

From: VTA Board Secretary <Board.Secretary@vta.org>
Sent: Monday, April 15, 2019 4:16 PM
To: VTA Board of Directors <VTABoardofDirectors@vta.org>
Subject: From VTA: April 15, 2019 Media Clips

VTA Daily News Coverage for Monday, April 15, 2019

1. [VTA confirms 4 cases of scabies among drivers \(KRON 4 News\)](#)
2. [Scabies Infection – multiple outlets](#)
3. [4 VTA drivers infected with scabies; a dozen buses moved into quarantine \(KTVU Ch. 2\)](#)

[VTA confirms 4 cases of scabies among drivers \(KRON 4 News\)](#)

(Link to video)

Four Santa Clara Valley Transportation Authority drivers have been confirmed to have scabies, a skin rash caused by a tiny burrowing parasite.

The first driver reported the rash on Saturday and VTA has since confirmed three other reports, according to spokeswoman Brandi Childress. The transit agency has removed 12 buses from operation for cleaning. Scabies spreads quickly in crowded conditions, according to the U.S. Centers for Disease Control and Prevention. Direct, prolonged skin-to-skin contact can spread the bug.

VTA said no riders have reported scabies, and their current priority is cleaning the affected buses. All four operators said they contracted scabies after being in the driver's seat, not the passenger area.

"This skin irritation is unlikely to be transmitted by merely sitting on a bus or being near a person with it," VTA officials said in a statement. Buses from lines 22, 522, 55 and 88 will be vacuumed, steam-cleaned and wiped down with diluted bleach. VTA said chemical treatment is not necessary in this case, but they've hired an exterminator to oversee cleaning.

"This is an added measure of precaution to make sure that our employees and our public have no reason to worry," VTA officials said. Public areas at the agency's North Division in Mountain View will receive extra cleaning, as well as 130 buses at the location.

The agency doesn't yet know the origin of the scabies. Service will not be impacted by the cleaning.

Scabies Infection – multiple outlets

[KCBS \(Link to audio\)](#)

[NBC Bay Area](#)

[ABC 7 News](#)

[KPIX Ch. 5](#)

[Back to top](#)

[4 VTA drivers infected with scabies; a dozen buses moved into quarantine](#) (KTVU Ch. 2)

(Link to video)

Valley Transportation Authority officials say there is no risk of infection to the riding public. This, after four of its drivers became infected with scabies – a small bug that burrows under the skin causing an itchy rash.

VTA workers moved a dozen buses into quarantine Friday at the authority's north yard in Mountain View.

"VTA has hired an exterminator to conduct extra cleaning of the buses. This is an added measure of precaution. To make sure our employees and the public has no reason to worry," said Brandi Childress, a VTA spokeswoman. Scabies is a small bug or mite that burrows into the skin. Once there, it causes a rash spreading from the fingers. Some passengers are fearful now that equipment used in their only method of transportation is now quarantined for exposure.

"It's scary. But I have no (other) option. Because I only have VTA," said bus passenger Sherajum Monira.

A scabies infection is generally treated with a topical antibiotic, and officials with Santa Clara County Vector Control say infection comes from closer, personal contact. Not from riding or touching a bus.

"It's generally unlikely to get it from, let's say, shaking hands, or a hug or something like that. Sitting on seats, it's unlikely as well," said Dr. Noor Tietze of the Santa Clara County Vector Control District.

VTA officials say they'll have all 130 buses stationed at their north yard cleaned over the weekend. They'll vacuum the seats, and wipe down hard surfaces with bleach.

"We do take the maintenance and cleanliness of our buses seriously," said Childress.

The 12 impacted buses operate on four lines – the 22 and 522 from San Jose to Palo Alto, and the 55 and 88 which operate in the northern part of the county.

One driver told KTVU he and others are concerned more workers could show symptoms in the coming days.

"I was kind of worried, yeah, particularly that we could bring this home to our families," he said.

VTA officials say they've distributed information and protocols to approximately 1,600 bus drivers, as they work to determine how four became infected with scabies.

Conserve paper. Think before you print.

From: VTA Board Secretary <Board.Secretary@vta.org>
Sent: Tuesday, April 16, 2019 3:12 PM
To: VTA Board of Directors <VTABoardofDirectors@vta.org>
Subject: VTA Information: Ridership Memo for February 2019

VTA Board of Directors:

Attached is a memorandum from Chief Operating Officer Inez Evans regarding VTA ridership for February 2019.

Thank you.

Office of the Board Secretary
Santa Clara Valley Transportation Authority
3331 N. First Street
San Jose, CA 95134
408.321.5680
board.secretary@vta.org



TO: VTA Board of Directors

THROUGH: Nuria I. Fernandez
General Manager/CEO

FROM: Inez Evans
Chief Operating Officer

DATE: April 10, 2019

SUBJECT: VTA Ridership for February 2019

February 2019 total monthly system ridership for bus and light rail was 2,604,916, a decrease of 9.3% over February 2018.

Bus ridership was down 10.4%. Light Rail ridership was down 5.4%. The Mountain View-Winchester line recorded a slight increase in ridership, the seventh consecutive month of increased ridership for this line. Line 522 was the only core route that recorded an overall average weekday ridership improvement of 4.5% over February 2018. February 2019 total monthly ridership recorded an 8.9% decrease compared to January 2019. Ridership change from February to January typically averages -1.0%.

Heavy rainfall in February was a significant factor for the ridership declines. February 2019 had a total precipitation of 5.61 inches, or 13% more than February 2018.

Ridership	Feb-2019	Feb-2018	Percent Change	Jan- 2019	Percent Change
Bus	1,990,512	2,222,290	-10.4%	2,186,203	-9.0%
Light Rail	614,404	649,812	-5.4%	672,806	-8.7%
System	2,604,916	2,872,102	-9.3%	2,859,009	-8.9%

Forty-five of the 69 bus routes, or 65%, did not meet the weekday standards as defined in the Service Design Guidelines. Ten of the 18 core routes met the weekday standards as defined in the Service Design Guidelines.

The core routes and light rail stations that had the most average weekday ridership declines are shown in the tables below:

Route	Feb-2019	Feb-2018	Difference	Percent Change
22	8,876	9,965	-1,089	-10.9%
66	4,830	5,518	-688	-12.5%
61	5,500	6,185	-685	-11.1%
26	3,785	4,446	-661	-14.9%
23	6,137	6,702	-565	-8.4%
Totals	29,128	32,816	-3,688	-11.2%

Station	Feb-2019	Feb-2018	Difference	Percent Change
Children's Discovery Museum	233	412	-179	-43.4%
Civic Center Station	1,047	1,216	-169	-13.9%
Berryessa Station	267	311	-44	-14.1%
Montague Station	165	189	-24	-12.7%
McKee Station	434	457	-23	-5.0%
Totals	2,146	2,585	-439	-17.0%

The fiscal year-to-date total system ridership for bus and light rail recorded a 2.8% decrease. Light Rail recorded an increase of 0.5% this Fiscal Year.

Ridership	(Current) Jul' 18-Feb'19	(Prior) Jul' 17-Feb' 18	Percent Change
Bus	18,007,285	18,721,634	-3.8%
Light Rail	5,659,952	5,629,860	0.5%
System	23,667,237	24,351,494	-2.8%

From: VTA Board Secretary <Board.Secretary@vta.org>
Sent: Wednesday, April 17, 2019 2:32 PM
To: VTA Board of Directors <VTABoardofDirectors@vta.org>
Subject: FW: Proposed LAFCO Budget for Fiscal Year 2019-2020

VTA Board of Directors:

Per LAFCO's request, we are forwarding you their proposed Budget for Fiscal Year 2019-2020.

Thank you.

