interest rate of 3.432% and payments are due annually on September 1. As of June 30, 2019, this lease had an outstanding balance \$96,939.
- **Compensated Absences** – The Authority offers its employees vacation leave, sick leave, and compensatory leave that all can be paid out (in differing amounts) upon separation from the Authority. As of June 30, 2019, the Authority carried a balance for compensated absences of \$478,439.

The Authority also provides a pension plan for employees and is part of the California Public Employees Retirement System (CalPERS). CalPERS provides retirement, disability, and death benefits based on the employee’s years of service, age, and final compensation. As of June 30,

2019, CMPA's Net Pension Liability was \$23,376,722. As of the most recent CalPERS Actuarial Valuation, the Authority's pension funded ratio was 74.3%. In addition to the pension plan, CMPA provides other post-employment benefits (OPEB) to its retirees. As of June 30, 2019, the Authority carried a net OPEB liability of \$23,404,495. The Authority currently has 91 employees, both active and inactive, in its OPEB plan.

8.7 SUSTAINABILITY

In the same manner as the member municipalities that it serves, the Central Marin Police Authority is making an effort towards sustainability and the combatting of climate change. In 2008, the then Twin Cities Police Authority brought Measure E to the ballot for voters' consideration. Measure E authorized \$20,000,000 in bonds for the purpose of financing the construction and equipping of a new public safety, police, and emergency response facility. The measure passed with almost 70% approval, and in 2012, construction of the state-of-the-art facility was completed. The facility was both designed and constructed with a myriad of sustainability benchmarks such as on-site renewable energy from a rooftop solar system, use of Forest Stewardship Council certified wood, water use reduction by way of high-efficiency plumbing fixtures, and native or adapted vegetation planted in landscaping. The facility offers charging stations for electric cars in its parking lot as well. The headquarters are registered with the Leadership in Energy and Environmental Design (LEED) Green Building Rating System with the certification goal of LEED Platinum. In addition, since 2017 the Authority has purchased 10 hybrid vehicles in an effort to update its fleet. An illustration below in figure 8-12 offers further detail on the CMPA headquarters.

Figure 8-12: CMPA Headquarters' Sustainability Efforts



Sustainable Sites

- Brownfield Redevelopment: Develop on a Contaminated Site**
The project was built on a previously developed site over an existing, contaminated landfill. Extensive mitigation measures were employed to reduce existing contamination.
- Alternative Transportation: Low-Emission & Fuel Efficient Vehicles**
Parking spaces adjacent to the main entry are reserved for low emitting and fuel efficient vehicles.
- Site Development: Protect or Restore Habitat**
To conserve existing natural areas, provide habitat and promote biodiversity, 51% of the site has been planted with native or adapted vegetation.
- Site Development: Maximize Open Space**
The site and building footprint were designed to allow 48% of the site to be dedicated to vegetated open space.
- Stormwater Management: Stormwater Quantity & Quality Control**
PerVIOUS concrete pavement and landscape areas for bio-swales and storm water retention decrease and filter storm water runoff.
- Heat Island Effect: Reduce Heat Island Effect for Room & Site**
Certified "Cool Roofing" and paving materials with high solar reflectance were used to mitigate heat gain from roof and paved site areas.
- Light Pollution Reduction: Reduce Sky-glow & Light Trespass**
The lighting system was designed to eliminate light spill onto adjacent sites and minimize sky-glow to preserve night sky access.



Water Efficiencies

- Water Efficient Landscaping: Reduce Water Usage 50%**
Adaptive plants and climate-based irrigation controllers reduce water usage by 72%.
- Water Use Reduction: Reduce Water Usage by 30%**
High efficiency plumbing fixtures, valves, and occupancy sensors reduce domestic water use by 38%.

Energy and Atmosphere

- Optimize Energy Performance: Increase Energy Performance & Savings**
The design team utilized computer-simulated energy models to optimize energy systems performance. The final design exceeds the energy model by 47%, earning a LEED "Exemplary Performance" credit.
- On Site Renewable Energy: Provide On-site Renewable Energy**
The rooftop solar photovoltaic system provides supplemental power to the utility-supplied electricity and generates 29% of the building's total energy consumption.
- Enhanced Commissioning: Building System Installation & Performance**
All building energy systems were commissioned by a third party Commissioning Authority to ensure proper function and conformance with energy saving measures.
- Enhanced Refrigerant Management: Reduce Refrigerants**
Refrigerants were selected that help minimize or eliminate compounds that contribute to ozone depletion and global warming.
- Measurement & Verification: Track System Performance**
An energy management system enables the facility staff to monitor energy systems in order to control systems and gauge the building's compliance to baseline operations established through commissioning.
- Green Power: Renewable Energy Sources**
Utilizing "Renewable Energy Certificates," a minimum of 35% of the building's electricity is provided from renewable energy sources, earning a LEED "Exemplary Performance" credit.



Materials and Resources

- Construction Waste Management: Divert Construction Waste From Landfills**
More than 90% of non-hazardous demolition and construction waste was recycled.
- Recycled Content: Recycled Content Building Materials**
Recycled content building materials such as structural steel, concrete reinforcing bar, concrete, gypsum board, ceramic tile, glass countertops, metal lockers, linoleum, carpet, and toilet partitions were used throughout the project. The materials eligible for this LEED credit are composed of 28% recycled material.
- Regional Materials: Locally Extracted & Manufactured**
50% of the building materials were harvested and manufactured within 500 miles of the project site, more than double the minimum requirement, earning a LEED "Exemplary Performance" credit.
- Certified Wood: FSC Certified**
90% of the wood used is Forest Stewardship Council Certified, encouraging responsible forest management.

Indoor Environmental Quality

- Outdoor Air Delivery Monitoring: Monitor Ventilation System Performance**
Carbon Dioxide and airflow measurement equipment allows air quality monitoring, maintains occupant comfort and ensures ventilation systems maintain the designed requirements.
- Increased Ventilation: Ventilation to Improve Indoor Air Quality**
Building design exceeds industry standard and building code minimum outdoor air ventilation quantities by at least 30% to improve indoor air quality and occupant comfort.
- Construction Management Plan During Construction & Before Occupancy: Reduce Indoor Air Quality Problems**
An indoor air management plan enforced during construction eliminated the odor left from construction activities and off-gassing of building materials. The building was also flushed out and HVAC equipment filters were replaced before occupancy.
- Low Emitting Materials: Reduce Indoor Air Contaminants**
Low level and zero VOC-emitting materials such as paint, sealant, and adhesives meeting Green Seal Standards were used to improve indoor environmental quality.
- Indoor Chemical & Pollutant Source Control: Minimize Pollutants**
To minimize public exposure to contaminants and hazardous particulates, walk-off mats were provided at building entries, areas where chemicals may be present are sealed off from adjacent spaces and are exhausted to create negative pressure, and high efficiency filters are installed in HVAC equipment.
- Controllability of Systems: High Level Control for Lighting & HVAC Systems**
The lighting design includes occupancy sensors, employs daylight controls and dimming ballasts, and provides individual controls for 90% of building occupants. The mechanical design includes individual comfort controls for over 50% of all building occupants.
- Daylight & Views: Natural Daylight & Views for Regularly Occupied Spaces**
Over 90% of work spaces are provided with a view to the outdoors and over 75% of work spaces have access to natural daylight.



9.0 COUNTY SERVICE AREA #16

9.1 OVERVIEW

County Service Area #16 (CSA 16) is a dependent single-purpose special district organized to provide landscape maintenance. The CSA's area is located in the west Larkspur-Greenbrae area, including both unincorporated and incorporated territories to the west of Highway 101 and north of Sir Francis Drake Boulevard. CSA 16 consists of approximately .64 square miles (410 acres) of land. CSA 16 has a local advisory board that advises the Marin County Board of Supervisors on all matters relating to its services in the CSA. The CSA is funded by way of a parcel tax of \$150 per year.

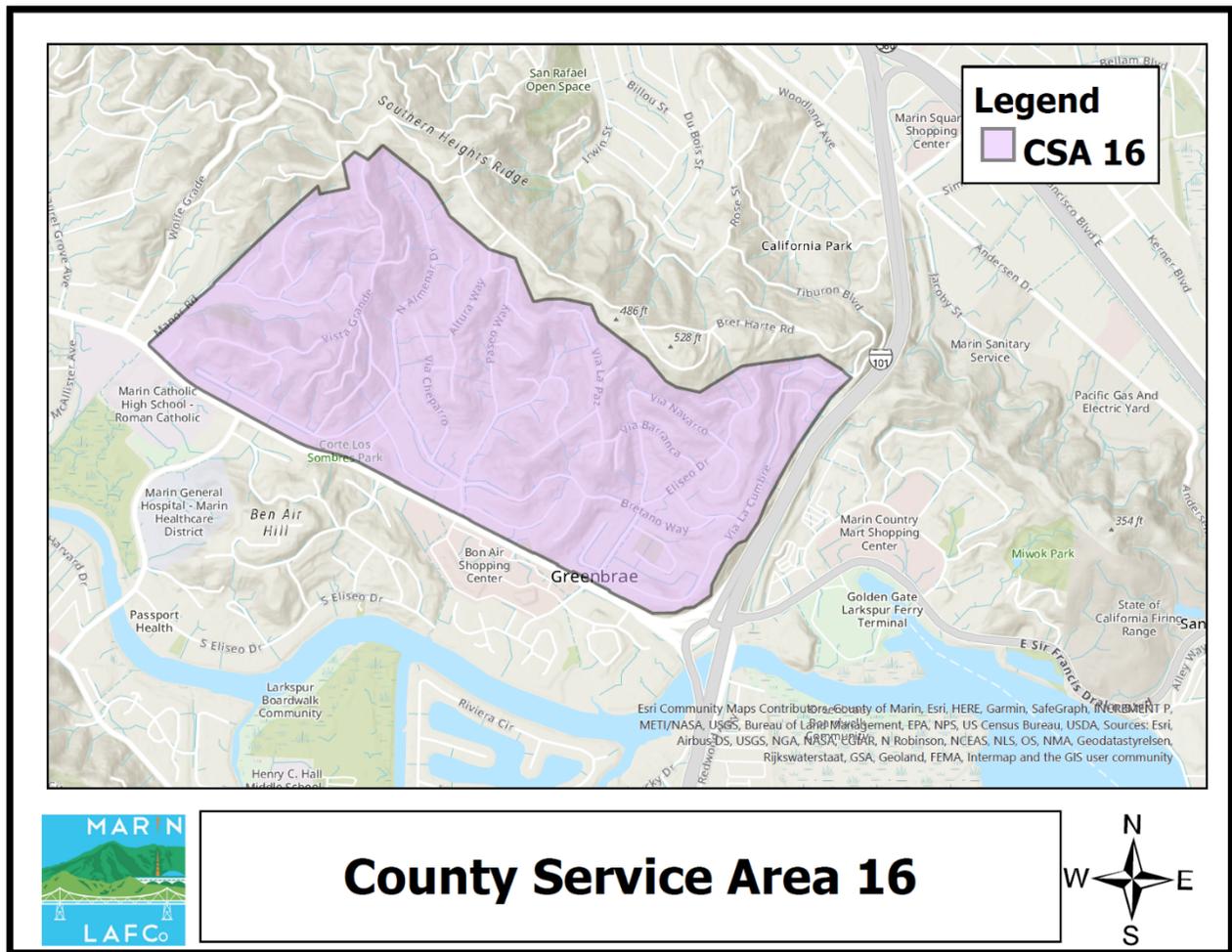
Table 9-1: CSA 16 Overview

County Service Area 16 Overview	
Primary Contact:	Jim Chayka, Superintendent Marin County Parks
Main Office:	3501 Civic Center Drive, Suite 260 San Rafael, CA 94903
Contact Information	(415)-473-3639
Formation Date:	June 10, 1916
Services Provided:	Landscape Maintenance

9.2 FORMATION AND DEVELOPMENT

CSA 16 was formed on January 25, 1972, as a vehicle for levying taxes, initially of 25 cents per one hundred dollars of assessed value per parcel, to maintain and landscape median strip and entrances within the boundary of the CSA. As the boundary of CSA 16 includes incorporated lands within the City of Larkspur, the creation of the CSA required the consent of the City of Larkspur which was granted and memorialized within Marin County Resolution No. 72-18. On May 27th, 1975, the County of Marin on behalf of CSA 16 entered into an agreement with the Greenbrae Property Owners Association (GPOA) for the provision of the facilities, supplies, and staff needed to maintain the median strips and entrance ways and to perform the services for CSA 16. The taxing rate saw its first increase on November 7th, 1989, by way of a voter approved increase which raised the tax to \$75 per parcel. The second, and most recent, increase of the tax came on November 2, 1993, which raised the parcel tax to \$150 per parcel. Since that time, multiple efforts have been made to increase the amount that is levied by the tax, however, none of the voting measures to date have received enough support to pass the required two-thirds threshold. The contract for administration of services between Marin County and the GPOA lasted until July of 2003, at which time the contract was terminated and administration of services as well as all accumulated funds were transferred to Marin County, who continues to administer these services today.

Figure 9-1: CSA 16 Boundary



9.3 JURISDICTIONAL BOUNDARY AND SPHERE OF INFLUENCE

The jurisdictional boundary for CSA 16 encompasses 410 acres and has remained unchanged since formation. Approximately half of the land that is encompassed in CSA 16 is unincorporated and the other half lies within the jurisdictional boundary of the City of Larkspur. While CSAs are typically made up of solely unincorporated areas, the boundaries can include areas within a city under special circumstances such as the affected city council agreeing. The County Service Area Law requires that when a territory is annexed to a city that it is automatically excluded from a CSA (Government Code Section 25210.90). As the majority of the unincorporated space within CSA 16’s boundary can be classified as an unincorporated island as it is surrounded by more than 50% by the City of Larkspur, if annexation of the area were ever to occur, the CSA would be dissolved and the City of Larkspur would assume its services. At this time there are no plans for or discussions of annexation of the area. If at any point the possibility of this action were to present itself, the current CSA funding would be mandated to remain specifically for its established services as opposed to simply being folded into the City’s general fund.

In 1984, Marin LAFCo established a zero sphere of influence for CSA 16 as the totality of the CSA lies within the City of Larkspur’s sphere of influence. The zero sphere designation assumes that, as previously mentioned, if the area is annexed to the City of Larkspur, the CSA would be dissolved and the City of Larkspur would assume its services. This zero sphere of influence was most recently reaffirmed by Marin LAFCo in 2007.

9.4 POPULATION AND GROWTH

The area population is approximately 3,100 based on the 2010 census. The area within the boundary is essentially built out at this time, with little chance of growth in its future.

9.5 ORGANIZATION STRUCTURE

Board of Supervisors and Advisory Board

As a dependent special district, the Marin County Board of Supervisors serves as the CSA’s governing body. The five-member Board of Supervisors meets the second and fourth Tuesday every month at 9:00 a.m. in the County of Marin Civic Center Building located at 3501 Civic Center Drive, Suite 260 in San Rafael. The Board of Supervisors determines policy, adopts annual budgets, fixes salaries, and is responsible for overseeing mandated district functions as carried out by various county departments.

CSA 16 also has a local advisory board that is comprised of members who reside within the CSA’s boundaries. The Board of Supervisors appointed Advisory Board consists of five members serving two-year terms. The Board acts in an advisory capacity to Marin County Parks staff and the Board of Supervisors on matters relating to projects and programs that can be conducted with funding from the CSA 16 budget and that affect county lands contained within the boundaries of CSA 16. The Advisory Board typically meets twice a year in February and September, unless there is a need to schedule a special meeting for more urgent matters. Advisory Board meetings are consistently held at the Bacich Elementary School Library located at 699 Sir Francis Drake Boulevard in Greenbrae.

A list of current CSA 16 Advisory Board members can be seen below in table 9-2.

Table 9-2: CSA 16 Advisory Board Members

Member	Last Appointment	Term End
David Glenn	September 10, 2019	September 10, 2021
Greg Shaughnessy	July 25, 2019	September 10, 2021
Jack Valinoti	October 6, 2020	October 6, 2022
Mark Wittenkeller	July 25, 2019	September 10, 2021
Ronald Peluso	September 22, 2020	September 22, 2022

Staffing and Agency Operations

As a dependent special district of the County, the Marin County Parks Department provides general oversight and operations for CSA 16. All operations of the District prior to July 2003, however, were conducted by the Greenbrae Property Owners Association (GPOA) by way of a

services agreement that was entered into on May 27th, 1975. GPOA provided facilitation, supplies, and staff in order to carry out the CSA's maintenance of median strips, entrance ways, and other public areas such as parks. While the contract was terminated in 2003 and administration of the services provided was transferred to Marin County, the GPOA continues to work collaboratively with Marin County in creating and submitting annually a work program with budget that establishes the Association's anticipated costs for the upcoming fiscal year. The work program is subject to approval by the Marin County Board of Supervisors.

9.6 ACCOUNTABILITY AND TRANSPARENCY

When conducting service reviews, LAFCo considers an agency's accountability for community service needs, including governmental structure, operational efficiencies, financial resources, and promoting public access. Currently, CSA 16 offers multiple ways to keep citizens informed about its services, meetings, finances, and the decision-making processes, with the CSA 16 Advisory Board serving as the primary conduit between the community, Marin County Parks staff, and the Board of Supervisors. The Advisory Board has a dedicated webpage on the Marin County Parks website where current and past agendas and minutes, current board membership, and contact information is posted in accordance with the Brown Act. In addition, all meetings are properly noticed and time is provided for public comment at each meeting.

9.7 MUNICIPAL SERVICES

Landscape Maintenance

County Service Area 16 provides a taxing vehicle for the residents within its boundaries to be provided with additional landscape maintenance services for median strips, entranceways, and other publicly shared areas. The project and planning and maintenance work is provided by Marin County in collaboration with the Greenbrae Property Owners Association. The GPOA also provides CSA 16 updates to residents through its annual meeting, website, email, and hard copy mail communications. A few of the projects that are consistently targeted on an annual basis include the following:

- Pulling and cutting of French Broom, a fire-prone evergreen shrub that can commonly grow up to ten feet tall.
- Pulling dead and dying plants due to drought conditions.
- Reducing and pruning island hedges to open up views to the Ross Valley and Mt. Tamalpais.
- Extensive weeding and mulching.
- Rotating seasonal entry plantings.
- Pruning heritage trees.
- Drought-mindful irrigation system improvements.

One of the major upcoming projects within CSA 16 is the Sir Francis Drake Boulevard (SFDB) Corridor Rehabilitation Project. While this project extends well beyond the boundaries of CSA 16, board members of the Greenbrae Property Owners Association were actively involved in the years long planning process for the project that is planned to include significant improvement of

entryways within the Greenbrae community at Eliseo Drive and La Cuesta Drive, as well as the sidewalk along the north side of SFDB. The project will also include new landscaping of all medians in the 2-mile strip of roadway from Elisio Drive to the College of Marin. CSA 17 (Kentfield), whose boundary encompasses that of CSA 16, is contributing \$1.25 million to the project in order to enable the landscape design as well as the new vegetation to be planted.

9.8 FINANCIAL OVERVIEW

The funding for the CSA 16 budget comes almost in its entirety (approximately 99%) by way of tax revenue that is generated within boundary. These revenues include property taxes (30%), assessment of the special tax (60%), and excess funds in the Educational Revenue Augmentation Fund, or ERAF (7%). Since the passage of the \$150 parcel tax in 1993 and its renewal in 1997, the amount that residents with the CSA have paid has remained at \$150 despite multiple attempts at an increase. Most recently in 2017, Measure A endeavored to increase the parcel tax to \$300 annually. The measure did not meet the required two-thirds approval threshold that it needed to pass. Due to the increase in costs over the years and the tax base remaining flat, the CSA has been forced to focus more on an approach of maintenance of current infrastructure as opposed to the design and construction of new projects in an effort to remain within the budgetary constraints. According to the Annual Financial Transactions Reports published by the State Controller’s Office, CSA 16 had a projection of total revenues for FY 2019-20 of \$292,045 and projected total expenditures at \$324,682. As of October 24, 2020, the CSA had a fund balance of \$383,643.25. A breakdown of the CSA’s finances from the State Controller’s Office can be seen below in figure 9-2.

Figure 9-2: CSA 16 Budget

Detail by Revenue Category and Expenditure Object 1	2017-18 Actual 2	2018-19 Estimated 3	2019-20 Recommended 4	2019-20 Adopted by the Board of Supervisors 5
3080 CSA #16 Greenbrae				
Revenues				
Taxes	282,940	289,324	289,060	289,060
Use of Money and Property	3,329	5,951	2,572	2,572
Intergovernmental Revenues	414	411	413	413
Miscellaneous Revenues	0	0	0	0
Total for: Revenues	286,683	295,686	292,045	292,045
Expenditures/Appropriations				
Services and Supplies	302,469	213,513	299,550	299,550
Capital Assets	0	0	0	0
Interfund Expense	23,085	25,487	25,132	25,132
Total for: Expenditures/Appropriations	325,554	239,000	324,682	324,682
Net Cost:	38,871	(56,686)	32,637	32,637

9.9 SUSTAINABILITY

County Service Area 16 and its community partner, the Greenbrae Property Owners Association, are mindful of the sustainability impacts of their work throughout their allotted area. Care is taken within the landscaping philosophy to target native plants that are well adapted to the local environment, and that will provide food and shelter to native wildlife such as bees, butterflies, and a myriad of local bird species. All new projects make a priority of adding vegetation that requires limited maintenance and irrigation once established. The projects are also active in fire hazard mitigation.

With a significant amount of public water use annually going to landscaping, CSA 16 is cognizant of the impact it has as temperatures across the state continue to rise and drought conditions become more of a norm than an outlier. Throughout the area there are smart irrigation controllers where electricity is available that have been installed as well as solar powered smart irrigation controllers in other areas. These controllers measure the daily temperatures and automatically adjust how much water is applied depending upon the temperatures. As funding permits, the CSA hopes to continue to replace its older controllers with smart controllers.

10.0 COUNTY SERVICE AREA #17

10.1 OVERVIEW

County Service Area #17 (CSA 17) is a dependent multi-purpose special district that was originally organized to provide parks and recreation facilities maintenance to Hal Brown Park (formerly Creekside Park) and the surrounding areas in the Greenbrae area. Over time, the CSA has expanded those services to include maintenance for landscaping of road medians along Sir Francis Drake Boulevard, as well as adding police services to the Kent Woodlands community. CSA 17 covers incorporated portions of the City of Larkspur, as well as unincorporated areas around Wolfe Grade Road, Sir Francis Drake Boulevard, and the unincorporated Kentfield Community. CSA 17 consists of approximately 3.86 square miles (2470 acres). Each of the services provided within CSA 17 has its own funding source and account that are kept separately from each other.

Table 10-1: CSA 17 Overview

County Service Area 17 Overview	
Primary Contact:	Jim Chayka, Superintendent Marin County Parks
Main Office:	3501 Civic Center Drive, Suite 260 San Rafael, CA 94903
Contact Information	(415)-473-3639
Formation Date:	August 14, 1973
Services Provided:	Parks & Recreation Facilities Maintenance, Police Services

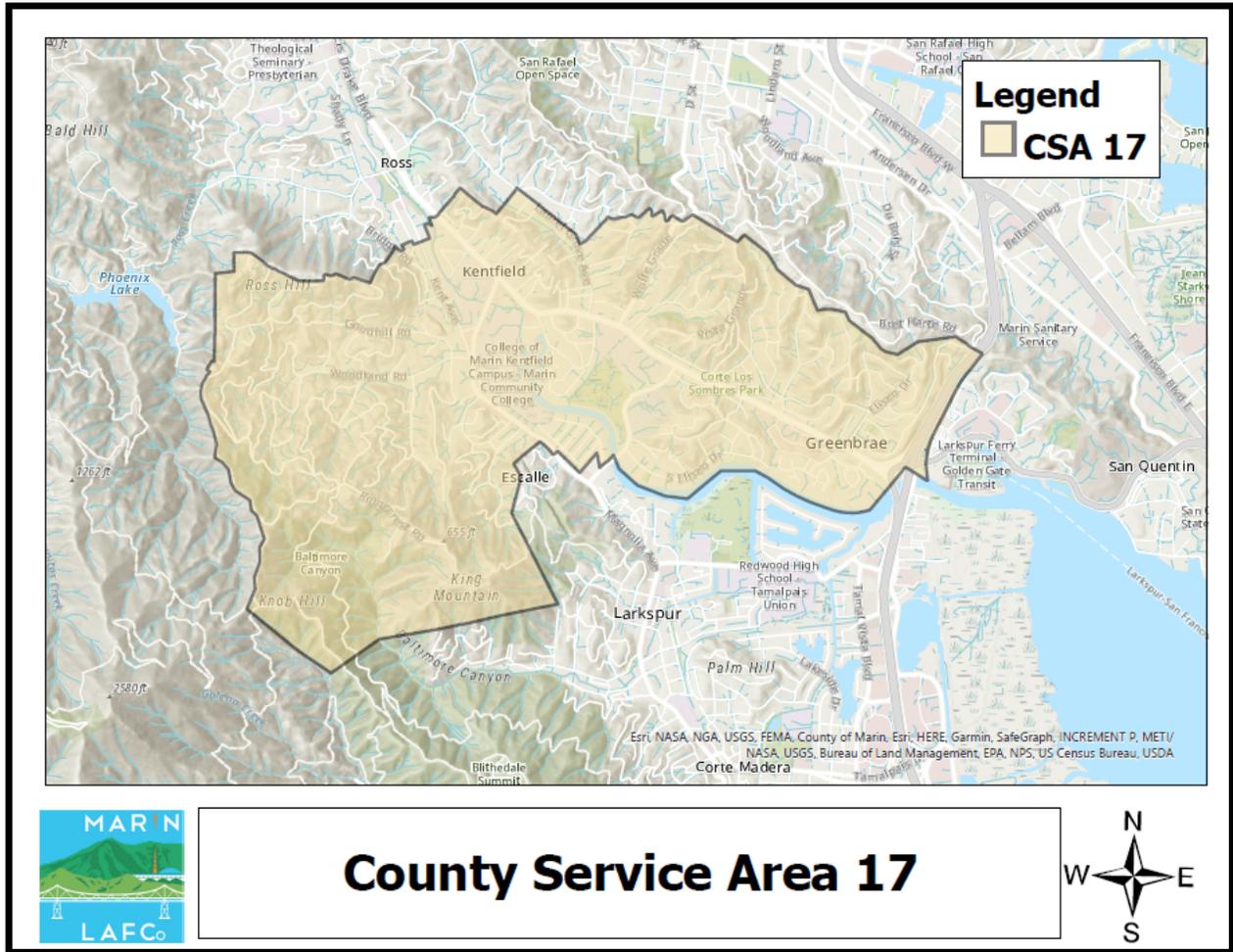
10.2 FORMATION AND DEVELOPMENT

CSA 17 was formed on August 14, 1973, as a funding mechanism for added parks and recreation services within the 3.86 square mile boundary, and with intention to purchase a 26.3 acre site intended for park development. An \$850,000 bond was issued for the land purchase, and the site was used to develop Creekside Park, or as it is now known, Hal Brown Park. In partnership with the Friends of Corte Madera Creek, the CSA has been instrumental in caring for the natural habitat and ecosystem of the marshlands that surround the area. In addition to the maintaining of the park, the CSA provides landscape maintenance service of road medians along Sir Francis Drake Boulevard including parts of incorporated Larkspur, the unincorporated community of Kentfield, and along Wolfe Grade Road.

In 1985, the residents of the unincorporated community of Kent Woodlands expressed a desire to have additional police presence within their 567 parcel area. By way of Measure B, the voters in the area agreed to a special tax assessment of \$150 per parcel annually in order to pay for a Marin County Sheriff's Deputy to be dedicated to the patrol of their community. At this time, there was no necessitation for the activation of latent powers through LAFCo in order to add a new service power to a CSA. As such, the Board of Supervisors added these police services to CSA 17 by way of a contract between the Kent Woodlands Property Owners Association (KWPOA) and the Marin County Sheriff's Department. The agreement provides for one Sheriff Deputy who patrols the community Monday through Friday. In addition, in 2016 the community had the desire to add to the police services being provided by way of the addition of license plate readers within the area. By way of Measure N, the voters within the community agreed to an initial tax of \$100 per parcel

for the first year in order to pay for the purchase and installation of the equipment, with each year after being taxed at \$11 per parcel in order to pay for the continued maintenance. Through a contract between the KWPOA and a private company, the readers were installed and are maintained by said company, as is the data the readers collect. The Marin County Sheriff's Department has access to the data as necessary for investigative purposes.

Figure 10-1: CSA 17 Boundary

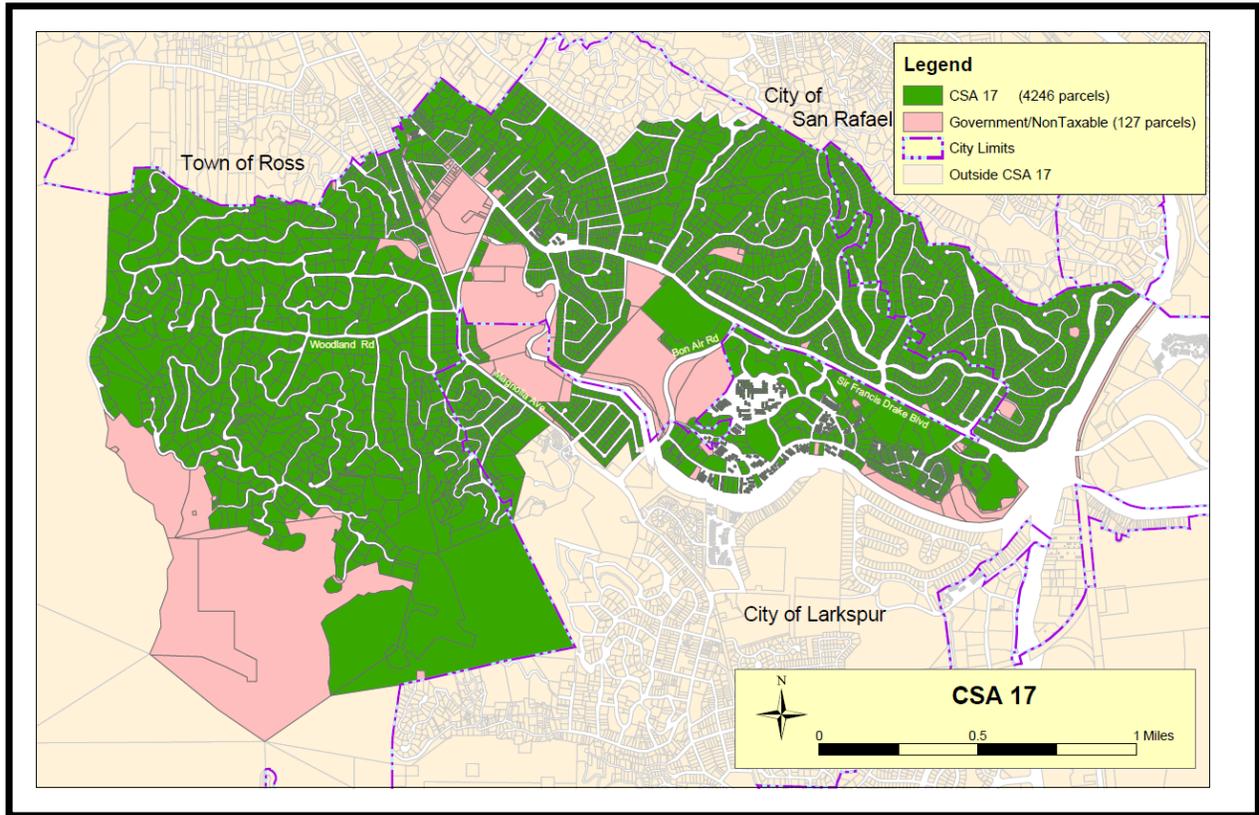


10.3 JURISDICTIONAL BOUNDARY AND SPHERE OF INFLUENCE

The jurisdictional boundary for CSA 17 encompasses approximately 2,470 acres and is comprised of 4,246 taxable parcels. The boundary has remained unchanged since formation. Roughly 200 acres of the CSA reside within the jurisdictional boundary of the City of Larkspur. While CSAs are typically made up of solely unincorporated areas, the boundaries can include areas within a city under special circumstances such as the affected council agreeing. The area of the CSA that is taxed for and receives the additional police services is on the west side of the CSA and is comprised of 567 taxable parcels. A map of the parcels that make up CSA 17 can be seen below in Figure 10-2.

In 1984, Marin LAFCo established a zero sphere of influence for CSA 17 with the recommendation that the CSA be dissolved upon the District repaying the \$850,000 in bonds. In 2007, with the community of Kentfield being removed from the City of Larkspur's sphere of influence due to the absence of expectation of annexation to the City in the immediate future, the CSA was given a status quo sphere of influence that was coterminous with the District's existing boundaries.

Figure 10-2: Parcel Map of CSA 17



10.4 POPULATION AND GROWTH

The area population is approximately 12,000 based on the 2010 census. The area within the boundary is essentially built out at this time, with little chance of significant growth in the future.

10.5 ORGANIZATION STRUCTURE

Board of Supervisors and Advisory Board

As a dependent special district, the Marin County Board of Supervisors serves as the CSA's governing body. The five-member Board of Supervisors meets the second and fourth Tuesday every month at 9:00 a.m. in the County of Marin Civic Center Building located at 3501 Civic Center Drive, Suite 260 in San Rafael. The Board of Supervisors determines policy, adopts annual budgets, fixes salaries, and is responsible for overseeing mandated district functions as carried out by various county departments.

While CSA 17 technically does not have its own dedicated local advisory board, the Kentfield Planning Advisory Board serves as the community advisory group for the CSA. The Board of Supervisors appointed Advisory Board consists of seven to nine members serving two-year terms. Members include a representative of the business community, a representative of the College of Marin, and five to seven local residents who should represent the geographic sub-areas of Kentfield. The Board acts in an advisory capacity to Marin County Parks staff and the Board of Supervisors on matters relating to projects and programs that can be conducted with funding from the CSA 17 budget and that affect county lands contained within the boundaries of CSA 17. The Advisory Board typically meets the second and 4th Wednesdays of each month at 7:00 p.m. at the Academic Center at the College of Marin.

A list of current Kentfield Planning Advisory Board members can be seen below in table 10-2.

Table 10-2: Kentfield Planning Advisory Board Members

Member	Last Appointment	Term End
Anne Peterson	June 16, 2020	June 16, 2022
Elizabeth Freeman	September 15, 2020	September 15, 2020
Gregory Nelson	June 9, 2020	June 9, 2022
Julie Johnson	September 15, 2020	September 15, 2022
Neil Park	January 24, 2019	January 29, 2021
Pamela Bacci Scott	June 16, 2020	June 16, 2022
Ross McKenna	January 24, 2019	January 29, 2021

Staffing and Agency Operations

As a dependent special district of the County, the Marin County Parks Department provides general oversight and support for the parks and recreation services component of CSA 17, while Marin County Sheriff’s Department provides general oversight and support for the police services component. From an operational standpoint, Marin County Parks receives operational funding for the work that its staff does within the CSA. Marin County Sheriff’s Department receives funding for the provision of one full time Deputy who has a dedicated patrol of the community of Kent Woodlands.

10.6 ACCOUNTABILITY AND TRANSPARENCY

When conducting service reviews, LAFCo considers an agency’s accountability for community service needs, including governmental structure, operational efficiencies, financial resources, and promoting public access. Currently, while CSA 17 is meeting the minimum standards for transparency required by law, the readily available information on the CSA is fairly sparse. Within its website, Marin County provides a page for special districts. Within this page is a link to a contact list for each of the districts. At this time, the only contact listed for CSA 17 is for the Marin County Parks Superintendent, who has no oversight of the police services the CSA provides or the accounts that it manages. The page contains a link to the County’s full budget in which each dependent district’s budget can be found. At this time, the link takes users to the FY 2018-19 budget. The page also links to a page of general information on the dependent special districts that gives a small amount of information on the location and purpose of the district as well as some information on activities. There is currently no mention of the license plate reading equipment or

contract for services mentioned within this page, nor is there any mention of the Kentfield Planning Advisory Board serving as the CSA’s de facto advisory board. While the page mentions that one of the services of CSA 17 is “local park and recreation facilities maintenance”, it makes no mention of the main 26-acre park being maintained within the CSA (Hal Brown Park). Similarly, while Hal Brown Park has its own page within the Marin County Parks website, there is no mention of CSA 17 anywhere within that page.

10.7 MUNICIPAL SERVICES

Parks and Recreation Facilities Maintenance

CSA 17 provides for maintenance by Marin County Parks staff of Hal Brown Park as well as the Corte Madera Creek Path, and the landscape maintenance of road medians along Sir Francis Drake Boulevard. Hal Brown Park, originally known as Creekside Park, was renamed in 2010 after the former Marin County Supervisor Hal Brown. Brown was the longest serving supervisor in Marin history, and helped lead the way to the approval of a \$1.6 million dollar renovation of the park and the Corte Madera Creek Path that was funded in large part by CSA 17. On February 14, 2011, after 6 months of closure, the renovation was completed and the park reopened to the public. The extensive renovation of the park included many different elements, including (but not limited to) the following:

- Two new expanded children’s play areas for preschool-age and school-age children.
- Habitat restoration such as enlarged habitat areas by realigning certain pathways and removing invasive plant species.
- Expanded picnic area.
- Renovated amphitheater with small stage addition.
- Renovated restroom providing greater accessibility to people with all ability levels.
- Health and meditation grove.
- Construction of a Mt. Tamalpais and Creekside Marsh overlook.