VTA Office of the Board Secretary
Santa Clara Valley Transportation Authority
3331 North First Street, Building B-1
San Jose, CA 95134-1927
Phone: 408-321-5680



From: Abello, Emmanuel <Emmanuel.Abello@ceo.sccgov.org>
Sent: Wednesday, April 17, 2019 12:14 PM
Subject: Proposed LAFCO Budget for Fiscal Year 2019-2020

The Clerk of the Board of Supervisors, City Clerks and Special District Clerks:
Please distribute to the members of your legislative bodies the attached Proposed LAFCO Budget for FY 2019-2020.

Thank you.

Emmanuel Abello, LAFCO Clerk
LAFCO of Santa Clara County
777 North First Street, Suite 410
San Jose, CA 95112
(408) 993-4705

www.santaclaralafco.org

NOTICE: This email message and/or its attachments may contain information that is confidential or restricted. It is intended only for the individuals named as recipients in the message. If you are NOT an authorized recipient, you are prohibited from using, delivering, distributing, printing, copying, or disclosing the message or its content to others and must delete the message from your computer. If you have received this message in error, please notify the sender by return email.



**Local Agency
Formation Commission
of Santa Clara County**
777 North First Street
Suite 410
San Jose, CA 95112
SantaClaraLAFCO.org

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

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

April 16, 2019

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

FROM: Neelima Palacherla, LAFCO Executive Officer

SUBJECT: PROPOSED LAFCO BUDGET FOR FISCAL YEAR 2019-2020

Please find attached, the Proposed LAFCO Budget for Fiscal Year 2019-2020, as approved by LAFCO at its public hearing on April 3, 2019. The attached Report reviews the status of LAFCO's current work plan and budget; and sets forth a proposed work plan and budget for Fiscal Year 2019-2020.

LAFCO is scheduled to consider adoption of its Final Budget at a public hearing on Wednesday, June 5, at 1:15 PM in the Santa Clara County Board Chambers located at 70 West Hedding Street in San Jose.

The County Auditor will invoice the cities, independent special districts and the County for LAFCO costs based on the Final Budget adopted by LAFCO.

Should you have any questions or comments, please do not hesitate to contact me.

Attachment: Staff Report "Proposed LAFCO Budget for Fiscal Year 2020"

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



Local Agency
Formation Commission
of Santa Clara County
777 North First Street
Suite 410
San Jose, CA 95112
SantaClaraLAFCO.org

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

ITEM # 5

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

LAFCO MEETING: APRIL 3, 2019

TO: LAFCO

FROM: Neelima Palacherla, Executive Officer

SUBJECT: PROPOSED LAFCO BUDGET FOR FISCAL YEAR 2020

FINANCE COMMITTEE / STAFF RECOMMENDATION

1. Adopt the Proposed Work Plan and Budget for Fiscal Year 2019-2020.
2. Find that the Proposed Budget for Fiscal Year 2020 is expected to be adequate to allow the Commission to fulfill its statutory responsibilities.
3. Authorize staff to transmit the Proposed Budget adopted by the Commission including the estimated agency costs as well as the LAFCO public hearing notice on the adoption of the Fiscal Year 2020 Final Budget to the cities, the special districts, the County, the Cities Association and the Special Districts Association.

BACKGROUND

LAFCO BUDGET PROCESS REQUIREMENTS

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

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

accounting and budget system and the LAFCO budget information is formatted using the County's account descriptions/codes.

FISCAL YEAR 2019-2020 BUDGET TIMELINE

Dates	Staff Tasks / LAFCO Action
March 13 - April 3	Notice period, Draft Budget posted on LAFCO website and available for review and comment
April 3	LAFCO public hearing on adoption of Draft Budget
April 4	Draft Budget, draft apportionments and LAFCO public hearing notice on Final Budget transmitted to agencies
June 5	Public hearing and adoption of Final Budget
June 5 - July 1	Final Budget transmitted to agencies; Auditor requests payment from agencies

LAFCO FINANCE COMMITTEE MEETING

At its February 6, 2019 LAFCO meeting, the Commission appointed Commissioners Hall, and LeZotte and Alternate Commissioner Melton to the LAFCO Finance Committee and directed the Committee to develop a draft budget for Commission consideration.

The Finance Committee held a special meeting on March 18, 2019. Commissioner LeZotte and Alternate Commissioner Melton attended the meeting. The Committee discussed issues related to the budget including the highlights and progress on the current year work plan, and the status of the current year budget.

The Committee considered and recommended the proposed LAFCO work plan and budget for FY 2020. The Committee also recommended that the Commission delegate authority for executing small contracts up to \$5,000 to the Executive Officer with prior LAFCO Counsel review and provided sufficient funds are contained in the LAFCO budget (see Agenda Item #5). The Committee also made other recommendations specific to individual line items in the proposed budget. These recommendations are described under the relevant line item.

FY 2018-2019 IN REVIEW

STATUS OF FY 2019 WORK PLAN

Attachment A depicts the current status of the work plan projects in the Fiscal Year 2019 Work Program. Substantial progress has been made on each of the work plan areas in the current year.

In addition to reviewing and processing LAFCO applications for boundary amendments in a timely manner, a major focus of LAFCO's work during this fiscal year centered around the preparation and adoption of its Public Communications

and Outreach Plan and the development of communication material including the design and production of print collateral such as the “Santa Clara County and Cities Boundaries” map and the “What is LAFCO?” brochure. Staff will begin work with the consultant on revision of the LAFCO powerpoint presentation and on the redesign of the LAFCO website. The work plan item to conduct a Strategic Planning Workshop for the Commission is on hold until completion of the development of these public communications tools.

Staff has developed for Commission consideration and adoption, a work plan for conducting LAFCO’s third round of service reviews. Staff will provide an updated inventory and maps of all the remaining unincorporated islands in the county by May 2019; and has committed to work with the Town of Los Gatos on its island annexation efforts. In October 2018, a first ever external audit of LAFCO’s financial statements was performed for fiscal year 2018. Staff continues to attend meetings of various local and regional associations and is gearing up to host the 2019 CALAFCO staff workshop in April. Santa Clara LAFCO received the 2018 Most Effective Commission Award at the CALAFCO Annual Conference in October 2018.

The LAFCO Annual Report to be published at the end of the current fiscal year will document all the applications reviewed and processed by LAFCO over the course of this fiscal year; and will summarize the various accomplishments, activities/projects that LAFCO has engaged in or completed in Fiscal Year 2019.

STATUS OF FY 2019 BUDGET

Attachment C depicts the current Fiscal Year budget status. The adopted LAFCO budget for FY 2019 is \$1,131,997. It is estimated that the total year-end projected expenditures for FY 2019 would be approximately 4% lower than the adopted budget for FY 2019. Revenue for FY 2019 is projected to be slightly higher than that projected in the adopted budget for FY 2019. The County, the cities and the independent special districts paid their respective shares of LAFCO’s FY 2019 costs as apportioned by the County Controller. The actual fund balance rolled over at the end of FY 2018 was \$314,693, which is approximately \$55,522 (\$314,693-\$259,171) or 20% higher than projected in the adopted FY 2019 budget.

PROPOSED WORK PROGRAM FOR FISCAL YEAR 2020

The Finance Committee discussed and recommended the proposed FY 2020 Work Plan for Commission consideration and adoption. The proposed work program for FY 2020 is presented in **Attachment C**.

LAFCO is mandated by the state to process applications in accordance with the provisions of the Cortese Knox Hertzberg Act. Associated with this mandate, LAFCO has several responsibilities/requirements including but not limited to adopting written policies and procedures, maintaining a website, serving as a conducting authority for protest proceedings and conducting public hearings and providing adequate public notice.