Additionally, CSA 17 has had a longstanding partnership with the non-profit organization, Friend of Corte Madera Creek Watershed (FCMCW). Officially incorporated in 1995, the group champions the protection and enhancement of the natural ecosystems of the area. CSA 17 and FCMCW have partnered on a number of projects within the CSA boundaries over the years, including the following:

- **Southeastern Creekside Marsh Culvert Replacement and Habitat Enhancement:** This project replaces the older culvert that is upstream from the Bon Air Bridge and installs three larger parallel culverts to allow enough tidal flow to match the necessary width of the channel in the marsh near the culvert as well as increasing marsh vegetation.
- **Upland Habitat Enhancement:** Invasive Harding Grass removed and replaced by native plants.

Finally, a major project that CSA 17 is currently involved with is the Sir Francis Drake Boulevard Corridor Rehabilitation Project. With a contribution to the project by the CSA of \$1.25 million, some of the significant improvements within the boundary include improvement of entryways

within the Greenbrae community at Eliseo Drive and La Cuesta Drive, as well as the sidewalk along the north side of SFDB. The project will also include new landscaping of all medians in the 2-mile strip of roadway from Elisio Drive to the College of Marin. An extensive outline of the project can be viewed at upgradethedrake.com.

Police Services

Through a services agreement between the Marin County Sheriff's Department and the Kent Woodlands Property Owners Association, CSA 17 provides a taxing authority for the collection of a parcel tax that is levied upon the 567 parcels that make up the community of Kent Woodlands to provide additional police services to the unincorporated community. Initially formed in 1985 by way of Measure B, the residents of Kent Woodlands voted to approve a parcel tax that would cover the cost of one deputy to be dedicated to the patrol of the Kent Woodlands community on a full-time basis. The measure has been renewed multiple times with the most recent, Measure M, taking place in 2016 raising the annual rate from \$260 to \$360 per parcel.

License Plate Reader

In 2016, the residents of Kent Woodlands voted in favor of a new parcel tax, Measure N, in order to purchase, install, and maintain license plate reader equipment within the community. The tax was \$100 per parcel in the initial fiscal year (2016-17) for the funding of the initial purchase and installation of the equipment. Every year after the parcel tax is \$11 per parcel in order to fund the maintenance and records keeping. The service is provided by way of a contractual agreement between the Kent Woodlands Property Owners Association and Vigilant Solutions, a private company based out of Livermore, California. As the data from the readers is only accessed by the Marin County Sheriff's Department on a necessitated basis to aid in investigations within the community, the additional service is designated under the already active power of the CSA of police services and therefore did not require any application for the activation of a latent power through LAFCo.

10.8 FINANCIAL OVERVIEW

CSA 17 has three separate funds for the different services that it provides. The parks and recreation services are listed in the Marin County budget under 3090, the police patrol services under 3100, and the license plate reader services under 3410. Each account is kept separately in order to ensure the correct revenues are allocated and expenses tracked for each account. The services receive their annual revenues in different manners, with both the police patrol services and the license plate readers being funded exclusively by the voter-approved parcel taxes, while the parks and recreation services receives a majority of its annual revenue by way of refund to local taxing agencies from excess funds in the Educational Revenue Augmentation Fund (ERAF) and the revenue from current year property taxes which are secured by a lien on real property in the opinion of the assessor. For FY 2019-20, the parks and recreation services revenues were approximately 70% ERAF and 14% property tax. A breakdown of the current fiscal year as well as the previous two fiscal years for each of the three accounts can be seen below in figures 10-3, 10-4, and 10-5. While each show instances of expenses outpacing revenues, each account, in particular the parks and recreation services account, is working off of a healthy fund balance surplus at this time that is supplementing the additional expenses.

Figure 10-3: CSA 17 Kentfield Revenues and Expenditures

Detail by Revenue Category and Expenditure Object 1	2018-19 Actual 2	2019-20 Estimated 3	2020-21 Recommended 4	2020-21 Adopted by the Board of Supervisors 5
3090 CSA #17 Kentfield				
Revenues				
Taxes	829,571	922,586	813,708	813,708
Licenses, Permits and Franchises	1,098	515	429	429
Use of Money and Property	93,525	58,488	26,464	26,464
Intergovernmental Revenues	617	613	629	629
Charges for Current Services	0	0	0	0
Miscellaneous Revenues	0	0	0	0
Total for: Revenues	924,811	982,202	841,230	841,230
Expenditures/Appropriations				
Services and Supplies	330,177	279,264	1,688,693	1,688,693
Capital Assets	0	0	0	0
Interfund Expense	256,428	247,913	245,201	245,201
Transfers Out	0	1,250,000	0	0
Total for: Expenditures/Appropriations	586,605	1,777,177	1,933,894	1,933,894
Net Cost:	(338,206)	794,975	1,092,664	1,092,664

Figure 10-4: CSA 17 Police Services Revenues and Expenditures

Detail by Revenue Category and Expenditure Object 1	2018-19 Actual 2	2019-20 Estimated 3	2020-21 Recommended 4	2020-21 Adopted by the Board of Supervisors 5
3100 CSA #17 Police Svcs				
Revenues				
Taxes	206,676	211,345	222,657	222,657
Use of Money and Property	2,636	2,220	0	0
Total for: Revenues	209,312	213,565	222,657	222,657
Expenditures/Appropriations				
Interfund Expense	204,067	215,135	229,241	229,241
Total for: Expenditures/Appropriations	204,067	215,135	229,241	229,241
Net Cost:	(5,245)	1,570	6,584	6,584

Figure 10-5: CSA 17 License Plate Readers Revenues and Expenditures

Detail by Revenue Category and Expenditure Object 1	2018-19 Actual 2	2019-20 Estimated 3	2020-21 Recommended 4	2020-21 Adopted by the Board of Supervisors 5
3410 CSA 17 License Plate Readers				
Revenues				
Taxes	4,896	4,860	6,237	6,237
Use of Money and Property	302	195	0	0
Total for: Revenues	5,198	5,055	6,237	6,237
Expenditures/Appropriations				
Services and Supplies	11,059	1,509	6,237	6,237
Interfund Expense	0	0	0	0
Total for: Expenditures/Appropriations	11,059	1,509	6,237	6,237
Net Cost:	5,861	(3,546)	0	0

10.9 SUSTAINABILITY

CSA 17 has shown a genuine commitment to providing services while being mindful of its environmental impact both through its work on its own as well as in its collaborative efforts with community partners. As previously mentioned, CSA 17 partners with the Friends of Corte Madera Creek Watershed, a nonprofit organization that is dedicated to increasing public awareness and providing preservation of the ecosystems within the watershed. The CSA has worked with the Friends of Corte Madera Creek Watershed on multiple projects in and around Hal Brown Park to ensure that both the park and the Corte Madera Creekside Path are managed in environmentally responsible manners. In the recent renovation of the park, one of the stated cornerstones of the Master Plan was “environmental education and habitat restoration”. The renovation offered the unique opportunity to restore and expand the upland marsh transition habitat areas that are critical to the numerous species of wildlife that inhabit the area. A biofiltration swale was added to the park in an effort to filter water running off of the existing turf areas before draining into the marsh below.



MARIN LAFCO CHECKLIST FOR THE TWIN CITIES REGION MUNICIPAL SERVICE REVIEW

The following items will be added to the Marin LAFCo work plan:

- Working group to explore possible consolidation of the member agencies of the Central Marin Sanitation Agency

MARIN LOCAL AGENCY FORMATION COMMISSION

RESOLUTION NO. 21-06

ADOPTION OF THE TWIN CITIES MUNICIPAL SERVICE REVIEW

WHEREAS the Marin Local Agency Formation Commission, hereinafter referred to as the “Commission”, is a political subdivision of the State of California with regulatory and planning responsibilities to produce orderly growth and development under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and

WHEREAS the Commission is responsible under Government Code Section 56430 to regularly prepare studies to independently assess the availability, performance, and need of governmental services to inform its regulatory and other planning activities; and

WHEREAS part of such reviews, LAFCos must compile and evaluate service-related information and make written determinations regarding infrastructure needs or deficiencies, growth and population projections for the affected area, financing constraints and opportunities for shared facilities, government structure options, including advantages and disadvantages of consolidation or reorganization of service providers, evaluation of management efficiencies, and local accountability and governance; and

WHEREAS a written report on the municipal service review was presented to the Commission in a manner provided by law; and

WHEREAS Marin LAFCo issued a Draft Service Review on Friday, February 26, 2021; and

WHEREAS as part of the municipal service review, the Commission is required pursuant to Government Code Section 56430(a) to make a statement of written determinations with regards to certain factors.

NOW, THEREFORE, the Marin Local Agency Formation Commission **DOES HEREBY RESOLVE, DETERMINE AND ORDER**, based upon the information contained in the written report, correspondence from affected agencies and information received during the public hearings, as follows:

1. The Commission determines this municipal service review is a project under the California Environmental Quality Act but qualifies for an exemption from further action as an informational document consistent with Code of Regulations Section 15306.
2. The Commission adopts the statement of written determinations generated from the information presented in the written report on the municipal service review as set forth in Exhibit “A”.
3. The Commission refers the public to the report on the municipal service review for additional details and important context, including – but not limited to – documenting each agency’s active and latent service powers.

PASSED AND ADOPTED by the Marin Local Agency Formation Commission, on June 10, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sashi McEntee, Chair
Marin LAFCo

ATTEST:

APPROVED AS TO FORM:

Jason Fried, LAFCO Executive Officer

Malathy Subramanian, LAFCo Counsel

Attachments to Resolution No. 21-06

- 1) Exhibit "A"

EXHIBIT A**TWIN CITIES REGIONAL STUDY****MUNICIPAL SERVICE REVIEW DETERMINATIONS
GOVERNMENT CODE SECTION 56430****1. Growth and population projections for the affected area.**

a) Anticipated growth in the study area is projected to be minimal. Both of the municipalities in the study area are essentially built out at this time. The City of Larkspur has been growing at an average annual rate of less than 1% over the past decade and is projected to have less than .5% annual growth rate in the coming decade. The Town of Corte Madera similarly saw an annual growth rate of less than 1% over the past decade and is projected to have less than .5% annual growth rate in the coming decade.

b) The expected population and growth rate in unincorporated spaces around the study area is all fairly minimal. The community of Kentfield has seen an annual growth rate of less than 1% over the course of the past decade. The community of Greenbrae is built out at this time and is not expected to see any level of significant growth in the foreseeable future.

2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.

a) There are no identified DUCs within the study area.

3. 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.

a) Each of the reviewed agencies has shown a sufficient level offered of both services and infrastructure necessary to continue to provide the core services currently being provided into the immediate future. As noted above, there are no unincorporated communities within the study area that have been identified as disadvantaged.

4. Financial ability of agencies to provide services.

a) The Town of Corte Madera, City of Larkspur, Central Marin Fire Department, Central Marin Police Authority, County Service Area 16, and County Service Area 17 all prepare annual budgets and prepare financial statements in accordance with established governmental accounting standards. The Town and City Councils, CMFD and CMPA Councils, and the County Board of Supervisors acting as the Board for the county service areas may amend their budgets by resolution during the fiscal year in order to respond to emerging needs, changes in resources, or shifting priorities. Expenditures may not exceed appropriations

at the fund level, which is the legal level of control.

b) The Town Manager, City Manager, Fire Chief, Police Chief, and County Administrative Officer are authorized to transfer budgeted amounts between accounts, departments or funds under certain circumstances, however; the Town Council, City Council, Joint Powers Authority Councils, and County Board of Supervisors, acting as the Board for the county service areas, must approve any increase in the operating expenditures, appropriations for capital projects, and transfers between major funds and reportable fund groups. Audited financial statements are also prepared for each agency by independent certified public accounting firms.

c) While additional revenues are needed to provide some services and maintain infrastructure covered in this MSR, the agencies meet their financial responsibilities to provide services. In the short term, special care should be taken by any agency whose annual revenue totals are largely dependent upon excess Educational Revenue Augmentation Funds (ERAF), as recent intimations from the State legislature has pointed to the possibility of those funds being impacted in a number of counties including Marin County.

5. Status of, and opportunities for, shared facilities.

a) No specific opportunities for shared facilities that would prove advantageous to both participating parties were identified in the course of this study.

6. Accountability for community service needs, including governmental structure and operational efficiencies.

a) As was recently recommended by Marin LAFCo in the Upper Ross Valley Municipal Service Review, the Central Marin Fire Department, as well as the Kentfield Fire Protection District, should be included in a working group formed by Marin LAFCo to explore the possibility of creating a new independent or dependent single fire services district for the Ross Valley. If in the course of these exploratory discussions it is deemed that CMFD and KFPD have identified too many significant hurdles to continue the possibility of inclusion in the consolidation, a separate working group should be formed between Marin LAFCo, CMFD, and the KFPD to explore the possibility of the creation of a single district for fire services in the Twin Cities region. In the event that a single district for the entirety of the Ross Valley is formed, that district could also assume responsibility for paramedic services. From a high level, the immediately apparent advantages to this action are as follows:

- Service Level, Operations, or Efficiency: Increased organizational scale may allow reductions in management costs, greater efficiency in overtime control, unified training, and reduction in equipment and procedural redundancies. Additionally, a reduced reliance on mutual aid.

- Cost Savings: Reduced personnel costs (chief officers); elimination of redundant purchases for apparatus, reduced maintenance of reserve equipment, building space, training facilities, and other supplies. Also the opportunity for unified information management services.

- Political Accountability: Direct representation, election of district members (independent district only). District board may be expanded to include board members of predecessor agencies. Consolidations would require voter approval unless there is unanimous consent of consolidating boards.

Some of the obstacles that present themselves from an initial analysis look include:

- Cost Savings: Requires permanent transfer of property tax revenues from cities to the new district. Financial equity may be difficult to attain for all involved agencies. It may require new special tax measures in some areas. Possible aggregate increases in cost of employee benefits.

- Political Accountability: Complex implementation likely to require a step-by-step consolidation process. Loss of ability to weigh competing service priorities in multi-purpose agencies (i.e. cities).

- Agency Type: With a mix of joint powers authorities and independent special districts, in the event that negotiations were able to overcome the political obstacles standing in the way of a unified agency, the difference in financing mechanisms between the agency types will present significant challenges.

While a special study on this particular endeavor is warranted, if not necessitated, preliminary dialogue between the proposed agencies and Marin LAFCo to begin vetting some of the high-level issues is encouraged as soon as possible.

b) The City of Larkspur has two small pockets of inhabited unincorporated space (island) that are significantly surrounded by the City and that are contiguous with its current jurisdictional boundaries. Marin LAFCo's Unincorporated Island Policy encourages annexations of islands to cities, where supported by the island community, to further reduce and/or eliminate islands to provide more orderly local governmental boundaries and cost-efficiencies. However, Marin LAFCo will not independently proceed with an entire island annexation to a municipality where local residents have voiced opposition. At this time, Marin LAFCo recommends that City of Larkspur staff members, with support from Marin LAFCo staff, explore the willingness of residents within these unincorporated spaces to consider annexation by way of meeting with community groups within the areas, as well as examining their own ability to extend services to these areas if they are not already doing so unofficially.

c) In the event that the unincorporated area that makes up approximately half of County Service Area 16 agrees to annexation to the City of Larkspur, Marin LAFCo recommends that the CSA be dissolved and the services being provided by the CSA become the responsibility of the City of Larkspur. Should the District and the City agree to the dissolving of the CSA and the duties being transferred to the City, measures should be included to make sure all current and future funds are properly transferred to the City and that the City has measures in place to ensure all current and future funds designated for CSA 16's purposes are only appropriated for those services moving forward. In addition, the current advisory board for CSA 16 should remain in place as an advisory board to the City for the

services being provided. A possible mechanism, should residents desire to maintain the elevated landscaping services provided by the CSA, is the creation of an assessment district within the newly incorporated boundaries.

d) Over the course of the past two decades, numerous recommendations have been made for the exploration and, ultimately, consolidation of the member agencies of the Central Marin Sanitation Agency (CMSA) into a single sanitation district throughout the Ross Valley watershed. This recommendation originated in 2005 when CMSA commissioned Red Oak Consulting to study regionalization options and the firm recommended researching and proceeding towards total consolidation. Further exploration of this recommendation was reiterated by Marin LAFCo in 2007 in the Ross Valley Area Municipal Service Review and again in 2017 in the Central Marin Wastewater Municipal Service Review. In 2018, the Marin County Civil Grand Jury released a report recommending the consolidation of CMSA and its member agencies into a single sanitary/sanitation district. While it is still the position of Marin LAFCo that the exploration of consolidation of the sanitation agencies within the Ross Valley Watershed carries significant merit, with each of the member agencies having recently completed its own 5-year plan for infrastructure improvements, it is the recommendation of Marin LAFCo that a working group be formed between Marin LAFCo staff, CMSA, and representatives from the member agencies in order to explore a realistic pathway to the consolidation of the agencies into a single district in the next five years.

7. Any other matter related to effective or efficient service delivery, as required by commission policy

a) As the only means of access to the Greenbrae Boardwalk area is by way of the City of Larkspur, it is recommended that the area be removed from the sphere of influence of the Town of Corte Madera and added to the sphere of influence of the City of Larkspur.

b) The small unincorporated island along the northern border of the City of Larkspur in the Bayview Road and Tamalpais Road area should be added to the sphere of influence of the City of Larkspur.

MARIN LOCAL AGENCY FORMATION COMMISSION

RESOLUTION NO. 21-07

RESOLUTION AMENDING THE SPHERE OF INFLUENCE OF THE CITY OF LARKSPUR

WHEREAS upon determination and adoption of a sphere of influence, the Marin Local Agency Formation Commission is required to periodically review and update adopted spheres of influence for each city and special district not less than once every five years within Marin County under Government Code Section 56425 (g); and

WHEREAS the Executive Officer has conducted a review of the adopted sphere of influence of local government agencies in the Twin Cities area, prepared a summary, *Twin Cities Region Municipal Service Review*, including his recommendations thereon, the summary having been presented to and considered by this Commission; and

WHEREAS a public hearing by this Commission was held on the *Twin Cities Region Municipal Service Review* and staff's recommendations contained in that report on the date and at the time noticed thereof, and at the hearing, this Commission heard and received all oral and written testimony, 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.

NOW, THEREFORE, based upon the information contained in the Executive Officer's report, correspondence from affected agencies and information received during the public hearings, the Marin Local Agency Formation Commission **DOES HEREBY RESOLVE, DETERMINE AND ORDER** as follows:

Section 1. The sphere of influence of the City of Larkspur is hereby amended as shown on Exhibit B attached hereto and incorporated herein by reference and the Commission makes the written determinations pursuant to Government Code section 56425(e) as provided for in Exhibit A attached hereto and incorporated herein by reference.

Section 2. Pursuant to Section 15061(b)(3) of the State CEQA Guidelines, the Commission finds that this review and amending of the sphere of influence of the City of Larkspur is exempt from the provisions of the California Environmental Quality Act because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

Section 3. The Executive Officer is hereby directed to mail copies of this resolution to affected local government agencies in the Twin Cities area.

PASSED AND ADOPTED by the Marin Local Agency Formation Commission, on June 10, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sashi McEntee, Chair
Marin LAFCo

ATTEST:

APPROVED AS TO FORM:

Jason Fried, LAFCo Executive Officer

Malathy Subramanian, LAFCo Counsel

Attachments to Resolution No. 21-07

- a) Exhibit A - Determinations
- b) Exhibit B - Map

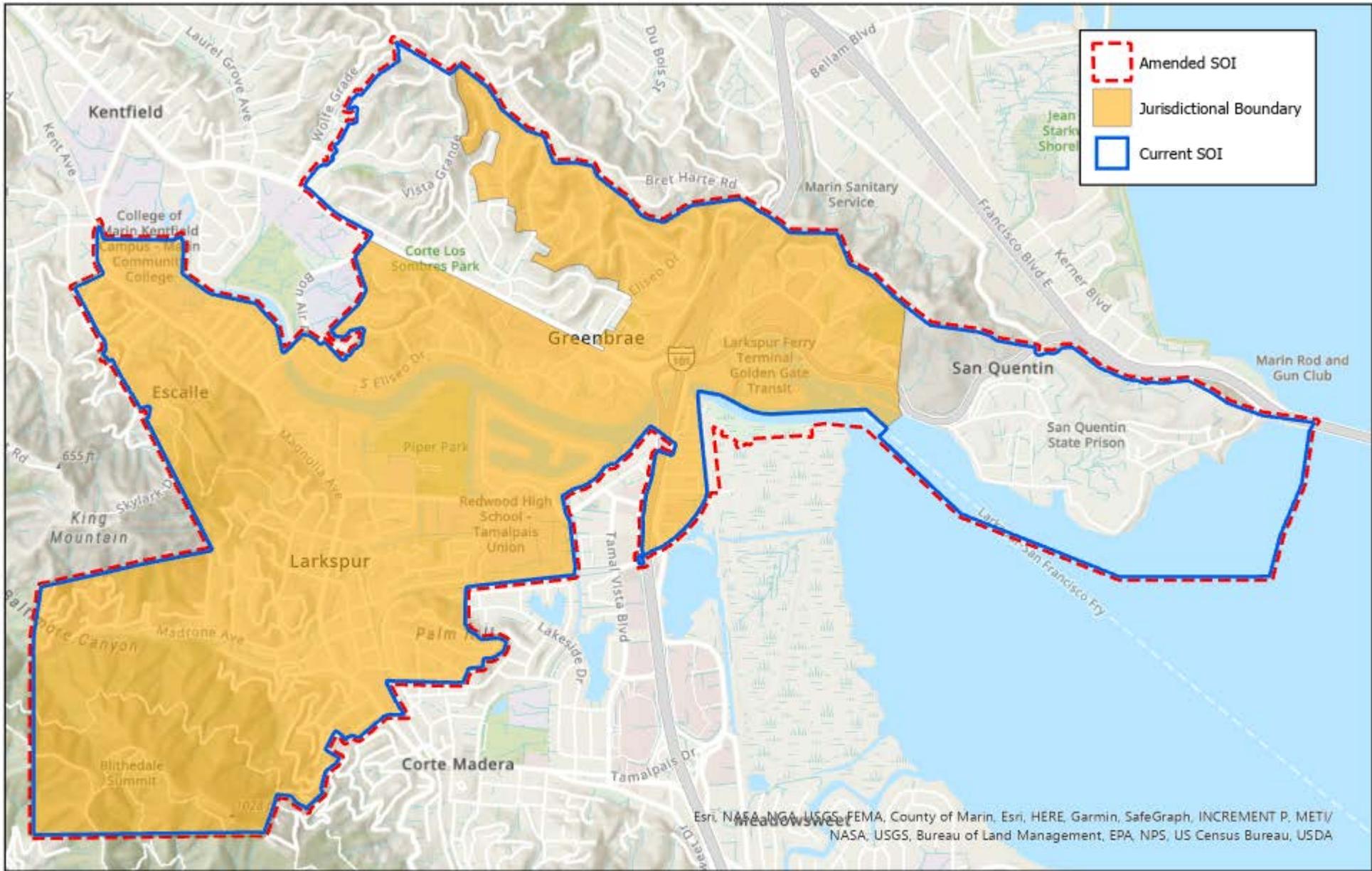
EXHIBIT A

CITY OF LARKSPUR SPHERE OF INFLUENCE DETERMINATIONS

GOVERNMENT CODE SECTION 56425

- 1) The present and planned land uses in the area, including agricultural and open-space lands.
 - Present and planned land uses in the adopted sphere of influence are governed by the General Plan of the City of Larkspur and the Marin Countywide Plan.
- 2) The present and probable need for public facilities and services in the area.
 - The City of Larkspur's current facilities and services included in the City of Larkspur sphere of influence are sufficient to provide those services to the area within the designated sphere of influence.
- 3) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
 - The operating departments and public facilities of the City of Larkspur are adequate to provide service to the City's currently incorporated area and areas within its sphere of influence as amended. (Unincorporated areas included in the sphere of influence are located closely to City facilities and may already be deemed to benefit from City services and facilities.) {The City of Larkspur would provide services and facilities at service levels that are the same as or higher than currently provided by the County in the currently unincorporated area of the sphere of influence.}
- 4) The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the city.
 - The Commission has determined that social and economic communities of interest between areas currently within the boundaries of the City of Larkspur and the area surrounding its jurisdiction are not relevant to the determination of the City's sphere of influence.
- 5) For an update of a sphere of influence for a city that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs 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 unincorporated communities within the Study Area that have been identified as disadvantaged.



City of Larkspur Sphere of Influence Update



MARIN LOCAL AGENCY FORMATION COMMISSION

RESOLUTION NO. 21-08

RESOLUTION AMENDING THE SPHERE OF INFLUENCE OF THE TOWN OF CORTE MADERA

WHEREAS upon determination and adoption of a sphere of influence, the Marin Local Agency Formation Commission is required to periodically review and update adopted spheres of influence for each city and special district not less than once every five years within Marin County under Government Code Section 56425 (g); and

WHEREAS the Executive Officer has conducted a review of the adopted sphere of influence of local government agencies in the Twin Cities area, prepared a summary, *Twin Cities Region Municipal Service Review*, including his recommendations thereon, the summary having been presented to and considered by this Commission; and

WHEREAS a public hearing by this Commission was held on the *Twin Cities Region Municipal Service Review* and staff's recommendations contained in that report on the date and at the time noticed thereof, and at the hearing, this Commission heard and received all oral and written testimony, 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.

NOW, THEREFORE, based upon the information contained in the Executive Officer's report, correspondence from affected agencies and information received during the public hearings, the Marin Local Agency Formation Commission **DOES HEREBY RESOLVE, DETERMINE AND ORDER** as follows:

Section 1. The sphere of influence of the Town of Corte Madera is hereby amended as shown on Exhibit B attached hereto and incorporated herein by reference and the Commission makes the written determinations pursuant to Government Code section 56425(e) as provided for in Exhibit A attached hereto and incorporated herein by reference.

Section 2. Pursuant to Section 15061(b)(3) of the State CEQA Guidelines, the Commission finds that this review and amending of the sphere of influence of the Town of Corte Madera is exempt from the provisions of the California Environmental Quality Act because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

Section 3. The Executive Officer is hereby directed to mail copies of this resolution to affected local government agencies in the Twin Cities area.

PASSED AND ADOPTED by the Marin Local Agency Formation Commission, on June 10, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sashi McEntee, Chair
Marin LAFCo

ATTEST:

APPROVED AS TO FORM:

Jason Fried, LAFCo Executive Officer

Malathy Subramanian, LAFCo Counsel

Attachments to Resolution No. 21-08

- a) Exhibit A - Determinations
- b) Exhibit B - Map

EXHIBIT A**TOWN OF CORTE MADERA SPHERE OF INFLUENCE DETERMINATIONS****GOVERNMENT CODE SECTION 56425**

- 1) The present and planned land uses in the area, including agricultural and open-space lands.
 - Present and planned land uses in the adopted sphere of influence are governed by the General Plan of the Town of Corte Madera and the Marin Countywide Plan.
- 2) The present and probable need for public facilities and services in the area.
 - The Town of Corte Madera's current facilities and services included in the Town of Corte Madera sphere of influence are sufficient to provide those services to the area within the designated sphere of influence.
- 3) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
 - The operating departments and public facilities of the Town of Corte Madera are adequate to provide service to the Town's currently incorporated area and areas within its sphere of influence as amended. (Unincorporated areas included in the sphere of influence are located closely to Town facilities and may already be deemed to benefit from Town services and facilities.) {The Town of Corte Madera would provide services and facilities at service levels that are the same as or higher than currently provided by the County in the currently unincorporated area of the sphere of influence.}
- 4) The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the city.
 - The Commission has determined that social and economic communities of interest between areas currently within the boundaries of the Town of Corte Madera and the area surrounding its jurisdiction are not relevant to the determination of the Town's sphere of influence.
- 5) For an update of a sphere of influence for a city that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs 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 unincorporated communities within the Study Area that have been identified as disadvantaged.

MARIN LOCAL AGENCY FORMATION COMMISSION

RESOLUTION NO. 21-09

RESOLUTION REAFFIRMING THE SPHERE OF INFLUENCE OF MARIN COUNTY SERVICE AREA NO. 16

WHEREAS upon determination and adoption of a sphere of influence, the Marin Local Agency Formation Commission is required to periodically review and update adopted spheres of influence for each city and special district not less than once every five years within Marin County under Government Code Section 56425 (g); and

WHEREAS the Executive Officer has conducted a review of the adopted sphere of influence of local government agencies in the Twin Cities area, prepared a summary, *Twin Cities Region Municipal Service Review*, including his recommendations thereon, the summary having been presented to and considered by this Commission; and

WHEREAS a public hearing by this Commission was held on the *Twin Cities Region Municipal Service Review* and staff's recommendations contained in that report on the date and at the time noticed thereof, and at the hearing, this Commission heard and received all oral and written testimony, 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.

NOW, THEREFORE, based upon the information contained in the Executive Officer's report, correspondence from affected agencies, and information received during the public hearings, the Marin Local Agency Formation Commission **DOES HEREBY RESOLVE, DETERMINE AND ORDER** as follows:

Section 1. The sphere of influence of Marin County Service Area No. 16 (CSA 16) is hereby reaffirmed as shown on Exhibit B attached hereto and incorporated herein by reference and the Commission makes the written determinations pursuant to Government Code section 56425(e) as provided for in Exhibit A attached hereto and incorporated herein by reference.

Section 2. Pursuant to Section 15061(b)(3) of the State CEQA Guidelines, the Commission finds that this review and reaffirming of the sphere of influence of the CSA 16 is exempt from the provisions of the California Environmental Quality Act because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

Section 3. The Executive Officer is hereby directed to mail copies of this resolution to affected local government agencies in the Twin Cities area.

PASSED AND ADOPTED by the Marin Local Agency Formation Commission, on June 10, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sashi McEntee, Chair
Marin LAFCo

ATTEST:

APPROVED AS TO FORM:

Jason Fried, LAFCo Executive Officer

Malathy Subramanian, LAFCo Counsel

Attachments to Resolution No. 20-10

- a) Exhibit A - Determinations
- b) Exhibit B - Map

EXHIBIT A

MARIN COUNTY SERVICE AREA 16 SPHERE OF INFLUENCE DETERMINATIONS

GOVERNMENT CODE SECTION 56425

- 1) The present and planned land uses in the area, including agricultural and open-space lands.
 - Present and planned land uses in the adopted sphere of influence are governed by the Marin Countywide Plan and the Kentfield/Greenbrae Community Plan.
- 2) The present and probable need for public facilities and services in the area.
 - The CSA 16 current facilities and services included in the CSA 16 sphere of influence are sufficient to provide those services to the area within the designated sphere of influence.
- 3) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
 - The operating departments and public facilities of CSA 16 are adequate to provide service to the CSA's currently designated district and areas within its sphere of influence as reaffirmed.
- 4) The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the city.
 - The Commission has determined that social and economic communities of interest between areas currently within the boundaries of CSA 16 and the area surrounding its jurisdiction are not relevant to the determination of the CSA's sphere of influence.
- 5) For an update of a sphere of influence for a city that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs 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 unincorporated communities within the Study Area that have been identified as disadvantaged.

MARIN LOCAL AGENCY FORMATION COMMISSION

RESOLUTION NO. 21-10

RESOLUTION REAFFIRMING THE SPHERE OF INFLUENCE OF MARIN COUNTY SERVICE AREA NO. 17

WHEREAS upon determination and adoption of a sphere of influence, the Marin Local Agency Formation Commission is required to periodically review and update adopted spheres of influence for each city and special district not less than once every five years within Marin County under Government Code Section 56425 (g); and

WHEREAS the Executive Officer has conducted a review of the adopted sphere of influence of local government agencies in the Twin Cities area, prepared a summary, *Twin Cities Region Municipal Service Review*, including his recommendations thereon, the summary having been presented to and considered by this Commission; and

WHEREAS a public hearing by this Commission was held on the *Twin Cities Region Municipal Service Review* and staff's recommendations contained in that report on the date and at the time noticed thereof, and at the hearing, this Commission heard and received all oral and written testimony, 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.

NOW, THEREFORE, based upon the information contained in the Executive Officer's report, correspondence from affected agencies, and information received during the public hearings, the Marin Local Agency Formation Commission **DOES HEREBY RESOLVE, DETERMINE AND ORDER** as follows:

Section 1. The sphere of influence of Marin County Service Area No. 17 (CSA 17) is hereby reaffirmed as shown on Exhibit B attached hereto and incorporated herein by reference and the Commission makes the written determinations pursuant to Government Code section 56425(e) as provided for in Exhibit A attached hereto and incorporated herein by reference.

Section 2. Pursuant to Section 15061(b)(3) of the State CEQA Guidelines, the Commission finds that this review and reaffirming of the sphere of influence of the CSA 17 is exempt from the provisions of the California Environmental Quality Act because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

Section 3. The Executive Officer is hereby directed to mail copies of this resolution to affected local government agencies in the Twin Cities area.

PASSED AND ADOPTED by the Marin Local Agency Formation Commission, on June 10, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sashi McEntee, Chair
Marin LAFCo

ATTEST:

APPROVED AS TO FORM:

Jason Fried, LAFCo Executive Officer

Malathy Subramanian, LAFCo Counsel

Attachments to Resolution No. 21-10

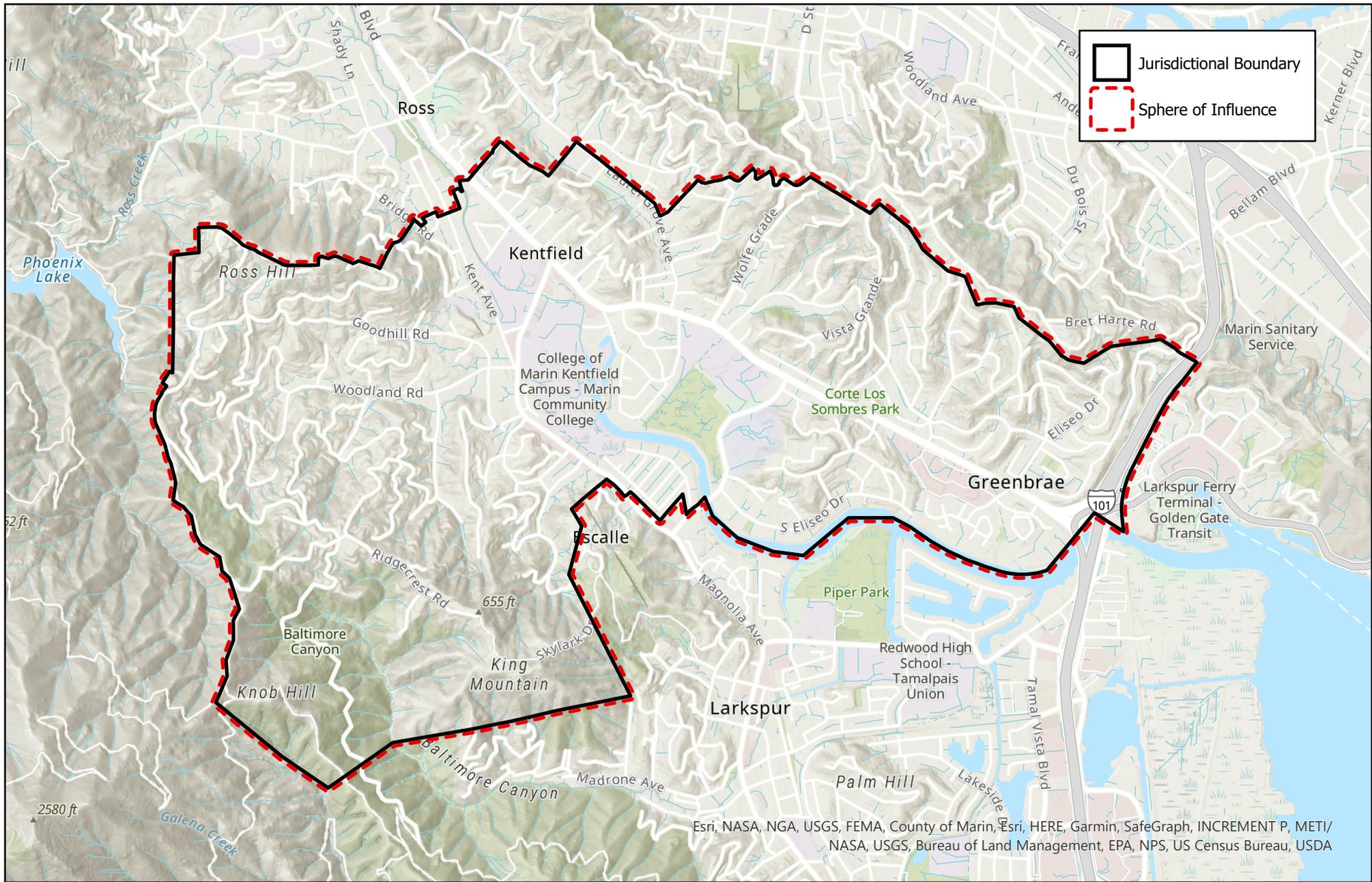
- a) Exhibit A - Determinations
- b) Exhibit B - Map

EXHIBIT A

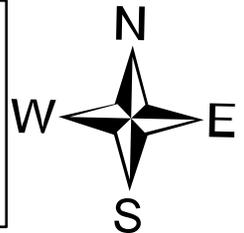
MARIN COUNTY SERVICE AREA 17 SPHERE OF INFLUENCE DETERMINATIONS

GOVERNMENT CODE SECTION 56425

- 1) The present and planned land uses in the area, including agricultural and open-space lands.
 - Present and planned land uses in the adopted sphere of influence are governed by the Marin Countywide Plan and the Kentfield/Greenbrae Community Plan.
- 2) The present and probable need for public facilities and services in the area.
 - The CSA 17 current facilities and services included in the CSA 17 sphere of influence are sufficient to provide those services to the area within the designated sphere of influence.
- 3) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
 - The operating departments and public facilities of CSA 17 are adequate to provide service to the CSA's currently designated district and areas within its sphere of influence as reaffirmed.
- 4) The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the city.
 - The Commission has determined that social and economic communities of interest between areas currently within the boundaries of CSA 17 and the area surrounding its jurisdiction are not relevant to the determination of the CSA's sphere of influence.
- 5) For an update of a sphere of influence for a city that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection, that occurs 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 unincorporated communities within the Study Area that have been identified as disadvantaged.