Other mandated projects include conducting service reviews prior to reviewing and updating spheres of influence for cities and special districts once every five years, or

as necessary. Staff has prepared a work plan for conducting LAFCO's third round of service reviews. (see Agenda Item #7). As proposed in the Service Review Work Plan, in FY 2020, LAFCO will begin work on its third round of service reviews with a special study on the Rancho Rinconada Recreation and Park District in order to further evaluate potential governance structure options for the district.

LAFCO's statutorily mandated activities take priority over administrative projects that are not statutorily required, and over proactive commission-initiated projects which are discretionary but support LAFCO's mission and statutory requirements.

The LAFCO Finance Committee identified and prioritized the following key proactive projects for FY 2020:

- Implement LAFCO's Public Communications and Outreach Plan in order to expand understanding of LAFCO's role and responsibility in promoting sustainable growth and good governance in the county
- Conduct a comprehensive review and update of LAFCO's policies in order to strengthen, clarify and ensure consistency with state law
- Work with interested cities to facilitate island annexations
- Engage in and seek Sustainable Agricultural Lands Conservation (SALC) grant partnership opportunities
- Implement LAFCO agenda management software and video recording and online posting of LAFCO meeting videos in order to promote public engagement
- Organize and scan LAFCO's recent hardcopy records for inclusion into LAFCO's existing electronic document management system

FISCAL YEAR 2020 PROPOSED BUDGET

The Finance Committee recommended the Proposed FY 2020 Budget, for the full Commission's consideration and approval. (See Attachment D). The following is a detailed itemization of the proposed budget.

EXPENDITURES

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

OBJECT 1. SALARIES AND BENEFITS \$772,591

This includes the salary and benefits for the four current LAFCO staff positions including Executive Officer, the two Analyst positions and Clerk position. All four of these positions are staffed through the County Executive's Office. The County projects that the salaries and benefits for the four LAFCO positions would total approximately \$756,913 in FY 2020. The proposed amount is based on the best available projections from the County. Any further changes to the projections for these four positions that occur within the next couple of months will be reflected in the Final LAFCO budget.

Additionally, the Finance Committee recommended that this line item include funds that may be necessary to reflect any increase in compensation for the LAFCO Clerk position as a result of the classification and compensation review that is currently in progress at the County Employee Services Agency. Therefore, this item includes approximately \$15,600 in anticipation of reclassification of the LAFCO Clerk position to the requested/appropriate position. In 2018, staff initiated a classification and compensation review for the LAFCO Clerk position, in order to better reflect the requirements, duties and responsibilities of the position.

OBJECT 2. SERVICES AND SUPPLIES

5255100 Intra-County Professional \$45,000

This amount includes the costs for services from various County agencies such as the County Surveyor's Office, the County Assessors' Office, and the Registrar of Voters. The County Surveyor assists with map review and approval for boundary change proposals. In addition, the Surveyor's Office also assists with research to resolve boundary discrepancies. The County Assessor's Office prepares reports for LAFCO and the Registrar of Voters provides data necessary for processing LAFCO applications. This item also allows LAFCO to seek GIS mapping services including maintenance and technical assistance from the County Planning Office, as necessary.

5255800 Legal Counsel \$72,240

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

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

The monthly retainer for FY 2020 increases to \$5,790, based on a 3.9% increase in the Consumer Price Index for the prior calendar year (2018). This item covers the annual retainer fees and includes additional monies to cover approximately 10 hours of work outside the retainer.

5255500 Consultant Services \$110,000

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

Committee recommended an addition of \$10,000 to this line item in order for LAFCO to implement an appropriate agenda management and meeting broadcast system for LAFCO meetings.

5285700 Meal Claims \$750

This item is being maintained at \$750.

5220200 Insurance \$6,000

This item is for the purpose of purchasing general liability insurance and workers' compensation coverage for LAFCO. In 2010, LAFCO switched from the County's coverage to the Special District Risk Management Authority (SDRMA), for the provision of general liability insurance. Additionally, LAFCO also obtains workers' compensation coverage for its commissioners from SDRMA. Workers' compensation for LAFCO staff is currently covered by the County and is part of the payroll charge. For Fiscal Year 2020, Workers Compensation coverage costs are estimated at \$800 and General Liability insurance costs are estimated at \$4,800.

5270100 Rent & Lease \$44,478

This item includes rent for the private office space lease which amounts to \$44,478 for FY 2020.

5250100 Office Expenses \$10,000

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

5255650 Data Processing Services \$14,825

This item includes costs associated with County Technology Solutions & Services Department (TSS) providing IT services to the LAFCO program. According to TSS, these costs are projected based on FTE and since LAFCO staff increased from 3 to 4 (33%), the service costs have also increased compared to the previous FY. This line item includes projected costs for End User Device Management (\$6,600); Enterprise Content Management services and solutions (\$2,512), Claranet services (\$2,032), security services (\$1,352), and sccLearn (\$192), Wireless Carrier Service (\$353), Enterprise Architecture (\$796), Data Analytics and Visualizations (\$184), Desktop Software Imaging and Configuration (\$500), and Identity and Access Management (\$304).

5225500 Commissioner's Fees \$10,000

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

5260100 Publications and Legal Notices \$2,500

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

5245100 Membership Dues \$11,836

This amount includes funding for membership dues to CALAFCO – the California Association of LAFCOs. In order to close its structural deficit, the CALAFCO Board has implemented a 16.25% dues increase for all member LAFCOs in FY 2020; and has committed to revising the CALAFCO dues structure into a more sustainable and equitable model in time for membership consideration and approval at the Annual Membership Business meeting in October 2019. The FY 2020 membership dues for Santa Clara LAFCO is \$10,376.

Additionally, this item includes membership dues for CSDA – the California Special Districts Association. In June 2018, CSDA informed staff that Santa Clara LAFCO as a customer of SDRMA, must be a member of CSDA pursuant to SDRMA bylaws. Since the CSDA Board does not adopt FY 2020 member dues until summer, this item includes an estimated dues amount. It is estimated that the FY 2020 CSDA membership dues would be \$1,460, which includes a 6% dues increase from the current year.

5250750 Printing and Reproduction \$1,500

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

5285800 Business Travel \$16,650

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

5285300 Private Automobile Mileage \$2,000

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

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

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

5281600 Overhead (\$61,183)

This is an amount established by the County Controller’s Office, for service rendered by various County departments and that are not directly billed to LAFCO. The overhead includes LAFCO’s share of the County’s FY 2019 Cost Allocation Plan which is based on actual overhead costs from FY 2018 – the most recent year for which actual costs are available. The overhead includes the following charges from:

County Executive’s Office:	\$30,803
Controller-Treasurer:	\$9,238
Employee Services Agency:	\$3,718
OBA:	\$1,377
BHS-MH - Employee:	\$137
TSS Intergovernmental Service:	\$690
Technology Services & Solutions:	\$3,494
Procurement:	\$340
Facilities and Fleet:	\$7

Further, a “roll forward” is applied which is calculated by comparing FY 2018 Cost Plan estimates with FY 2018 actuals. The FY 2018 cost estimates were lower than the actuals by \$11,379; this amount is added to the FY 2020 Cost Plan. This is a state requirement.

5275200 Computer Hardware \$3,000

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

5250800 Computer Software \$5,000

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

5250250 Postage \$2,000

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

5252100 Training Programs \$2,000

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

REVENUES

4103400 Application Fees \$35,000

It is anticipated that LAFCO will receive approximately \$35,000 in fees from processing applications. The actual amount earned from fees depends entirely on the level of application activity.