County Service Area No. 17 Sphere of Influence Update





Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

June 10, 2021

Item No. 5 (Public Hearing)

TO: Local Agency Formation Commission
FROM: Jason Fried, Executive Officer
(On behalf of Committee Chair Kiouss, Members Arnold & Coler)
SUBJECT: Adoption of Final Operating Budget for Fiscal Year 21-22

Background

State Government Code section 56381 states that all LAFCos need to approve a proposed budget by May 1st and a final budget by June 15th of each year. The attached budget being presented today is the final budget which will fulfill the June 15th deadline.

At the April LAFCo meeting, the Commission approved moving a proposed budget to member agencies for comment. Staff sent the proposed budget to all dues paying member agencies of LAFCo and also presented the budget to the Marin Managers Association (MMA) and Marin Chapter Special Districts Association (MCSDA). As of the writing of this memo, staff has received no written comments on the budget. During the MMA and MCSDA meeting the only questions asked were about our new budget process and how we changed over to it. Should any additional comments come in staff will share them with the Commission.

At the last Committee meeting on March 8, 2021 the Committee instructed staff and the Chair of the Committee to meet and review any changes needed. If the changes were small in nature then the Committee would yield to the Chair to decide whether the changes should be made and present that to the Commission with no further need for the Committee to meet. The Chair and staff met to go over changes, all of which we felt met the Committee's requirement to not call another committee meeting.

The items highlighted in yellow in the attached budget chart reflect items that have been changed from the proposed budget approved in April to the final budget in front of you today with explanation for the changes:

- Salary – As discussed during the April meeting on the proposed budget this item was left a little above what was expected to be needed to allow for staff review to occur and increases to be given as needed. All staff reviews were completed and salary negotiation between Executive Officer and the Commission negotiation committee has been completed, waiting for approval later in the agenda, this line item was adjusted to reflect the amount needed to cover salary needs for next year.
- General Insurance – LAFCo has received the estimated amounts that we will be charged and our workers compensation insurance premium was reduced by a little less than \$2,000 from our last year premium. This has allowed for us to reduce this line item.

- Membership & Dues – As mentioned at the April meeting the Marin Maps Executive Committee took a request to have a “Dues Holiday” for next year for all its members. MGSA approved this request so the amount reduced reflects that we will not have to pay a fee to Marin Maps for FY 21-22.
- Professional Services – This is the only line item that is being increased by \$4,000. Due in part to COVID our last audit was completed later than normal. While we have started our next audit it will not be completed during the current fiscal year. This means part of the audit currently being worked on will need to be paid for in next fiscal year which will mean we need to increase this line item. We will also have the current fiscal year’s audit to do next fiscal year as well so we will be doing and paying for more than one audit during FY 21-22.
- Total Expense – With the changes in the four line items mentioned above our total expense needs for next year have gone down by \$9,000.
- Carry Forward Balance – Two main factors contribute to an increase in this line item. First is we have received more interest from our County account. This part increased from \$11,025.66 to \$11,785.72. Second is staff has now estimated how much will be left over from this year’s budget. Staff is estimating that to be about \$44,000. In total this line item has been increased to \$55,000.
- Agency Contribution – Based on our new budget process this line is the amount needed to cover our expenses that are not covered by the Carry Forward Balance. Given both the decrease in our Total Expense line item and increase in our Carry Forward Balance this line item has been reduced by \$52,974.34 to \$506,548.17.
- Total Income – This line item should match our Total Expense line item so was reduced based on reason mentioned above.

Staff Recommendation for Action

1. **Committee Recommendation** – Approve the attached final budget with any needed adjustments based on other actions the Commission makes tonight.
2. Alternate Option - Not make a decision today and give instructions to staff on how to proceed.

Attachment:

- 1) Budget Chart for FY 21-22

Line Items	Final FY 21-22	Draft FY 21-22	Approved FY 20-21
Expense			
5110110 · Salary	\$317,000.00	\$319,000.00	\$307,000.00
5130120 · Benefits	\$34,000.00	\$34,000.00	\$45,000.00
5130500 · Pension	\$45,000.00	\$45,000.00	\$39,000.00
5130525 · Retiree Health	\$6,000.00	\$6,000.00	\$6,000.00
05 · Commissioner Per Diems	\$10,000.00	\$10,000.00	\$10,000.00
10 · Conferences	\$5,000.00	\$5,000.00	\$5,000.00
15 · General Insurance	\$6,500.00	\$8,500.00	\$8,000.00
20 · IT & Communications Services	\$17,000.00	\$17,000.00	\$16,000.00
25 · Legal Services	\$37,500.00	\$37,500.00	\$45,000.00
30 · Memberships & Dues	\$7,000.00	\$16,000.00	\$13,000.00
35 · Misc Services	\$2,000.00	\$2,000.00	\$2,000.00
40 · Office Equipment Purchases	\$4,139.00	\$4,139.00	\$4,139.00
45 · Office Lease/Rent	\$34,559.17	\$34,559.17	\$33,588.88
50 · Office Supplies and Postage	\$4,000.00	\$4,000.00	\$4,000.00
55 · Professional Services	\$24,000.00	\$20,000.00	\$20,000.00
60 · Publications/Notices	\$2,000.00	\$2,000.00	\$3,000.00
65 · Rent - Storage	\$650.00	\$650.00	\$650.00
70 · Training	\$1,700.00	\$1,700.00	\$1,700.00
75 · Travel - Mileage	\$3,500.00	\$3,500.00	\$3,500.00
Total Expense	\$561,548.17	\$570,548.17	\$566,577.88
Income			
Carry Forward Balance	\$55,000.00	\$11,025.66	\$63,007.60
4710510 · Agency Contributions	\$506,548.17	\$559,522.51	\$503,570.28
Total Income	\$561,548.17	\$570,548.17	\$566,577.88

	Amount	Notes
General Reserve Fund	\$142,637.04	25% of total expenses - fully funded
Consultant Reserve Fund	\$50,000	Per Marin LAFCo policy 3.10(B)(ix) - fully funded
Technology Replacement Fund	\$4,139	Prior FY unspent funds from line item 40, not to exceed \$20,000



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT
June 10, 2021
Item No. 6 (Public Hearing)

TO: Local Agency Formation Commission

FROM: Jason Fried, Executive Officer
(On behalf of Committee Chair Kiouss, Member Arnold, and Member Coler)

SUBJECT: **Approval of Resolution 21-11, Update to Marin LAFCo Fee Schedule**

Background

Based on Marin LAFCo policy 3.11 “Marin LAFCo will maintain a schedule of fees to reasonably recover the agency’s costs in fulfilling its regulatory and planning responsibilities. Marin LAFCo shall periodically review the fee schedule and consider amendments therein no less than every two years.” LAFCo approved its current fee schedule at its June 13, 2019 meeting.

In addition, Government Code section 56383 provides that the Commission may establish a schedule of fees for filing and processing applications. Furthermore, Government Code section 66014 also states in part “...filing and processing applications and petitions filed with the local agency formation commission ... those fees may not exceed the estimated reasonable cost of providing the service for which the fee is charged, unless a question regarding the amount of the fee charged in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issues.”

At the March 2021 Budget and Workplan Committee meeting the current fee schedule was reviewed. Based on staff presentation the Committee affirmed that the basic formula for time spent was correct with one small exception; the “Initial Consultation with Applicants” line item was a little less than time spent by an average of 1-2 hours so they approved increasing that line item. The Committee also authorized staff to update the hourly rate for staff and consultants. The Committee agreed to hold off on setting the staff hourly rate until all staff reviews were completed and staff salaries and benefits were better known for FY 2021-2022. With approval of the budget earlier in the meeting and the proposed amendment to the Executive Officer contract later in the agenda it is now known what those costs will be. Staff has amended the current fee schedule (attachment 2) per the approvals given by the Budget and Workplan Committee to reflect staff salaries for FY 21-22 along with the change in hours for the initial consultation. Staff has also included the excel spreadsheet charts (attachment 3) that are used to create each fee for reference. On both attachment 2 and 3 the rows that have yellow highlighting are the ones that show the proposed fee that the applicant would pay. One row on the fee schedule is split between yellow and blue. This is done since when staff talks with the general public the 2 items in blue cover what are the vast majority of all applications we get. The blue makes it easier for staff to point those out to the applicant.

Administrative Office

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Dennis Rodoni, Alternate
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City of Mill Valley

Barbara Coler, Regular
Town of Fairfax

James Campbell, Alternate
City of Belvedere

Craig K. Murray, Vice Chair
Las Gallinas Valley Sanitary

Lew Kiouss, Regular
Almonte Sanitary District

Tod Moody, Alternate
Sanitary District #5

Larry Loder, Regular
Public Member

Richard Savel, Alternate
Public Member

Since our March Committee meeting our website provider, Streamline, has introduced a new service that we can add to our website that allows people to pay for LAFCo services via an online payment process. There is no fee to LAFCo for this, but they do charge the person using the service a fee of 3.9% plus \$0.30 per transaction. Staff has added this to our third-party fee table as staff is looking to add this feature as a payment option for future applicants. As with all third-party fees staff automatically updates this section as we become aware of changes to fees. Since the changes being recommended by the Committee mainly deal with the hourly rate for staff, legal counsel, and our bookkeeper, changes to any given fee are not that large. For example, the most common type of application that we get is the 100% consent where LAFCo is not the lead agency on CEQA. This fee went up by \$132.42 from the 2019 to 2021 fee schedule which is about a 4% increase.

Staff Recommendation for Action

1. Staff Recommendation – Approve the amended Fee Schedule with any amendments desired by the Commission.
2. Alternate Option – Take no action today and give staff further instructions.

Attachment

1. Resolution 21-11. Approving Amended Fee Schedule
2. Amended Fee Schedule
3. Cost breakdown charts

MARIN LOCAL AGENCY FORMATION COMMISSION

RESOLUTION 21-11

RESOLUTION APPROVING THE COMPREHENSIVE UPDATE TO THE ADOPTED FEE SCHEDULE

WHEREAS the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 et seq.) authorizes the Marin Local Agency Formation Commission (“Commission”) to adopt a schedule of fees and deposits; and

WHEREAS the Commission established and adopted by resolution a fee schedule on June 13, 2019, in a manner by provided by law; and

WHEREAS the Commission’s Policy Committee has prepared and presented a proposed comprehensive update to the fee schedule to improve cost-recovery and implementation; and

WHEREAS the Commission has scheduled and noticed a public hearing on June 10, 2021, to consider taking formal action on the proposed comprehensive fee schedule 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 adoption and setting of fees are not projects under the California Environmental Quality Act under Regulations Code Section 15273(a).

NOW THEREFORE, THE COMMISSION DOES HEREBY RESOLVE, DETERMINE, AND ORDER as follows:

Section 1. The proposed comprehensive update to the fee schedule shown as Exhibit A is APPROVED.

Section 2. The effective date of the approved update shall be 60 days out and commence on August 10, 2021.

PASSED AND ADOPTED by the Marin Local Agency Formation Commission on this 10th day of June, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sashi McEntee, Chair
Marin LAFCo

ATTEST:

APPROVED AS TO FORM:

Jason Fried, LAFCO Executive Officer

Malathy Subramanian, LAFCo Counsel

Attachments to Resolution No. 21-11

1. Exhibit "A" – Fee Schedule

Marin Local Agency Formation Commission
Subdivision of the State of California

Schedule of Fees and Deposits

As Adopted on ****

These are the policies of the Marin Local Agency Formation Commission (“Commission”) in setting and collecting fees along with associated deposits in administering the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 in Marin County. Amendments to this schedule shall require a majority vote of the Commission.

I. Authority

This schedule shall be administered in accordance with the allowances provided by the State of California under California Government Code Sections 56383 and 66014.

II. Policy Statements

The following policies direct the setting and collecting of Commission fees and deposits.

- 1) The fee schedule emphasizes “fixed” charges and represents reasonable cost estimates for processing generally routine proposals and requests based on a number of predetermined staff hours to complete.
- 2) Fixed fees are non-refundable and – while not typical – may be augmented by one or more deposits when additional time is needed beyond the predetermined staff hour allocation as determined by the Executive Officer.
- 3) The fee schedule includes a number of “at-cost” charges for processing non-routine proposals and requests when there is an inherent need to incorporate and address unique and pervasive local conditions.
- 4) At-cost charges require a refundable deposit set by the Executive Officer to cover an estimated number of staff hours specific to the proposal or request. Additional deposits may be required if the initial staff hour estimate proves insufficient.
- 5) The Commission shall provide periodic invoices to applicants with outstanding deposit balances showing the work performed and charges applied therein during the covered period.
- 6) Remaining deposit balances for completed or withdrawn proposals or requests shall be returned to the applicant within 30 days with closing invoices.
- 7) All fees required under this schedule shall be submitted in check and made payable to “Marin Local Agency Formation Commission.”
- 8) Proposals and requests subject to this fee schedule will be deemed incomplete until the appropriate fee has been received by the Commission.
- 9) All additional staff time required to process proposals or requests subject to this fee schedule beyond the coverage of the initial fixed fee or collected at-cost deposit will be billed based on the staff hourly rate plus a base administrative fee process where applicable.

- 10) All fees collected under this schedule cover a one-year processing period. Proposals or requests that remain incomplete beyond one year or have been denied “without prejudice” by the Commission may be resubmitted within one year of the date of adoption of the resolution terminating proceedings for an additional fee as provided in this schedule.
- 11) Applicants with proposals or requests subject to this fee schedule requiring outside consultants will be responsible for all direct costs therein and will be required to provide a dedicated deposit as determined by the Executive Officer.
- 12) The Executive Officer may stop work on any proposal or request subject to this fee schedule until receipt of a requested fee or deposit.
- 13) The Commission, upon majority vote, may reduce or waive fees, a service charge, or deposit for the following reasons:
 - Proposals or requests covered under this schedule involving overriding public benefit as determined by the Commission and payment would be detrimental to the public interest.
 - Renewed applications with current information that were not previously denied and for which prior processing remains relevant to the renewed application as determined by the Commission.

The Commission will leave to the discretion of the Executive Officer the ability to reduce an application for annexation into a district in cases where an Emergency Out of Service Agreement had been recently completed. The reduction in cost shall only be when time spent by staff is due to the duplicative nature of the two applications. Staff shall report to the Commission any fee reduction with justification at the next available meeting.

Fee reductions shall not be granted for the following reasons:

- Applications amended or denied.
- Misinformation provided in the application or by other public agencies, groups, or individuals.

Prior to consideration by the Commission, a request for a fee reduction shall be submitted in writing to the Marin LAFCo office. The request will be considered at the next regular meeting of the Commission or – and at the discretion of the Executive Officer – in step with consideration of the actual proposal or request so long as the appropriate fee amount is on file with the Marin LAFCo office.

- 14) The Commission shall biennially review this schedule to help maintain an appropriate level of cost-recovery as determined by the membership.
- 15) Research requests on any particular subject – including for purposes to inform a potential future application – will be provided at no cost for the first two hours. Any additional research time will be billed at the hourly rate plus administrative costs.
- 16) The Commission’s schedule of fees and related charges are detailed in Table One.

III. Direction to Applicants

Applicants are strongly encouraged to contact LAFCo staff to discuss a proposal or request and all related fees prior to submittal. Staff will provide any prospective applicant a written summary of all expected costs for a proposal or request at no charge.

IV. Fee Schedule

TABLE ONE

**Boundary Change or Outside Service Agreements (non-emergency)
Change of Organization Proposal / Fixed Fee Made Payable to Marin LAFCo:**
(Excludes Special District Formations, Mergers or Dissolutions and City Incorporations or Disincorporations)

Single Boundary or Outside Service Extension (non-emergency)						
	Non-Lead Agency/Notice of Exemption		Addendum / Initial Study		Environmental Impact Rpt.	
	With	Without	With	Without	With	Without
	100% Consent	100% Consent	100% Consent	100% Consent	100% Consent	100% Consent
Fee	\$3,114.91	\$4,285.26	\$4,022.02	\$4,966.66	\$4,659.18	\$5,655.11
	Plus material costs		Plus any costs for consultant, legal services and material costs			
Additional Boundary Change to be added to above charge (per boundary change)						
Total Additional Costs	\$240.29	\$291.22	\$416.03	\$463.33	\$589.69	\$643.48

Other Proposals and Fees Made Payable to Marin LAFCo

Emergency Outside Service Agreement	\$1,290.96
Request for Time Extension	\$1,006.48
General Staff Research (Base fee plus hourly rate for staff time used)	Base Fee - \$245.69
.....Executive Officer -	\$102.90/hr
.....Clerk -	\$40.69/hr
.....Deputy Executive Officer	\$61.49/hr
.....Legal Counsel –	\$273.00/hr
.....Bookkeeping –	\$138.00/hr
Photocopies or Printed pages	Black and White \$0.10 per page
.....	Color \$0.87 per page

Following Services shall be done on an at-cost deposit charge system. Deposit size shall be determined by Executive Officer on a case-by-case basis:

- Request for Reconsideration
- Request to Hold a Special Meeting
- Sphere of Influence Amendment
- Municipal Service Review
- Special District Formation, Dissolution, Consolidation
- City Incorporation, Merger, Disincorporation

IV. Third Party Fee Schedule:

Collected by Marin LAFCo and Made Payable to the Affected Agencies

Some or all of the following types of services shall be required by outside agencies in the course of processing proposals or requests submitted to Marin LAFCo. Applicable fee will be identified by Marin LAFCo staff during the consultation process with the applicant and shall be collected by Marin LAFCo on behalf of the affected agencies. Should certain fees be collected but ultimately not needed Marin LAFCo shall immediately remit to the applicant. The current costs per agency are listed below and may be increased by the respective agency. LAFCo shall charge the applicant the actual cost as determined by the respective agency.

Third Party Services	Amount
County Environmental Health Department Review	\$231 (hour)
County Public Works Department/Surveyor Review	\$600 (deposit/first 5 hours)
County Community Development Agency/GIS Update*	\$151 (hour)
County Election's Office/Registered Voter List	At-cost
County Assessor's Office/Landowner List	At-cost
County Clerk Recorder/Recording CEQA Determination*	\$50
CA Fish and Game/Recording CEQA Determination*	
- Negative Declaration	\$2,406.75
- Mitigated Negative Declaration	\$2,406.75
- Environmental Impact Report	\$3,343.25
State Board of Equalization*	
- 0.0 to less than 1.0 acre	\$300
- 1.0 to 5.99 acres	\$350
- 6.0 to 10.99 acres	\$500
- 11.0 to 20.99 acres	\$800
- 21.0 to 50.99 acres	\$1,200
- 51.0 to 100.99 acres	\$1,500
- 101.0 to 500.99 acres	\$2,000
- 501.0 to 1,000.99 acres	\$2,500
- 1001.0 to 2,000.99 acres	\$3,000
- 2001.0 acres or more	\$3,500

* Payment of these fees is not required until such time Marin LAFCo has approved a proposal

Single Boundary or Outside Service Extension (non-emergency)	Not Lead Agency/Notice of Exemption		Addendum / Initial Study		Environmental Impact Rpt.	
	With	Without	With	Without	With	Without
Staff Process (In hours)	100% Consent	100% Consent	100% Consent	100% Consent	100% Consent	100% Consent
Initial Consultation with Applicants	3.00	3.00	3.00	3.00	4.00	4.00
Receive and Set Up Applicant Proposal	0.50	0.50	0.50	0.50	0.50	0.50
Preliminary Proposal Review / Initial GIS Work	1.50	2.00	1.50	2.00	1.50	2.00
CEQA Review and Document Preparation	1.00	1.00	15.00	15.00	20.00	20.00
Prepare and Circulate Agency Review	1.50	1.50	1.50	1.50	1.50	1.50
Prepare and Circulate Property Tax Exchange Notice	0.50	0.50	0.50	0.50	0.50	0.50
Prepare and Circulate Petition Verification	0.15	0.15	0.15	0.15	0.15	0.15
Prepare Certificate of Petition Sufficiency	0.00	0.15	0.00	0.15	0.00	0.15
Prepare and Circulate Status Letter	2.00	2.00	2.00	2.00	2.00	2.00
Prepare and Post Hearing Notice / 300 ft	0.00	1.50	0.00	1.50	0.00	1.50
Prepare Staff Report and Resolution	13.00	14.00	14.00	16.00	15.00	17.00
Prepare and Circulate Certificate of Filing	0.50	0.50	0.50	0.50	0.50	0.50
Commission Meeting	0.50	1.00	0.50	1.00	0.50	1.00
Prepare and Issue Notice to Applicants	1.00	1.00	1.00	1.00	1.00	1.00
Prepare and Record Environmental Determination	1.00	1.00	1.00	1.00	1.00	1.00
Conducting Authority Proceedings	0.00	5.00	0.00	5.00	0.00	5.00
Work with Applicant on Completing Terms	1.20	2.20	1.20	2.20	1.20	2.20
Prepare and Record Certificate of Completion	1.00	1.00	1.00	1.00	1.00	1.00
Prepare and File Boundary Change with SBE	0.50	0.50	0.50	0.50	0.50	0.50
Close Proposal File and File Contents	0.50	0.50	0.50	0.50	0.50	0.50
Administrative Processing	1.00	1.00	1.50	1.50	1.50	1.50
Total Hours	30.35	40.00	45.85	56.50	52.85	63.50
Percent of Staff Time Needed						
Executive Officer	60.00%	65.00%	65.00%	67.50%	67.50%	70.00%
Clerk/Jr. Analyst	30.00%	25.00%	25.00%	25.00%	25.00%	22.50%
Deputy Executive Officer/Analyst	10.00%	10.00%	10.00%	7.50%	7.50%	7.50%
Cost for staff time						
Executive Officer	\$1,873.81	\$2,675.40	\$3,066.68	\$3,924.35	\$3,670.83	\$4,573.91
Clerk/Jr. Analyst	\$370.48	\$406.90	\$466.41	\$574.75	\$537.62	\$581.36
Deputy Executive Officer/Analyst	\$186.62	\$245.96	\$281.93	\$260.56	\$243.73	\$292.85
Total Staff Costs	\$2,430.91	\$3,328.26	\$3,815.02	\$4,759.66	\$4,452.18	\$5,448.11
Non-Staff Costs						
Legal Services	2.00	3.00	at hours used	at hours used	at hours used	at hours used
Bookkeeping	1.00	1.00	1.50	1.50	1.50	1.50
Cost for non-staff						
Legal	\$546.00	\$819.00	Billed for needed hours			
Bookkeeping	\$138.00	\$138.00	\$207.00	\$207.00	\$207.00	\$207.00
Total	\$684.00	\$957.00	\$207 plus cost of legal services billable hours			
Total Fee	\$3,114.91	\$4,285.26	\$4,022.02	\$4,966.66	\$4,659.18	\$5,655.11
	Plus material costs		Plus any costs for consultant, legal services and material costs			
Additional Boundary Change to be added to above charge (per boundary change)						
Staff time to review and coordinate with extra jurisdiction	3	3.5	5	5.5	7	7.5
Executive Officer	\$185.22	\$234.10	\$334.43	\$382.02	\$486.20	\$540.23
Clerk/Jr. Analyst	\$36.62	\$35.60	\$50.86	\$55.95	\$71.21	\$68.66
Deputy Executive Officer/Analyst	\$18.45	\$21.52	\$30.75	\$25.36	\$32.28	\$34.59
Total Additional Costs	\$240.29	\$291.22	\$416.03	\$463.33	\$589.69	\$643.48

Attachment 3: Cost Breakdowns

Emergency Outside Service Extension	
Staff Process	in hours
Initial Consultation with Applicant	1.00
Receive and Set Up Applicant Proposal	0.50
Preliminary Proposal Review	1.00
Confirm with EHS and District	1.00
Prepare and Circulate Status Letter	1.00
Work with Chair to authorize agreement	1.00
Work with District and Applicant on getting everything needed completed	3.00
Send Approval Notice	1.00
Close Proposal File and File Contents	1.00
Administrative Processing	1.00
Total Hours	11.50
Non-Staff Process	
Legal Services	0.50
Bookkeeping	1.00
Percent of Staff Time Needed	
Executive Officer	75.00%
Clerk/Jr. Analyst	20.00%
Deputy Executive Officer/Analyst	5.00%
Staff Costs	
Executive Officer	\$887.51
Clerk/Jr. Analyst	\$93.59
Deputy Executive Officer/Analyst	\$35.36
Total Staff Costs	\$1,016.46
Non-Staff Costs	
Legal	\$136.50
Bookkeeping	\$138.00
Total Non-Staff Costs	\$274.50
Total Fee	\$1,290.96

Request for Time Extension to Complete Approved Terms	
Staff Process	In hours
Staff Review	0.5
Coordination with Impacted Agency and Applicant	1.5
Prepare Staff Report	4
Post Hearing Communication	1
Administrative Processing	1
Total Hours	8
Percent of Staff Time Needed	
Executive Officer	80.00%
Clerk/Jr. Analyst	15.00%
Deputy Executive Officer/Analyst	5.00%
Non-Staff Process	
Legal Services	0.50
Bookkeeping	1.00
Staff Costs	
Executive Officer	\$658.56
Clerk/Jr. Analyst	\$48.83
Deputy Executive Officer/Analyst	\$24.60
Total Staff Costs	\$731.98
Non-Staff Costs	
Legal	\$136.50
Bookkeeping	\$138.00
Total Non-Staff Costs	\$274.50
Total Fee	\$1,006.48

General Staff Research Base Fee	
Staff and non-staff process	In hours
Administrative Processing	1.5
Bookkeeping	1
Percent of Staff Time Needed	
Executive Officer	50.00%
Clerk	50.00%
Staff and non-staff costs	
Staff Costs	
Executive Officer	\$77.18
Clerk/Jr. Analyst	\$30.52
Total	\$107.69
Bookkeeping	\$138.00
Base Total Fee (does not include staff time researching item)	\$245.69



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT
June 10, 2021
Item No. 7 (Business)

TO: Local Agency Formation Commission
FROM: Jason Fried, Executive Officer
SUBJECT: Discussion and Possible Action on Working Group for Marin City Incorporation

Background

As reported briefly at our last meeting, staff has been approached by a group of people in the unincorporated area of Marin County known as Marin City about the possibility of creating a new city. This group includes both residents of Marin City and other Marin County residents who are helping them find a path forward. Staff has reached out to other LAFCo's who have gone through this process in the recent past to get a best practice for this process. While there are lots of steps in the process the biggest hurdle to incorporation will likely be the basic fiscal questions. Normally when we get an official application, part of the process would be for LAFCo to do a fiscal analysis to determine if a new city has the financial support needed to operate. Based on discussions with other LAFCo's these reports can cost upwards of \$100,000 to do. In staff's research we also learned that new incorporations are a rare activity since the 2007-2008 economic downturn because of new rules the state put in place due to that downturn. Most attempts end up not being approved because the fiscal analysis showing the short-term or long-term funds needed to have a successful new city do not exist.

Staff then took the information learned and met with the community leadership group that is spearheading this effort to share what staff learned and come up with a plan to move this forward. In order to avoid spending a large sum of money to find out if it is possible or not, staff is recommending, and the community group supported, doing a preliminary fiscal analysis (PFA). The PFA approach is something that was used in El Dorado County on a recent inquiry into incorporation by a CSD. This approach uses a very high-level view to help determine if the basic financial formula is in a place for the creation of a new city. The community group would like LAFCo to produce the PFA so they have a better understanding of the cost involved in creating a new city. PFAs are very specialized documents that require a level of expertise that LAFCo staff does not have so we would need to hire an outside consultant to perform this work. The community group has committed to raising the funds needed to pay for the outside consultant work needed for this PFA. Staff, in its last discussion with the community, also gave them some tasks that would need to be answered that would be incorporated in a Request for Proposal (RFP) to find the consultant.

Staff does have some issues for the Commission to discuss and decide on. The MSR for the area in question is not scheduled to start until the second half of FY 21-22. When the Commission originally approved the current MSR schedule it stated that if any area needed something special done, we could do that out of order. Technically we don't need to do anything out of order but LAFCo does not charge for staff time when a working group is in place. Had this group come to LAFCo during the MSR process, staff would have recommended the creation of a working group to handle this. So far, working groups have consisted of dues-paying LAFCo

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County of Marin

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Craig K. Murray, Vice Chair
Las Gallinas Valley Sanitary

Lew Kiouss, Regular
Almonte Sanitary District

Tod Moody, Alternate
Sanitary District #5

Larry Loder, Regular
Public Member

Richard Savel, Alternate
Public Member

member agencies or the County acting on behalf of a CSA or similar agency; in this case we don't have a current agency bringing this to us, but a community group. The other issue is that this is the first time we would need to use outside consultants as part of a LAFCo-run working group, so it is a little bit of uncharted territory for us. Questions that should be asked and answered revolve mostly around this.

Questions for the Commission to decide on:

1. Should this be treated as a working group from an MSR, and the community group not charged for staff time but still charged for any outside consultant work, which may or may not include legal counsel time?
2. Should this be treated as any special application where we collect from the applicant for staff time and consultant time spent?
3. How do we want to handle the RFP process, is staff authorized to issue the RFP or does the Commission want to see the RFP before it is issued to approve the RFP itself before it is released?

On questions 1 and 2 staff would suggest that staff time not be charged but depending on the items that staff brings legal counsel into the discussion for, that their time is charged and paid with funds from the community group. On question 3, in the past the Commission has done this both ways so it is up to the Commission if they want to see the RFP before it is released or not. Any final contract will need Commission approval.

Based on newspaper reports and community activists, we have received comments (attached) from the general community asking LAFCo to help with the creation of a new city.

Staff Recommendation for Action

1. Staff Recommendation – Authorize staff to create this working group, not charging for staff time, but depending on any given item where legal counsel is consulted, billing for service based on Executive Officer's opinion of the type of work being done. In addition, authorize staff to release an RFP for services to do a preliminary fiscal analysis
2. Alternate Option 1 – Take no action today and have a follow-up meeting on this item giving staff any needed instruction for the next meeting.
3. Alternate Option 2 – Have staff treat this as any application of this type and charge for all services.

Attachment:

1. Letters from the community on this subject matter



Contact Us

Message:

I am a resident of Sausalito and a strong supporter of Marin City incorporation. Marin City needs local community control over development. The county officials do not have enough intimate knowledge of the aspirations or issues in the community. Thank you.

Subject:

Support for Marin City incorporation

**Your
email:**

rebeccab@unforgettable.com

**Your
name:**

Rebecca A. Bailin

**File
upload, if
applicable:**

[Reply / Manage](#)

Subject: (none)

Date: Sunday, May 30, 2021 at 10:14:39 PM Pacific Daylight Time

From: Carianne Brinkman

To: Staff

Dear LAFCo Commissioners,

I am writing to support the creation of a joint working group with LAFCo and the Exploratory Committee to explore the feasibility of incorporating Marin City. I live in Larkspur and living in an equitable place is important to me. I want my kids to grow up in a place that encourages humanity. I believe the incorporation of Marin City is essential to this.

Regards,
Carianne Brinkman

Subject: Support of joint committee

Date: Saturday, May 29, 2021 at 9:24:26 PM Pacific Daylight Time

From: I Leder

To: Staff

Dear LAFCo Commissioners,

I am writing in support of LAFCo and the Exploratory Committee joining forces to explore the possibility of incorporating Marin City. I am a resident of Larkspur and care deeply about helping to create an equitable Marin County. I feel the incorporation of Marin City may be one possible way to move that needle in the right direction.

Thanks in advance for your consideration,

Ilysa Corns

Subject: Joint working group with LAFCo and the Exploratory Committee

Date: Saturday, May 29, 2021 at 12:00:13 PM Pacific Daylight Time

From: Mikaela Palmerton

To: Staff

Dear LAFCo Commissioners,

I am writing to express my support of the creation of a joint working group with LAFCo and the Exploratory Committee with the purpose of exploring the incorporation of Marin City.

I am a lifelong resident of Mill Valley and I feel strongly that exploring the incorporation of Marin City is long overdue. This is one very important step in beginning to create an equitable Marin County.

Thank you,
Mikaela Palmerton
20 Jacklyn Terrace
Mill Valley, CA 94942

Sent from my iPhone

Subject: Please approve exploration of incorporating Marin City

Date: Saturday, May 29, 2021 at 9:41:37 AM Pacific Daylight Time

From: Sarah Brewster

To: Staff

Dear LAFCo Commissioners,

I am reaching out to today to support the creation of a joint working group with LAFCo and the Exploratory Committee to explore the feasibility of incorporating Marin City.

I am a resident of San Rafael and believe strongly that we must do all we can to ensure that Marin is equitable for all of its residents.

Exploring the incorporation of Marin City is one important way to do that.

Best,

Sarah Brewster

Sent from my iPhone

Subject: Dear LAFCo Commissioners

Date: Friday, May 28, 2021 at 9:45:53 PM Pacific Daylight Time

From: Bishlam Bullock

To: Staff

Dear LAFCo Commissioners,

I am writing to support the creation of a joint working group with LAFCo and the Exploratory Committee to explore the feasibility of incorporating Marin City. My Family have Lived in Marin city since it's formation for Marin ship I am also a business owner in San Rafael and care deeply about helping to create an equitable Marin County. Exploring the incorporation of Marin City is one important way to do that.

Regards,

Bishlam Bullock

Sent from my iPhone

Subject: Incorporating Marin City

Date: Friday, May 28, 2021 at 9:18:09 PM Pacific Daylight Time

From: Amy Greywitt

To: Staff

Dear LAFCo Commissioners,

I support the creation of a joint working group with LAFCo and the Exploratory Committee to explore the feasibility of incorporating Marin City. I am a resident of Larkspur and own small businesses in both Corte Madera and San Rafael. I care very deeply about helping to create an equitable Marin County. Exploring the incorporation of Marin City is one important way we can work towards this goal.

Regards,

Amy Greywitt
Owner, Metta Yoga LLC

Subject: Joint working group to explore feasibility of incorporating Marin City

Date: Friday, May 28, 2021 at 1:10:16 PM Pacific Daylight Time

From: Leila Mongan

To: Staff

Dear LAFCo Commissioners,

I have been following with interest the efforts by Marin City to consider whether it is feasible for it to incorporate and enjoy self-governance like many other communities in Marin. I understand that you will be voting on whether to create a joint working group between LAFCo and the Exploratory Committee to explore the feasibility of incorporating Marin City. As a Corte Madera resident and Councilmember, I support efforts to address equity issues in Marin County, and exploring the possible incorporation of Marin City would be an important step in that process. I urge you to approve the formation of the working group.

Thank you,
Leila K. Mongan
Town of Corte Madera Councilmember

Subject: Incorporation of Marin City

Date: Friday, May 28, 2021 at 12:34:13 PM Pacific Daylight Time

From: David Corns

To: Staff

Dear LAFCo Commissioners,

I support the creation of a joint working group with LAFCo and the Exploratory Committee to explore the feasibility of incorporating Marin City.

I am a resident of Larkspur and care deeply about helping to create an equitable Marin County.

Exploring the incorporation of Marin City is one important way to do that.

Thank you for making this happen. It's the right thing to do for Marin and the Marin City community.

David

Sent from my iPhone

Subject: Marin City Incorporation

Date: Friday, May 28, 2021 at 12:24:36 PM Pacific Daylight Time

From: Peter Koob

To: Staff

Dear LAFCo Commissioners,

I am writing to you to express my strong support of the incorporation of Marin City. I understand that discussion is already underway between the Marin LAFCo and an Exploratory Committee, and I would like to offer my endorsement of the creation of a joint working group to investigate the feasibility of this issue. I am a resident of Larkspur and care deeply about helping to create an equitable Marin County. Finding a path toward the incorporation of Marin City is one important way to do that.

Regards,
Peter Koob

Subject: Incorporating Marin City

Date: Friday, May 28, 2021 at 12:14:02 PM Pacific Daylight Time

From: Derek Brinkman

To: Staff

Dear LAFCo Commissioners,

I am writing to support the creation of a joint working group with LAFCo and the Exploratory Committee to explore the feasibility of incorporating Marin City. I am a resident of Larkspur and care deeply about helping to create an equitable Marin County. Exploring the incorporation of Marin City is one important way to do that.

Regards,
Derek Brinkman



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT
June 10, 2021
Item No. 8 (Business)

TO: Local Agency Formation Commission

FROM: Jason Fried, Executive Officer
Mala Subramanian, Legal Counsel

SUBJECT: Approval of Resolution 21-12, Creation of Staff Salary Classifications

Background

All public agencies in California that participate in a public retirement system must comply with the Public Employee's Pension Reform Act of 2013 ("PEPRA"). In order to substantiate "pensionable compensation" for "new members" as defined in Government Code Section 7522.04(f), the compensation must be pursuant to a "publicly available pay schedule" as delineated in Government Code Section 7522.34(a). While the statute itself is silent about what constitutes a Publicly Available Pay Schedule, an Administrative Judge and other relevant decision-making parties would likely look to the California Public Employees' Retirement System's established definition in Title 2 California Code of Regulations ("CCR") Section 571.1(a)(4). As such, it is recommended that the Commission approve a publicly available pay schedule that meets the requirements of CCR Section 571.1(a)(4).

While the requirement is only applicable to new members, as defined by PEPRA, it's recommended that legacy members also be included in a pay schedule adopted by the Commission for the purposes of transparency, consistency and ease of administration.

LAFCo has been covered in the past by the County when we used their payroll system and job classification. While we still mirror the County in many respects staff and legal counsel believe it may be prudent for the Commission to officially do this separately from the County since we now have our own payroll system.

The County will have multiple classifications for similar jobs where somebody with entry level skills gets one job classification and those with more experience will get a different classification. As an example, the position that we tied our Analyst position to is in the Administrative Analyst series which has an Administrative Analyst I (Class Code 030A), Administrative Analyst II (Class Code 0302), and Administrative Analyst III (Class Code 0300). Each of these classifications has steps within them to signify specific level of skill of person in position and time served in the position. The difference between each class code is a combination of level of experience when hired and level of responsibility. When LAFCo was last hiring for an analyst position we were specifically looking for a more seasoned staff person to help fill that role given everything that was going on with LAFCo at the time. In the future the Executive Officer may wish to hire a mid-level person for this position and then allow that person to grow in the position.

As an example of this in 2019 when LAFCo was hiring for our new analyst we used the range for class 030A and 0302 when advertising the job. Given the experience of the person hired we

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Public Member

Richard Savel, Alternate
Public Member

used class 030A but a midlevel step within that classification. When looking at promoting our analyst to Deputy Executive Officer (DEO) it seemed that the Class 0300, the most senior position in this group seemed to be a good fit for responsibilities of the DEO. The 0300 range also seemed to be close to what another LAFCo was paying for a similar position to do the same as us in the promotion of staff.

Similarly, our Clerk/Jr. Analyst position is also tied to the County's Administrative Assistant I-III, Class Codes 1507, 1506, and 1502 respectively. When hiring this position, we advertised the ranges for the job classification for all three classes so to give us the most flexibility based on candidates submitting an application.

The Executive Officer is treated differently based on CKH in that the E.O. position is at-will and by contract. While the other positions are salary range, legal counsel is suggesting this position not have a range but simply be as agreed to by contract.

Staff would suggest that we use a combination of the County's six different levels between the Administrative Assistant and Administrative Analyst series uses and create four different classes in the hiring of the two non-Executive Officer positions. This will allow for the best flexibility and promotional options for staff moving forward. While this would be creating four different, not including Executive Officer, job classifications we would only be using two of them at any given time. We would still use the County classifications and steps when offering jobs but merging some of the separate classes together to simplify the process for us.

The following LAFCo job classifications and salary ranges are being suggested for LAFCo approval:

Clerk/Jr. Analyst – Class Code 1 – \$56,014.40 - \$85,716.80
Analyst – Class Code 2 - \$63,169.60 - \$80,017.60
Senior Analyst – Class Code 3 - \$77,667.20 - \$108,388.80
Deputy Executive Officer – Class Code 4 - \$98,612.80 - \$119,163.20
Executive Officer – Class Code 5 – As agreed to by contract

Staff Recommendation for Action

1. Staff Recommendation – Approve the attached resolution with the above job classifications and salary ranges.
2. Alternate Option – Take no action today and have a follow-up meeting on this item giving staff any needed instruction for the next meeting.

Attachment:

1. Resolution 21-12

MARIN LOCAL AGENCY FORMATION COMMISSION

RESOLUTION 21-12

RESOLUTION OF MARIN LAFCO ADOPTING THE PUBLICLY AVAILABLE PAY SCHEDULE

WHEREAS, Government Code Section 7522.34 requires that the pensionable compensation of employees classified as “new members” under the Public Employees’ Pension Reform Act (“PEPRA”) be included on a publicly available pay schedule; and

WHEREAS, although PEPRA does not provide a definition of the term “publicly available pay schedule”, that term is well defined by the California Public Employees’ Retirement System as it applies to “new members” under PEPRA as set forth in Section 571.1 of Title 2 of the California Code of Regulations (“Section 571.1”); and

WHEREAS, although Section 571.1 does not apply to the Commission, the Commission has determined that it’s in the best interest of the Commission to adopt a publicly available pay schedule that is consistent with the elements set forth in Section 571.1 and to include all positions eligible for membership in MCERA on said schedule.

NOW, THEREFORE, BE IT RESOLVED that Marin LAFCo hereby adopts the salary schedule for Commission employees attached hereto as Exhibit 1 and incorporated herein by this reference, with an effective date of June 10, 2021.

PASSED AND ADOPTED by the Marin Local Agency Formation Commission on this 10th day of June, 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Sashi McEntee, Chair
Marin LAFCo

ATTEST:

APPROVED AS TO FORM:

Jason Fried, LAFCo Executive Officer

Malathy Subramanian, LAFCo Counsel



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

June 10, 2021

Item No. 9

June 10, 2021

TO: Local Agency Formation Commission

FROM: Mala Subramanian, General Counsel

SUBJECT: **Approval of Fourth Amendment to Executive Officer Employment Agreement**

Background

The Commission approved an Employment Agreement for Executive Officer's Services with Jason Fried effective January 2, 2019 ("Employment Agreement"). On June 13, 2019 the Commission approved a First Amendment to the Employment Agreement. On August 8, 2019, the Commission approved a Second Amendment to Employment Agreement. On June 11, 2020, the Commission approved a Third Amendment to Employment Agreement.

Discussion

For your consideration is a Fourth Amendment to the Employment Agreement that increases the Executive Officer's compensation to \$157,726.

Recommendation

Authorize the Chair to execute the Fourth Amendment to the Employment Agreement

Attachments:

1. Fourth Amendment to Executive Officer Employment Agreement
2. Third Amendment to Executive Officer Employment Agreement
3. Second Amendment to Executive Officer Employment Agreement
4. First Amendment to Executive Officer Employment Agreement
5. Executive Officer Employment Agreement

FOURTH AMENDMENT TO EMPLOYMENT AGREEMENT

This Fourth Amendment to the Employment Agreement for Executive Officer is made and entered into as of June 10, 2021, by and between the Marin Local Agency Formation Commission, an Agency established by State of California (hereinafter referred to as "Commission"), and Jason Fried (hereinafter referred to as "Employee").

RECITALS

The Commission and Employee entered into an agreement, effective January 2, 2019, to hire and appoint Employee as EXECUTIVE OFFICER ("Agreement").

The Commission and Employee entered into an amendment to the Agreement, effective June 13, 2019 to extend the term of the Agreement and increase compensation ("First Amendment").

The Commission and Employee entered into an amendment to the Agreement effective August 8, 2019 to adjust compensation to address a payroll issue related to the payment of his salary ("Second Amendment").

The Commission and Employee entered into an amendment to the Agreement effective June 11, 2020 to extend the term of the Agreement and provide for additional revisions ("Third Amendment").

The Commission and Employee desire to further amend the Agreement to increase compensation ("Fourth Amendment").

In consideration of the mutual promises and covenants hereinafter contained, the parties do hereby agree as follows:

1. **Salary.** The first sentence of Section 2 is hereby amended as follows:

"Commission agrees to pay Employee for his serves rendered pursuant hereto an annual base salary of \$157,726 (ONE HUNDRED FIFTY-SEVEN THOUSAND SEVEN HUNDRED TWENTY-SIX DOLLARS), payable in accordance with the Commission's standard payroll practices effective July 1, 2021."

2. Except as amended herein, all provisions of the Third Amendment, Second Amendment, First Amendment and Agreement shall remain in full force and effect and shall govern the actions of the parties under this Fourth Amendment.

3. This Fourth Amendment may be signed in counterparts, each of which shall constitute an original.

IN WITNESS WHEREOF, the parties hereto have executed this Fourth Amendment as of the date first herein above written.

By: _____
SASHI MCENTEE, CHAIR
MARIN LOCAL AGENCY FORMATION
COMMISSION

By: _____
JASON FRIED, EMPLOYEE

Approved as to form:

MALA SUBRAMANIAN
COMMISSION COUNSEL

THIRD AMENDMENT TO EMPLOYMENT AGREEMENT

This Third Amendment to the Employment Agreement for Executive Officer is made and entered into as of June 11, 2020, by and between the Marin Local Agency Formation Commission, an Agency established by State of California (hereinafter referred to as “Commission”), and Jason Fried (hereinafter referred to as “Employee”).

RECITALS

The Commission and Employee entered into an agreement, effective January 2, 2019, to hire and appoint Employee as EXECUTIVE OFFICER (“Agreement”).

The Commission and Employee entered into an amendment to the Agreement, effective June 13, 2019 to extend the term of the Agreement and increase compensation (“First Amendment”).

The Commission and Employee entered into an amendment to the Agreement effective August 8, 2019 to adjust compensation to address a payroll issue related to the payment of his salary (“Second Amendment”).

The Commission and Employee desire to further amend the Agreement to extend the term of the Agreement and provide for additional revisions (“Third Amendment”).

In consideration of the mutual promises and covenants hereinafter contained, the parties do hereby agree as follows:

1. **Salary.** The last sentence of Section 2 is hereby amended as follows:

“The Commission may otherwise grant cost of living salary adjustments or other merit increases as part of the annual performance evaluation.”

2. **Holidays and Personal Leave.** The first sentence of Section 7 is hereby amended as follows:

“Marin LAFCo shall observe the following holidays annually, namely July 4, Labor Day, Veteran’s Day, Thanksgiving Day, the day after Thanksgiving, one-half day on December 24, December 25 through and including New Year’s Day, Martin Luther King Jr. Day, Presidents’ Day, and Memorial Day. If New Year’s Day, Independence Day, Veterans Day or December 25 falls on a Sunday, the Monday following shall be treated as the holiday. If any of those holidays falls on a Saturday, the preceding work day shall be treated as the holiday.”

3. **Expenses, Phone and Mileage.** Section 10 is hereby revised in its entirety as follows:

“The Commission agrees to reimburse Employee for work-related expenses for purposes including, but not limited to, professional dues and subscriptions, professional development, meal expenses, travel to approved conferences or seminars, and general expenses of a job related and non-personal nature subject to reasonable control and budgetary approval by the

Commission. All reimbursements must be based on receipts and similar documentation. Commission shall provide, at its expense, a cell phone and cell phone service package to Employee for Commission business. Commission shall provide an auto allowance of \$350 per month, paid as wages and subject to appropriate withholdings and deductions, for expenses incurred for mileage due to job-related local travel.”

4. **Benefits and Paid Leave.** After adoption of updated personnel rules for Marin LAFCo (expected to occur in 2020), the Commission and Employee will enter into an appropriate amendment adopting changes to Employee’s Agreement to ensure that, from that point forward, Employee’s paid leave entitlements are consistent with those provided to Marin LAFCo employees.

5. **Term, Termination and Potential Severance.** Section 12A is hereby amended as follows:

“A. This Agreement shall expire on June 30, 2023 unless terminated earlier in accordance with these provisions.”

6. Except as amended herein, all provisions of the Second Amendment, First Amendment and Agreement shall remain in full force and effect and shall govern the actions of the parties under this Third Amendment.

7. This Third Amendment may be signed in counterparts, each of which shall constitute an original.

IN WITNESS WHEREOF, the parties hereto have executed this Third Amendment as of the date first herein above written.

By: _____
SASHI MCENTEE, CHAIR
MARIN LOCAL AGENCY FORMATION
COMMISSION

By: _____
JASON FRIED, EMPLOYEE

Approved as to form:

MALA SUBRAMANIAN,
COMMISSION COUNSEL

SECOND AMENDMENT TO EMPLOYMENT AGREEMENT

This Second Amendment to the Employment Agreement for Executive Officer is made and entered into as of August 8, 2019, by and between the Marin Local Agency Formation Commission, an Agency established by State of California (hereinafter referred to as "Commission"), and Jason Fried (hereinafter referred to as "Employee").

RECITALS

The Commission and Employee entered into an agreement, effective January 2, 2019, to hire and appoint Employee as EXECUTIVE OFFICER ("Agreement").

The Commission and Employee entered into an amendment to the Agreement, effective June 13, 2019 to extend the term of the Agreement and increase compensation ("First Amendment").

The Commission and Employee now desire to amend the Agreement to adjust compensation to address a payroll issue to allow for an even hourly rate.

In consideration of the mutual promises and covenants hereinafter contained, the parties do hereby agree as follows:

1. **Salary.** The first sentence of Section 2 is hereby amended as follows:

"Commission agrees to pay Employee for his services rendered pursuant hereto an annual base salary of \$150,009.60 (ONE HUNDRED FIFTY THOUSAND NINE DOLLARS AND SIXTY CENTS), payable in accordance with the Commission's standard payroll practices effective July 1, 2019."

2. Except as amended herein, all provisions of the First Amendment and Agreement shall remain in full force and effect and shall govern the actions of the parties under this Second Amendment.

4. This Second Amendment may be signed in counterparts, each of which shall constitute an original.

IN WITNESS WHEREOF, the parties hereto have executed this Second Amendment as of the date first herein above written.

By: _____
SASHI MCENTEE, CHAIR
MARIN LOCAL AGENCY FORMATION
COMMISSION

By: _____
JASON FRIED, EMPLOYEE

Approved as to form:

MALA SUBRAMANIAN,
COMMISSION COUNSEL

FIRST AMENDMENT TO EMPLOYMENT AGREEMENT

This First Amendment to the Employment Agreement for Executive Officer is made and entered into as of June ___, 2019, by and between the Marin Local Agency Formation Commission, an Agency established by State of California (hereinafter referred to as "Commission"), and Jason Fried (hereinafter referred to as "Employee").

RECITALS

The Commission and Employee entered into an agreement, effective January 2, 2019, to hire and appoint Employee as EXECUTIVE OFFICER ("Agreement").

The Commission and Employee now desire to amend the Agreement in order to extend the term of the Agreement to June 30, 2020 and increase compensation.

In consideration of the mutual promises and covenants hereinafter contained, the parties do hereby agree as follows:

1. **Salary.** The first sentence of Section 2 is hereby amended as follows:

"Commission agrees to pay Employee for his services rendered pursuant hereto an annual base salary of \$150,000 (ONE HUNDRED FIFTY THOUSAND DOLLARS), payable in accordance with the Commission's standard payroll practices."

2. **Term, Termination and Potential Severance.** Section 12A is hereby amended as follows:

"A. This Agreement shall expire on June 30, 2020 unless terminated earlier in accordance with these provisions."

3. Except as amended herein, all provisions of the Agreement shall remain in full force and effect and shall govern the actions of the parties under this First Amendment.

4. This First Amendment may be signed in counterparts, each of which shall constitute an original.

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment as of the date first herein above written.

By: _____
SASHI MCENTEE, CHAIR
MARIN LOCAL AGENCY FORMATION
COMMISSION

By: _____
JASON FRIED, EMPLOYEE

Approved as to form:

MALA SUBRAMANIAN,
COMMISSION COUNSEL

AGREEMENT

This Agreement (hereinafter referred to as “Agreement”), made and entered into on the latest date of signature below by and between the Marin Local Agency Formation Commission, an Agency established by the State of California (hereinafter referred to as “Commission”) and Jason Fried (hereinafter referred to as “Employee”), to appoint Employee as the duly appointed EXECUTIVE OFFICER of the Commission.

RECITALS

1. Through action of its membership on December 13, 2018, the Commission voted to extend Employee appointment as EXECUTIVE OFFICER of the Commission effective January 2, 2019.
2. It is the desire of the Commission to provide certain benefits, establish certain conditions of employment, and set working conditions of said EXECUTIVE OFFICER.
3. It is the desire of the Commission to (1) retain the services of Employee and to provide inducement for him to continue in such employment; and (2) to provide an equitable means for terminating Employee’ services at such time as the Commission in its sole discretion may desire to terminate his employ.
4. In consideration of the mutual promises and covenants hereinafter contained, the parties do hereby agree as follows:

Section 1. Duties.

The powers and duties of the EXECUTIVE OFFICER shall be as those described generally in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 codified at Section 56000 et seq. of the California Government Code, and any local standards, policies, guidelines or procedures adopted by the Commission. In addition the Commission may direct the EXECUTIVE OFFICER to perform other legally permissible and proper duties and functions as the Commission shall from time to time assign to carry out the functions of the Commission.

Section 2. Salary.

Commission agrees to pay Employee for his services rendered pursuant hereto an annual base salary of \$142,000 (ONE HUNDRED FORTY-TWO THOUSAND DOLLARS), payable in accordance with the Commission’s standard payroll practices. The Commission may otherwise grant Employee cost-of-living salary adjustments as part of the annual performance evaluation.

Section 3. Hours of Work

Employee is expected to generally be working and available during regular business hours (Mon-Fri, 9am to 5pm), as well as at any other time needed to carry out the duties of the position. Employee's schedule of work each day and week may vary in accordance with the work required to be performed and in accordance with any specific direction provided by the Commission. Employee understands and agrees that he is an exempt executive management employee, and that he shall not be entitled to any additional compensation and/or time off as a result of working more than 40 hours in any given week. It is recognized that work in some weeks may exceed 40 hours and, conversely, work in other weeks may be less than 40 hours. Employee is expected to work the hours required to get the job done.

Section 4. Full Energy and Skills; Conflicts

Employee shall faithfully, diligently, and to the best of Employee's abilities, perform all duties that may be required under this Agreement. Employee agrees that Employee has a duty of loyalty and a general fiduciary duty to the Commission. Absent advance written permission from the Commission, Employee shall devote the whole of Employee's working time, skill, experience, knowledge, ability, labor, energy, attention, and best effort exclusively to the Commission's business and affairs.

Employee shall not engage in any employment, activity, consulting service, or other enterprise, for compensation or otherwise, which is actually or potentially in conflict with, inimical to, or which interferes with the performance of Employee's duties.

Section 5. Vacation Leave.

Employee shall accrue and have credited to his personal account, vacation which is accrued on a pro rata basis as hours are worked at the following schedule:

1. Commencing on the date of hire - 10 working days (.0385 hourly)
2. After 3 years of service - 15 working days (.0577 hourly)
3. After 10 years of service - 20 working days (.0770 hourly)
4. After 20 years of service - 25 working days (.0962 hourly)
5. After 30 years of service - 30 working days (.1154 hourly)

Employee may accumulate a maximum accrual cap of 300 hours of vacation leave, and Employee may not earn any further vacation leave until some vacation is used and the balance

falls below the cap. The cash value of all accrued, but unused vacation at time of Employee' separation from Commission service, for any reason, shall be paid to Employee in a lump sum payment unless another method of payment is mutually agreed upon.

Section 6. Sick Leave.

Employee shall accrue and have credited to his personal account, sick leave at the rate of 96 hours per year, accrued on a pro rata basis each pay period, and not subject to any accrual cap. Such sick leave is not discretionary leave, but may be used for personal illness/injury or the illness/injury of Employee's family members (in accordance with the Healthy Workplaces, Healthy Families Act of 2014), as well as for such time as is reasonably necessary or during otherwise unpaid medical leaves provided by law. Sick leave shall have no cash or other value at the time of Employee separation from Commission service for any reason.

Section 7. Holidays and Personal Leave.

Employee shall receive ten (10) paid holidays annually, namely July 4, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, December 25, New Year's Day, Martin Luther King Jr. Day, Presidents' Day, and Memorial Day. He will also be allocated FORTY (40) hours of personal leave annually (accrued on a pro rata basis as hours are worked), which may be used in accordance with vacation leave use parameters. Any unused Personal Leave hours remaining at the conclusion of the calendar year will be cashed out with the next regularly scheduled payday. Any such cash payments will not be considered as "compensation earnable" for Marin County Employees' (MCERS or MCERA) Retirement System purposes.

Section 8. Benefits.

The Commission agrees to provide to Employee a benefit package consistent with County of Marin unrepresented employees with a similar classification (bargaining group 21-01) to be used to pay the cost of benefits which include, but are not limited to disability, health, life, vision, and dental plans. Employee recognizes and agrees that Employee contributions to the dental, vision services and basic life insurance plans are mandatory. Health insurance contributions are also mandatory absent Employee providing annual documentation demonstrating qualifying alternative coverage.

Section 9. Pension and Retiree Health Care.

Employee is a mandatory member of the Marin County Employees Retirement System (MCERS or MCERA), in Tier 3 thereof, for the purposes of pension and retiree health care, as the terms and provisions of such Tier 3 exist upon the execution of this Agreement. Notwithstanding the preceding, it is anticipated that the Commission will explore the option of

enrolling Employee in a defined benefit plan administered by CalPERS in lieu of continued participation in MCERS or MCERA.

Section 10. Expenses, Phone and Mileage.

The Commission agrees to reimburse Employee for work-related expenses for purposes including, but not limited to, professional dues and subscriptions, professional development, job related travel and meal expenses and general expenses of a job related and non-personal nature subject to reasonable control and budgetary approval by the Commission. All reimbursements must be based on receipts and similar documentation. Commission shall provide, at its expense, a cell phone and cell phone service package to Employee for Commission business. Commission shall reimburse Employee for his business-related auto mileage at the applicable IRS rate.

Section 11. Performance Evaluation.

A. The Commission shall review and evaluate the performance of the Employee within six months, and thereafter at least once annually. Said review and evaluation shall be in accordance with specific criteria developed jointly by the Commission and Employee, consistent with Commission's adopted Policies, Procedures and Guidelines. Said criteria may be added to or deleted from as the Commission may from time to time determine, in consultation with Employee. Further, the Chair of the Commission shall provide Employee with a written summary statement of findings of the Commission and provide an adequate opportunity for the Employee to discuss his evaluation with the Commission.

B. Annually, the Commission and Employee shall define such goals and performance objectives that they determine necessary for the proper operation of the Commission and shall further establish a relative priority among those various goals and objectives.

Section 12. Term, Termination, and Potential Severance.

A. This Agreement shall expire on June 30, 2019 unless terminated earlier in accordance with this provisions.

B. Employee recognizes and agrees that the position of EXECUTIVE OFFICER to the Commission is "at will," that he serves at the pleasure of the Commission, and that he has no property interest in such employment but rather may be terminated or asked to resign by the Commission at any time, with or without cause, and with or without advance notice. Either party may terminate this Agreement at any time upon two (2) weeks written notice to the other party in the sole discretion of the party seeking to terminate this agreement.

C. Subject to this subsection and subsection D below, should Employee be terminated or should he resign, in lieu of termination, in the first two (2) years of this Agreement he shall receive two (2) pay periods of salary and should Employee be terminated or should he resign, in lieu of termination, beginning in the third year and anytime thereafter of this Agreement he shall receive four (4) pay periods of salary. Any payments provided under this section are expressly conditioned on Employee's written release of any and all claims against the Commission, its Board members, officers and employees. Further, any payments under this section are subject to and must comply with the limitations set forth in Government Code Sections 53260 and 53243-53243.4.

D. If the termination of Employee is the result of gross mismanagement and/or an act or acts of moral turpitude, Employee shall not be eligible for or paid any severance pay. In such an instance, Employee's sole remedy shall be a judicial action in declaratory relief to determine whether there was substantial evidence of gross mismanagement and/or an act or acts of moral turpitude. If the court determines there was not substantial evidence, Employee shall receive the severance pay provided in this Section 12, but no other damages.

Section 13. Indemnification.

In accordance with statutory indemnification applicable to the EXECUTIVE OFFICER through Marin County Code and/or State and Federal statutes, the Commission, shall defend, hold harmless and indemnify Employee against any tort, professional liability claim or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance by Employee of his duties. The Commission may, in its discretion, compromise and settle any such claim or suit, and will pay the amount of any settlement or final judgment rendered against Employee occurring in the performance of his duties as EXECUTIVE OFFICER.

Section 14. Other Terms and Conditions.

The Commission, with the mutual consent of Employee, may fix any such other terms and conditions of employment, as it may determine from time to time, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or any law.

Section 15. Notices.

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, First Class postage prepaid, or by traceable overnight delivery service (FedEx or equivalent), addressed as follows:

A. COMMISSION:

Chair
Marin Local Agency Formation Commission
1401 Los Gamos Drive, Suite 220
San Rafael, CA 94903

B. EXECUTIVE OFFICER:

Jason Fried
XXX XXXXXXXX XXXXX, XXXX XXX
XXX XXXXXXXXXXX, XX XXXXX

Alternatively, notices required pursuant to this agreement may be personally served in the same manner as if applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service, or as of the date of deposit of such written notice with the United States Postal Service or overnight delivery service.

Section 16. General Provisions.

A. The text of this Agreement shall constitute the entire agreement between the parties, and it supersedes any and all prior or contemporaneous agreements, representations and understandings of the parties. This Agreement may be amended at any time by mutual agreement of the parties, but any such amendment must be in writing, dated, and signed by the parties.

B. Employee may not assign this Agreement in whole or in part.

C. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

D. This agreement shall become effective on the latest date of signature below.

E. This Agreement shall be governed by and construed in accordance with the laws of the State of California. Employee and City agree that venue for any dispute shall be in Marin County, California.

F. If any provision or any portion thereof contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement or portion thereof shall be deemed severable, shall not be affected and shall remain in full force and effect.

G. The headings on each of the sections and subsections of this Agreement are for the convenience of the parties only and do not limit or expand the contents of any such section or subsection.

IN WITNESS WHEREOF, the Marin Local Agency Formation Commission has caused this agreement to be signed and executed on its behalf by its Chair.

SASHI MCENTEE, CHAIR
MARIN LOCAL AGENCY FORMATION
COMMISSION

Date: _____

JASON FRIED, EMPLOYEE

Date: _____

Approved as to form:

MALA SUBRAMANIAN,
COMMISSION COUNSEL

Date: _____



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT
June 10, 2021
Item No. 10 (Business)

TO: Local Agency Formation Commission

FROM: Jason Fried, Executive Officer

SUBJECT: Approval of Consent to Assignment Agreement with Marin Mac Tech, Inc. and Four Point IT, LLC

Background

Prior to current staff starting here, LAFCo had been using Marin Mac Tech (MMT) to provide it with all its IT services and needs. Our current agreement with MMT runs through June 30, 2022. Last year we started switching our computers from Mac to PC. By the end of this year all our computers will have been switched over. A couple of years ago the owner of MMT, Travis Woods, formed a second company called Four Point IT (4P) to service customers that use PC's. As we move from Macs to PCs Travis has been using his 4P staff to assist us, and has been billing us through our MMT contract for any work done with our current PCs. As we will soon be all PC it makes sense for us to officially become 4P customers instead of MMT customers. Travis is willing to take all terms and conditions of our current contract with MMT and transfer them to 4P. Attached is a BBK form that allows for the transfer of the agreement to occur.

Staff Recommendation for Action

1. Staff Recommendation – Authorize the Executive Officer to execute the attached agreement with Marin Mac Tech and Four Point IT.
2. Alternate Option – Take no action today and have a follow-up meeting on this item giving staff any needed instruction for the next meeting.

Attachment:

1. Consent to Assignment Agreement

Administrative Office

Jason Fried, Executive Officer
1401 Los Gatos Drive, Suite 220
San Rafael, California 94903
T: 415-448-5877 E: staff@marinlafco.org
www.marinlafco.org

Damon Connolly, Regular
County of Marin

Judy Arnold, Regular
County of Marin

Dennis Rodoni, Alternate
County of Marin

Sashi McEntee, Chair
City of Mill Valley

Barbara Coler, Regular
Town of Fairfax

James Campbell, Alternate
City of Belvedere

Craig K. Murray, Vice Chair
Las Gallinas Valley Sanitary

Lew Kiious, Regular
Almonte Sanitary District

Tod Moody, Alternate
Sanitary District #5

Larry Loder, Regular
Public Member

Richard Savel, Alternate
Public Member

**MARIN LOCAL AGENCY FORMATION COMMISSION
CONSENT TO ASSIGNMENT AGREEMENT**

This Consent to Assignment Agreement (“Assignment Agreement”) is entered into this day of _____, 2021, by and between the Marin Local Agency Formation Commission (“Commission”), Marin Mac Tech, Inc. (“Assignor”), and Fort Point IT, LLC (“Assignee”). Commission, Assignor and Assignee are sometimes hereinafter individually referred to as a “Party” and/or collectively referred to as the “Parties.”

RECITALS

A. Commission and Assignor entered into a Professional Services Agreement dated April 15, 2019 (“Contract”) to perform on-going IT support for desktops, networks, communication services such as email and phones. The Contract is attached hereto as Exhibit A and hereby incorporated by reference into this Assignment Agreement.

B. Assignor now desires to assign to Assignee all of its rights, title, interest, duties, obligations, and liabilities in, to, and under the Contract (“Assignment”).

C. Section 26 of the Contract requires the Assignor to obtain the Commission’s written consent prior to assigning or transferring the Contract.

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained herein, the Parties hereto agree as follows:

AGREEMENT

1. Incorporation of Recitals. The foregoing Recitals are hereby incorporated by this reference as though fully set forth at length herein.

2. Representations and Warranties. Assignor and Assignee jointly represent and warrant to the Commission:

(a) That Assignee is an organization in good standing and validly existing under the laws of the State of California.

(b) That the execution, delivery and performance of the Contract by Assignee have been duly authorized.

3. Assumption. Assignee expressly assumes, acknowledges and agrees for the benefit of Commission to be bound by, and to perform and comply with, every obligation of Assignor under the Contract. Commission shall have the same rights and remedies as against the Assignee as Commission under the terms and provisions of the Contract has against Assignor with the same force and effect as though every such duty, obligation, responsibility, right or remedy were set forth herein in full.

4. Insurance and Indemnity. Without limiting Assignee’s obligations under the Contract following the Assignment, the insurance and indemnity provisions applicable to the

Contract are hereby expressly incorporated by reference and shall continue to apply. This provision shall not be interpreted to be exclusionary.

5. Ability to Perform. Assignee hereby represents and warrants that it is able to fully perform any and all duties, obligations, covenants, promises, and liabilities as they may exist under the Contract.

6. Consent of Commission. Commission acknowledges and hereby consents to the foregoing assignment of rights and interests and the assumption of obligations under the Contract.

7. Subsequent Assignments. This Assignment Agreement does not constitute a consent to any subsequent assignment and does not relieve Assignee or any person claiming under or through Assignee of the obligation to obtain the consent of Commission under the Contract to any future assignment.

8. Default; Breach. In the event of any default or breach of Assignee under the Contract, Commission may proceed directly against Assignee, any guarantors, or anyone else liable under the Contract without first exhausting Authority's remedies against any other person or entity liable under the Contract to Commission.

9. Termination. Notwithstanding the Parties' desire, intent and agreement to modify the Contract through the Assignment and this Assignment Agreement, should the Commission, at its sole discretion, wish to cancel, void or terminate the Contract at any future time, the Authority may do so by providing written notice of termination to Assignee in accordance with the termination provisions of the Contract. In such an event, simultaneously upon the giving of written notice of termination in accordance with the terms of the Contract, the Contract and this Assignment Agreement shall be deemed canceled, voided and terminated.

10. Effect of Execution. Assignee's execution of this Assignment Agreement shall be deemed an execution by Assignee of the Contract. Upon execution of this Assignment Agreement, Assignee shall be deemed a signatory and party to the Contract as if Assignee had directly executed the Contract. Wherever the Assignor's name appears on the Contract, it shall be interpreted to also include the Assignee's name. Assignee agrees to be firmly bound by all covenants, obligations and conditions of the Contract by its execution hereunder.

11. General Provisions.

(a) Invalidity. If this Assignment Agreement or the Assignment is determined by a court, administrative agency or arbitrator to be invalid, illegal or incapable of being enforced by any rule of law or public policy, the Contract as originally executed shall nevertheless be deemed to remain in full force and effect as if this Assignment Agreement and the Assignment had not been made or attempted.

(b) Severability. If any term or other provision of this Assignment Agreement is determined by a court, administrative agency or arbitrator to be invalid, illegal or incapable of being enforced by any rule of law or public policy, all other conditions and provisions of this Assignment Agreement shall remain in full force and effect.

(c) Governing Law. This Assignment Agreement shall be governed and construed in accordance with the laws of the State of California. Venue shall be in Marin County, California.

(d) Entire Agreement; Amendment. This Assignment Agreement constitute the entire agreement between the Parties with respect to the assignment and the assumption of the Contract, and supersedes all prior agreements and understandings between the Parties with respect thereto. This Assignment Agreement may not be amended or altered, except by a written instrument executed by the Parties.

(e) Binding Effect; Assignment. This Assignment Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective legal representatives and successors, and nothing in this Assignment Agreement, express or implied, is intended to confer upon any other person any rights or remedies of any nature whatsoever under or by reason of this Assignment Agreement. Assignee may not assign this Assignment Agreement nor any rights or obligations hereunder, without the prior written consent of the Commission, and any such assignment shall be void.

(f) Waiver. Except as explicitly stated in this Assignment Agreement, nothing contained in this Assignment Agreement will be deemed or construed to modify, waive, impair, or affect any of the covenants, agreements, terms, provisions, or conditions contained in the Contract. In addition, Commission's acceptance and waiver of any breach of this Assignment Agreement by Assignee, Assignor or anyone else liable under the Contract will not be deemed a waiver by Commission of any other provision of this Assignment Agreement or the Contract.

(g) Authority. Each of the Parties hereto represents to the other Parties that (a) it has the requisite power and authority to execute, deliver and perform this Assignment Agreement; (b) the execution, delivery and performance of this Assignment Agreement by it have been duly authorized by all necessary corporate or other actions; (c) it has duly and validly executed and delivered this Assignment Agreement; and (d) this Assignment Agreement is a legal, valid and binding obligation, enforceable against it in accordance with its terms.

(h) Counterparts. This Assignment Agreement may be executed in one or more counterparts, each of which when so executed will be deemed to be an original.

SIGNATURE PAGE FOR CONSENT TO ASSIGNMENT AGREEMENT

IN WITNESS WHEREOF, the Parties have executed this Assignment Agreement as of the date set forth above.

MARIN LOCAL AGENCY
FORMATION COMMISSION

MARIN MAC TECH, INC.

By: _____
Jason Fried
Executive Officer

By: _____
Its: _____

Printed Name: _____

FORT POINT IT, LLC

By: _____

Its: _____

Printed Name: _____

EXHIBIT A
CONTRACT

*****ATTACH CONTRACT*****

**MARIN LOCAL AGENCY FORMATION COMMISSION
PROFESSIONAL SERVICES AGREEMENT**

This Agreement is made and entered into as of April 15, 2019 by and between the Marin Local Agency Formation Commission, a public agency organized and operating under the laws of the State of California with its principal place of business at 1401 Los Gatos Drive, San Rafael, CA 94903 ("Commission"), and Marin Mac Tech, Inc., a California corporation with its principal place of business at 926A Diablo Ave. #402, Novato, CA 94947 (hereinafter referred to as "Consultant"). Commission and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

A. Commission is a public agency of the State of California and is in need of professional services for the following project:

On going IT support for desktops, networks, communication services such as email and phones (hereinafter referred to as "the Project").

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for Commission to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the Commission with the services described in the Scope of Services attached hereto as Exhibit "A."

2. Compensation.

a. Subject to paragraph 2(b) below, the Commission shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit "B."

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$10,000. This amount is to cover all printing and related costs, and the Commission will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the Commission, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the Commission by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this

Agreement shall be prepared by the Commission and executed by both Parties before performance of such services, or the Commission will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by Commission.

5. Term.

The term of this Agreement shall be from **April 11th, 2019** to **June 30th, 2022**, unless earlier terminated as provided herein. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Project. Consultant shall perform its services in a prompt and timely manner within the term of this Agreement and shall commence performance upon receipt of written notice from the City to proceed.

6. Delays in Performance.

a. Neither Commission nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the Commission, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care

Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

9. Assignment and Subconsultant

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the Commission, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates, and subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

10. Independent Contractor

Consultant is retained as an independent contractor and is not an employee of Commission. No employee or agent of Consultant shall become an employee of Commission. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from Commission as herein provided.

11. Insurance. Consultant shall not commence work for the Commission until it has provided evidence satisfactory to the Commission it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the Commission.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Explosion, Collapse and Underground (UCX) exclusion deleted
- (7) Contractual Liability with respect to this Agreement
- (8) Property Damage
- (9) Independent Consultants Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give Commission, its officials, officers, employees, agents and Commission designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the Commission, and provided that such deductibles shall not apply to the Commission as an additional insured.

b. Automobile Liability

Coverage provided by naming Marin LAFCo in general liability policy.

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the Commission.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto OR if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned)).

(iii) The policy shall give Commission, its officials, officers, employees, agents and Commission designated volunteers additional insured status.

(iv) Subject to written approval by the Commission, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the Commission as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period

required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the Commission and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

Combined Single Limit

Commercial General Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Employer's Liability	\$1,000,000 per occurrence
Professional Liability	\$1,000,000 per claim and aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the Commission evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the Commission at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the

Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the Commission at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the Commission or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to waiver of subrogation in favor of the Commission, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against Commission, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the Commission and shall not preclude the Commission from taking such other actions available to the Commission under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the Commission, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the Commission, is not intended to and shall not in any manner limit or qualify the liabilities and

obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, Commission has the right but not the duty to obtain the insurance it deems necessary and any premium paid by Commission will be promptly reimbursed by Consultant or Commission will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, Commission may cancel this Agreement.

(iii) The Commission may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the Commission nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the Commission that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the Commission as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, Commission may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

12. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel of Commission's choosing), indemnify and hold the Commission, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, the Commission, its officials, officers, employees, agents, or volunteers.

b. If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance of "design professional" services (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

13. California Labor Code Requirements.

a. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the Commission, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

b. If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

c. This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the Commission. Consultant shall defend, indemnify and hold the Commission, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Consultant or any subcontractor.

14. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

16. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of Marin, State of California.