4301100 Interest \$6,000

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

3400150 Fund Balance from Previous Fiscal Year (FY 2019) \$107,446

It is projected that there will be a savings or fund balance of approximately \$107,446 at the end of Fiscal Year 2019, which will be carried over to reduce the

proposed Fiscal Year 2020 costs for LAFCO's funding agencies (cities, independent special districts and the County).

$$\begin{aligned} \text{Projected Year-End [FY 19] Fund Balance} &= (\text{Projected Year-End [FY 19] Revenue} + \\ &\quad \text{Actual Fund Balance from Previous} \\ &\quad \text{Fiscal Year [FY 18]} + \text{Funds Received} \\ &\quad \text{from Local Agencies in FY 19}) - \\ &\quad (\text{Projected Year-End [FY 19] Expenses}) \\ &= (\$41,500 + \$314,693 + \$833,826) - \$1,082,573 \\ &= \$107,446 \end{aligned}$$

In previous years, LAFCO has had a more substantial year-end fund balance. However, staff and the Commission continue to develop more accurate budgets that more closely reflect actual expenditures and revenues. Additionally, as LAFCO seeks to maintain its operations at a high level of performance, the amount of excess fund balance will likely continue to decline over the years.

The fund balance excludes the \$150,000 set aside as the reserve, which is expected to be unused at the end of FY 2019 and will be rolled over to the next year as-is and maintained as the reserve.

RESERVES

3400800 Reserves Available \$150,000

This item includes reserves for two purposes: litigation reserve – for use if LAFCO is involved with any litigation; and contingency reserve – to be used for unexpected expenses. If used during the year, this account will be replenished in the following year. Since 2012, the reserves have been retained in a separate Reserves account, thus eliminating the need for LAFCO to budget each year for this purpose. LAFCO currently retains \$150,000 in reserves separate from operating expenses.

5701000 Reserves \$50,000

The Finance Committee at its meeting on March 18, discussed the need for reserves and given the increasing complexity of LAFCO work, recommended budgeting \$50,000 in FY 2020 to bring the total amount of reserves to \$200,000 – which is approximately 18% of LAFCO's proposed FY 2020 net operating expenses.

FY 2020 NET OPERATING EXPENSES

$$\begin{aligned} \text{FY 2020 Net Operating Expenses} &= (\text{Proposed FY 2020 Expenditures}) - (\text{Proposed} \\ &\quad \text{FY 2020 Fee \& Interest Revenues} + \text{Projected} \\ &\quad \text{Fund Balance from FY 2019}) \\ &= (\$1,244,158) - (\$41,000 + \$107,446) \\ &= \$1,095,712 \end{aligned}$$

The projected operating expense for FY 2020 is based on projected savings and expenses for the current year. Further revisions may be needed as we get a better

indication of current year expenses/revenues towards the end of this fiscal year. Additionally, a more accurate projection of costs/revenues for the upcoming fiscal year could become available, particularly for employee salary and benefits. This could result in changes to the proposed net operating expenses for FY 2020 which could in turn impact the costs for each of LAFCO's funding agencies.

LAFCO's proposed FY 2020 Budget reflects an overall expenditure increase of approximately 10% compared to the FY 2019 adopted budget. This is primarily due to the increase in projected costs for employee Salaries and Benefits, and due to a recommended contingency appropriation of \$50,000 in order to establish LAFCO Reserves at 18% of LAFCO's proposed FY 2020 operating expenses.

The proposed FY 2020 Budget projects a significantly smaller fund balance at the end of the current fiscal year compared to previous years. This means that the Commission developed a more accurate budget that more closely reflects actual expenditures and revenues in FY 2019. As provided in the CKH Act, LAFCO uses any fund balance from the previous year to reduce its net operating expenses and the amount of revenues collected from its funding agencies.

Due to higher costs and the substantially lower projected fund balance available at the end of FY 2019 compared to the fund balance available at the end of FY 2018, the proposed FY 2020 Budget reflects an approximately 31% increase in the proposed net operating expenses compared to FY 2019.

COST APPORTIONMENT TO CITIES, INDEPENDENT SPECIAL DISTRICTS AND COUNTY

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

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

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

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

The following is a draft apportionment to the agencies based on the proposed net operating expenses for FY 2020.

FY 2020 COST TO AGENCIES	
County of Santa Clara	\$365,237
City of San Jose	\$182,619
Remaining 14 Cities in the County	\$182,619
17 Independent Special Districts	\$365,237

Apportionment of the costs among the 14 cities and among the 17 independent special districts will be calculated by the County Controller’s Office after LAFCO adopts the final budget in June. In order to provide each of the cities and districts with a general indication of their costs in advance, **Attachment E** includes draft estimated apportionments prepared by the County Controller’s Office, based on LAFCO’s proposed FY 2020 net operating expenses.

ATTACHMENTS

- Attachment A: Status of FY 2019 Work Plan
- Attachment B: LAFCO Financials 2008-2018
- Attachment C: Proposed Work Program for Fiscal Year 2020
- Attachment D: Proposed LAFCO Budget for Fiscal Year 2020
- Attachment E: Estimated FY 2020 Costs to Agencies Based on the Proposed Budget

FY 2019 IN REVIEW: WORK PLAN STATUS

ITEM # 5 A

	PROJECTS	STATUS
LAFCO APPLICATIONS	Process applicant initiated LAFCO proposals	Ongoing, as needed
	Comment on potential LAFCO applications, City General Plan updates and/ or related environmental documents	Ongoing, as needed
	Respond to public enquiries re. LAFCO policies, procedures and filing requirements for LAFCO applications	Ongoing, as needed
ISLAND ANNEXATIONS	Conduct outreach to cities with islands, follow up on responses including review/research of city limits/ USA boundaries, provide assistance with potential annexations and USA amendments	Ongoing, as needed. Working with Los Gatos on island annexations
	Update inventory and maps of islands	In progress. Complete in June 2019
	Review and finalize city-conducted island annexations	Ongoing, as needed
PUBLIC OUTREACH / COMMUNICATION	Develop and implement a public information /communications plan: Prepare map, brochure, presentation, exhibits, website redesign	Plan adopted in October 2018. Map and Brochure complete by May 2019
	Participate in CALAFCO conferences / workshops/ white papers	Ongoing
	Conduct workshops and/or make presentations re. LAFCO program, policies and procedures to local agencies, organizations, commissioners, community groups, staff	Ongoing
	Participate in local, regional, statewide organizations: SDA, SCCAPO, CALAFCO, GIS Working Group	Ongoing
SERVICE REVIEWS & SOI UPDATES	Develop a plan, strategies and priorities for conducting the next round of service reviews	Complete in April 2019
	Continue to follow up on implementation of recommendations from previous service reviews, as necessary.	Ongoing
ADMINISTRATION	Review and update policies and procedures to improve clarity and consistency with state law	Ongoing
	Prepare budget, and work plan	In progress. March - June
	Prepare administrative procedures	Ongoing
	Conduct annual Financial Audit	August 2018
	Conduct a Strategic Planning Workshop for LAFCO	On hold, until other priorities complete
	Maintain and enhance LAFCO Website	Ongoing
	Maintain LAFCO database	Ongoing
	Maintain LAFCO's electronic document management system	Ongoing
	Prepare Annual Report	August 2018
	Staff training and development / New commissioner orientation	Ongoing, as needed
	Staff performance evaluation	April – June 2019
Other administrative functions required of a public agency	Ongoing	
OTHER	Mapping Mutual Water companies	Ongoing
	JPA filings	Ongoing
	Track LAFCO related legislation (CALAFCO Leg. Committee)	Ongoing
	Host the 2019 CALAFCO Staff Workshop	April 2019