17 Termination or Abandonment

a. Commission has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, Commission shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. Commission shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by Commission and Consultant of the portion of such task completed but not paid prior to said termination. Commission shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days' written notice to Commission only in the event of substantial failure by Commission to perform in accordance with the terms of this Agreement through no fault of Consultant.

18. Documents. Except as otherwise provided in "Termination or Abandonment," above, all original field notes, written reports, Drawings and Specifications and other documents, produced or developed for the Project shall, upon payment in full for the services described in this Agreement, be furnished to and become the property of the Commission.

19. Organization

Consultant shall assign Travis Woods as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the Commission.

20. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

21. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

COMMISSION:

Marin Local Agency Formation Commission
1401 Los Gamos Drive
San Rafael, CA 94903
Attn: Jason Fried

CONSULTANT:

Marin Mac Tech, Inc.
926A Diablo Ave. #402
Novato, CA 94947
Attn: Travis Woods

and shall be effective upon receipt thereof.

22. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Commission and the Consultant.

23. Equal Opportunity Employment.

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

24. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of Commission and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each Party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

25. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the remaining provisions unenforceable, invalid or illegal.

26. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each Party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of Commission. Any attempted assignment without such consent shall be invalid and void.

27. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either Party, unless such waiver is specifically specified in writing.

28. Time of Essence

Time is of the essence for each and every provision of this Agreement.

29. Commission's Right to Employ Other Consultants

Commission reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

30. Prohibited Interests

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, Commission shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of Commission, during the term of his or her service with Commission, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

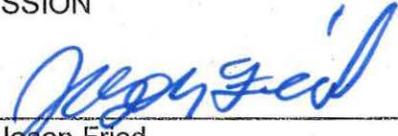
[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE MARIN LOCAL AGENCY FORMATION COMMISSION
AND MARIN MAC TECH, INC.**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

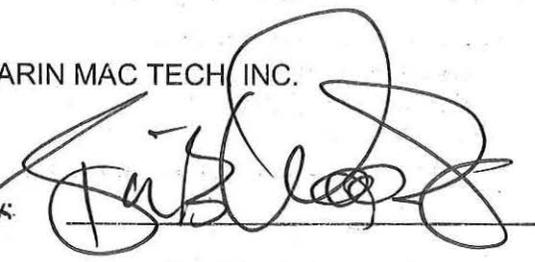
MARIN LOCAL AGENCY FORMATION
COMMISSION

By: _____


Jason Fried
Interim Executive Officer

MARIN MAC TECH, INC.

By: _____


Its: President

Printed Name: Travis Woods

ATTEST:

By: _____

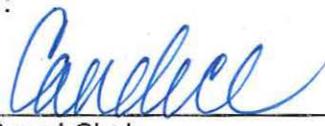

Board Clerk

EXHIBIT A

Scope of Services

Marin Mac Tech, Inc., a managed IT services provider, will provide and support the following services:

- Ongoing IT support for computers, network, phones.
- Maintain onsite and cloud-based backup service for key data.
- Email hosting services, including optional email security, retention, and continuity.
- Hosted Voice services, starting June 1, 2019.
- Maintain and renew business productivity software.
- Maintain and renew IT security services, such as anti-virus.
- Manage and track domain renewals.

EXHIBIT B

Schedule of Charges/Payments

Consultant will invoice Commission on a monthly cycle. Consultant will make available an online portal by which the Commission can track, view and submit issues tickets containing detailed logs as to work performed. Consultant will inform Commission regarding any out-of-scope work being performed by Consultant.



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

June 10, 2021

Item No.11 (Business)

TO: Local Agency Formation Commission

FROM: Jeren Seibel, Deputy Executive Officer
(On behalf of Committee Chair Coler, Member Loder, and Member Murray)

SUBJECT: **Approval of Marin LAFCo Position on Legislation for 2021**

Background

On May 7th, 2021, the CALAFCO Legislative Committee met to update its position on the 32 bills that are currently being considered in Sacramento. Attached, you will find a summary of those 32 bills. The unusually high number of proposed bills during this legislative session is due in large part to the delays put on a number of bills during the 2020 legislative sessions due to the COVID-19 pandemic. On May 19th, 2021, the Marin LAFCo Legislative Committee met and approved staff's recommendation for an official position of "alignment with CALAFCO" for all current legislation being considered in Sacramento that may impact LAFCos. The Committee also approved a Priority 3 designation for all 32 bills with the exception of AB 1581 which would receive Priority 2. The attached legislation report from CALAFCO is the same report that was given to the Committee during the May 19th, 2021 meeting. As of June 10th, 2021, there have been no major changes or updates to the report, including the bills that missed their committee deadlines and are showing that they can be revisited "January 2021" when in fact they should say "January of 2022".

The Marin LAFCo Policy Handbook offers clear guidelines in section 3.15 on the process for review of all proposed legislation that could impact LAFCos as well as outlining eight formal positions that the Commission can take on each bill. These positions include the following: sponsor, support, neutral, watch, oppose, support/oppose unless amended, no position, alignment with CALAFCO. In addition to formal positions on legislation, the section also outlines three resource priority levels the Commission can designate each bill with based on the level of importance and the direct impact the bill could have on Marin LAFCo. At this time, it is the Committee's view that the only bill currently meriting a priority 2 designation would be AB 1581, which is the annual Omnibus Bill that is sponsored by CALAFCO. This priority 2 designation is recommended as the bill includes the deletion of GC Section 56375.2 which pertains to the additional powers that Marin LAFCo has over the protest process in the event of a consolidation of the member agencies of the Sewerage Agency of Southern Marin. The Committee recommends that the other 31 bills receive a priority 3 designation and that an official position of "alignment with CALAFCO" be taken on all 32 bills.

Staff Recommendation for Action

1. **Staff recommendation** – Choose the "Alignment with CALAFCO" position as a Priority 3 on all 32 of the bills itemized on the CALAFCO list, with the exception of AB 1581 which would receive Priority 2.
2. **Alternate Option** - Continue consideration of the item to the next meeting and provide direction to staff, as needed.

Administrative Office
Jason Fried, Executive Officer
1401 Los Gamos Drive, Suite 220
San Rafael, California 94903
T: 415-448-5877 E: staff@marinlafco.org
www.marinlafco.org

Damon Connolly, Regular
County of Marin

Judy Arnold, Regular
County of Marin
Dennis Rodoni, Alternate
County of Marin

Sashi McEntee, Chair
City of Mill Valley

Barbara Coler, Regular
Town of Fairfax
James Campbell, Alternate
City of Belvedere

Craig K. Murray, Vice Chair
Las Gallinas Valley Sanitary

Lew Kiou, Regular
Almonte Sanitary District
Tod Moody, Alternate
Sanitary District 5

Larry Loder, Regular
Public Member

Richard Savel, Alternate
Public Member

Attachment:

- 1) CALAFCO Legislative Report.
- 2) AB 1581 Tracking Log
- 3) Marin LAFCo Legislative Matters Policy (3.15)

CALAFCO Daily Legislative Report as of Thursday, May 13, 2021

[AB 339](#) (Lee D) Local government: open and public meetings.

Current Text: Amended: 5/4/2021 [html](#) [pdf](#)

Introduced: 1/28/2021

Last Amended: 5/4/2021

Status: 5/5/2021-Re-referred to Com. on APPR.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

Would, until December 31, 2023, require all open and public meetings of a city council or a county board of supervisors that governs a jurisdiction containing least 250,000 people to include an opportunity for members of the public to attend via a telephonic option or an internet-based service option. The bill would require all open and public meetings to include an in-person public comment opportunity, except in specified circumstances during a declared state or local emergency. The bill would require all meetings to provide the public with an opportunity to comment on proposed legislation in person and remotely via a telephonic or an internet-based service option, as provided.

Attachments:

[AB 339 Fact Sheet](#)

Position: Watch

Subject: Other

CALAFCO Comments: This bill allows for continued remote participant in local (and state) hearings/meetings while adding requirements for both call-in and internet service based options for all public meetings; requires providing closed caption services; and requires agencies to provide language access services. The bill requires teleconferenced meetings to include an in-person public comment opportunity that creates a place where members of the public can gather at a designated site to give public comment (barring any in-person restrictions). Further, the bill requires the agenda and instructions for accessing the meeting to be translated into all languages for which 5% of the population in the area governed by the local agency is a speaker.

The bill adds requirements for local agencies to employ a sufficient amount of qualified bilingual people to provide translation services during the meeting in the language of the non-English speaking person (consistent with all languages for which 5% of the population in the area governed by the local agency speak). The bill adds similar requirements for any state legislative body. All of these new requirements are unfunded mandates.

This bill is sponsored by the Leadership Counsel for Justice and Accountability. A fact sheet is posted in the tracking section of the bill.

UPDATE AS OF 4/20/21 - The bill was significantly amended on 4-15-21. These amendments removed all state requirements as noted above. Further, they require public participation by phone or internet (with video/audio), and allow agencies to create a registration process for public comments so long as people can register to speak via phone and in person.

The amendments remove the blanket requirement to translate the agenda and meeting access information and makes those an on-request requirements. The amendments also remove the blanket requirement for agencies to have sufficient qualified bilingual translators during meetings and changes that requirement to on-request, and requires agencies to make public the process to make such a request.

All requirements remain unfunded mandates.

UPDATE: Amended on 5-4-21 as a result of the ALGC hearing, this version of the bill now:

- Limits the bill’s applicability to the meetings of city councils and county boards of supervisors only, the jurisdictions of which contain a population of at least 250,000 people;
- Requires public access via telephone OR internet (not both);
- Removes language requiring two-way operability for internet;
- Removes all language translation requirements;
- Removes language allowing local agencies to require members of the public to register in order to provide public comment;
- Removes language allowing teleconferencing to be used by members of the legislative body (to avoid inadvertently precluding the use of teleconferencing by the public);
- Refines language referring to “all meetings” to state “all open and public meetings” (to ensure closed sessions are not subject to the provisions of the bill);
- Restores current law allowing public comment before an agenda item is taken up; and,
- Adds a sunset date of December 31, 2023.

AB 361 (Rivas, Robert D) Open meetings: local agencies: teleconferences.

Current Text: Amended: 5/10/2021 [html](#) [pdf](#)

Introduced: 2/1/2021

Last Amended: 5/10/2021

Status: 5/11/2021-Read second time. Ordered to third reading.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar:

5/13/2021 #122 ASSEMBLY THIRD READING FILE - ASSEMBLY BILLS

Summary:

Would authorize a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting for the purpose of declaring or ratifying a local emergency, during a declared state of emergency or local emergency, as those terms are defined, when state or local health officials have imposed or recommended measures to promote social distancing, and during a declared local emergency provided the legislative body determines, by majority vote, that meeting in person would present imminent risks to the health or safety of attendees.

Attachments:

[AB 361 Fact Sheet](#)

Position: Watch

Subject: Brown Act

CALAFCO Comments: Executive Order No. N-29-20 suspends the Ralph M. Brown Act's requirements for teleconferencing during the COVID-19 pandemic provided that certain requirements are met (noticing, public access, etc.). This bill allows a local agency to conduct meetings using teleconference methods without complying with certain teleconferencing requirements if they are meeting for the purposes of declaring or ratifying a local emergency, during a declared state or local emergency (as defined in statute), when state or local health officials have imposed or recommended certain measures to promote social distancing, and during a declared local emergency provided the legislative body makes certain determinations by majority vote.

The legislative body must give notice of the meeting and post agendas to allow members of the public to access the meeting and address the legislative body, offer public comment, and protect rights of the parties and public appearing before the legislative body. The bill also rescinds the requirement that at least a quorum of the body must meet within the jurisdictional boundaries of the agency under these circumstances when meeting via telecon.

UPDATE: As amended on 4/6/21, the bill now specifies that the new statute can be applied if meeting in person presents imminent risk to the health & safety of attendees; Requires the agenda to provide opportunity for anyone to attend via call-in or internet option; should there be a service disruption that prevents remote public participation, the agency must take no further action on any agenda item until service is restored; the agency cannot require submittal of public comments in advance of the meeting; and requires the legislative body, every 30 days after the initial declaration of emergency, should the emergency remain active, to make certain findings that the emergency still exists and prevents in-person meetings.

UPDATE: As amended on 5-10-21, the amendments tighten restrictions for in-person meetings to only the determination that meeting in person presents imminent risk to the health and safety of attendees (removing the option to consider if attendance by one of more members of the legislative body is hindered).

This bill is sponsored by the CA Special Districts Association (CSDA). The bill is not marked fiscal. A fact sheet is posted in the tracking section of the bill.

AB 703 (Rubio, Blanca D) Open meetings: local agencies: teleconferences.

Current Text: Amended: 4/29/2021 [html](#) [pdf](#)

Introduced: 2/16/2021

Last Amended: 4/29/2021

Status: 5/7/2021-Failed Deadline pursuant to Rule 61(a)(3). (Last location was L. GOV. on 2/25/2021)(May be acted upon Jan 2021)

Desk	2 year	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

Current law, by Executive Order N-29-20, suspends the Ralph M. Brown Act’s requirements for teleconferencing during the COVID-19 pandemic, provided that notice requirements are met, the ability of the public to observe and comment is preserved, as specified, and that a local agency permitting teleconferencing have a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, as specified. This bill would remove the notice requirements particular to teleconferencing and would revise the requirements of the act to allow for teleconferencing subject to existing provisions regarding the posting of notice of an agenda, provided that the public is allowed to observe the meeting and address the legislative body directly both in person and remotely via a call-in option or internet-based service option, and that a quorum of members participate in person from a singular physical location clearly identified on the agenda that is open to the public and situated within the jurisdiction.

Position: Watch

Subject: Brown Act

CALAFCO Comments: As amended on 4/29/21, the bill requires local agencies to allow for public participation during meetings of the legislative body both at in-person and via a call-in or internet-based option. It further requires that if the agency holds a teleconference meeting, at least a quorum of the governing body shall participate in person from a single location which shall be open to the public (and located within the boundaries of the jurisdiction).

Despite these requirements, the bill is not marked fiscal. Further, it applies only to local agencies, not state agencies.

The bill is sponsored by Three Valleys Municipal Water Agency.

AB 1581 (Committee on Local Government) Local government: omnibus.

Current Text: Amended: 4/19/2021 [html](#) [pdf](#)

Introduced: 3/9/2021

Last Amended: 4/19/2021

Status: 5/10/2021-Read second time. Ordered to Consent Calendar.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar:

5/13/2021 #150 ASSEMBLY CONSENT CALENDAR 2ND DAY-ASSEMBLY BILLS

Summary:

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 provides the authority and procedure for the initiation, conduct, and completion of changes of organization, reorganization, and sphere of influence changes for cities and districts, as specified. Current law requires a local agency formation commission to develop and determine the sphere of influence of each city and each special district within the county and enact policies designed to promote the logical and orderly development of areas within each sphere. Current law requires, when a proposed change of organization or reorganization applies to 2 or more affected counties, that exclusive jurisdiction vest in the commission of the principal county, unless certain things occur. This bill would add the determination of a sphere of influence to the types of proposed changes for which exclusive jurisdiction may or may not vest in a principal county.

Attachments:

[LAFCo Support letter template](#)

[CALAFCO Support letter](#)

Position: Sponsor

Subject: CKH General Procedures

CALAFCO Comments: This is the annual ALGC Omnibus bill which CALAFCO sponsors. Sections amended are: 56133(a) and (f); 56325.1 (renumbered to 56331.4); 56427; and 56879(a).

As amended on 4/19, additional sections amended include 56066, 56123, 56124, 56375. Further the bill repeals sections 56375.2, 56387, 56388, 56747, 56760, 57001.1, 57075.5, 57202.1 and 57383.

SB 810 (Committee on Governance and Finance) Validations.

Current Text: Introduced: 2/23/2021 [html](#) [pdf](#)

Introduced: 2/23/2021

Status: 3/22/2021-Read third time. Urgency clause adopted. Passed. (Ayes 37. Noes 0.) Ordered to the Assembly. In Assembly. Read first time. Held at Desk.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

This bill would enact the First Validating Act of 2021, which would validate the organization, boundaries, acts, proceedings, and bonds of the state and counties, cities, and specified districts, agencies, and entities.

Attachments:

[CALAFCO Support Letter March 2021](#)

Position: Support

Subject: Other

CALAFCO Comments: These are the annual validating Acts.

SB 811 (Committee on Governance and Finance) Validations.

Current Text: Introduced: 2/23/2021 [html](#) [pdf](#)

Introduced: 2/23/2021

Status: 3/22/2021-Read third time. Urgency clause adopted. Passed. (Ayes 37. Noes 0.) Ordered to the Assembly. In Assembly. Read first time. Held at Desk.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

This bill would enact the Second Validating Act of 2021, which would validate the organization, boundaries, acts, proceedings, and bonds of the state and counties, cities, and specified districts, agencies, and entities.

Attachments:

[CALAFCO Support Letter March 2021](#)

Position: Support

Subject: Other

CALAFCO Comments: These are the annual validating Acts.

SB 812 (Committee on Governance and Finance) Validations.

Current Text: Introduced: 2/23/2021 [html](#) [pdf](#)

Introduced: 2/23/2021

Status: 3/22/2021-Read third time. Passed. (Ayes 37. Noes 0.) Ordered to the Assembly. In Assembly. Read first time. Held at Desk.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

This bill would enact the Third Validating Act of 2021, which would validate the organization, boundaries, acts, proceedings, and bonds of the state and counties, cities, and specified districts, agencies, and entities.

Attachments:

[CALAFCO Support Letter March 2021](#)

Position: Support

Subject: Other

CALAFCO Comments: These are the annual validating Acts.

AB 1195 (Garcia, Cristina D) Drinking water.

Current Text: Amended: 4/6/2021 [html](#) [pdf](#)

Introduced: 2/18/2021

Last Amended: 4/6/2021

Status: 4/29/2021-From committee: Do pass and re-refer to Com. on APPR. (Ayes 6. Noes 1.) (April 28). Re-referred to Com. on APPR.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

Current law establishes the Safe and Affordable Drinking Water Fund in the State Treasury to help water systems provide an adequate and affordable supply of safe drinking water in both the near and long terms. Current law authorizes the state board to provide for the deposit into the fund of certain moneys and continuously appropriates the moneys in the fund to the state board for grants, loans, contracts, or services to assist eligible recipients. This bill would prohibit, once an operator of a public water system exercises water rights for the benefit of the public water system, those surface water rights or groundwater rights from being severed or otherwise separated from the public water system.

Attachments:

[AB 1195 Fact Sheet](#)

Position: Watch With Concerns

Subject: Water

CALAFCO Comments: As amended on 4-6-21, the bill was gut and amended and now creates the So LA County Human Rights to Water Collaboration Act. It requires the Water Board to appoint a commissioner to implement the Safe & Affordable Funding for Equity & Resilience Program and gives the commissioner certain authorities (although they are not clearly spelled out). It requires the commissioner by 12-31-24 to submit to the Water Board a plan for the long-term sustainability of public water systems in southern LA County and prescribes what shall be included in the plan. The bill also creates a technical advisory board and requires the commissioner to oversee the Central Basin Municipal Water District.

In its current form the bill creates numerous concerns. CALAFCO's letter of concern is posted in the tracking section of the bill, and includes: (1) Focus of the bill is very broad as is the focus of the commissioner; (2) In an attempt to prevent privatization of water systems there is language regarding severing water rights. That language could be problematic should a consolidation be ordered; (3) Diminishing local control that is being invested in the state (an ongoing concern since SB 88); (4) A clear distinction needs to be made between an Administrator and Commissioner; (5) The poorly written section on the technical advisory board; and (6) The lack of LAFCo involvement in any consolidation process.

CALAFCO will continue to work with LA LAFCo, the author's office and other stakeholders on the bill.

The bill is author-sponsored and we understand there is currently no funding source. A fact sheet is posted in the tracking section of the bill. CALAFCO's letter of concern is also posted there.

AB 1250 (Calderon D) Water and sewer system corporations: consolidation of service.

Current Text: Introduced: 2/19/2021 [html](#) [pdf](#)

Introduced: 2/19/2021

Status: 5/5/2021-In committee: Set, first hearing. Referred to APPR. suspense file.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

The California Safe Drinking Water Act, provides for the operation of public water systems and imposes on the State Water Resources Control Board related regulatory responsibilities and duties. Current law authorizes the state board to order consolidation of public water systems where a public water system or state small water system serving a disadvantaged community consistently fails to provide an adequate supply of safe drinking water, as provided. This bill, the Consolidation for Safe Drinking Water Act of 2021, would authorize a water or sewer system corporation to file an application and obtain approval from the commission through an order authorizing the water or sewer system corporation to consolidate with a public water system or state small water system. The bill would require the commission to approve or deny the application within 8 months, except as provided.

Attachments:

[AB 1250 Fact Sheet 2021](#)

Position: Watch

Subject: Municipal Services, Water

CALAFCO Comments: The intent of the bill is to prescribe response timelines for the PUC in terms of processing consolidations. This bill creates the Consolidation for Safe Drinking Water Act of 2021. The bill allows a water or sewer corp to file an application with the Public Utilities Commission (PUC) to approval to consolidate with a public or state small system. The bill requires the PUC to act on the application within 8 months of receipt. If a consolidation is valued at \$5 million or less, the water or sewer corp can file an advise letter and get the PUC approval via resolution. In this instance, the PUC has 120 days to act on the request. The bill also give the PUC authority to designate a different procedure to request consolidation for systems valued less than \$5M.

The bill requires the PUC to prioritize consolidation requests based on compliance records and requires the entity requesting consolidation to conduct a thorough public process.

The bill is sponsored by the California Water Association and does not have an impact on LAFcos. Nevertheless, CALAFCO will keep a watch on the bill. A fact sheet is posted in the tracking section of the bill.

[AB 1295](#) ([Muratsuchi D](#)) Residential development agreements: very high fire risk areas.

Current Text: Introduced: 2/19/2021 [html](#) [pdf](#)

Introduced: 2/19/2021

Status: 5/7/2021-Failed Deadline pursuant to Rule 61(a)(3). (Last location was L. GOV. on 3/4/2021)(May be acted upon Jan 2021)

Desk	2 year	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

Current law requires the Director of Forestry and Fire Protection to identify areas in the state as very high fire hazard severity zones based on the severity of fire hazard that is expected to prevail in those areas, as specified, and requires each local agency to designate, by ordinance, the very high fire hazard severity zones in its jurisdiction. Current law additionally requires the director to classify lands within state responsibility areas into fire hazard severity zones. This bill, beginning on or after January 1, 2022, would prohibit the legislative body of a city or county from entering into a residential development agreement for property located in a very high fire risk area. The bill would define "very high fire risk area" for these purposes to mean a very high fire hazard severity zone designated by a local agency or a fire hazard severity zone classified by the director.

Attachments:

[AB 1295 Fact Sheet](#)

Position: Watch

Subject: Growth Management, Planning

CALAFCO Comments: This bill prohibits a city or county from entering into a residential development agreement for property located within a very high fire risk area as of 1-1-2022.

This bill appears similar to SB 55 (Stern) except: (1) This bill explicitly calls out residential development, whereas SB 55 addresses new development (housing, commercial, retail or industrial) in a very high fire hazard severity zone; and (2) SB 55 adds a state responsibility area.

The bill is not marked fiscal. This is an author-sponsored bill and a fact sheet is posted in the tracking section of the bill.

[SB 55](#) ([Stern D](#)) Very high fire hazard severity zone: state responsibility area: development prohibition: supplemental height and density bonuses.

Current Text: Amended: 4/5/2021 [html](#) [pdf](#)

Introduced: 12/7/2020

Last Amended: 4/5/2021

Status: 4/30/2021-Failed Deadline pursuant to Rule 61(a)(2). (Last location was GOV. & F. on 3/3/2021)(May be acted upon Jan 2022)

Desk	2 year	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

Would, in furtherance of specified state housing production, sustainability communities strategies, greenhouse gas reduction, and wildfire mitigation goals, prohibit the creation or approval of a new development, as defined, in a very high fire hazard severity zone or a state responsibility area unless there is substantial evidence that the local agency has adopted a comprehensive, necessary, and appropriate wildfire prevention and community hardening strategy to mitigate significant risks of loss, injury, or death, as specified. By imposing new duties on local governments with respect to the approval of new developments in very high fire hazard severity zones and state responsibility areas, this bill would impose a state-mandated local program.

Attachments:
[SB 55 Fact Sheet](#)

Position: Watch

Subject: Growth Management, Planning

CALAFCO Comments: This bill prohibits the creation or approval of a new development (housing, commercial, retail or industrial) in a very high fire hazard severity zone or a state responsibility area. The bill is author-sponsored and imposes unfunded mandates. A fact sheet is posted in the tracking section of the bill.

As amended on 4/5/21, the bill removes the "blanket approach" to prohibiting development as noted above by adding specificity. The bill prohibits development in either of the areas noted above unless there is substantial evidence that the local agency has adopted a comprehensive, necessary and appropriate wildfire preventions and community hardening strategy to mitigate significant risks of loss, injury or death as specified in the bill. Additionally, the bill provides a qualifying developer a supplemental height bonus and a supplemental density bonus, as specified, if the development is located on a site that meets certain criteria, including, among others, not being located in a moderate, high, or very high fire hazard severity zone, as specified. These requirements are unfunded mandates.

This bill appears similar to AB 1295 (Muratsuchi) except this bill appears to be broader in scope in terms of the type of development prohibited and includes a state responsibility area, whereas AB 1295 only addresses residential development in a very high fire risk area.

[SB 403](#) ([Gonzalez D](#)) **Drinking water: consolidation.**

Current Text: Amended: 4/27/2021 [html](#) [pdf](#)

Introduced: 2/12/2021

Last Amended: 4/27/2021

Status: 5/11/2021-Read second time. Ordered to third reading.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar:

5/13/2021 #38 SENATE SENATE BILLS -THIRD READING FILE

Summary:

The California Safe Drinking Water Act authorizes the State Water Resources Control Board to order consolidation with a receiving water system where a public water system or a state small water system, serving a disadvantaged community, consistently fails to provide an adequate supply of safe drinking water or where a disadvantaged community is substantially reliant on domestic wells that consistently fail to provide an adequate supply of safe drinking water. This bill would authorize the state board to also order consolidation where a water system serving a disadvantaged community is an at-risk water system, as defined, or where a disadvantaged community is substantially reliant on at-risk domestic wells, as defined.

Attachments:

[CALAFCO Oppose Unless Amended Letter April 2021](#)

[SB 403 Fact Sheet 2021](#)

Position: Oppose unless amended

Subject: Disadvantaged Communities, Water

CALAFCO Comments: Current law (Health & Safety Code Section 116682) authorizes the State Water Resources Control Board (Board) to order consolidation (physical or operational) of a public water system or state small water system serving a disadvantaged community that consistently fails to provide an adequate supply of safe drinking water, or a disadvantaged community (in whole or part) that is substantially reliant on domestic wells that consistently fail to provide an adequate supply of safe drinking water. This bill would add to that a water system or domestic well(s) that are at risk of failing to provide an adequate supply of safe drinking water, as determined by the Board. The bill also requires the Board, before ordering consolidation, to conduct outreach to ratepayers and residents served by the

at-risk system and to consider any petition submitted by members of a disadvantaged community being served by the at-risk system.

There appears to be several problems with this bill: (1) The bill does not define "at risk" and there is no definition of "at risk" currently in H&S Code Sec. 116681; (2) There is a lack of consultation with GSAs by the State Board when considering ordering consolidation or extension of service; (3) There is no requirement or even consideration for annexation upon extension of service; and (4) there does not appear to be a limitation of the number of connections or the extent to which the system can be extended.

The bill is co-sponsored by the Leadership Counsel for Justice and Accountability, Clean Water Action and Community Water Center. A fact sheet is posted in the tracking section of the bill. CALAFCO's position letter is also posted there.

Specific to SB 403, we requested 3 amendments: (1) Define "at risk"; (2) Add a requirement for the SWRCB to consult with GSAs when considering a domestic well consolidation; and (3) Put a cap on the number of users to be added by the subsuming system or the extent to which the service is being extended. Additionally, CALAFCO recommended a comprehensive review of the current mandatory consolidation process citing a host of issues the current process creates.

UPDATE: As amended on 4/27/21, the bill now defines "at risk system" and "at risk domestic well"; creates an appeal process for potentially subsumed water systems; requires inspection or testing of wells to determine "at risk" status; and allows the Board to prioritize systems historically overburdened by pollution and industrial development or other environmental justice concerns. It also puts a cap of 3,300 or fewer connections on systems that can be subsumed. These amendments address 2 of our 3 requested amendments. We will continue to work with the author on requiring the SWRCB to consult with GSAs on wells.

AB 11 (Ward D) Climate change: regional climate change authorities.

Current Text: Amended: 1/21/2021 [html](#) [pdf](#)

Introduced: 12/7/2020

Last Amended: 1/21/2021

Status: 4/30/2021-Failed Deadline pursuant to Rule 61(a)(2). (Last location was NAT. RES. on 1/11/2021)(May be acted upon Jan 2022)

Desk	2 year	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

Would require the Strategic Growth Council, by January 1, 2023, to establish up to 12 regional climate change authorities to coordinate climate adaptation and mitigation activities in their regions, and coordinate with other regional climate adaptation authorities, state agencies, and other relevant stakeholders.

Attachments:

[AB 11 Fact Sheet](#)

Position: Watch

Subject: Other

CALAFCO Comments: As amended on 1/21/21, this bill authorizes/requires the Strategic Growth Council (SGC) to establish up to 12 regional climate change authorities by January 1, 2023, to include local agencies and regional stakeholders. The SGC is required to adopt guidelines that: (1) Define the authority; (2) Include guidelines for establishing an authority via a stakeholder-driven process; (3) Consult with OPR (and other state authorities) in development of the guidelines and award annual grants to authorities.

The bill outlines the regional climate change authorities in summary as: coordination, capacity-building, and technical assistance activities within their boundaries, promote regional alignment and assist local agencies in creating and implementing plans developed pursuant to Section 65302 of the Government Code, other federal or state mandates, and programs designed address climate change impacts and

risks. The bill also requires the authority to submit annual reports to the SGC, with the scope of the report outlined in the bill.

This is an author-sponsored bill. There is no appropriation to fund the cost of the program. A fact sheet is posted in the tracking section of the bill.

UPDATE 3/17/21: CALAFCO learned from the author's office they do not intend to move the bill forward, but instead work with Assm. Mullin on AB 897 and merge the two bills.

[AB 473](#) (Chau D) California Public Records Act.

Current Text: Introduced: 2/8/2021 [html](#) [pdf](#)

Introduced: 2/8/2021

Status: 4/21/2021-In committee: Set, first hearing. Referred to APPR. suspense file.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

The California Public Records Act requires state and local agencies to make their records available for public inspection, unless an exemption from disclosure applies. This bill would recodify and reorganize the provisions of the act. The bill would include provisions to govern the effect of recodification and state that the bill is intended to be entirely nonsubstantive in effect. The bill would contain related legislative findings and declarations. The bill would become operative on January 1, 2023.

Position: Watch

Subject: Public Records Act

CALAFCO Comments: This bill is a redo of AB 2138 from 2020 that did not move forward. According to the author's office, this bill and AB 474 are part of recommendations from the California Law Revision Commissions to reorganize and restructure the CPRA based on a request by the legislature for them to do that. CALAFCO will keep watch on the bill to ensure there are no substantive changes to the PRA.

[AB 474](#) (Chau D) California Public Records Act: conforming revisions.

Current Text: Introduced: 2/8/2021 [html](#) [pdf](#)

Introduced: 2/8/2021

Status: 4/21/2021-In committee: Set, first hearing. Referred to APPR. suspense file.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

Would enact various conforming and technical changes related to another bill that recodifies and reorganizes the California Public Records Act. The bill would only become operative if the related bill recodifying the act is enacted and becomes operative on January 1, 2023. The bill would also specify that any other bill enacted by the Legislature during the 2021 calendar year that takes effect on or before January 1, 2022, and that affects a provision of this bill shall prevail over this act, except as specified.

Position: Watch

Subject: Public Records Act

CALAFCO Comments: This bill is a redo of AB 2438 from 2020 that did not move forward. According to the author's office, this bill and AB 473 are part of recommendations from the California Law Revision Commissions to reorganize and restructure the CPRA based on a request by the legislature for them to do that. CALAFCO will keep watch on the bill to ensure there are no substantive changes to the PRA.

[AB 897](#) (Mullin D) Office of Planning and Research: regional climate networks: climate adaptation action plans.

Current Text: Amended: 4/19/2021 [html](#) [pdf](#)

Introduced: 2/17/2021

Last Amended: 4/19/2021

Status: 5/12/2021-In committee: Set, first hearing. Referred to APPR. suspense file.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

Current law requires, by July 1, 2017, and every 3 years thereafter, the Natural Resources Agency to update, as prescribed, the state’s climate adaptation strategy, known as the Safeguarding California Plan. Current law establishes the Office of Planning and Research in state government in the Governor’s office. Current law establishes the Integrated Climate Adaptation and Resiliency Program to be administered by the office to coordinate regional and local efforts with state climate adaptation strategies to adapt to the impacts of climate change, as prescribed. This bill would authorize eligible entities, as defined, to establish and participate in a regional climate network, as defined. The bill would require the office to encourage the inclusion of agencies with land use planning authority into regional climate networks. The bill would authorize a regional climate network to engage in activities to address climate change, as specified.

Attachments:

[AB 897 Fact Sheet](#)

Position: Watch

Subject: Climate Change

CALAFCO Comments: As introduced, the bill builds on existing programs through OPR by promoting regional collaboration in climate adaptation planning and providing guidance for regions to identify and prioritize projects necessary to respond to the climate vulnerabilities of their region.

As amended, the bill requires OPR to develop guidelines (the scope of which are outlined in the bill) for Regional Climate Adaptation Action Plans (RCAAPs) by 1-1-23 through their normal public process. Further the bill requires OPR to make recommendations to the Legislature on potential sources of financial assistance for the creation & implementation of RCAAPs, and ways the state can support the creation and ongoing work of regional climate networks. The bill outlines the authority of a regional climate network, and defines eligible entities. Prior versions of the bill kept the definition as rather generic and with each amended version gets more specific. As a result, CALAFCO has requested the author add LAFCOs explicitly to the list of entities eligible to participate in these regional climate networks.

As amended on 4/7, AB 11 (Ward) was joined with this bill - specifically found in 71136 in the Public Resources Code as noted in the amended bill. Other amendments include requiring OPR to, before 7-1-22, establish geographic boundaries for regional climate networks and prescribes requirements in doing so.

This is an author-sponsored bill. The bill necessitates additional resources from the state to carry out the additional work required of OPR (there is no current budget appropriation). A fact sheet is posted in the tracking section of the bill.

[AB 903](#) (Frazier D) Los Medanos Community Healthcare District.

Current Text: Amended: 4/19/2021 [html](#) [pdf](#)

Introduced: 2/17/2021

Last Amended: 4/19/2021

Status: 5/11/2021-In Senate. Read first time. To Com. on RLS. for assignment.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

Would require the dissolution of the Los Medanos Community Healthcare District, as specified. The bill would require the County of Contra Costa to be successor of all rights and responsibilities of the district, and require the county to develop and conduct the Los Medanos Area Health Plan Grant Program focused on comprehensive health-related services in the district’s territory. The bill would require the county to complete a property tax transfer process to ensure the transfer of the district’s health-related ad valorem property tax revenues to the county for the sole purpose of funding the Los Medanos Area Health Plan Grant Program. By requiring a higher level of service from the County of Contra Costa as specified, the bill would impose a state-mandated local program.

Position: Watch

CALAFCO Comments: This bill mandates the dissolution of the Los Medanos Community Healthcare District with the County as the successor agency, effective 2-1-22. The bill requires the County to perform certain acts prior to the dissolution. The LAFCo is not involved in the dissolution as the bill is written. Currently, the district is suing both the Contra Costa LAFCo and the County of Contra Costa after the LAFCo approved the dissolution of the district upon application by the County and the district failed to get enough signatures in the protest process to go to an election.

The amendment on 4/5/21 was just to correct a typo in the bill.

As amended on 4/19/21, the bill specifies monies received by the county as part of the property tax transfer shall be used specifically to fund the Los Medanos Area Health Plan Grant Program within the district's territory. It further adds a clause that any new or existing profits shall be used solely for the purpose of the grant program within the district's territory.

AB 959 (Mullin D) Park districts: ordinances: nuisances: abatement.

Current Text: Amended: 5/10/2021 [html](#) [pdf](#)

Introduced: 2/17/2021

Last Amended: 5/10/2021

Status: 5/11/2021-Read second time. Ordered to third reading.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar:

5/13/2021 #120 ASSEMBLY THIRD READING FILE - ASSEMBLY BILLS

Summary:

Current law prescribes procedures, including the election of a board of directors, for the formation of regional park districts, regional park and open-space districts, or regional open-space districts. Current law authorizes a city legislative body to declare what constitutes a nuisance. Current law authorizes the legislative body of a city, county, or city and county to provide for the summary abatement of any nuisance resulting from the defacement of the property of another by graffiti or other inscribed material, at the expense of the minor or other person creating, causing, or committing the nuisance, and, by ordinance, authorizes the legislative body to make the expense of abatement of the nuisance a lien against property of the minor or other person and a personal obligation against the minor or other person. This bill would authorize the board of directors of a district to declare what constitutes a nuisance, as provided. The bill would, among other things, authorize a district to exercise the authority granted to a city, as described above, for purposes of abating a nuisance, as provided.