FY 2008 - FY 2018 LAFCO FINANCIALS

March 2019

ITEM NO.	TITLE	ACTUALS FY 2008	ACTUALS FY 2009	ACTUALS FY 2010	ACTUALS FY 2011	ACTUALS FY 2012	ACTUALS FY 2013	ACTUALS FY 2014	ACTUALS FY 2015	ACTUALS FY 2016	ACTUALS FY 2017	ACTUALS FY 2018	APPROVED
													BUDGET FY 2018
EXPENDITURES													
	Salary and Benefits	\$356,009	\$400,259	\$406,650	\$413,966	\$393,194	\$411,929	\$450,751	\$466,755	\$484,216	\$514,381	\$628,534	\$685,072
Object 2: Services and Supplies													
5255100	Intra-County Professional	\$66,085	\$57,347	\$13,572	\$4,532	\$6,118	\$5,260	\$5,663	\$4,379	\$18,523	\$1,292	\$703	\$45,000
5255800	Legal Counsel	\$0	\$9,158	\$67,074	\$52,440	\$48,741	\$56,791	\$53,550	\$52,854	\$57,498	\$71,131	\$59,400	\$70,200
5255500	Consultant Services	\$19,372	\$75,000	\$76,101	\$58,060	\$102,349	\$59,563	\$35,602	\$37,250	\$39,625	\$0	\$45,000	\$100,000
5285700	Meal Claims	\$0	\$368	\$277	\$288	\$379	\$91	\$228	\$209	\$367	\$50	\$901	\$750
5220100	Insurance	\$491	\$559	\$550	\$4,582	\$4,384	\$4,378	\$4,231	\$4,338	\$4,135	\$4,679	\$4,893	\$5,000
5250100	Office Expenses	\$1,056	\$354	\$716	\$639	\$1,212	\$536	\$850	\$783	\$6,266	\$48,632	\$15,412	\$9,236
5270100	Rent and Lease											\$41,120	\$42,764
5255650	Data Processing Services	\$8,361	\$3,692	\$3,505	\$1,633	\$3,384	\$1,663	\$3,311	\$9,024	\$1,519	\$6,869	\$877	\$3,600
5225500	Commissioners' Fee	\$5,700	\$5,400	\$3,500	\$3,400	\$4,000	\$4,900	\$5,800	\$4,900	\$6,700	\$5,300	\$5,400	\$10,000
5260100	Publications and Legal Notices	\$1,151	\$563	\$1,526	\$363	\$916	\$222	\$378	\$2,484	\$487	\$191	\$145	\$2,500
5245100	Membership Dues	\$5,500	\$7,000	\$7,000	\$7,000	\$7,000	\$14,473	\$0	\$7,428	\$7,577	\$8,107	\$8,674	\$8,674
5250750	Printing and Reproduction	\$5	\$0	\$0	\$0	\$0	\$0	\$9	\$177	\$703	\$0	\$0	\$1,500
5285800	Business Travel	\$7,238	\$8,415	\$4,133	\$8,309	\$3,095	\$4,777	\$5,800	\$4,042	\$5,811	\$3,877	\$13,091	\$16,000
5285300	Private Automobile Mileage	\$1,016	\$704	\$832	\$1,185	\$615	\$424	\$409	\$396	\$1,009	\$1,264	\$590	\$2,000
5285200	Transportation & Travel (County Car Us	\$894	\$948	\$629	\$0	\$384	\$250	\$371	\$293	\$559	\$605	\$0	\$1,000
5281600	Overhead	\$42,492	\$62,391	\$49,077	\$46,626	\$60,647	\$43,133	\$42,192	\$34,756	\$49,452	\$0	\$28,437	\$28,437
5275200	Computer Hardware	\$0	\$451	\$0	\$83	\$2,934	\$1,791	\$2,492	\$0	\$106	\$0	\$0	\$3,000
5250800	Computer Software	\$0	\$0	\$626	\$314	\$579	\$3,124	\$933	\$1,833	\$2,079	\$754	\$4,505	\$4,000
5250250	Postage	\$1,160	\$416	\$219	\$568	\$309	\$589	\$246	\$597	\$411	\$209	\$183	\$2,000
5252100	Staff Training Programs	\$0	\$665	\$491	\$250	\$300	\$0	\$0	\$1,431	\$0	\$0	\$0	\$2,000
5701000	Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$42,000
TOTAL EXPENDITURES		\$516,530	\$633,691	\$636,478	\$604,238	\$640,540	\$613,895	\$612,816	\$633,929	\$687,043	\$667,342	\$857,865	\$1,084,733
REVENUES													
4103400	Application Fees	\$46,559	\$41,680	\$35,576	\$48,697	\$37,426	\$45,458	\$63,561	\$27,386	\$146,168	\$20,436	\$29,864	\$35,000
4301100	Interest: Deposits and Investments	\$24,456	\$16,230	\$6,688	\$4,721	\$4,248	\$3,416	\$2,674	\$2,844	\$6,073	\$10,830	\$12,620	\$4,000
3400150	Fund Balance from Previous FY	\$271,033	\$368,800	\$334,567	\$275,605	\$209,987	\$208,219	\$160,052	\$226,111	\$187,310	\$293,489	\$331,177	\$246,839
TOTAL REVENUE		\$342,048	\$426,711	\$376,831	\$329,023	\$251,661	\$257,092	\$226,287	\$256,341	\$339,551	\$324,755	\$373,661	\$285,839
NET LAFCO OPERATING EXPENSES		\$174,482	\$206,980	\$259,648	\$275,215	\$388,879	\$356,802	\$386,529	\$377,588	\$347,492	\$342,587	\$484,204	\$798,894
3400800 RESERVES AVAILABLE					\$100,000	\$100,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
COSTS TO AGENCIES													
5440200	County	\$271,641	\$270,896	\$267,657	\$292,601	\$298,597	\$281,780	\$156,002	\$187,521	\$220,668	\$225,778	\$266,298	\$266,298
4600100	Cities (San Jose 50% +other cities 50%)	\$271,641	\$270,896	\$267,657	\$292,601	\$298,597	\$282,625	\$156,002	\$187,521	\$220,668	\$225,778	\$266,298	\$266,298
4600100	Special Districts							\$296,892	\$187,521	\$220,668	\$225,778	\$266,298	\$266,298

PROPOSED WORK PLAN FOR FISCAL YEAR 2020

ITEM # 5 C

	PROJECT DESCRIPTION	TIME FRAME	RESOURCES
LAFCO APPLICATIONS	Process applicant initiated LAFCO proposals	Ongoing, as needed	Staff
	Comment on potential LAFCO applications, relevant projects & development proposals, city General Plan updates and/ or related environmental documents	Ongoing, as needed	Staff
	Review and update LAFCO policies and procedures for clarity and consistency with State law	Ongoing	Staff
ISLAND ANNEXATIONS	Conduct outreach to cities with islands, follow up on responses including review/research of city limits/ USA boundaries, provide assistance with potential annexations and potential USA amendments	Ongoing, as needed	Staff
	Review and finalize city-conducted island annexations	Ongoing, as needed	Staff
PUBLIC OUTREACH & COMMUNICATION	Implement LAFCO’s Public Communications and Outreach Plan: develop new communication material (map, brochure, factsheets, powerpoint presentations, public exhibits) & tools (social media, website) and conduct outreach to increase awareness of LAFCO’s role	In progress	Consultant / Staff
	Engage and establish relationships with local (cities, districts, county), regional (ABAG/MTC), state (SGC, OPR, DoC, SWRCB) agencies, organizations such as SDA, SCCAPO, CALAFCO, other stakeholder groups	Ongoing	Staff
	Respond to public enquiries re. LAFCO policies, procedures and application filing requirements	Ongoing, as needed	Staff
SERVICE REVIEWS & SPHERE OF INFLUENCE UPDATES	Develop a plan, strategies and priorities for conducting the third round of service reviews	In progress	Staff
	Begin conducting LAFCO’s third round of service reviews and special studies	June 2018	Staff / Consultant
	Continue to monitor implementation of recommendations from previous service reviews, as necessary	Ongoing	Staff
	Map Mutual Water companies	Ongoing	Staff
	Engage in SALC grant partnership opportunities	TBD	Staff
	Compile and post JPA filings on the LAFCO website	TBD	Staff
ADMINISTRATIVE PROJECTS	Prepare LAFCO annual work plan and budget	March –June	Staff
	Prepare LAFCO Annual Report	August 2019	Staff
	Prepare LAFCO Annual Financial Audit	August 2019	Consultant / Staff
	Review and update LAFCO administrative policies and procedures	Ongoing	Staff
	Conduct a Strategic Planning Workshop for LAFCO	TBD	Staff / Consultant
	Maintain and enhance the LAFCO Website	Ongoing	Staff
	Maintain LAFCO database	Ongoing	Staff
	Maintain LAFCO’s hard copy and digital records, organize scan of LAFCO records to its Electronic Document Management System (LaserFische)	Ongoing	Staff / Consultant
	Staff and Commissioner training and development (orientation, CALAFCO events, workshops, conferences, relevant courses)	Ongoing	Staff/Commission
	Staff performance evaluation	April -June	Staff/Commission
	Procure LAFCO Agenda management software and arrange for LAFCO meeting broadcast	TBD	Staff / Consultant
	Track LAFCO related legislation (CALAFCO Leg. Committee)	Ongoing	Staff
	Other administrative functions mandated of a public agency	Ongoing	Staff

**PROPOSED LAFCO BUDGET
FISCAL YEAR 2019- 2020**

ITEM # 5 D

ITEM # TITLE	APPROVED FY 2019 BUDGET	ACTUALS Year to Date 3/4/2019	PROJECTIONS Year End 2019	PROPOSED FY 2020 BUDGET
EXPENDITURES				
Object 1: Salary and Benefits	\$720,316	\$475,955	\$725,480	\$772,591
Object 2: Services and Supplies				
5255100 Intra-County Professional	\$45,000	\$2,787	\$10,000	\$45,000
5255800 Legal Counsel	\$70,200	\$36,762	\$65,000	\$72,240
5255500 Consultant Services	\$100,000	\$36,550	\$100,000	\$110,000
5285700 Meal Claims	\$750	\$257	\$750	\$750
5220100 Insurance	\$6,000	\$5,296	\$5,296	\$6,000
5250100 Office Expenses	\$10,000	\$4,039	\$10,000	\$10,000
5270100 Rent & Lease	\$42,764	\$31,996	\$42,764	\$44,478
5255650 Data Processing Services	\$5,068	\$7,400	\$10,000	\$14,825
5225500 Commissioners' Fee	\$10,000	\$2,700	\$5,000	\$10,000
5260100 Publications and Legal Notices	\$2,500	\$97	\$200	\$2,500
5245100 Membership Dues	\$8,926	\$9,615	\$9,615	\$11,836
5250750 Printing and Reproduction	\$1,500	\$0	\$1,500	\$1,500
5285800 Business Travel	\$16,000	\$1,598	\$10,000	\$16,650
5285300 Private Automobile Mileage	\$2,000	\$648	\$1,000	\$2,000
5285200 Transportation&Travel (County Car Usage)	\$605	\$378	\$600	\$605
5281600 Overhead	\$79,368	\$34,972	\$79,368	\$61,183
5275200 Computer Hardware	\$3,000	\$726	\$2,000	\$3,000
5250800 Computer Software	\$4,000	\$539	\$2,000	\$5,000
5250250 Postage	\$2,000	\$100	\$1,000	\$2,000
5252100 Staff/Commissioner Training Programs	\$2,000	\$0	\$1,000	\$2,000
5701000 Reserves	\$0	\$0	\$0	\$50,000
TOTAL EXPENDITURES	\$1,131,997	\$652,415	\$1,082,573	\$1,244,158
REVENUES				
4103400 Application Fees	\$35,000	\$30,295	\$35,000	\$35,000
4301100 Interest: Deposits and Investments	\$4,000	\$5,626	\$6,500	\$6,000
TOTAL REVENUE	\$39,000	\$35,921	\$41,500	\$41,000
3400150 FUND BALANCE FROM PREVIOUS FY	\$259,171	\$314,693	\$314,693	\$107,446
NET LAFCO OPERATING EXPENSES	\$833,826	\$301,801	\$726,380	\$1,095,712
3400800 RESERVES Available	\$150,000	\$150,000	\$150,000	\$150,000
COSTS TO AGENCIES				
5440200 County	\$277,942	\$277,942	\$277,942	\$365,237
4600100 Cities (San Jose 50% + Other Cities 50%)	\$277,942	\$277,942	\$277,942	\$365,237
4600100 Special Districts	\$277,942	\$277,942	\$277,942	\$365,237

LAFCO COST APPORTIONMENT: COUNTY, CITIES, SPECIAL DISTRICTS
Preliminary Estimated Costs to Agencies Based on the Proposed FY 2020 LAFCO Budget

Proposed Net Operating Expenses for FY 2020				\$1,095,712
JURISDICTION	REVENUE PER 2016/2017 REPORT	PERCENTAGE OF TOTAL REVENUE	ALLOCATION PERCENTAGES	ALLOCATED COSTS
County	N/A	N/A	33.3333333%	\$365,237.33
Cities Total Share			33.3333333%	\$365,237.33
San Jose	N/A	N/A	50.0000000%	\$182,618.67
Other cities share			50.0000000%	\$182,618.66
Campbell	\$59,643,742	2.0634538%		\$3,768.25
Cupertino	\$108,239,147	3.7446759%		\$6,838.48
Gilroy	\$112,074,851	3.8773771%		\$7,080.81
Los Altos	\$50,863,149	1.7596776%		\$3,213.50
Los Altos Hills	\$13,618,429	0.4711475%		\$860.40
Los Gatos	\$46,676,687	1.6148415%		\$2,949.00
Milpitas	\$172,958,945	5.9837425%		\$10,927.43
Monte Sereno	\$3,177,329	0.1099239%		\$200.74
Morgan Hill	\$88,439,683	3.0596873%		\$5,587.56
Mountain View	\$293,917,704	10.1684701%		\$18,569.52
Palo Alto	\$577,910,583	19.9935779%		\$36,512.00
Santa Clara	\$822,606,457	28.4591540%		\$51,971.75
Saratoga	\$27,732,221	0.9594327%		\$1,752.10
Sunnyvale	\$512,622,137	17.7348381%		\$32,387.12
Total Cities (excluding San Jose)	\$2,890,481,064	100.0000000%		\$182,618.66
Total Cities (including San Jose)				\$365,237.33
Special Districts Total Share			33.3333333%	\$365,237.34
Aldercroft Heights County Water District		0.06233%		\$227.65
Burbank Sanitary District		0.15593%		\$569.51
Cupertino Sanitary District		2.64110%		\$9,646.28
El Camino Healthcare District		4.90738%		\$17,923.58
Guadalupe Coyote Resource Conservation District		0.04860%		\$177.51
Lake Canyon Community Services District		0.02206%		\$80.57
Lion's Gate Community Services District		0.22053%		\$805.46
Loma Prieta Resource Conservation District		0.02020%		\$73.78
Midpeninsula Regional Open Space District		5.76378%		\$21,051.48
Purissima Hills Water District		1.35427%		\$4,946.30
Rancho Rinconada Recreation and Park District		0.15988%		\$583.94
San Martin County Water District		0.04431%		\$161.84
Santa Clara Valley Open Space Authority		1.27051%		\$4,640.38
Santa Clara Valley Water District		81.44126%		\$297,453.89
Saratoga Cemetery District		0.32078%		\$1,171.61
Saratoga Fire Protection District		1.52956%		\$5,586.52
South Santa Clara Valley Memorial District		0.03752%		\$137.04
Total Special Districts		100.00000%		\$365,237.34
Total Allocated Costs				\$1,095,712.00

From: VTA Board Secretary <Board.Secretary@vta.org>
Sent: Wednesday, April 17, 2019 4:46 PM
To: VTA Board of Directors <VTABoardofDirectors@vta.org>
Subject: From VTA: April 17, 2019 Media Clips

VTA Daily News Coverage for Wednesday, April 17, 2019

1. [Scabies found in four Santa Clara Valley Transportation Authority bus drivers \(Palo Alto Weekly\)](#)
2. [Mountain View Affordable Housing VTA Land Lease \(ABC 7 News\)](#)

Scabies found in four Santa Clara Valley Transportation Authority bus drivers (Palo Alto Weekly)

Agency plans to clean 12 buses on four lines, three of which run through Palo Alto

Four Santa Clara Valley Transportation Authority drivers have been confirmed to have scabies, a skin rash caused by a tiny burrowing parasite. The first driver reported the rash on April 6 and VTA has since confirmed three other reports, according to spokeswoman Brandi Childress. The transit agency has removed 12 buses from operation for cleaning.