Attachments:

[AB 959 Fact Sheet](#)

Position: Watch

CALAFCO Comments: As introduced, this bill gives authority to independent regional park & open space districts governed by PRC 5500 to: (1) Declare by ordinance what constitutes a public nuisance; (2) Abate those public nuisances by either administrative or civil actions; and (3) Ability to recover costs incurred in abating the public nuisance, including attorneys' fees. There are 4 of these independent special districts: (1) Midpeninsula Regional Open Space District; (2) East Bay Regional Park District; (3) Monterey Peninsula Regional Park District; and (4) Napa County Regional Park and Open Space District. A fact sheet is posted in the tracking section of the bill.

UPDATE: As amended on 5-10-21, the bill requires the district Board to adopt an ordinance declaring what constitutes a nuisance. It authorizes the district to initiate civil action and recover damages.

AB 975 (Rivas, Luz D) Political Reform Act of 1974: statement of economic interests and gifts.

Current Text: Amended: 4/21/2021 [html](#) [pdf](#)

Introduced: 2/18/2021

Last Amended: 4/21/2021

Status: 5/5/2021-VOTE: Do pass as amended. To Consent Calendar. (PASS)

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

The Political Reform Act of 1974 regulates conflicts of interests of public officials and requires that public officials file, with specified filing officers, periodic statements of economic interests disclosing certain information regarding income, investments, and other financial data. The Fair Political Practices Commission is the filing officer for statewide elected officers and candidates and other specified public officials. If the Commission is the filing officer, the public official generally files with their agency or another person or entity, who then makes a copy and files the original with the Commission. This bill would revise and recast these filing requirements to make various changes, including requiring public officials and candidates for whom the Commission is the filing officer to file their original statements of economic interests electronically with the Commission.

Position: Watch

Subject: FPPC

CALAFCO Comments: As introduced, this bill makes two notable changes to the current requirements of gift notification and reporting: (1) It increases the period for public officials to reimburse, in full or part, the value of attending an invitation-only event, for purposes of the gift rules, from 30 days from receipt to 30 days following the calendar quarter in which the gift was received; and (2) It reduces the gift notification period for lobbyist employers from 30 days after the end of the calendar quarter in which the gift was provided to 15 days after the calendar quarter. Further it requires the FPPC to have an online filing system and to redact contact information of filers before posting.

The amendment on 4/21/21 just corrects wording (technical, non-substantive change).

AB 1021 (Mayes I) Imperial Irrigation District.

Current Text: Amended: 4/19/2021 [html](#) [pdf](#)

Introduced: 2/18/2021

Last Amended: 4/19/2021

Status: 5/5/2021-In committee: Set, first hearing. Referred to APPR. suspense file.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

Would require the commissions for the County of Imperial and the County of Riverside to conduct and publish on their internet websites a joint study of voting rights in the Imperial Irrigation District, options for providing electricity in the Imperial Irrigation District, and options for alternative governance structures for the Imperial Irrigation District board of directors, as specified. The bill would make the joint study contingent upon funding by the Legislature and would require the study to be published no later than 18 months after receipt of funds from the Legislature.

Position: Watch

Subject: Special Districts Governance

CALAFCO Comments: As amended on 3/18/21, the bill focuses on the Imperial Irrigation District. The bill requires Imperial and Riverside LAFcos to conduct a special study of voting rights and options for providing electricity in the district area should the district decide it no longer desires to provide that serve, to be completed by December 31, 2022, as an unfunded mandate. The bill also requires membership of the district board to increase from 5 to 8 members, with the additional 3 members residing in Riverside County in the area being serviced by the district and appointed by the County Supervisor of that County district. The three new members will be non-voting members.

CALAFCO met with the author's staff on March 18 to discuss concerns on the bill, with input from Riverside and Imperial LAFcos (who will meet with the author's office as well). Concerns include: (1) The unfunded mandate and timing of the study; (2) As representation in the Riverside County service area is the issue, governance structure should also be a part of the study; (3) Section 21562.6 of the Water Code as added is far too vague. CALAFCO offered specific suggestions for clarification in this section.

This bill is similar to AB 854 (2019), which died in Appropriations. CALAFCO had a Watch position on that bill as the two member LAFcos had opposing positions, and this is a local matter. However, there is concern about requiring a study without funding (the last time the Legislature mandated a special study on a district it required the study be funded by the district).

The bill is author-sponsored and as of now there is no budget appropriation to cover cost.

UPDATE AS OF 4/21/21 - As amended on 4/19/21, the bill makes substantive changes including: (1) Requires state funding for the study and prescribes an 18-month timeline for completion upon receipt of funds; (2) Adds study content of options for governance structure of the district; (3) Changes the number from 3 to 1 of nonvoting board members appointed to the district Board; and (4) Specifies requirements for the appointment.

AB 1053 (Gabriel D) City selection committees: County of Los Angeles: quorum: teleconferencing.

Current Text: Amended: 4/20/2021 [html](#) [pdf](#)

Introduced: 2/18/2021

Last Amended: 4/20/2021

Status: 5/7/2021-Failed Deadline pursuant to Rule 61(a)(3). (Last location was L. GOV. on 3/18/2021)(May be acted upon Jan 2021)

Desk	2 year	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

Current law creates a city selection committee in each county that consists of 2 or more incorporated cities for the purpose of appointing city representatives to boards, commissions, and agencies. Under current law, a quorum for a city selection committee requires a majority of the number of the incorporated cities within the county entitled to representation on the city selection committee. Current law requires a city selection committee meeting to be postponed or adjourned to a subsequent time and place whenever a quorum is not present at the meeting. This bill, for the city selection committee in the County of Los Angeles, would reduce the quorum requirement to 1/3 of all member cities within the county for a meeting that was postponed to a subsequent time and place because a quorum was not present, as long as the agenda is limited to items that appeared on the immediately preceding agenda where a quorum was not established.

Attachments:

[CALAFCO Removal of Opposition Letter April 2021](#)

[CALAFCO Oppose Unless Amended April 2021](#)

Position: Watch

Subject: Other

CALAFCO Comments: As amended on 3/18/21, the bill reduces the quorum requirement for a city selection committee to 1/3 of all member cities within the county for a meeting that was postponed to a subsequent time and place because a quorum was not present, as long as the agenda is limited to replicate the meeting for which a quorum was not established. The bill also authorizes a city selection committee to conduct their meetings be teleconference and electronic means.

The bill is sponsored by the Las Virgenes-Malibu Council of Governments.

CALAFCO's letter of Oppose Unless Amended is posted in the bill detail area.

UPDATE AS OF 4/21/21 - As amended on 4/20/21, the scope of the bill is significantly narrowed to apply only to the County of Los Angeles' City Selection Committee. This amendment resolves CALAFCO's concerns and we have removed our opposition and will retain a Watch

position. CALAFCO's letter of opposition removal is posted in the bill detail area.

UPDATE: The bill failed to move out of committee so it is now a 2-year bill.

AB 1246 (Nguyen R) Community services districts.

Current Text: Introduced: 2/19/2021 [html](#) [pdf](#)

Introduced: 2/19/2021

Status: 5/7/2021-Failed Deadline pursuant to Rule 61(a)(3). (Last location was PRINT on 2/19/2021)(May be acted upon Jan 2021)

2 year	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

Current law, the Community Services District Law, authorizes the formation of community services districts for various specified purposes, including supplying water, treating sewage, disposing of solid waste, and providing fire protection. The law specifies its relation and effect on certain districts organized pursuant to former laws and to actions taken by them, among other things. This bill would make nonsubstantive changes to those provisions.

Position: Watch

CALAFCO Comments: This is a spot bill.

SB 10 (Wiener D) Planning and zoning: housing development: density.

Current Text: Amended: 4/27/2021 [html](#) [pdf](#)

Introduced: 12/7/2020

Last Amended: 4/27/2021

Status: 5/10/2021-May 10 hearing: Placed on APPR suspense file.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

Would, notwithstanding any local restrictions on adopting zoning ordinances, authorize a local government to adopt an ordinance to zone any parcel for up to 10 units of residential density per parcel, at a height specified in the ordinance, if the parcel is located in a transit-rich area, a jobs-rich area, or an urban infill site, as those terms are defined. In this regard, the bill would require the Department of Housing and Community Development, in consultation with the Office of Planning and Research, to determine jobs-rich areas and publish a map of those areas every 5 years, commencing January 1, 2023, based on specified criteria. The bill would specify that an ordinance adopted under these provisions, and any resolution to amend the jurisdiction's General Plan, ordinance, or other local regulation adopted to be consistent with that ordinance, is not a project for purposes of the California Environmental Quality Act.

Position: Watch

Subject: Housing

CALAFCO Comments: While not directly affecting LAFcos, the requirements in the bill are of interest. As amended on 4/13/21, the bill authorizes a local government to adopt an ordinance to zone any parcel for up to 10 units of residential density per parcel, at a height specified in the ordinance, if the parcel is located in a transit-rich area, a jobs-rich area, or an urban infill site, as those terms are defined in the bill. In this regard, the bill would require the Department of Housing and Community Development, in consultation with the Office of Planning and Research, to determine jobs-rich areas and publish a map of those areas every 5 years, commencing January 1, 2023, based on specified criteria. The bill would specify that an ordinance adopted under these provisions, and any resolution adopted to amend the jurisdiction's General Plan, ordinance, or other local regulation adopted to be consistent with that ordinance, is exempt from CEQA. The bill imposes specified requirements on a zoning ordinance adopted under these provisions. The bill would prohibit a legislative body that adopts a zoning ordinance pursuant to these provisions from subsequently reducing the density of any parcel subject to the ordinance and makes void and unenforceable any covenant, restriction, or condition contained in any deed, contract, security instrument, or other instrument affecting the transfer or sale of any interest in a planned development, and any provision of a governing document, that

effectively prohibits or unreasonably restricts a use or density authorized by an ordinance adopted pursuant to the provisions in the bill.

UPDATE: The amendment of 4/27/21 amends 65913.5(a)(3) to remove exemption of parcels excluded from specified hazard zones by a local agency pursuant to 51179(b).

SB 13 (Dodd D) Local agency services: contracts: Counties of Napa and San Bernardino.

Current Text: Amended: 5/11/2021 [html](#) [pdf](#)

Introduced: 12/7/2020

Last Amended: 5/11/2021

Status: 5/11/2021-Read second time and amended. Ordered to third reading.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar:

5/13/2021 #25 SENATE SENATE BILLS -THIRD READING FILE

Summary:

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 establishes a pilot program under which the commissions in the Counties of Napa and San Bernardino, upon making specified determinations at a noticed public hearing, may authorize a city or district to provide new or extended services outside its jurisdictional boundary and outside its sphere of influence to support existing or planned uses involving public or private properties, as provided. Current law requires the Napa and San Bernardino commissions to submit a report to the Legislature on their participation in the pilot program, as specified, before January 1, 2020, and repeals the pilot program as of January 1, 2021. This bill would reestablish the pilot program, which would remain in effect until January 1, 2026. The bill would impose a January 1, 2025, deadline for the Napa and San Bernardino commissions to report to the Legislature on the pilot program, and would require the contents of that report to include how many requests for extension of services were received under these provisions.

Attachments:

[CALAFCO Oppose Unless Amended letter May 2021](#)

Position: Oppose unless amended

Subject: CKH General Procedures

CALAFCO Comments: This bill is the same as SB 799 from 2020 and seeks to re-establish and continue the pilot program for five more years. The program ended as of January 1, 2021 but due to the pandemic, SB 799 from 2020 to extend the sunset was not moved forward in the legislature.

UPDATE: As amended on 4/29/21, the bill now adds 56133.6 which seeks to address several projects in the City of St. Helena, and resolve a current law suit between the winery and the city. The amendments authorize Napa LAFCo to consider new or extended service by the city to specific parcels with certain conditions. The bill requires the Napa LAFCo make certain determinations if approving, include any decision in their required report to the Legislature and has a sunset of 1-1-26.

CALAFCO has made a request for several technical amendments to the version dated 4-29-21, and has concern this addition strays too far from the original intent of the pilot program. Requested amendments on the table now include: (1) Rewording of both sections 56133.5(a)(2) and 56133.6(a)(3) to explicitly state both (A) and (B) are required; (2) Reword the new addition to 56133.5(d) so that it does not presume Napa LAFCo will authorize the new or extension of service; and (3) Rewrite 56133.6(a)(1) to clarify that (A) must apply to both (B) and (C).

As amended on 5-11-21, all requested technical amendments were made, however the intent of the pilot program has changed with the addition of 56133.6 and Napa LAFCo's ability to approve extension of service for parcels that do not meet the pilot program's requirement of planned use as defined in 56133.5. For this reason, CALAFCO is opposed unless amended, requesting the removal of 56133.6. Our letter is in the bill detail section.

SB 96 (Dahle R) Fallen Leaf Lake Community Services District Fire Department Protection Act of 2021: elections.

Current Text: Introduced: 12/21/2020 [html](#) [pdf](#)

Introduced: 12/21/2020

Status: 4/30/2021-Failed Deadline pursuant to Rule 61(a)(2). (Last location was GOV. & F. on 1/28/2021)(May be acted upon Jan 2022)

Desk	2 year	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

Would require the El Dorado County elections official, with the assistance of the Fallen Leaf Lake Community Services District, to conduct district elections pursuant to the Uniform District Election Law, except as otherwise provided in the bill. The bill, notwithstanding existing law, would provide that voters who are resident registered voters of the district, and voters who are not residents but either own a real property interest in the district or have been designated by the owner of a real property interest to cast the vote for that property, may vote in a district election in the Fallen Leaf Lake Community Services District, as specified. The bill would require the designations of voters and authority of legal representatives to be filed with the El Dorado County elections official and the secretary of the Fallen Leaf Lake Community Services District and maintained with the list of qualified voters of the district. This bill contains other related provisions and other existing laws.

Position: Watch

Subject: Special Districts Governance

CALAFCO Comments: This bill is the same as SB 1180 from 2020 which did not move through the legislature. It is a local El Dorado County/district bill. This bill does several things. (1) Provides that voters who are resident registered voters of the district, and voters who are not residents but either own a real property interest in the district or have been designated by the owner of a real property interest to cast the vote for that property, may vote in a district election in the Fallen Leaf Lake Community Services. (2) The bill also would authorize a voter who is not a resident of the district but owns a real property interest in the district to designate only one voter to vote on their behalf, regardless of the number of parcels in the district owned by the nonresident voter. (3) This bill would prohibit the Fallen Leaf Lake Community Services District from providing any services or facilities except fire protection and medical services, including emergency response and services, as well as parks and recreation services and facilities.

SB 261 (Allen D) Regional transportation plans: sustainable communities strategies.

Current Text: Introduced: 1/27/2021 [html](#) [pdf](#)

Introduced: 1/27/2021

Status: 4/30/2021-Failed Deadline pursuant to Rule 61(a)(2). (Last location was TRANS. on 3/15/2021)(May be acted upon Jan 2022)

Desk	2 year	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

current law requires certain transportation planning agencies to prepare and adopt a regional transportation plan directed at achieving a coordinated and balanced regional transportation system. Certain of these agencies are designated under federal law as metropolitan planning organizations. Existing law requires that each regional transportation plan include a sustainable communities strategy developed to achieve greenhouse gas emission reduction targets for the automobile and light truck sector for 2020 and 2035 established by the State Air Resources Board. This bill would require that the sustainable communities strategy be developed to additionally achieve greenhouse gas emission reduction targets for the automobile and light truck sector for 2045 and 2050 and vehicle miles traveled reduction targets for 2035, 2045, and 2050 established by the board. The bill would make various conforming changes to integrate those additional targets into regional transportation plans.

Position: Watch

Subject: Sustainable Community Plans

CALAFCO Comments: CALAFCO is currently reviewing the bill.

SB 273 (Hertzberg D) Water quality: municipal wastewater agencies.

Current Text: Introduced: 1/29/2021 [html](#) [pdf](#)

Introduced: 1/29/2021

Status: 4/22/2021-Read third time. Passed. (Ayes 38. Noes 0.) Ordered to the Assembly. In Assembly. Read first time. Held at Desk.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

Would authorize a municipal wastewater agency, as defined, to enter into agreements with entities responsible for stormwater management for the purpose of managing stormwater and dry weather runoff, to acquire, construct, expand, operate, maintain, and provide facilities for specified purposes relating to managing stormwater and dry weather runoff, and to levy taxes, fees, and charges consistent with the municipal wastewater agency’s existing authority in order to fund projects undertaken pursuant to the bill. The bill would require the exercise of any new authority granted under the bill to comply with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. To the extent this requirement would impose new duties on local agency formation commissions, the bill would impose a state-mandated local program.

Attachments:

[SB 273 Fact Sheet](#)

Position: Support

Subject: Municipal Services

CALAFCO Comments: This bill is a redo of SB 1052 from 2020 that was not moved forward because of the pandemic. This bill adds authority to municipal wastewater agencies as outlined in 13911(a) and (b) relating to stormwater runoff and management. The bill authorizes this additional authority while keeping the LAFCo process to activate these latent powers intact.

CALAFCO is requesting an amendment to add a requirement that upon entering into the agreement, the agency has 30 days to file a copy of that agreement or amended agreement with the LAFCo.

The bills is sponsored by the CA Assn of Sanitation Agencies. A fact sheet is posted in the tracking section of the bill.

SB 274 (Wieckowski D) Local government meetings: agenda and documents.

Current Text: Amended: 4/5/2021 [html](#) [pdf](#)

Introduced: 1/29/2021

Last Amended: 4/5/2021

Status: 4/22/2021-Read third time. Passed. (Ayes 38. Noes 0.) Ordered to the Assembly. In Assembly. Read first time. Held at Desk.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

The Ralph M. Brown Act requires meetings of the legislative body of a local agency to be open and public and also requires regular and special meetings of the legislative body to be held within the boundaries of the territory over which the local agency exercises jurisdiction, with specified exceptions. Current law authorizes a person to request that a copy of an agenda, or a copy of all the documents constituting the agenda packet, of any meeting of a legislative body be mailed to that person. This bill would require a local agency with an internet website, or its designee, to email a copy of, or website link to, the agenda or a copy of all the documents constituting the agenda packet if the person requests that the items be delivered by email. If a local agency determines it to be technologically infeasible to send a copy of the documents or a link to a website that contains the documents by email or by other electronic means, the bill would require the legislative body or its designee to send by mail a copy of the agenda or a website link to the agenda and to mail a copy of all other documents constituting the agenda packet, as specified.

Attachments:

[CALAFCO Support SB 274 \(3-15-21\)](#)

[SB 274 Fact Sheet](#)

Position: Support

Subject: Public Records Act

CALAFCO Comments: This bill is a modified redo of SB 931 from 2020 that did not move forward because of the pandemic. This bill updates the Government Code to require a public agency to email the agenda or agenda items to anyone who requests it or the link to the website where the documents can be accessed (current law requires the mailing of such documents upon request, this bill adds the option to email if requested). A fact sheet is posted in the tracking section of the bill.

The amendment on 4/5/21 was to correct a typo reflecting the authority to email information.

[SB 475](#) ([Cortese D](#)) **Transportation planning: sustainable communities strategies.**

Current Text: Amended: 3/10/2021 [html](#) [pdf](#)

Introduced: 2/17/2021

Last Amended: 3/10/2021

Status: 4/30/2021-Failed Deadline pursuant to Rule 61(a)(2). (Last location was TRANS. on 4/26/2021)(May be acted upon Jan 2022)

Desk	2 year	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

Would require the State Air Resources Board, on or before June 30, 2023, and in coordination with the California Transportation Commission and the Department of Housing and Community Development, to issue new guidelines on sustainable communities strategies and require these guidelines to be updated thereafter at least every 4 years. The bill would delete the provisions related to the Regional Targets Advisory Committee and instead require the State Air Resources Board to appoint, on or before January 31, 2022, the State-Regional Collaborative for Climate, Equity, and Resilience, consisting of representatives of various entities. The bill would require the State-Regional Collaborative for Climate, Equity, and Resilience to develop a quantitative tool for metropolitan planning organizations to use to evaluate a transportation plan’s consistency with long-range greenhouse gas emission reduction targets and recommend guidelines for metropolitan planning organizations to use when crafting long-range strategies that integrate state goals related to climate resilience and social equity.

Position: Watch

Subject: Sustainable Community Plans

[SB 499](#) ([Leyva D](#)) **General plan: land use element: uses adversely impacting health outcomes.**

Current Text: Introduced: 2/17/2021 [html](#) [pdf](#)

Introduced: 2/17/2021

Status: 4/30/2021-Failed Deadline pursuant to Rule 61(a)(2). (Last location was GOV. & F. on 2/25/2021)(May be acted upon Jan 2022)

Desk	2 year	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

Would prohibit the land use element from designating land uses that have the potential to significantly degrade local air, water, or soil quality or to adversely impact health outcomes in disadvantaged communities to be located, or to materially expand, within or adjacent to a disadvantaged community or a racially and ethnically concentrated area of poverty. By expanding the duties of cities and counties in the administration of their land use planning duties, the bill would impose a state-mandated local program.

Attachments:

[SB 499 Fact Sheet](#)

Position: Watch

Subject: Disadvantaged Communities

CALAFCO Comments: As introduced, this bill would prohibit the land use element of a general plan from designating or expanding land uses that have the potential to significantly degrade local air, water, or soil quality or to adversely impact health outcomes within or adjacent to disadvantaged communities (DACs) or a racially and ethnically concentrated area of poverty.

The sponsor of this bill is the Leadership Counsel for Justice and Accountability. A fact sheet is posted in the tracking section of the bill.

SB 574 (Laird D) Agricultural preserves: Williamson Act.

Current Text: Amended: 3/4/2021 [html](#) [pdf](#)

Introduced: 2/18/2021

Last Amended: 3/4/2021

Status: 3/25/2021-Read third time. Passed. (Ayes 38. Noes 0.) Ordered to the Assembly. In Assembly. Read first time. Held at Desk.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary:

Under the California Land Conservation Act of 1965, the board of supervisors or city council may grant tentative approval for a cancellation by petition of a landowner as to all or any part of land subject to a contract, as specified. Prior to any action by the board or council giving tentative approval to the cancellation of any contract, the county assessor is required to determine the current fair market value of the land as though it were free of the contractual restriction, and requires the assessor to send the fair market value to the Department of Conservation, hereafter department, at the same time the assessor sends the value to the landowner. Current law provides for a certificate of tentative cancellation upon tentative approval of a petition by a landowner accompanied by a proposal for a specified alternative use of the land, as provided. Current law requires the board of supervisors or city council to provide notice to the department related to cancellation of the contract as well as in other specified instances. This bill would revise and recast these provisions to no longer require the assessor to provide notice to the department and to require the board of supervisors or city council to provide notice to the department if the certificate of tentative cancellation is withdrawn, as specified.

Position: Watch

CALAFCO Comments: This bill narrows the role of Department of Conservation (DOC) in administering the Williamson Act. It does not change other provisions in the Act except for lessening reporting requirements by local governments to the DOC. The bill repeals the ability of the DOC to agree on a cancellation value for contracted land with a landowner, along with the requirement that the department provide a preliminary valuation to the applicable assessor, and repeals the requirement that the DOC approve cancellation of a farmland security contract. The bill also repeals and narrows reporting requirements by requiring the DOC to post all local government reports on Williamson Act lands/contracts on its website rather than create a report and submit to the Legislature. The bill also repeals certain reporting requirements by local governments (cities and counties) to the DOC regarding Williamson Act contracts.

As amended on 3/4/21, the bill requires cities/counties to file annual maps on Act lands; and removes the requirement for state approval for the amount of security to be paid when paying cancellation fee.

CALAFCO will continue to watch this bill to ensure no detrimental changes are made to the Act through future amendments.

SB 813 (Committee on Governance and Finance) Local Government Omnibus Act of 2021.

Current Text: Amended: 4/12/2021 [html](#) [pdf](#)

Introduced: 2/23/2021

Last Amended: 4/12/2021

Status: 5/11/2021-Read second time. Ordered to consent calendar.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Calendar:

5/13/2021 #74 SENATE CONSENT CALENDAR SECOND LEGISLATIVE DAY

Summary:

Current law requires the officer of each local agency, who has charge of the financial records of the local agency, to furnish to the Controller a report of all the financial transactions of the local agency during the preceding fiscal year within 7 months of the close of each fiscal year in a form required by the Controller. Current law requires the report to include, among other things, the annual compensation of a local agency's elected officials, officers, and employees, as specified. This bill would specify that the reports shall be furnished at the time prescribed by the Controller and would revise the amount of time in which the report is required to be furnished to either 7 months or within the time prescribed by the Controller, whichever is later

Position: Watch

CALAFCO Comments: This is the annual Senate Governance & Finance Committee Omnibus bill.

Total Measures: 32

Total Tracking Forms: 32

5/13/2021 2:28:19 PM

2021 Omnibus Bill Items Tracking Log

Item No.	Person Responsible	Section/Change	Actions	Due Date	Status
1	Kai Luoma	§56066, 56123, and 56124 – (amend) adding "...or determination of a sphere of influence"; §56387 and §56388 (delete).	Part of Amended Omnibus Bill published April 19, 2021		Added to the 2021 Omnibus Bill (Assembly Bill No. 1581)
2	Kai Luoma	§56133(a) (amend) adding "...of the county in which the affected territory is located." and §56133(f) (delete).	Part of Omnibus Bill published March 9, 2021		Added to the 2021 Omnibus Bill (Assembly Bill No. 1581)
3	Paul Novak	§56325.1(amend) removing Independent judgement language; 56331.4 (new) adding Independent judgement language.	Part of Omnibus Bill published March 9, 2021		Added to the 2021 Omnibus Bill (Assembly Bill No. 1581)
4	Keene Simonds	§56375(e) (amend) adding "...with written notice provided no less than 21 days to the commission..."	Part of Amended Omnibus Bill published April 19, 2021		Added to the 2021 Omnibus Bill (Assembly Bill No. 1581)
5	Protest Working Group	§56375.2 (delete) special provision related to Marin LAFCO additional powers.	Part of Amended Omnibus Bill published April 19, 2021		Added to the 2021 Omnibus Bill (Assembly Bill No. 1581)
6	Keene Simonds	§56427 (amend) replace "...revise spheres..." with "...update spheres..."	Part of Omnibus Bill published March 9, 2021		Added to the 2021 Omnibus Bill (Assembly Bill No. 1581)
7	Protest Working Group	§56705(b) (delete) special provision regarding petition requirements for cities in Los Angeles County	Removed from Omnibus. Will be removed from future tracking logs.		Not approved by stakeholders.
8	Protest Working Group	§56747 (delete) special provision related to City of Cupertino	Part of Amended Omnibus Bill published April 19, 2021		Added to the 2021 Omnibus Bill (Assembly Bill No. 1581)
9	Protest Working Group	§56760 (delete) special provision regarding notice requirements for a city with a population of more than 100,000 In Los Angeles County	Part of Amended Omnibus Bill published April 19, 2021		Added to the 2021 Omnibus Bill (Assembly Bill No. 1581)
10	Roseanne Chamberlain	§56879(c)(4) (new) adding language to remove the property tax transfer process (R & T Section 99 and 99.01) when dissolving inactive districts.	Part of Omnibus Bill published March 9, 2021		Added to the 2021 Omnibus Bill (Assembly Bill No. 1581)
11	Protest Working Group	§57001.1 (delete) special provision related to Santa Cruz County	Part of Amended Omnibus Bill published April 19, 2021		Added to the 2021 Omnibus Bill (Assembly Bill No. 1581)
12	Protest Working Group	§57075.5 (delete) special provision related to Los Angeles County	Part of Amended Omnibus Bill published April 19, 2021		Added to the 2021 Omnibus Bill (Assembly Bill No. 1581)
13	Protest Working Group	§57202.1 (delete) special provision related to Santa Cruz County	Part of Amended Omnibus Bill published April 19, 2021		Added to the 2021 Omnibus Bill (Assembly Bill No. 1581)
14	Protest Working Group	§57383 (delete) special provision related to Los Angeles County	Part of Amended Omnibus Bill published April 19, 2021		Added to the 2021 Omnibus Bill (Assembly Bill No. 1581)

3.15 LEGISLATIVE MATTERS

3.15 (A) Process

Under ideal circumstances, newly introduced or identified legislation that may directly or indirectly impact Marin LAFCo is to be designated by Executive Officer for further review. Such applicable legislation shall then be presented to and reviewed by the Legislative Committee. Finally, the Legislative Committee shall then offer recommendations to the full Commission for approval. This ideal process may be altered or modified if the legislation is time sensitive situation (3.15 D).

3.15 (B) Formal Position on Legislation

LAFCo shall take one of the following positions:

- 3.15 (B)(i) **Sponsor** – A position given to bills that the Commission help draft and believes are consistent with or would further Marin LAFCo policy positions or implementation of the Cortese-Knox-Hertzberg Act, would benefit Marin LAFCo, or reflects good governance principles as public policy.
- 3.15 (B)(ii) **Support** - A position given to bills that the Commission believes are consistent with or would further Marin LAFCo policy positions or implementation of the Cortese-Knox-Hertzberg Act, would benefit Marin LAFCo, or reflects good governance principles as public policy.
- 3.15 (B)(iii) **Neutral** - A position given to bills that have no direct impact upon Marin LAFCo or have been sufficiently amended to remove Marin LAFCo support or opposition, but for which the sponsor and/or legislative author requests a position from Marin LAFCo.
- 3.15 (B)(iv) **Watch** - A position given to bills that are of interest to Marin LAFCo but do not directly affect Marin LAFCo at that time, including spot bills or two-year bills where the author has indicated that the bill will be amended or the subject area may change to impact Marin LAFCo (also known as gut and amend bills). These bills will be tracked but do not warrant taking a position at that time.
- 3.15 (B)(v) **Oppose** - A position given to bills or propositions that the Commission believes would be detrimental to the policy position or implementation of the Cortese-Knox-Hertzberg Act, or Marin LAFCo, or to good governance principles as public policy.
- 3.15 (B)(vi) **Support/Oppose Unless Amended** - A position given to bills for which a support or oppose position could be taken if amendments were made to address identified concerns of the

Commission. This may include changing a previously stated Marin LAFCo position. This position can be changed by the Executive Director if identified amendments are presented and accepted by the legislator. Timeliness is usually important in responding to requests on these types of bills.

- 3.15 (B)(vii) **No Position** - A position given to bills that either are of interest to or have an impact on Marin LAFCo and for which no adopted position is possible and for which there is a clear lack of consensus amongst the Commission on the appropriate position. This may include situations in which a substantive number of Commissioners have divergent positions or policy issues of concern with proposed legislation and no final consensus position is possible.
- 3.15 (B)(viii) **Alignment with CALAFCO** - A position for bills that have little to no impact on Marin LAFCo but where CALAFCO has taken a position and Marin LAFCo wishes to be supportive of other LAFCos across the state. As the legislative process moves forward, the Executive Officer shall send in letters in support of the CALAFCO position as requested by CALAFCO. Should CALAFCO change positions, then Marin LAFCo shall automatically change position to mirror. In cases where CALAFCO is the “Sponsor” of a bill but Marin LAFCo did not help draft then Marin LAFCo position shall be of “Support”.

3.15 (C) Resource Priorities

Given the limited resources of Marin LAFCo, any bill that the Commission takes action on shall be given one of the following priorities:

- 3.15 (C)(i) **Priority 1** - Bills that have highest importance and a direct impact on Marin LAFCo. These bills receive primary attention and comprehensive advocacy by the Executive Officer and Commissioners. Such advocacy may include letters of position, testimony in policy committees, contact with legislators, and grassroots mobilization to members of the legislator. This level requires the greatest resource commitment.
- 3.15 (C)(ii) **Priority 2** - Bills that have a significant impact on or are of interest to Marin LAFCo, may set a policy precedent or have impact relevant to the mission of Marin LAFCo, or have a major importance to a CALAFCO member or group of members or constituents. These bills receive position letters and testimony to policy committees as time permits or upon request of the author or sponsor.

3.15 (C)(iii) **Priority 3** - Bills that have an interest to Marin LAFCo (or CALAFCO) but are deemed to be of a lower priority as to time and effort resources for advocacy. If requested by a member or stakeholder, Marin LAFCo will send a position letter but will not testify unless unusual circumstances arise and if time allows. All bills where the Commission has taken an alignment with CALAFCO position, shall by default be a Priority 3 bill unless another priority level is designated.

3.15 (D) Time-Sensitive Situations

In the absence of an opportunity for a timely meeting by the Committee or Commission, the Executive Officer may take a position, or change a previously taken position, on a bill with the concurrence of the Commission Chair or, in the absence of the Chair, the Vice Chair. The Committee and Board shall be informed of such an action as soon as practically possible to ensure the Committee and Board have up to date information on the legislative positions. Such decisions should be made only when deemed necessary due to urgent issues or circumstances, and when consideration and a vote of the Committee and/or Board is not possible due to the timeliness of the actions occurring as part of a fluid legislative process.



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT
June 10, 2021
Item No. 12 (Business)

TO: Local Agency Formation Commission

FROM: Sashi McEntee, Chair
Jason Fried, Executive Officer
Olivia Gingold, Clerk/Jr. Analyst

SUBJECT: Workshop Report

Background

Marin LAFCo held a Shared Services Workshop on April 29, 2021. Partners for the workshop included Marin County Council of Mayors and Councilmembers, Marin County Special Districts Association, and Marin County Office of Education. The workshop had 2 panels, one on successful shared services in Marin, and another exploring how to successfully implement shared services. The workshop was a success with 78 people attending, including elected officials and staff throughout the County, as well as a few people from outside the County. If you missed it or would like to rewatch it, a recording is posted on our website, www.marinlafco.org.

After the Workshop was over we asked attendees to do a quick online survey to which 19 attendees responded. We had a good mix of elected officials and staff with a few members of the public filling out the survey. Overall the average score per panel was above 4, with 5 being the highest score. Of the 18 people who responded if they would attend a future workshop only 1 person said they would not. We also got some good feedback for future workshops, should we decide to do more. Attached is the result of that survey.

Chair McEntee also did a 2-page summation of discussion topics and take-away points from the workshop. This summary is also attached.

Staff Recommendation for Action

1. No action is needed on this item

Attachment:

1. Summary of the Workshop
2. Survey from Workshop
3. Workshop Slides

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Town of Fairfax

James Campbell, Alternate
City of Belvedere

Craig K. Murray, Vice Chair
Las Gallinas Valley Sanitary

Lew Kious, Regular
Almonte Sanitary District

Tod Moody, Alternate
Sanitary District #5

Larry Loder, Regular
Public Member

Richard Savel, Alternate
Public Member



Summary: Marin LAFCo Shared Services Workshop

April 29, 2021

Why Consider Shared Services?

Marin has a long history of collaboration between public agencies, from informal agreements to formation of Joint Powers Authorities (JPAs) and full consolidation. Benefits of a well-constructed shared services arrangement can include cost sharing, better employee retention, improved service delivery, and the opportunity to explore further integration or eventual consolidation.



Cost-Sharing

- Share administrative and operational costs across the partner organizations

Employee Retention

- Create job depth & specialization
- Create employee growth & development opportunities



Improved Service Delivery

- Align & streamline operations

Explore Further Integration

- Identify potential issues
- Develop relationships



Shared Services Issues To Consider



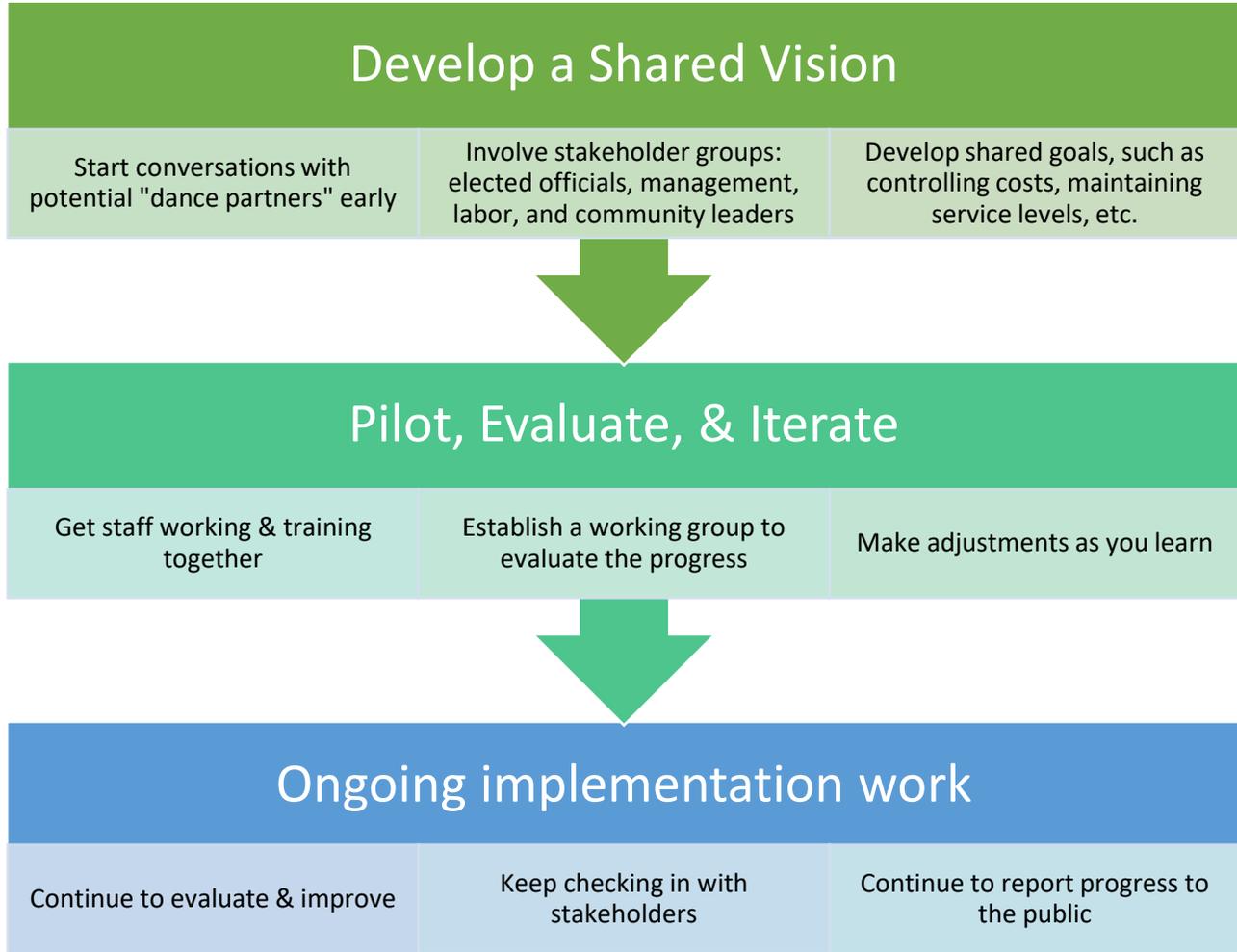
LAFCo is Your Neutral Resource

LAFCo is neutral and does not advocate for a particular outcome. LAFCo’s interest is in current and future service sufficiency, financial stability, and compliance with state and local laws. LAFCo staff can help advise at strategic planning sessions and general plan meetings, as well as act as a neutral convener for exploratory working group discussions.