Scabies spreads quickly in crowded conditions, according to the U.S. Centers for Disease Control and Prevention. Direct, prolonged skin-to-skin contact can spread the bug.

VTA said no riders have reported scabies, and their current priority is cleaning the affected buses. All four operators said they contracted scabies after being in the driver's seat, not the passenger area.

"This skin irritation is unlikely to be transmitted by merely sitting on a bus or being near a person with it," VTA officials said in a statement.

Buses will be vacuumed, steam-cleaned and wiped down with diluted bleach. The affected routes are lines 22, which runs from the Palo Alto Transit Center to Eastridge Transit Center in San Jose; 522, a limited bus service similar to Line 22; 55, which runs from De Anza College in Cupertino to California's Great America amusement park in Santa Clara; and 88, which runs from the Palo Alto Veterans Affairs hospital to Middlefield Road and Colorado Avenue. VTA officials said chemical treatment is not necessary in this case, but they've hired an exterminator to oversee cleaning.

"This is an added measure of precaution to make sure that our employees and our public have no reason to worry," VTA officials said. Public areas at the agency's North Division in Mountain View will receive extra cleaning, as well as 130 buses at the location.

The agency doesn't yet know the origin of the scabies. Service will not be impacted by the cleaning.

[Mountain View Affordable Housing VTA Land Lease](#) (ABC 7 News)
(Link to video)

Conserve paper. Think before you print.

From: VTA Board Secretary

Sent: Thursday, April 18, 2019 4:35 PM

To: 'acolecam@gmail.com' <acolecam@gmail.com>

Subject: VTA Information: Updated April 19, 2019 Board of Directors Workshop Agenda Packet

The April 19, 2019, Board of Directors Workshop Packet has now been updated to include staff presentations and public comments for the following items:

- **Agenda Item #2-** Public Comment
- **Agenda Item #3.1-** FY 2020 and FY 2021 Proposed Biennial Budget
- **Agenda Item #3.2** – Future of Transportation in Santa Clara County.

You may access the updated agenda packet on our [website here](#). (Please note you may need to refresh your browser to view the updated content.)

Thank you.

Office of the Board Secretary
Santa Clara Valley Transportation Authority
3331 North First Street, Building B
San Jose, CA 95134-1927
Phone [408-321-5680](tel:408-321-5680)



Conserve paper. Think before you print.

From: VTA Board Secretary <Board.Secretary@vta.org>
Sent: Thursday, April 18, 2019 5:32 PM
To: VTA Board of Directors <VTABoardofDirectors@vta.org>
Subject: From VTA: April 18, 2019 Media Clips

VTA Daily News Coverage for Thursday, April 18, 2019

1. [Cameras to monitor FasTrak users on Highway 237: Roadshow \(Mercury News\)](#)
2. [Cupertino poised to launch on-demand shuttle service based on rideshare apps model \(Mercury News\)](#)
3. [California Could Require Zero-Emission Shuttles At Its Largest Airports \(Capital Public Radio\)](#)

Cameras to monitor FasTrak users on Highway 237: Roadshow (Mercury News)

Q: Could you find out from the powers that be what is the plan for Highway 237? There are signs that the carpool lanes will become "FasTrak Only" from 5 a.m. to 8 p.m.

M. Lee, San Jose

A: A lot will be changing soon.

Q: So they are putting in new express lanes on Highway 237 and have announced that they are going to charge those of us who have diamond lane stickers half price. When I received my FasTrak Flex, I was told to set it to three passengers so I don't get charged. So when they want to charge a higher price, how do they know I am a valid carpooler?

Ken Spalding

A: Cameras will be used on 237, similar to cameras to detect cheaters at toll booths on Bay Area bridges using license plate reader technology.

In a few months, the express lanes will be extended to Mathilda Avenue in Sunnyvale. All users will need a transponder, and the carpool requirement on 237 will jump to three people next year to match the rules on I-880 when express lanes from the Oakland area to San Jose are ready. Carpools with two people get a 50 percent discount off their tolls.

The number of clean-air vehicles on the 237 express lanes has increased tremendously over the years and are now about 30% to 40% of all vehicles in those lanes. The rationale behind charging solo-driving CAVs a discount is to recognize these vehicles as carpool exempt, while still paying their fair share to use the express lanes as a solo driver.

Go to www.bayareafastrak.org/ for more information.

Q: I see a lot of green areas at highway exits of 101 and 237 being cordoned off with construction equipment and being filled with soil. Why?

Vinit Asher

A: Caltrans is preparing to replace bridge rails on 101 and 237.

Q: My daughter and I were having a discussion about local speed limits and I mentioned that Snell Avenue between Blossom Hill Road and Santa Teresa Boulevard in San Jose has a posted speed limit of 40 mph. She insisted that it was 35 mph. It turns out we are both right.

The speed limit as you head toward Blossom Hill from Santa Teresa is 40 mph. However, going the opposite direction it's 35 mph. This can't be intentional, can it?

Kelly Johnson, San Jose

A: It's a mistake and should be 40 both ways. The city will get the sign changed.

Q: For the past couple of years, there have been a couple of large potholes at the bottom of the Alpine Road offramp off Interstate 280. The potholes have only become larger after the recent rains. Can you ask Caltrans to do some emergency patching of these hazards?

Ken McLaren, Steve Rempel, Ben Chui and others

A: The pothole fillers will be on this.

[**BACK TO TOP**](#)

[**Cupertino poised to launch on-demand shuttle service based on rideshare apps model**](#) (Mercury News)

The service would cost \$3.50 per ride to go anywhere in the city

Through a system modeled after rideshare apps such as Uber and Lyft, the city of Cupertino soon may be trotting out shuttles that allow anyone to request one for a ride to and from any destination within city boundaries. Although the pilot shuttle program is expected to cost the city about \$2.1 million, officials believe it'll be worth the expense by reducing traffic congestion.

At its meeting Tuesday, the City Council directed staff to return with a formal proposal for paying the app company Via to run 10 six-passenger shuttles for a fare, possibly \$3.50 a ride. Unlike Uber or Lyft, riders would have to walk as far as 1,300 feet to catch the nearest shuttle and get dropped off close to their final destination so the service can operate as efficiently as possible. Disabled or elderly residents would get picked up directly.

Via already operates pilot shuttle programs in West Sacramento and Los Angeles and provides the technology for similar services in Marin and Orange counties.

"I think we need to experiment, given the VTA (Valley Transportation Authority) service is so incredibly poor," councilman Rod Sinks said.

The city originally considered a shuttle service with a fixed circular route but ultimately determined that it would be too slow and inflexible for residents, who, according to a community survey, largely drive cars to get around and don't take buses.

Users would use Via's app or call a phone number to book a ride to and from anywhere within Cupertino, as well as to the Caltrain station in Sunnyvale and Kaiser Permanente Santa Clara Medical Center in Santa Clara. The shuttles would run 6 a.m. to 8 p.m. weekdays and 9 a.m. to 5 p.m. Saturday.