Thanks To Our 2021 Workshop Partners!



Lessons Learned From Our Panelists



Sharing Services is Like Getting Married

Courtesy of Former San Anselmo City Manager Debi Stutsman:

- You don't necessarily marry the girl next door – sharing works with communities that have similar values.
- Take it slow – we lived together first in dispatch and got to know each other before even thinking about the next step, dating.
- Dating is serious business – be honest, straightforward and address issues as they come up.
- Meet the family – don't surprise your community. Take the time to involve the community, listen to their comments and address the issues that arise.
- Engagement – the diamond is on her finger. Now the real work begins to put two separate "lives" together. Details are important to work out ahead of time to avoid controversy.
- Wedding Day – Signing on the dotted line – Commitment of the partners to one another and the overall good of the combined organization, first and foremost.
- Happily ever after – marriage and commitment take work. Our JPA is a commitment from all the members that we will continue to work together to keep our partnership healthy and productive.

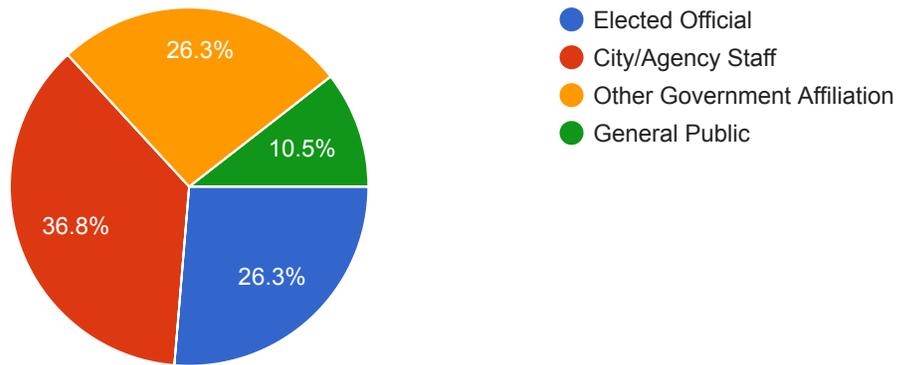
April 29 Shared Services Workshop

19 responses

[Publish analytics](#)

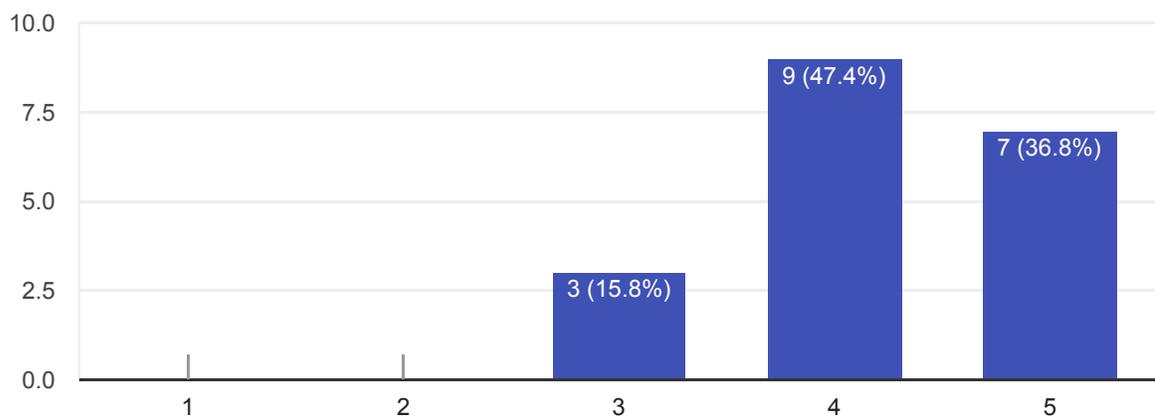
Your Affiliation:

19 responses



April 29, Panel 1: Exploring Successful Shared Services/Consolidation Models in Marin

19 responses



What worked well in Panel 1? Did you have any favorite questions asked or topics explored?

9 responses

Todd's reading of Debbie Stutzman marriage comparison.

I became aware of MGSA's services.

Enthusiasm and knowledge of the speakers on the topic of shared services

The variety of cooperative arrangements presented was most helpful.

The best thing was the information was told in a story form which made it so interestin.

More KPI measurement and discussion of reviewing the success.

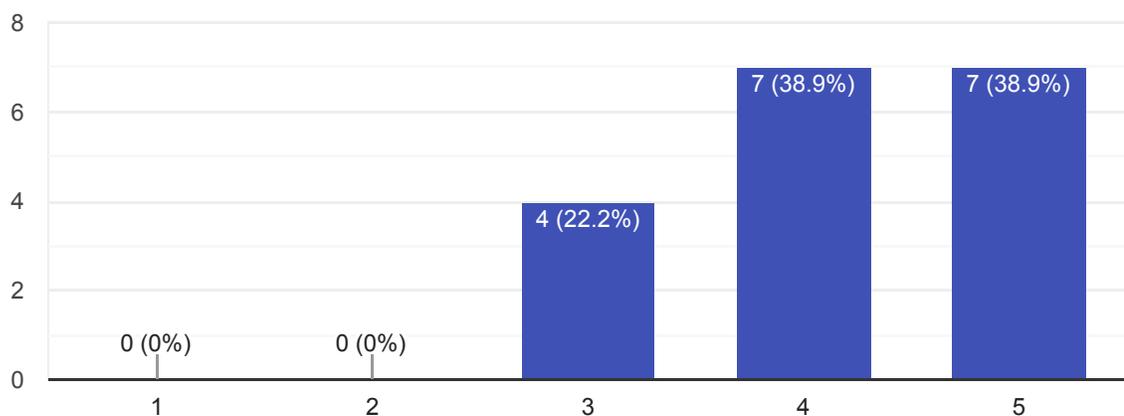
Explanations of how long it took to combine agencies, and why.

informed prepared panelists

People with specific knowledge of shared services were able to explain the advantages

April 29, Panel 2: How to Implement a Shared Services Model

18 responses



What worked well in Panel 2? Did you have any favorite questions asked or topics explored?

9 responses

The second Panel was challenging since it went over material in the first panel. That was necessary but it diminished the amount of new information the viewer received.

Glad my question was answered by both the speaker and host. Liked Jason's slide on the overview of shared services, very helpful.

Reminders that this takes good relationships, communication and time.

commitment and enthusiasm of the speakers to the continued process

Outstanding! The practical examples and stories were great.

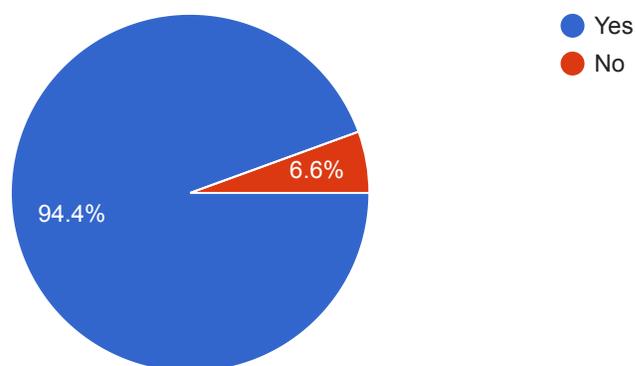
Again, the stories that were shared made the facts memorable.

as a lafco board member, was good to see how our "clients" approach shared services

More visibility into specifics of tools and agreement parameters

Would you be interested in attending future LAFCo Workshops?

18 responses



If yes, what specific subject matter would be of interest to you?

10 responses

Revenue sources and the challenge of prediction and budgeting

Assuming Marin City becomes Marin's newest municipality: take us through what would need to happen, the processes, along the way.

Risks of consolidation

More actual independent research

Working together on issues such as PG&E PSPS and CalTrans sea level rise issues that cross jurisdictional boundaries.

The balance between abag requirements for increased housing and California water supplies

Providing links to resources for small agencies.

don't know



What could be improved for future workshops?

9 responses

The structure and format was very good.

As a participant,, it'd be nice to see all my fellow participants and share in the experience. The webinar format could be preserved by the host keeping cameras and mikes off.

Not all Marin county folks/ more research on pitfalls

Limit workshops to 1 hour because available staff time is very limited.

Nothing

Some sessions could have been shorter

Direct messages to individual panelists.

Shorter

Perhaps have a panelist from an agency that didn't choose to join the agreement and get

Additional comments:

5 responses

The presenters were very well qualified and experienced.

Sashi did a great introduction and monitoring.

Thank you for putting this on. Learned a lot.

Great learning experience. Still learning how LAFCo works and the nuances of the committee.

Thank you!



If you would like staff to follow up with you, please enter your email below:

0 responses

No responses yet for this question.

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Google Forms



MCCMC

Marin County Council of Mayors & Councilmembers



Marin Local Agency Formation Commission
Regional Service Planning | Subdivision of the State of California



**Marin County Special
Districts Association**

Marin LAFCo Shared Services Workshop

Exploring the many ways shared services can be implemented, and how to successfully start them.



How to Participate

- Use chat window for questions during each panel.
- If you have technical difficulties send an email to [“staff@marinlafco.org”](mailto:staff@marinlafco.org) and we can help you out.
- We will take a break between panels to stretch & go to the restroom.



Welcome & Agenda

- | | |
|----------|--|
| 9:00 am | How To Participate - Olivia Gingold |
| 9:10 am | Welcome and Introductions - Sashi McEntee |
| 9:15 am | LAFCo 101 - Jason Fried |
| 9:20 am | Panel 1: Exploring Successful Shared Services in Marin |
| 10:05 am | 5-Minute Break |
| 10:10 am | Panel 2: How to Implement a Shared Services Model |
| 10:55 am | Q & A / Wrap-Up |
| 11:30 am | Adjourn |



Welcome!

- Sashi McEntee, Commission Chairman
- Jason Fried, Executive Director
- Jeren Seibel, Deputy Executive Director
- Olivia Gingold, Clerk/Jr. Analyst



Thank You To Our Partners





Why Consider Shared Services?

- Share costs
- Create job depth & specialization
- Align operations
- Identify issues
- Develop relationships



How Can LAFCo Help?

Involve LAFCo early and often to save time and money in the future!

- Strategic planning sessions
- General plan meetings
- Working groups



LAFCo is Neutral

LAFCo's interest is:

- Service sufficiency (current & future)
- Financial stability
- Compliance with state and local laws



LAFCo 101

- LAFCo = Local Agency Formation Commission
- Created by the State Legislature in 1963 and updated multiple times since
- One LAFCo in each county
- Decisions based on state law and guided by local conditions and circumstances
- Oversees boundary changes and spheres of influence for cities and special districts
- Perform Municipal Service Reviews, which, in part, look at opportunities for shared services to occur between agencies
- Make sure the general public's interests are considered



Panel 1: Exploring Successful Shared Services/Consolidation Models in Marin

The Ranch, Yellow Bus JPA

Bob McCaskill, former
Belvedere Councilmember

Central Marin Police Authority, Central Marin Fire Department

Todd Cusimano, City
Manager of Corte Madera

Marin General Services Authority (MGSA)

Michael Frank, Executive
Officer



Belvedere-Tiburon Shared Services

Belvedere-Tiburon Joint Recreation JPA (“The Ranch”)

- Created in 1975 at the behest of the Reed Union School District
- Board: four members from each city plus one from school district
- Provides all children & adult rec programs for the 2 municipalities.
- Budget: approx. \$2 million
- The JPA is self-funded (with no operational funding from the 2 cities)
- In 2013 the two cities did help with the construction of a new recreation building



Belvedere-Tiburon Shared Services

Tiburon Peninsula Traffic Relief JPA

- Created in 2016 between Belvedere, Tiburon and RUSD
- Board: two members from each city plus two from school district
- Provides yellow school bus services to the three schools in the Reed Union School District and the Cove School in the Larkspur-Corte Madera School District
- About 50% of the school district students ride the buses.
- Budget: approx. \$1 million
- Primary funding is from the two cities and Corte Madera

Marin General Services Authority

Michael Frank, Executive Officer

History

- 1985 – Marin Street Light Acquisition Authority (JPA)
- 2005 – Marin General Services Authority (JPA)
 - Formed by all the towns, cities, and County
 - “The purpose of this Agreement is to establish a public entity separate from the County, Cities, Towns, and Special Districts. This Authority will finance, implement and manage the various municipal services assigned to it.”
- 2015 – Management of Animal Services JPA
- 2020 – Marin Telecommunications Agency (JPA) Integration

Mission Statement

The Marin General Services Authority provides the administration of a variety of programs and services where the policy issues are generally established, in arenas that are more cost effective to provide collectively or are significantly enhanced through partnering for the benefit of the greater Marin community.

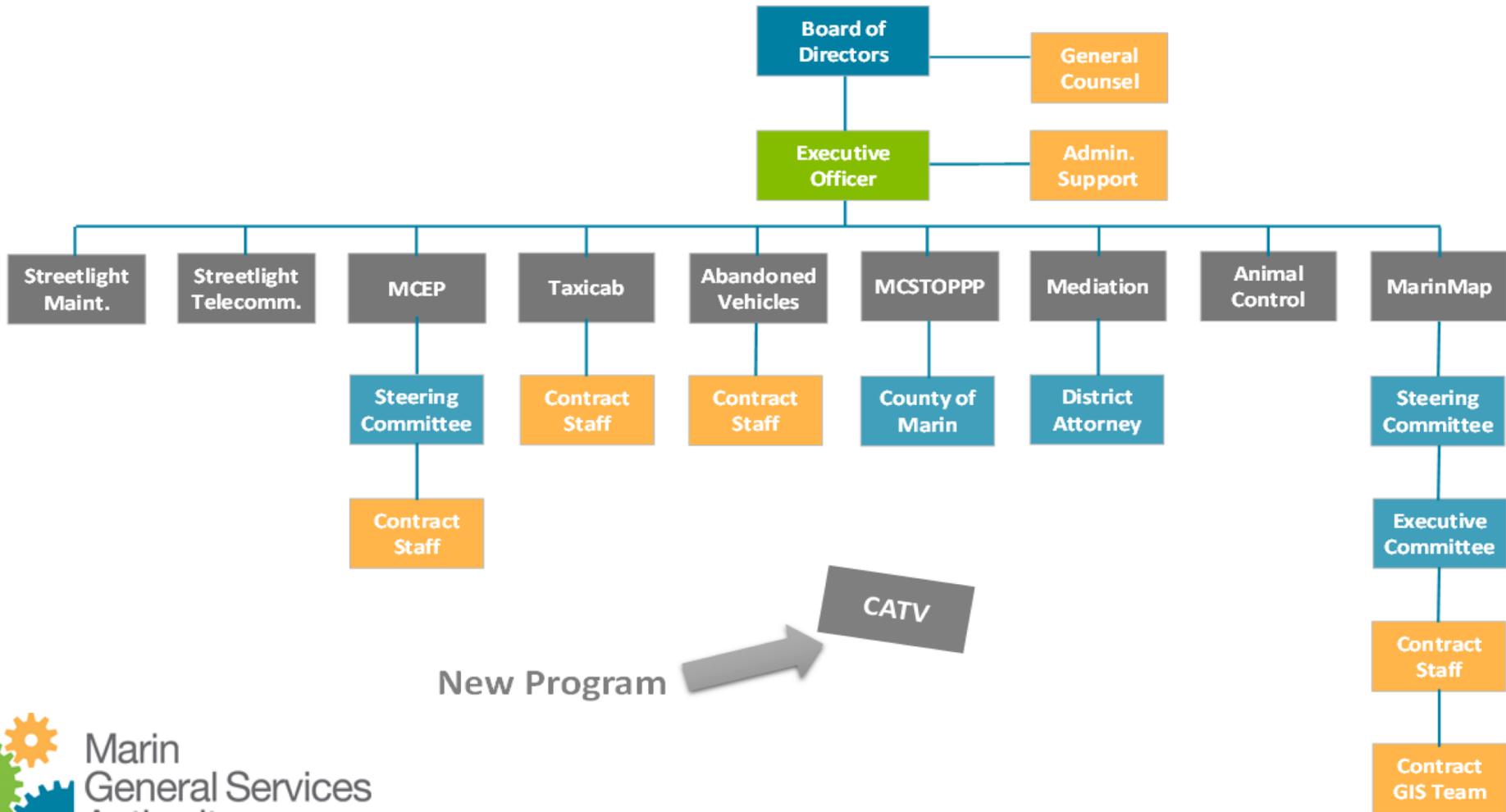
MGSA Basics

- 10 Programs
- No employees
 - No separate HR, IT, Risk, etc. functions
- 7 Part time contractors (including General Counsel)
 - No benefits
 - No retirement
 - No vehicles
 - Primarily a virtual organization with only one small office to store records

Programs

- Abandoned Vehicle Abatement
- Animal Care and Control Services
- CATV - Cable Television Franchise Public, Educational, and Govt. Access
- Marin Climate and Energy Partnership
- MarinMap
- MCSTOPPP
- Mediation
- Streetlight Maintenance
- Streetlight - Telecommunications
- Taxicab Regulation

Program Information
at
[maringeneralservicesau
hority.com/programs/](http://maringeneralservicesauthority.com/programs/)





Panel 2: How to Implement a Shared Services Model

Southern Marin Fire Protection District

Cathryn Hilliard

Board President, SMFD

Murray Park Sewer Maintenance District

Betsy Swenerton, County of
Marin

Former MPSMD staff

Central Marin Police Authority

Mike Norton, CMPA Chief

former president, Corte
Madera Police Officers
Association



Types of Shared Service Arrangements

Informal Agreement

Two or more agencies work together to get similar services at a better cost than if they would alone. Legal agreements tend not to be used.

Memorandum of Understanding (MOU)

MOUs occur when two or more agencies agree to work together on a given item or area of interest with a legal agreement in place. Each member of the MOU maintains its own independence.

Joint Powers Agreements (JPA)

JPAs are formal agreements between multiple agencies where, normally, each agency hands over control of a given item to the JPA to run on behalf of all member agencies. Normally each member agency appoints a member to the JPA Board.

Consolidation or Merger

When two or more agencies either form a new agency or move one agency into another agency.



Southern Marin Fire District's Experience

HOW TO IMPLEMENT A SHARED SERVICES AGREEMENT

- Look for the opportunity
- Start the conversations early, even if you don't implement the agreement for some time or ever
- Create a Plan or Agreement through collaboration with the agencies involved. Must encompass perceived benefits to each party
- Leadership by Elected Officials, Management Staff, Labor, and Community Leaders are essential.
- Include LAFCo in early stages.



Southern Marin Fire District's Experience

Clearly spell out:

WHAT:

- What is being shared and how? The Vision

WHEN:

- When does the Sharing of Services begin and end. When can the participating agencies and their constituents expect to see the matrices that will be used to evaluate the benefits and risks to each party. The Benefit

WHY:

- Make clear to all elected officials, administrators, labor and the community what we hope to accomplish that will benefit all. The Support



Southern Marin Fire District's Experience

HOW (must be clear):

- How will the Shared Services continue, lead to a merger or an annexation ?
- Spell out exactly what services will be provided by whom?
- How will we pay for them?
- How will we agree on the measurements for success?
- How will we gain mutual trust ?
- How will we gain taxpayers support if a merger or annexation takes place?

Southern Marin Fire Protection District includes the unincorporated areas of Mill Valley, Tiburon and the City of Sausalito. SMFD is currently in a Shared Services agreement with the City of Mill Valley. Marin LAFCo is a participant in the process.



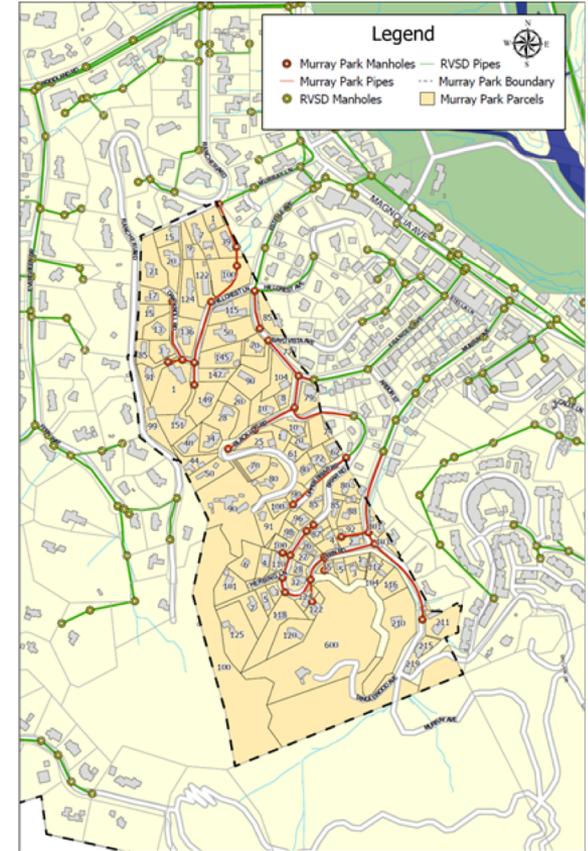
MPSMD Annexation into RVSD

Murray Park Sewer Maintenance District (MPSMD)

- Established in 1949
- 5,500 LF of gravity sewer pipeline serving 91 living units
- Maintained since 1993 by Ross Valley Sanitary District (RVSD)
- Located entirely within RVSD's boundary
- Drains into RVSD's system

Ross Valley Sanitary District (RVSD)

- Established in 1889, changed its name in 2017
- Serves over 47,000 customers, operating and maintaining 200 miles of pipe and 19 pump stations





MPSMD Annexation into RVSD

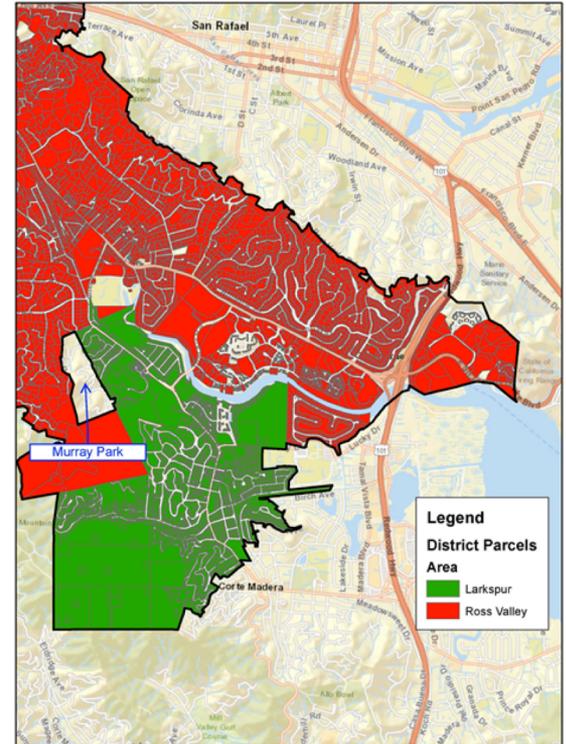
The Case for Annexation of MPSMD

- 2017 LAFCo Wastewater Study
- County of Marin - experts in local government
- Ross Valley Sanitary District - experts in operating sewer systems
- Creating efficiencies by combining the districts

Public Outreach & Outcomes

- Positive feedback from Murray Park residents on the annexation
- RVSD is a leader in customer service
- Access to RVSD's sewer lateral grant and loan programs
- 24/7 on-call service and proactive maintenance and capital improvements

ROSS VALLEY SANITARY DISTRICT





Final Q & A For Our Panelists & Staff

Any further questions?



Lessons Learned

- Shared services may not result in consolidation.
- Aligning stakeholders - public, management, electeds, labor - is important.
- Long road to consolidation - many years to develop relationships, resolve issues along the way.



Lessons Learned, cont.

- It may take more than 1 attempt or approach - or it may not be possible at this time.
- Official LAFCo process is the final step after all the work is done.
- Including LAFCo early in the planning process can save time and money when you go for LAFCo approval.



Thank You For Attending!

Email us at staff@marinlafco.org to join our mailing list and participate in a short survey on today's workshop.

We would really appreciate your feedback!

Contact:

Jason Fried

jfried@marinlafco.org

415-578-2304



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

June 10, 2021
Item No. 13 (Business)

TO: Local Agency Formation Commission
FROM: Jason Fried, Executive Officer
SUBJECT: Election of Chair and Vice-Chair

Background

Marin LAFCo's policy 3.5 directs the election of Chair and Vice-Chair to one-year terms at the first regular meeting in or immediately following May of each year.

The Chair shall also serve as the immediate supervisor to the Executive Officer and is responsible for making committee appointments. The Vice-Chair shall have all the powers and duties of the Chair during their absence or inability to act.

The voting members retain full discretion in proceeding with the selection process as collectively deemed appropriate, and compliant with the Brown Act.

Staff does not take a position on this subject matter and leaves it to the discretion of the Commission as a whole to decide.

Staff Recommendation for Action

1. Option 1 – Elect by a majority of voting members (a) Chair and (b) Vice-Chair to one-year terms commencing immediately and extending to May 2022, and/or until successors are elected.
2. Alternate Option – Continue consideration of this item to a future meeting and give staff any needed instructions or further action.

Administrative Office

Jason Fried, Executive Officer
1401 Los Gatos Drive, Suite 220
San Rafael, California 94903
T: 415-448-5877 E: staff@marinlafco.org
www.marinlafco.org

Damon Connolly, Regular
County of Marin

Judy Arnold, Regular
County of Marin

Dennis Rodoni, Alternate
County of Marin

Sashi McEntee, Chair
City of Mill Valley

Barbara Coler, Regular
Town of Fairfax

James Campbell, Alternate
City of Belvedere

Craig K. Murray, Vice Chair
Las Gallinas Valley Sanitary

Lew Kiouss, Regular
Almonte Sanitary District

Tod Moody, Alternate
Sanitary District #5

Larry Loder, Regular
Public Member

Richard Savel, Alternate
Public Member



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT
June 10, 2021
Item No. 14 (Business)

TO: Local Agency Formation Commission

FROM: Jason Fried, Executive Officer
Mala Subramanian, Legal Counsel

SUBJECT: Discussion and Possible Approval of Nominations for 2021 CALAFCO Annual Awards

Background

As part of the CALAFCO annual conference, they host an awards banquet dinner. Due to COVID, last year's conference was canceled so no banquet dinner was held and no awards were done. CALAFCO took this as an opportunity to redo the awards program and has redone the awards. They just released the new awards system, see attachment. Nominations are due by Friday, August 13. The awards are normally given out for work that is performed in the previous fiscal year but due to no award being given out last year they are allowing for awards to cover the past two fiscal years; July 1, 2019, through June 30, 2020, this time.

The Commission should review all eight categories and determine if it wishes to make any nominations this year. Staff does think that we should nominate ourselves for one of the two Mike Gotch Excellence in Public Service awards. Marin LAFCo has accomplished a lot over the past two years including doing 5 regional MSR's and starting the sixth which covers 46 different agencies in total. We have consolidated Murray Park into Ross Valley and are getting close to doing the same with San Quentin Village along with dissolving 2 inactive CSAs. We have also done several internal reorganizations such as a rewrite of our Policy Handbook and the creation of our first comprehensive Personnel Handbook.

The Commission should also review the other awards to determine if they wish to make nominations in those as well. Staff views this in the end as a decision for the Commission to make.

Staff Recommendation for Action

1. Staff Recommendation – Approve any nominations for CALAFCO awards the Commission wishes to make.
2. Alternate Option 1 – Decide not to make any nominations this year.
3. Alternate Option 2 – Take no action today and have a follow-up meeting on this item giving staff any needed instruction for the next meeting.

Attachment:

1. CALAFCO Nomination Packet

Administrative Office

Jason Fried, Executive Officer
1401 Los Gatos Drive, Suite 220
San Rafael, California 94903
T: 415-448-5877 E: staff@marinlafco.org
www.marinlafco.org

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Town of Fairfax

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City of Belvedere

Craig K. Murray, Vice Chair
Las Gallinas Valley Sanitary

Lew Kiouss, Regular
Almonte Sanitary District

Tod Moody, Alternate
Sanitary District #5

Larry Loder, Regular
Public Member

Richard Savel, Alternate
Public Member

Date: May 24, 2021

To: CALAFCO Members
LAFCo Commissioners and Staff
Other Interested Organizations

From: CALAFCO Achievement Awards Committee

Subject: 2021 CALAFCO Achievement Award Nominations



On behalf of the Association, we are pleased to announce the newly updated CALAFCO Achievement Awards program and the opening of the nomination period. During the past year while the Committee and program were in hiatus due to the pandemic, the program underwent a comprehensive review and update. On April 30, 2021, the Board of Directors unanimously approved and adopted the program.

Each year, CALAFCO recognizes outstanding achievements by dedicated and committed individuals and/or organizations from throughout the state at the Annual Conference Achievement Awards Ceremony. This year's ceremony will be on October 7 at the Hyatt Regency Newport Beach John Wayne Airport, during the awards banquet.

Recognizing individual and organizational achievements is an important responsibility. It provides visible recognition and support to those who go *above and beyond* in their work to advance the principles and goals of the Cortese-Knox-Hertzberg Act. We invite you to use this opportunity to nominate the individuals and organizations you feel deserve this important recognition based on the criteria outlined. *Please carefully review the nomination instructions and the criteria for each category. Incomplete nominations will not be considered by the Committee, nor will nominations that do not adhere to the submittal guidelines.*

For this year only, the nomination period covers the 2020 and 2021 timeframe. This is because there were no awards last year. This will be a one-time only expansion of the timeframe. ***SPECIFICALLY, THAT IS JULY 1, 2019 THROUGH JUNE 30, 2020. Please ensure your nomination highlights achievements only during this timeframe.***

To make a nomination, please use the following procedure:

1. Nominations may be made by an individual, a LAFCo, a CALAFCO Associate Member, or any other organization.
2. Each nomination must meet the specific award category criteria for consideration. The Committee will not consider any nomination for an award for any category other than the one for which it was submitted. Duplicate nominations *will not be considered by the Committee.*
3. Nominations *must be submitted with a completed nomination form.* Please use a separate form for each nomination. The form is your opportunity to highlight the most important points of your nomination.
4. Nomination *Executive Summaries* must be *limited to no more than 250 words in length.* Nomination *Summaries* must be *limited to no more than 1,000 words or 2 pages in length maximum.* You are encouraged to write them in a clear, concise and understandable manner. If the Awards Committee members require additional information, you will be contacted with that request. Any nomination received that exceeds this amount *will not be considered by the Committee.*

5. All supporting information (e.g. reports, news articles, etc.) must be submitted with the nomination. *Limit supporting documentation to no more than 3 pages.* If the Awards Committee members require additional information, you will be contacted with that request. Any nomination received that exceeds this amount *will not be considered by the Committee.*
6. All nomination materials must be submitted at one time and must be received by the deadline. No late nominations will be accepted – no exceptions. Electronic submittals are required and must be submitted as pdf document, using the fillable pdf document provided.
7. **Nominations and supporting materials must be received no later than 3:00 p.m., Friday, August 13, 2021.** Send nominations via e-mail to:

Stephen Lucas, CALAFCO Executive Officer
slucas@buttecounty.net

AND

Christine Crawford, CALAFCO Deputy Executive Officer
christine.crawford@yolocounty.org

Please contact Steve Lucas, CALAFCO Executive Officer, at slucas@buttecounty.net or (530) 538-7784 with any questions.

Members of the 2021 CALAFCO Board of Directors Awards Committee

Board Members:

Anita Paque, Committee Chair (Calveras LAFCo, Central Region)

Daron McDaniel (Merced LAFCo, Central Region)

Jo MacKenzie (San Diego LAFCo, Southern Region)

Margie Mohler (Napa LAFCo, Coastal Region)

Josh Susman (Nevada LAFCo, Northern Region)

apaque@calafco.org

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jmackenzie@calafco.org

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jsusman@calafco.org

Regional Officer Members:

Christine Crawford, CALAFCO Deputy Executive Officer (Central Region)

Steve Lucas, CALAFCO Executive Officer (Northern Region)

Martha Poyatos, CALAFCO Deputy Executive Officer (Coastal Region)

Gary Thompson, CALAFCO Deputy Executive Officer (Southern Region)

christine.crawford@yolocounty.org

slucas@buttecounty.net

mpoyatos@smcgov.org

gthompson@lafco.org

Included as attachments:

- Achievement Awards Program Summary
- 2021 Achievement Award nomination form
- Achievement Award categories, nomination and selection criteria
- Listing of prior Achievement Award recipients





CALAFCO ACHIEVEMENT AWARDS SUMMARY OF PROGRAM CHANGES

AS ADOPTED BY THE BOARD OF DIRECTORS ON APRIL 30, 2021

Purpose of the changes

There are several goals to updating the CALAFCO Achievement Awards program.

First, nomination criteria did not exist for any award. By adding specific nomination criteria to each award, it will be easier for those considering submittal of a nomination to have clear standards that must be met in order for any nomination to be considered. Further, the criterion creates guidelines for the author of a nomination submittal.

Next, also non-existent were selection criteria. By creating selection criteria for each award, the Awards Committee has clear guidelines by which to review and consider each nomination within a given award category. Each proposed selection criteria is customized to the nomination criteria for that award category. This clear criterion also allows nominators to understand what will be considered by the Awards Committee as the nominations for a given category are considered.

We believe both of these goals create a more transparent and comprehensive Achievement Awards program for our membership.

Additionally, the updated Awards Program does several other things. First, it spotlights achievements *above and beyond* what is expected in the normal course of business. Second, it streamlines the current Award categories. Finally, it links specific achievements back to the mission and purpose of LAFCo, thereby enhancing their value and meaning.

On April 30, 2021, the Board of Directors unanimously approved the updated program. This approval was preceded by months of comprehensive review and work by the Association's Executive Director and Regional Officers, followed by a unanimous approval and recommendation to the Board by the Awards Committee.

Difference of the prior program to the updated program

In addition to the differences noted above, there are other notable differences:

- Prior program had eleven (11) total award categories whereas the updated program has eight (8).
- Eliminated *Distinguished Service Award* (already awarding longevity in *Lifetime Achievement Award*).
- Rolled *Outstanding LAFCo Clerk* into *Outstanding LAFCo Professional* and expanded to all LAFCo personnel. With the new criteria, each LAFCo personnel role shall be treated equally.
- Changed *Outstanding CALAFCO Member* to *Outstanding CALAFCO Volunteer*, thereby excluding "staff person" and expanding scope to all who volunteer for the Association, not just Board or staff.
- Added nomination criteria to *Outstanding CALAFCO Associate Member*.
- Combined the following four awards into one (with two distinct categories): *Most Effective Commission, Project of the Year, Government Leadership Award and Mike Gotch Courage and Innovation in Local Government Award*. These are now the *Mike Gotch Excellence in Public Service Award*.

- Criteria for this new award was taken from all four eliminated awards and tied directly to several aspects of the mission of LAFCo through the creation of the two distinct award subcategories.

Adopted changes to the membership and voting of the Achievement Awards Committee

There are two other changes directly affecting the Awards Committee. One relates to the membership structure of the Awards Committee and the other is to the voting.

First, the four Regional Officers are full voting members of the Committee. These Officers enhance the perspective of the Board Committee Members through their technical expertise and “on the ground” experiences. By adding them as voting members (they were previously “advisors” to the Committee), the full voting membership is nine (9).

And finally, it is now a policy of the Committee that any voting member abstain from voting on any category in which a nomination has been submitted by/for their LAFCo or a member (staff or commissioner) of their LAFCo. With bringing the voting membership to nine, this abstention should not pose a problem in terms of not having a quorum of votes cast.



2021 Achievement Award Nominations
Due by Friday, August 13, 2021 at 3:00 p.m.

Achievement Award Nomination Form

NOMINEE - Person or Agency Being Nominated

Name:

Organization:

Address:

Phone:

E-mail:

NOMINATION CATEGORY (check one – see category criteria on attached sheet)

- Outstanding CALAFCO Volunteer
- Outstanding CALAFCO Associate Member
- Outstanding Commissioner
- Outstanding LAFCo Professional
- Mike Gotch Excellence in Public Service (choose one category below)
 - Protection of agricultural and open space lands and prevention of sprawl*
 - Innovation, collaboration, outreach and effective support of the evolution and viability of local agencies, promotion of efficient and effective delivery of municipal services*
- Legislator of the Year (must be approved by the full CALAFCO Board)
- Lifetime Achievement Award

NOMINATION SUBMITTED BY:

Name:

Organization:

Address:

Phone:

E-mail:



**2021 Achievement Award Nominations
Due by Friday, August 13, 2021 at 3:00 p.m.**

EXECUTIVE SUMMARY

In no more than 250 words, summarize why this recipient is the most deserving of this award.



**2021 Achievement Award Nominations
Due by Friday, August 13, 2021 at 3:00 p.m.**

NOMINATION SUMMARY

Please indicate the reasons why this person or agency deserves to be recognized (this section must be no more than 1,000 words or 2 pages maximum).



CALAFCO ACHIEVEMENT AWARD CATEGORIES, NOMINATION & SELECTION CRITERIA

CALAFCO recognizes excellence within the LAFCo community and the full membership by presenting the *Achievement Awards* at the CALAFCO Annual Conference. Nominations are being accepted until **3:00 p.m., Friday, August 13, 2021** in the following categories:

Outstanding CALAFCO Volunteer

Award Summary:

Recognizes a CALAFCO volunteer who has provided exemplary service during the past year. Exemplary service is service which clearly goes above and beyond that which is asked or expected in the charge of their responsibilities. This category may include a CALAFCO Board member, regional officer, program volunteer, or any other requested volunteer.

Nomination criteria:

1. Nominee must have volunteered for the Association during the year in which the nomination is being made.
2. Nominee does not have to be a CALAFCO member.
3. Volunteer efforts must have demonstrated the individual going above and beyond what was asked/expected with positive and effective results.
4. Nominee can be a CALAFCO Board member, regional officer, program volunteer or any other volunteer.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to each nominee, regardless of their position or role as a volunteer. Only the contributions and outcomes shall be considered, not the individual's position.
3. The extent of the volunteerism and the overall impact to the statewide Association and membership based on that volunteerism shall be considered.
4. Preference may be given to individuals who have not previously received this award and meet all the required criteria.

Outstanding CALAFCO Associate Member

Award Summary:

Presented to an active CALAFCO Associate Member (person or agency) that has advanced or promoted the cause of LAFCos by consistently producing distinguished work that upholds the mission and goals of LAFCos and has helped elevate the role and mission of LAFCos through its work. Recipient consistently demonstrates a collaborative approach to LAFCo stakeholder engagement. Further, the individual or firm has a proven commitment to the Association membership through volunteering time and resources to further the cause of LAFCo and CALAFCO.

Nomination criteria:

1. Nominee must be a CALAFCO Associate Member in good standing with the Association.
2. Nominee shall be an Associate Member for the full year in which the nomination is being made.
3. The Associate Member nominated shall have been an Associate Member in good standing with the Association for at least one year prior to the year for which the nomination is being made.
4. As an Associate Member, the nominee may be an individual, firm or agency.
5. The nominee may be an individual within an Associate Member firm or agency.
6. Nominee shall demonstrate that through their work as an Associate Member, the role and mission of LAFCo has been upheld and furthered.
7. Nominee must have proven cooperative and collaborative approaches to situations and solutions that affect LAFCos statewide as an Associate Member.
8. Proven commitment to the Association's membership as an Associate Member by volunteering resources to the Association during the year in which the nomination is made.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to all nominees that meet the nominating criteria.
3. The level of volunteering time and resources to the Association shall be a consideration with all other nomination criteria.

Outstanding Commissioner

Award Summary:

Presented to an individual Commissioner for extraordinary service to his or her Commission. Extraordinary service is considered actions above and beyond those required in the course of fulfilling their statutory responsibilities as a Commissioner. It requires consistently demonstrating independent judgment on behalf of the interest of the entire county, developing innovative and collaborative solutions to local issues, and leading the commission and community by example.

Nomination criteria:

1. Nominee must be a Commissioner of a LAFCo in good standing with the Association.
2. Nominee shall be a Commissioner for the full year in which the nomination is being made.
3. Proven demonstration of consistently exercising independent judgment for the greater good of the County is required.
4. Proven leadership of the commission and the community through collaborative, innovative and creative solutions to local issues is required.
5. Proven effective results and outcomes shall be demonstrated in the nomination.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to all nominees that meet the nominating criteria.
3. Representation type (city-county-district-public) shall not be a consideration nor shall be the size or geographic area of the LAFCo on which the Commissioner serves.
4. The overall impact of the leadership of the Commissioner shall be considered.
5. Preference may be given to individuals who have not previously received this award and meet all the required criteria.

Outstanding LAFCo Professional

Award Summary:

Recognizes an Executive Officer, Staff Analyst, Clerk, Legal Counsel or any other LAFCo staff person for exemplary service during the past year. Exemplary service is considered actions which clearly go above and beyond that which is asked, expected, or required in the charge of their LAFCo responsibilities.

Nomination criteria:

1. Nominee must be a staff person of a LAFCo in good standing with the Association.
2. Nominee shall be a staff person for the full year in which the nomination is being made.
3. As a staff person, the nominee can be either an employee of the LAFCo or a contractor providing employee-type services to the LAFCo.
4. Efforts must be demonstrated that the individual has consistently gone above and beyond or outside the scope of their role or job responsibilities, with proven results that otherwise would not have occurred.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to all nominees that meet the nominating criteria.
3. Position within a LAFCo shall not be a consideration, nor shall be the size or geographic area of the LAFCo.
4. The overall impact of the LAFCo professional to their LAFCo and the greater community shall be considered.
5. Preference may be given to individuals who have not previously received this award and meet all the required criteria.

Lifetime Achievement Award

Award Summary:

Recognizes any individual who has made extraordinary contributions to the statewide LAFCo community in terms of longevity of service, exemplary advocacy of LAFCo-related legislation, proven leadership in approaching a particular issue or issues, and demonstrated support in developing and implementing innovative and creative ways to support the goals of LAFCos throughout California. At a minimum, the individual should be involved in the LAFCo community for at least twenty (20) years.

Nomination criteria:

1. Nomination must be received from a member LAFCo or Associate Member in good standing with the Association.
2. A minimum of 20 years direct involvement with the LAFCo community is required for consideration.
3. During that time, nominee shall have a proven positive impact and effect on the support and evolution of LAFCos statewide.
4. This includes advocacy of LAFCos statewide through legislation, developing creative and innovative solutions to LAFCo issues that serve beyond their LAFCo to the greater good, and collaborative stakeholder approaches to issues and opportunities to further the cause and mission of LAFCo.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Preference may be given to nominees who also have proven experience volunteering for CALAFCO through a regional officer role, serving on committees, serving on the CALAFCO Board, or any other method of volunteering for the Association that serves to promote and support the mission and work of LAFCos throughout the state.

Legislator of the Year

Award Summary:

Presented to a member of the California State Senate or Assembly in recognition of leadership and valued contributions in support of LAFCo goals that have a statewide effect. The recipient shall have demonstrated clear support and effort to further the cause and ability of LAFCos to fulfill their statutory mission. Selected by CALAFCO Board by super majority.

Nomination criteria:

1. Nominee shall be a California State legislator during the full year in which the nomination was made.
2. Nominee must have demonstrated extraordinary leadership in the Legislature on behalf of LAFCos statewide, with efforts resulting in a positive impact for all LAFCos.

Selection criteria:

1. Must meet all nomination criteria requirements for consideration.
2. All Legislator of the Year nominations shall be forwarded by the Achievement Awards Committee to the Board for consideration.
3. Selection of the recipient of this award shall be done with a super majority approval of the Board (present at the time of the vote).

Mike Gotch Excellence in Public Service Award

Awarded to an individual, group or agency for actions that rise above expected or common functions or actions that are LAFCo-related; *and* reduce or eliminate common institutional roadblocks; *and* result in a truly extraordinary public service outcome. Individuals, a LAFCo, or collaborative effort among multiple LAFCos or a LAFCo with other entities are eligible. Other entities shall be decision-making bodies at the local, regional or state level. This award has two distinct categories, each focusing on specific areas of the LAFCo mission.

Mike Gotch Excellence in Public Service Award categories:

1. *Protection of agricultural and open space lands and prevention of sprawl*
2. *Innovation, collaboration, outreach and effective support of the evolution and viability of local agencies, promotion of efficient and effective delivery of municipal services*

Mike Gotch Excellence in Public Service Award categories:

Protection of agricultural and open space lands and prevention of sprawl

Includes the development and implementation of programs or other actions associated with agriculture, water, flood control, parks and recreation, habitat conservation plans and public lands. Demonstrates the recipient has identified, encouraged and ensured the preservation of agricultural and open space lands. Proven actions that encourage cities, counties and special districts to direct development away from all types of agricultural lands, including prime agricultural lands and open space lands. Includes demonstrated consideration given in decisions to Regional Transportation Plans, including sustainable communities strategies and other growth plans to ensure reliable services, orderly growth, and sustainable communities.

Innovation, collaboration, outreach and effective support of the evolution and viability of local agencies, promotion of efficient and effective delivery of municipal services

Includes the development and implementation of innovate support and systems within internal LAFCo operations in the support of local agencies. Actions produce systemic and sustainable improvements and innovation of local government. Proven facilitation of constructive discussions with local and regional agencies and proactive outreach to local and regional agencies as well as local stakeholders and communities to identify issues and solutions and demonstrated action as a coordinating agency in offering and supporting unique local solutions to meet local challenges. Successful demonstration of development of capacities and abilities of local agencies. Provide tools and resources to local agencies to address aging infrastructure, fiscal challenges and the maintenance of existing services. Demonstrated action to streamline the provision of local services with proven results that services are consistent or have been improved as a result, with little to no increased cost to the consumer. Focused efforts and proven results to ensure delivery of services to all communities, especially disadvantaged communities.

Nomination criteria:

1. Clear demonstration that the actions rise above expected or common functions or actions.
2. The actions reduced or eliminated common institutional roadblocks.
3. The actions clearly proven a truly extraordinary public service outcome that is systemic and sustainable.
4. Identified unique circumstances and factors leading to the solution/project.
5. The innovative steps taken by the LAFCo or entity/entities/individual to solve the problem, overcome the situation, or to take action.
6. Clear description of the results/outcomes of the work and the short- and long-term effects.
7. How this work can be promoted as a LAFCo best practice.
8. Clear demonstration how this nomination meets all criteria.

Selection Criteria:

1. Must meet all nomination criteria requirements for consideration.
2. Equal consideration shall be given to each nominee within each category. The size or geographic area of the LAFCo within a given category shall not be a consideration.
3. The overall impact of the actions and outcomes to the greater community being served shall be considered.
4. The level of impact based on the required nomination criteria shall be considered.



PREVIOUS CALAFCO ACHIEVEMENT AWARD RECIPIENTS

2019

Distinguished Service Award	Charley Wilson , Orange LAFCo
Most Effective Commission	Contra Costa LAFCo
Outstanding Commissioner	Jim DeMartini , Stanislaus LAFCo
Outstanding LAFCo Professional	David Church , San Luis Obispo LAFCo
Project of the Year	Orange LAFCo , for <i>San Juan Capistrano Utilities MSR</i>
Government Leadership Award	CA State Water Resources Control Board, Los Angeles County and Los Angeles LAFCo , for <i>Sativa Water District</i>
Mike Gotch Courage & Innovation in Local Government Leadership Award	Butte LAFCo
Legislator of the Year	Assembly Member Mike Gipson
Lifetime Achievement Award	John Benoit , various LAFCos, Jurg Heuberger , Imperial LAFCo

2018

Distinguished Service Award	John Withers , Orange LAFCo
Most Effective Commission	Santa Clara LAFCo
Outstanding Commissioner	Margie Mohler , Napa LAFCo
Outstanding LAFCo Professional	George Williamson , Del Norte LAFCo
Outstanding LAFCo Clerk	Elizabeth Valdez , Riverside LAFCo
Outstanding CALAFCO Associate Member	Best Best & Krieger
Project of the Year	Lake LAFCo , water services consolidation
Government Leadership Award	City of Porterville, County of Tulare, Dept. of Water Resources, State Water Resources Control Board, Governor's Office of Emergency Services, Self Help Enterprises, Community Water Center for East Porterville water supply project
Mike Gotch Courage & Innovation in Local Government Leadership Award	Mike Ott , San Diego LAFCo
Legislator of the Year	Assembly Member Anna Caballero
Lifetime Achievement Award	Pat McCormick , Santa Cruz LAFCo, George Spiliotis , Riverside LAFCo

2017

Most Effective Commission	Los Angeles LAFCo
Outstanding CALAFCO Member	Sblend Sblendorio , Alameda LAFCo
Outstanding Commissioner	John Marchand , Alameda LAFCo
Outstanding LAFCo Professional	Paul Novak , Los Angeles LAFCo
Outstanding LAFCo Clerk	Richelle Beltran , Ventura LAFCo
Outstanding CALAFCO Associate Member	Policy Consulting Associates
Project of the Year	County Services MSR , Butte LAFCo, and Santa Rosa Annexation , Sonoma LAFCo

Government Leadership Award
Lifetime Achievement Award

San Luis Obispo County Public Works Dept.
Kathy Rollings McDonald (San Bernardino)

2016

Distinguished Service Award
Most Effective Commission
Outstanding CALAFCO Member
Outstanding Commissioner
Outstanding LAFCo Professional
Outstanding LAFCo Clerk
Project of the Year
Government Leadership Award
Lifetime Achievement Award

Peter Brundage, Sacramento LAFCo
San Luis Obispo LAFCo
John Leopold, Santa Cruz LAFCo
Don Tatzin, Contra Costa LAFCo
Steve Lucas, Butte LAFCo
Cheryl Carter-Benjamin, Orange LAFCo
Countywide Water Study, (Marin LAFCo)
Southern Region of CALAFCO
Bob Braitman (retired Executive Officer)

2015

Mike Gotch Courage & Innovation in
Local Government Leadership Award
Distinguished Service Award
Most Effective Commission
Outstanding CALAFCO Member
Outstanding Commissioner
Outstanding LAFCo Professional
Outstanding LAFCo Clerk
Project of the Year

Government Leadership Award

CALAFCO Associate Member of the Year
Legislators of the Year Award
Lifetime Achievement Award

Yuba County Water Agency

Mary Jane Griego, Yuba LAFCo
Butte LAFCo
Marjorie Blom, formerly of Stanislaus LAFCo
Matthew Beekman, formerly of Stanislaus LAFCo
Sam Martinez, San Bernardino LAFCo
Terri Tuck, Yolo LAFCo
Formation of the Ventura County Waterworks District No. 38 (Ventura LAFCo) and **2015 San Diego County Health Care Services five-year sphere of influence and service review report** (San Diego LAFCo)
The Cities of Dublin, Pleasanton, Livermore and San Ramon, the Dublin San Ramon Services District and the Zone 7 Water Agency
Michael Colantuono of Colantuono, Highsmith & Whatley
Assembly member Chad Mayes
Jim Chapman (Lassen LAFCo) and **Chris Tooker** (formerly of Sacramento LAFCo)

2014

Mike Gotch Courage & Innovation in
Local Government Leadership Award
Distinguished Service Award
Most Effective Commission
Outstanding CALAFCO Member
Outstanding Commissioner
Outstanding LAFCo Professional
Outstanding LAFCo Clerk
Project of the Year

David Church, San Luis Obispo LAFCo

Kate McKenna, Monterey LAFCo
Santa Clara LAFCo
Stephen Lucas, Butte LAFCo
Paul Norsell, Nevada LAFCo
Kate McKenna, Monterey LAFCo
Paige Hensley, Yuba LAFCo
LAFCo Procedures Guide: 50th Year Special Edition,
San Diego LAFCo

Government Leadership Award

Orange County Water District, City of Anaheim, Irvine Ranch Water District, and Yorba Linda Water District

Legislators of the Year Award

Assembly member Katcho Achadjian

Lifetime Achievement Award

Susan Wilson, Orange LAFCo

2013

Mike Gotch Courage & Innovation in Local Government Leadership Award

Simón Salinas, Commissioner, Monterey LAFCo

Distinguished Service Award

Roseanne Chamberlain, Amador LAFCo

Most Effective Commission

Stanislaus LAFCo

Outstanding CALAFCO Member

Harry Ehrlich, San Diego LAFCo

Outstanding Commissioner

Jerry Gladbach, Los Angeles LAFCo

Outstanding LAFCo Professional

Lou Ann Texeira, Contra Costa

LAFCo Outstanding LAFCo Clerk

Kate Sibley, Contra Costa LAFCo

Project of the Year

Plan for Agricultural Preservation, Stanislaus LAFCo

Government Leadership Award

Orange County LAFCo Community Islands Taskforce, Orange LAFCo

Legislators of the Year Award

Senators Bill Emmerson and Richard Roth

Lifetime Achievement Award

H. Peter Faye, Yolo LAFCo; Henry Pellissier, Los Angeles LAFCo; Carl Leverenz, Butte LAFCo; Susan Vicklund-Wilson, Santa Clara LAFCo.

2012

Mike Gotch Courage & Innovation in Local Government Leadership Award

Bill Chiat, CALAFCO Executive Director

Distinguished Service Award

Marty McClelland, Commissioner, Humboldt LAFCo

Most Effective Commission

Sonoma LAFCo

Outstanding CALAFCO Member

Stephen A. Souza, Commissioner, Yolo LAFCo and CALAFCO Board of Directors

Outstanding Commissioner

Sherwood Darington, Monterey

LAFCo Outstanding LAFCo Professional

Carole Cooper, Sonoma LAFCo

Outstanding LAFCo Clerk

Gwenna MacDonald, Lassen LAFCo

Project of the Year

Countywide Service Review & SOI Update, Santa Clara LAFCo

Government Leadership Award

North Orange County Coalition of Cities, Orange LAFCo

Lifetime Achievement Award

P. Scott Browne, Legal Counsel LAFcos

2011

Mike Gotch Courage & Innovation in Local Government Leadership Award

Martin Tuttle, Deputy Director for Planning, Caltrans

Distinguished Service Award

Mike McKeever, Executive Director, SACOG

LAFCo Most Effective Commission

Carl Leverenz, Commissioner and Chair, Butte

Outstanding CALAFCO Member

San Bernardino LAFCo

Outstanding Commissioner

Keene Simonds, Executive Officer, Napa LAFCo

Outstanding LAFCo Professional

Louis R. Calcagno, Monterey LAFCo

Outstanding LAFCo Clerk

June Savala, Deputy Executive Officer, Los Angeles LAFCo

Debbie Shubert, Ventura LAFCo

Project of the Year

Cortese-Knox-Hertzberg Definitions Revision

Bob Braitman, Scott Browne, Clark Alsop, Carole Cooper, and George Spiliotis

Government Leadership Award

Contra Costa Sanitary District

Elsinore Water District and Elsinore Valley Municipal Water District

2010

Mike Gotch Courage & Innovation in Local Government Leadership Award

Helen Thompson, Commissioner, Yolo LAFCo

Distinguished Service Award

Kathleen Rollings-McDonald, Executive Officer, San Bernardino LAFCo

Bob Braitman, Executive Officer, Santa Barbara LAFCo

Most Effective Commission

Tulare LAFCo

Outstanding CALAFCo Member

Roger Anderson, Ph.D., CALAFCo Chair, Santa Cruz LAFCo

Outstanding Commissioner

George Lange, Ventura LAFCo

Outstanding LAFCo Professional

Harry Ehrlich, Government Consultant, San Diego LAFCo

Outstanding LAFCo Clerk

Candie Fleming, Fresno LAFCo

Project of the Year

Butte LAFCo

Sewer Commission - Oroville Region Municipal Service Review

Government Leadership Award

Nipomo Community Services District and the County of San Luis Obispo

Special Achievement

Chris Tooker, Sacramento LAFCo and CALAFCo Board of Directors

2009

Mike Gotch Courage & Innovation in Local Government Leadership Award

Paul Hood, Executive Officer, San Luis Obispo LAFCo

Distinguished Service Award

William Zumwalt, Executive Officer, Kings LAFCo

Most Effective Commission

Napa LAFCo

Outstanding CALAFCo Member

Susan Vicklund Wilson, CALAFCo Vice Chair

Jerry Gladbach, CALAFCo Treasurer

Outstanding Commissioner

Larry M. Fortune, Fresno LAFCo

Outstanding LAFCo Professional

Pat McCormick, Santa Cruz LAFCo Executive Officer

Outstanding LAFCo Clerk

Emmanuel Abello, Santa Clara LAFCo

Project of the Year

Orange LAFCo Boundary Report

Government Leadership Award

Cities of Amador City, Jackson, Lone, Plymouth & Sutter Creek; Amador County; Amador Water Agency; Pine Grove CSD – Countywide MSR Project

Legislator of the Year Award

Assembly Member Jim Silva

2008

Distinguished Service Award

Peter M. Detwiler, Senate Local Government Committee Chief Consultant

Most Effective Commission

Yuba LAFCo

Outstanding Commissioner

Dennis Hansberger, San Bernardino LAFCo

Outstanding LAFCo Professional

Michael Ott, San Diego LAFCo Executive Officer

Martha Poyatos, San Mateo Executive Officer

Outstanding LAFCo Clerk Project of the Year	Wilda Turner , Los Angeles LAFCo Kings LAFCo City and Community District MSR and SOI Update
Government Leadership Award Legislator of the Year Award	San Bernardino Board of Supervisors Assembly Member Anna M. Caballero

2007

Outstanding CALAFCo Member Distinguished Service Award Counsel Most Effective Commission Outstanding Commissioner	Kathy Long , Board Chair, Ventura LAFCo William D. Smith , San Diego Legal Santa Clara LAFCo Gayle Uilkema , Contra Costa LAFCo
Outstanding LAFCo Professional Outstanding LAFCo Clerk Project of the Year	Joyce Crosthwaite , Orange LAFCo Executive Officer Debby Chamberlin , San Bernardino LAFCo San Bernardino LAFCo and City of Fontana Islands Annexation Program
Government Leadership Award Lifetime Achievement	City of Fontana - Islands Annexation Program John T. "Jack" Knox

2006

Outstanding CALAFCo Member Distinguished Service Award Most Effective Commission Award Outstanding Commissioner Award	Everett Millais , CALAFCo Executive Officer and Executive Officer of Ventura LAFCo Clark Alsop , CALAFCo Legal Counsel Alameda LAFCo Ted Grandsen , Ventura LAFCo Chris Tooker , Sacramento LAFCo
Outstanding LAFCo Professional Award Outstanding LAFCo Clerk Award Project of the Year Award	Larry Calemine , Los Angeles LAFCo Executive Officer Janice Bryson , San Diego LAFCo Marilyn Flemmer , Sacramento LAFCo Sacramento Municipal Utility District Sphere of Influence Amendment and Annexation; Sacramento LAFCo
Outstanding Government Leadership Award Legislator of the Year Award	Cities of Porterville, Tulare, and Visalia and Tulare LAFCo Island Annexation Program Senator Christine Kehoe

2005

Outstanding CALAFCo Member Distinguished Service Award Most Effective Commission Award Outstanding Commissioner Award	Peter Herzog , CALAFCo Board, Orange LAFCo Elizabeth Castro Kemper , Yolo LAFCo Ventura LAFCo Art Aseltine , Yuba LAFCo Henri Pellissier , Los Angeles LAFCo
Outstanding LAFCo Professional Award Outstanding LAFCo Clerk Award Project of the Year Award	Bruce Baracco , San Joaquin LAFCo Danielle Ball , Orange LAFCo San Diego LAFCo MSR of Fire Protection and Emergency Medical Services
Outstanding Government Leadership Award	Sacramento Area Council of Governments (SACOG)

2004

Outstanding CALAFCo Member Distinguished Service Award Most Effective Commission Award	Scott Harvey , CALAFCo Executive Director Julie Howard , Shasta LAFCo San Diego LAFCo
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Outstanding Commissioner Award
Outstanding LAFCo Professional Award
Project of the Year Award

Edith Johnsen, Monterey LAFCo
David Kindig, Santa Cruz LAFCo
San Luis Obispo LAFCo
Nipomo CSD SOI Update, MSR, and EIR

2003

Outstanding CALAFCo Member
Distinguished Service Award
Most Effective Commission Award
Outstanding Commissioner Award
Outstanding LAFCo Professional Award
Outstanding LAFCo Clerk Award
Project of the Year Award

Special Achievement Award

Michael P. Ryan, CALAFCo Board Member
Henri F. Pellissier, Los Angeles LAFCo
San Luis Obispo LAFCo
Bob Salazar, El Dorado LAFCo
Shirley Anderson, San Diego LAFCo
Lori Fleck, Siskiyou LAFCo
Napa LAFCo
Comprehensive Water Service Study
James M. Roddy

2002

Outstanding CALAFCo Member
Most Effective Commission Award
Commissioner Award
Outstanding LAFCo Professional Award
Outstanding LAFCo Clerk Award
Project of the Year Award
Outstanding Government Leadership Award

Ken Lee, CALAFCo Legislative Committee Chair
San Diego LAFCo Outstanding
Ed Snively, Imperial LAFCo
Paul Hood, San Luis Obispo LAFCo
Danielle Ball, Orange LAFCo
San Luis Obispo LAFCo
Napa LAFCo, **Napa County Farm Bureau**, **Napa Valley Vintners Association**, **Napa Valley Housing Authority**, **Napa County Agricultural Commissioner's Office**, **Napa County Counsel Office**, and **Assembly Member Patricia Wiggins**

2001

Outstanding CALAFCo Member
Distinguished Service Award

Outstanding Commissioner Award
Outstanding LAFCo Professional Award
Project of the Year Award
Outstanding Government Leadership Award

Legislator of the Year Award

SR Jones, CALAFCo Executive Officer
David Martin, Tax Area Services Section, State Board of Equalization
H. Peter Faye, Yolo LAFCo
Ingrid Hansen, San Diego LAFCo
Santa Barbara LAFCo
Alameda County Board of Supervisors, **Livermore City Council**, **Pleasanton City Council**
Senator Jack O'Connell

2000

Outstanding CALAFCo Member
Distinguished Service Award

Most Effective Commission Award
Outstanding Commissioner
Outstanding LAFCo Professional Award
Outstanding LAFCo Clerk Award
Project of the Year Award
Legislator of the Year Award

Ron Wootton, CALAFCo Board Chair
Ben Williams, Commission on Local Governance for the 21st Century
Yolo LAFCo
Rich Gordon, San Mateo LAFCo
Annamaria Perrella, Contra Costa LAFCo
Susan Stahmann, El Dorado LAFCo
San Diego LAFCo
Robert Hertzberg, Assembly Member

1999

Distinguished Service Award	Marilyn Ann Flemmer-Rodgers , Sacramento LAFCo
Most Effective Commission Award	Orange LAFCo
Outstanding Executive Officer Award	Don Graff , Alameda LAFCo
Outstanding LAFCo Clerk Award	Dory Adams , Marin LAFCo
Most Creative Solution to a Multi-Jurisdictional Problem	San Diego LAFCo
Outstanding Government Leadership Award	Assembly Member John Longville
Legislator of the Year Award	Assembly Member Robert Hertzberg

1998

Outstanding CALAFCO Member	Dana Smith , Orange LAFCo
Distinguished Service Award	Marvin Panter , Fresno LAFCo
Most Effective Commission Award	San Diego LAFCo
Outstanding Executive Officer Award	George Spiliotis , Riverside LAFCo
Outstanding Staff Analysis	Joe Convery , San Diego LAFCo Joyce Crosthwaite , Orange LAFCo
Outstanding Government Leadership Award	Santa Clara County Planning Department

1997

Most Effective Commission Award	Orange LAFCo
Outstanding Executive Officer Award	George Finney , Tulare LAFCo
Outstanding Staff Analysis	Annamaria Perrella , Contra Costa LAFCo
Outstanding Government Leadership Award	South County Issues Discussion Group
Most Creative Solution to a Multi-Jurisdictional Problem	Alameda LAFCo and Contra Costa LAFCo
Legislator of the Year Award	Assembly Member Tom Torlakson





Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

June 10, 2021

Executive Officer Report – Section A

TO: Local Agency Formation Commission

FROM: Jason Fried, Executive Officer

SUBJECT: Budget Update FY 2020-2021

Background

Marin Local Agency Formation Commission (LAFCo) adopted a budget for FY 2020-2021 totaling \$566,577.88. From July 1, 2020, through May 31, 2020, LAFCo has spent \$454,616.76. This report covers 11 months, which is about 91% of the year. We have spent about 80% of our budget this year.

As previously reported only one item (Line item 30) is substantially over the 91% threshold. This item covers an area where we make large annual payments at the start of the year should stay the same for the rest of the year.

No action needed on this item.

Attachment:

- 1) FY 2020-2021 Budget Reports as of 6/1/2021

Administrative Office

Jason Fried, Executive Officer
1401 Los Gatos Drive, Suite 220
San Rafael, California 94903
T: 415-448-5877 E: staff@marinlafco.org
www.marinlafco.org

Damon Connolly, Regular
County of Marin

Judy Arnold, Regular
County of Marin

Dennis Rodoni, Alternate
County of Marin

Sashi McEntee, Chair
City of Mill Valley

Barbara Coler, Regular
Town of Fairfax

James Campbell, Alternate
City of Belvedere

Craig K. Murray, Vice Chair
Las Gallinas Valley Sanitary

Lew Kiou, Regular
Almonte Sanitary District

Tod Moody, Alternate
Sanitary District #5

Larry Loder, Regular
Public Member

Richard Savel, Alternate
Public Member

Marin Local Agency Formation Commission

20/21 BUDGET REPORT

06/01/21

July 2020 through June 2021

Accrual Basis

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4700000 · Prior Year Carryover	0.00	63,007.60	-63,007.60	0.0%
4710510 · Agency Contributions	508,165.37	503,570.28	4,595.09	100.9%
Total Income	508,165.37	566,577.88	-58,412.51	89.7%
Expense				
Services and Supplies				
05 · Commissioner Per Diems	5,375.00	10,000.00	-4,625.00	53.8%
10 · Conferences	0.00	5,000.00	-5,000.00	0.0%
15 · General Insurance	7,032.73	8,000.00	-967.27	87.9%
20 · IT & Communications Services	13,113.37	16,000.00	-2,886.63	82.0%
25 · Legal Services	29,243.60	45,000.00	-15,756.40	65.0%
30 · Memberships & Dues	13,142.00	13,000.00	142.00	101.1%
35 · Misc Services	1,077.30	2,000.00	-922.70	53.9%
40 · Office Equipment Purchases	2,348.36	4,139.00	-1,790.64	56.7%
45 · Office Lease/Rent	30,715.85	33,588.88	-2,873.03	91.4%
50 · Office Supplies & Postage	1,870.52	4,000.00	-2,129.48	46.8%
55 · Professional Services	17,239.90	20,000.00	-2,760.10	86.2%
60 · Publications/Notices	815.72	3,000.00	-2,184.28	27.2%
65 · Rent - Storage	483.00	650.00	-167.00	74.3%
70 · Training	499.00	1,700.00	-1,201.00	29.4%
75 · Travel - Mileage	0.00	3,500.00	-3,500.00	0.0%
Total Services and Supplies	122,956.35	169,577.88	-46,621.53	72.5%
Salary and Benefit Costs				
5110109 · Salaries	268,920.29	307,000.00	-38,079.71	87.6%
5130120 · County of Marin - Group Health	28,980.09	45,000.00	-16,019.91	64.4%
5130500 · MCERA / Pension	33,760.03	39,000.00	-5,239.97	86.6%
5130525 · Retiree Health	0.00	6,000.00	-6,000.00	0.0%
Total Salary and Benefit Costs	331,660.41	397,000.00	-65,339.59	83.5%
Total Expense	454,616.76	566,577.88	-111,961.12	80.2%
Net Ordinary Income	53,548.61	0.00	53,548.61	100.0%
Other Income/Expense				
Other Income				
4410125 · Interest Earnings	3,187.73			
4640333 · Fees for Services	8,597.99			
Total Other Income	11,785.72			
Net Other Income	11,785.72			
Net Income	65,334.33	0.00	65,334.33	100.0%



Marin Local Agency Formation Commission

Regional Service Planning | Subdivision of the State of California

AGENDA REPORT

June 10, 2021

Executive Officer Report – Section B

TO: Local Agency Formation Commission

FROM: Olivia Gingold, Clerk/Junior Analyst

SUBJECT: **Current and Pending Proposals**

Background

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

LAFCo has received one new application since the last Commission meeting in February for 666 Sequoia Valley Road (File #1355) which is in its 30-day review process. One application is being considered at today's Commission meeting, the annexation of 345 Highland Avenue (File #1354). More information on LAFCo File # 1354 can be found as part of the packet for Agenda Item #3.

Attachment:

1) Chart of Current and Pending Proposals

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James Campbell, Alternate
City of Belvedere

Craig K. Murray, Vice Chair
Las Gallinas Valley Sanitary

Lew Kiious, Regular
Almonte Sanitary District

Tod Moody, Alternate
Sanitary District #5

Larry Loder, Regular
Public Member

Richard Savel, Alternate
Public Member

Current and Pending Proposals

LAFCo File #	Status	Proposal	Description	Government Agency	Latest Update
1346	Approved by Commission and Awaiting Completion of Terms	Annexation of 4576 Paradise Drive	Sierra Pines Group LLC ("applicant") requesting approval to annex one lot totaling 9.575 acres to the Town of Tiburon. The affected territory is near the Town of Tiburon with a situs address of 4576 Paradise Drive (038-142-02.)	Town of Tiburon	Terms must be completed by 12/12/21
1341	Emergency OSA and Future Application	Emergency OSA and awaiting application to annex into San Rafael Sanitation District	32 Fairway Dr, San Rafael, had a failed septic tank which they reported to Marin County Environmental Health Services Division and needs an OSA to connect into SRSD. The applicant also plans to annex permanently into SRSD but first needs to get all needed materials, such as legal description and legal maps produced. They should be submitting application in the near future.	San Rafael Sanitation District	In October 2020, applicant connected to the sewer line. Applicant is in conversation with LAFCo to proceed with a permanent application.
1354	On Today's Agenda	Annexation of 345 Highland Ave.	Landowners Jennifer and Robert Andrews (applicant) submitted an application for the annexation of 345 Highland Avenue to SRSD. The parcel is approx. .98 acres and has a failing septic that necessitates their annexation to SRSD.	San Rafael Sanitation District	30-day review was completed and application is on today's agenda for approval.
1355	In 30-day review period.	Annexation of 666 Sequoia Valley Road	Landowner Matthew Farnsworth requestions annexation approval of 666 Sequoia Valley Road to Homestead Valley Sanitary District. The parcel is approx. .47 acres and has a failing septic that necessitates their annexation to HVSD.	Homestead Valley Sanitary District	Application has been received and 30-day review period has been start.
	Possible Future Item	San Quentin Village Sewer Maintenance District consolidation with Ross Valley Sanitary District	Based on past action of Marin LAFCo, discussion of possible consolidation between SQVSMD with RVSD has been deemed as seemingly in the best interest of the community of San Quentin Village customers.	SQVSMD and RVSD	Staff is currently reviewing outstanding issues with the staffs from both SQVSMD and RVSD.

Current and Pending Proposals

LAFCo File #	Status	Proposal	Description	Government Agency	Latest Update
1350	Completed	Dissolution of Inactive District	CSA 23 applying for dissolution following notification of inactive district from State Controller's Office in November 2020. This district has made no money and had no activity since the 1990's. The SCO's findings are consistent with past Marin LAFCo MSR findings.	CSA 23	Item has been completed
1351	Completed	Dissolution of Inactive District	CSA 25 applying for dissolution following notification of inactive district from State Controller's Office in November 2020. This district has made no money and had no activity since the 1990's. The SCO's findings are consistent with past Marin LAFCo MSR findings.	CSA 25	Item has been completed
1352	Completed	Annexation of 2000 Point San Pedro Road	Landowner (Brendan Hickey) requesting annexation approval of 2000 Point San Pedro Road is in incorporated San Rafael and is looking to connect to the sewer. The territory is approximately 1.9 acres in size and currently undeveloped with plans to build a single family residence.	San Rafael Sanitation District	Item has been completed
1353	Approved by Commission and Awaiting Completion of Terms	Annexation of 1499 Lucas Valley Road	Landowner (Michael J. Stone) requesting annexation approval of 1499 Lucas Valley Road to MMWD. This property has been serviced by Marin Municipal Water District since 1997 without ever being annexed into the district. The affected territory is approximately 8.979 acres in size and is zoned as Single Family Residential improved with 2 living units.	Marin Municipal Water District	Item has been completed

Current and Pending Proposals

LAFCo File #	Status	Proposal	Description	Government Agency	Latest Update
1328	Deemed Terminated	Annexation of 255 Margarita Drive	Landowner (Paul Thompson) requesting annexation approval of 255 Margarita Drive (016-011-29) in the unincorporated island community of Country Club to the San Rafael Sanitation District. The affected territory is approximately 1.1 acres in size and currently developed with a single-family residence. It has also established service with the SRSD as part of a LAFCo approved outside service extension due to evidence of a failing septic system. The outside service extension was conditioned – among other items – on the applicant applying to LAFCo to annex the affected territory to the San Rafael Sanitation District as a permanent means to public wastewater service. The application remains incomplete at this time and awaits consent determination by SRSD.	San Rafael Sanitation District	Application is now deemed terminated and staff is working to get SRSD to disconnect or get the applicant to resubmit application.
1349	Withdrawn	Annexation of 200 Pacheco Ave	Landowner (Ian Murdock) requesting annexation approval of 200 Pacheco Ave (146-230-79) in the unincorporated island community of Indian Valley to the Novato Sanitation District. The affected territory is approximately 2 acres in size and currently has a single family home with an old septic system.	Novato Sanitary District	Withdrawn 8/13/20