The overall cost could change depending on what fare the city charges and how the program is structured. Some shuttle and bus services, for example, charge a flat fare no matter how far someone rides, while others divide their service area into zones and charge riders based on how many zones they cross.

City staff suggested a fare structure identical to West Sacramento's, which charges riders a flat fare of \$3.50, or \$1.75 for seniors and people with disabilities. It also offers a \$15 weekly pass that allows up to four rides a day.

Council members supported the idea but disagreed about the overall cost of the program and how much to charge riders.

Fares for bus and shuttle transportation typically recoup a low percentage of the actual service expenses, but a fare that is too high might not attract enough riders.

The program, as proposed, would recover about \$40 per shuttle per hour, according to city staff.

Vice Mayor Liang Chao asked whether the system could charge residents and nonresidents different fares.

Sinks said he would support charging some riders more than others.

"If a person is heading up to the city for a job, I'm OK with that person paying substantially more than a senior citizen or someone who is income-challenged," Sinks said. "I think it's OK as a social policy to have some people paying more and some people paying less.

Councilman Darcy Paul said he would rather see the shuttle service be completely free.

"That's a significant amount of transit we'd be taking off single-use vehicles," Paul said.

If the shuttle were free, Paul said he would consider limiting how often someone can use the service each day.

"If we subsidized it completely, we'd probably have to have pretty well-thought-out rules with regard to how often someone could use it ... what if someone decides to use it as a regular commuter?" Paul said.

"Which is why it shouldn't be free," Mayor Steven Scharf responded. "(But) it shouldn't be \$5."

The overall cost of the program could range between \$1.7 million and \$2.4 million, according to transportation planner Chris Corrao.

At a previous meeting, some council members suggested Apple should pitch in for the cost of the program, through either a one-time donation or by helping to cover ongoing expenses because it has a giant work force that

contributes to area traffic. The company's Apple Park headquarters employs roughly 25,000 people.

"It's a great idea, but how do we fund this on an ongoing basis? We don't really have someone like Google who is willing to step up," Scharf said, referring to the search giant's more traditional employee shuttle system.

"I'm just concerned about what we're going to cut to fund the shuttle."

Apple already is negotiating with the city over funding for bike and pedestrian transportation projects in a bid to prevent a possible increase in business license fees based on the number of employees.

But the company isn't interested in funding "something that hasn't been proven," and previous conversations have focused on bike and pedestrian improvement projects, not shuttles, said Interim Public Works Director Roger Lee.

City staff will return to the City Council with a more concrete proposal in coming weeks. The council will consider that along with all other new budget requests at a study session on April 30.

If the program is approved along with the final budget in June, the shuttle program could be running by the end of this summer, according to Corrao.

[**BACK TO TOP**](#)

[**California Could Require Zero-Emission Shuttles At Its Largest Airports**](#) (Capital Public Radio)

California wants to make shuttle services at airports more eco-friendly, which could pave the way for larger transportation sectors to adopt the technology.

While airplanes are a [notorious](#) source of greenhouse-gas emissions, the ground vehicles servicing airports also contribute. A [proposed regulation](#) from the California Air Resources Board would require shuttle operators at the state's 13 largest airports to transition their fleets to zero-emission vehicles.

Switching the roughly 1,000 shuttles across California would have a modest impact on reducing overall greenhouse-gas emissions. But experts say it could provide a test case for bigger, more complex transportation industries to adopt zero-emission technology.

"You can start to see this transition up to school buses, to public transit ... up to large trucking companies, as well," said Ethan Elkind, director of the climate program at UC Berkeley School of Law.

Femi Olaluwoye, a manager of incentives developments at the Air Resources Board, says airport shuttles are an ideal sector for the early adoption of zero-emission vehicles because they have short, fixed routes; operate at low speeds; and perform stop-and-go functions.

"Those are characteristics that really lend itself to ... zero-emission technology," Olaluwoye said.

Some shuttle businesses have already embraced the change to zero-emission vehicles. Wally Park, an off-site parking company serving Los Angeles International Airport, began adopting the technology in 2017 and currently operates 33 zero-emission shuttles.

The Air Resources Board acknowledges switching to zero-emission vehicles technology can be costly. But Olaluwoye says shuttle services will save money in the long run from lower fuel and maintenance costs. The state also plans to offer grants to shuttle services to offset the cost of switching to zero-emission vehicles.

[**BACK TO TOP**](#)

Conserve paper. Think before you print.

From: VTA Board Secretary <Board.Secretary@vta.org>
Sent: Friday, April 19, 2019 4:20 PM
To: VTA Board of Directors <VTABoardofDirectors@vta.org>
Subject: VTA Correspondence: Comments on VTA's FY20 and FY21 Proposed Budget

VTA Board of Directors:

We are forwarding you the following:

From	Topic
Members of the Public	Comments regarding VTA's FY20 and FY21 Proposed Budget

Thank you.

Office of the Board Secretary
Santa Clara Valley Transportation Authority
3331 N. First Street
San Jose, CA 95134
408.321.5680
board.secretary@vta.org



Conserve paper. Think before you print.

From: Kristal C
Sent: Thursday, April 18, 2019 1:16 PM
To: VTA Board Secretary <Board.Secretary@vta.org>
Cc: friends@friendsofcaltrain.com
Subject: Budget Workshop

Hi,

I won't be able to make the meeting tomorrow. I have added my comment:

- I support electrified Caltrain and believe we can support. Whereas, BART extension between Diridon and Santa Clara is money we could be using for providing world-class transit on buses and light rail infrastructure. I believe it is important to provide connections to all these systems and make it seamless to use transit during the weekdays and weekends.
- Bus operating and light-rail cost should be invested for the long-term.
- I have seen the bus system become a shell of it's former self in ten years. I rely on fast, frequent and robust service on the bus and light rail. I use my bicycle to contact with light rail and buses. I have seen bus lines vanish in my lifetime.
- I am happy about the FAST Transit Policy. I should expect buses and light rail to be faster bicycling.

Thanks,

--

Kristal Caidoy

From: Virginia Smedberg
Sent: Friday, April 19, 2019 3:37 AM
To: VTA Board Secretary <Board.Secretary@vta.org>
Cc: friends@friendsofcaltrain.com
Subject: VTA budget thoughts

Hello - I don't ride VTA often, but when I need it I'm very glad it's there! And I am sure there are many who rely on it. Therefore I am writing to ask that you consider your funding options newly, freshly, in today's present time scenario. I believe some of your plans were made some time ago, and things have changed. In particular, issues I have heard about that I think you should really re-think, include:

The plan for extending BART from Diridon to Santa Clara is redundant because Caltrain serves that leg and is expected to have plenty of room there in the next 20+ years.

The extensions planned to Vasona and Eastridge look very UNpromising in terms of money to be spent vs riders to be served. The figures I've seen show that Vasona would cost \$650,000 per new daily rider, and Eastridge, \$456,000. That does not strike me as sensible budgeting.

VTA's offer, made when the BART Silicon Valley extension was planned (2000), to use funding for its bus and light rail service to subsidize BART if it underperforms, threatens to cut the existing local service. This is not a good plan.

What we need is fast, frequent, and well-connected transit service. I am pleased that you have initiated the "FAST Transit Policy", and I also ask that you look for new places to increase hours of service. Not everyone works around usual commute times; and there are other errands that have to be done at random times. I'd be happy never to have to get in my car!

So I hope that you will take a truly fresh look at all the options, with their costs and their benefits to riders, and co-ordinate your plans with all the other area transit services to make a non-redundant but well connected system.

Sincerely,
Virginia Smedberg
Palo Alto (and member Opera San Jose orchestra)