



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

Commissioners
Sylvia Arenas
Jim Beall
Rosemary Kamei
Yoriko Kishimoto
Otto Lee
Terry Trumbull
Mark Turner

Alternate Commissioners
Pamela Campos
Helen Chapman
Betty Duong
Zach Hilton
Teresa O'Neill
Executive Officer
Neelima Palacherla

REGULAR MEETING

Board of Supervisors' Chambers, 70 West Hedding Street, First Floor, San Jose

JUNE 3, 2026 ▪ 1:15 PM

Chairperson: Rosemary Kamei ▪ Vice Chairperson: Yoriko Kishimoto

AGENDA

PUBLIC ACCESS AND PARTICIPATION

This meeting will be held in person at the location listed above. As a courtesy, and technology permitting, members of the public may also attend by virtual teleconference. However, LAFCO cannot guarantee that the public's access to teleconferencing technology will be uninterrupted, and technical difficulties may occur from time to time. Unless required by the Brown Act, the meeting will continue despite technical difficulties for participants using the teleconferencing option. To attend the meeting by virtual teleconference, access the meeting at <https://sccgov-org.zoom.us/j/81681957105> or by dialing (669) 900-6833 and entering Meeting ID 885 5099 1318# when prompted.

PUBLIC COMMENT INSTRUCTIONS

Written public comments may be submitted by email to LAFCO@ceo.sccgov.org. Written comments will be distributed to the Commission and posted to the agenda on the LAFCO website as quickly as possible but may take up to 24 hours.

Spoken public comments may be provided in-person at the meeting. Persons who wish to address the Commission on an item are requested to complete a Request to Speak Form and place it in the designated tray near the dais. Request to Speak Forms must be submitted prior to the start of public comment for the desired item. For items on the Consent Calendar or items added to the Consent Calendar, Request to Speak Forms must be submitted prior to the call for public comment on the Consent Calendar. Individual speakers will be called to speak in turn. Speakers are requested to limit their comments to the time limit allotted.

Spoken public comments may also be provided through the teleconference meeting. To address the Commission virtually, click on the link <https://sccgov-org.zoom.us/j/81681957105> to access the meeting and follow the instructions below:

- 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 when it is your turn to speak.
- When the Chairperson calls for the item on which you wish to speak, click on "raise hand" icon. The Clerk will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak. Call-in attendees press *9 to request to speak, and *6 to unmute when prompted.
- When called to speak, please limit your remarks to the time limit allotted.

1. ROLL CALL

2. PUBLIC COMMENTS

This portion of the meeting provides an opportunity for members of the public to address the Commission on matters not on the agenda, provided that the subject matter is within the jurisdiction of the Commission. No action may be taken on off-agenda items unless authorized by law. Speakers are limited to THREE minutes. All statements that require a response will be referred to staff for reply in writing.

3. APPROVE CONSENT CALENDAR

The Consent Calendar includes Agenda Items marked with an asterisk (*). The Commission may add to or remove agenda items from the Consent Calendar.

All items that remain on the Consent Calendar are voted on in one motion. If an item is approved on the Consent Calendar, the specific action recommended by staff is adopted. Members of the public who wish to address the Commission on Consent Calendar items should comment under this item.

***4. APPROVE MINUTES OF APRIL 1, 2026 LAFCO MEETING**

PUBLIC HEARING

5. SANTA CLARA COUNTY CENTRAL FIRE PROTECTION DISTRICT SPHERE OF INFLUENCE AMENDMENT / ANNEXATION 2026

(Requires disclosure of ex-parte communication pursuant to LAFCO Bylaws Section 1.3.3.)

CEQA Action:

1. As a Responsible Agency under the California Environmental Quality Act (CEQA), determine that the proposal is categorically exempt from the provisions of the CEQA pursuant to State CEQA Guidelines §15320, Class 20.

Project Actions:

1. Approve LAFCO Resolution 2026-01 which:
 - a. approves the Santa Clara County Central Fire Protection District (CCFD) Sphere of Influence (SOI) amendment to include all lands contained in the SOI of the City of Los Altos and adopts SOI determinations, and
 - b. approves the annexation of the City of Los Altos to CCFD, subject to the listed terms and conditions.
2. Direct the LAFCO Executive Officer to conduct protest proceedings pursuant to GC §57000.

6. PROPOSED FY 2027 FINAL BUDGET AND AB 2561 DISCUSSION ON STATUS OF EMPLOYEE VACANCIES AND RECRUITMENT AND RETENTION EFFORTS

Recommended Action:

1. Adopt the Final Budget for Fiscal Year 2026-2027.

2. Find that the Final Budget for Fiscal Year 2027 is expected to be adequate to allow the Commission to fulfill its statutory responsibilities.
3. Authorize staff to transmit the Final Budget adopted by the Commission including the estimated agency costs to the cities, the special districts, the County, the Cities Association of Santa Clara County and the Santa Clara County Special Districts Association.
4. Direct the County Auditor-Controller to apportion LAFCO costs to the cities; to the special districts; and to the County; and to collect payment pursuant to Government Code §56381.

ITEMS FOR ACTION / INFORMATION

7. SANTA CLARA COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT SERVICE REVIEW REQUEST FOR PROPOSALS

Recommended Action:

1. Authorize staff to issue a Request for Proposals (RFP) for a professional services firm to prepare a Service Review of the Santa Clara County Mosquito and Vector Control District.
2. Delegate authority to the LAFCO Chair to enter into an agreement with the most qualified consultant, in an amount not to exceed \$90,000, and to execute any necessary amendments subject to LAFCO Counsel's review and approval.
3. Appoint two LAFCO Commissioners to serve on the Santa Clara County Mosquito and Vector Control District Service Review Ad-Hoc Committee.

***8. AMENDMENT NO. 2 TO MOU BETWEEN COUNTY OF SANTA CLARA AND LAFCO OF SANTA CLARA COUNTY REGARDING WEBCASTING SERVICES FOR LAFCO MEETINGS**

Recommended Action: Approve the proposed second amendment to the Memorandum of Understanding (MOU) between County of Santa Clara and LAFCO regarding the County's provision of webcasting services for LAFCO meetings held in the County Board Chambers, extending the term, and updating the rates for reimbursable expenses.

***9. UPDATE ON COUNTYWIDE WATER AND WASTEWATER SERVICE REVIEW**

Recommended Action: Accept report and provide direction, as necessary.

***10. CALAFCO RELATED ACTIVITIES**

10.1 2026 CALAFCO ANNUAL CONFERENCE (OCTOBER 21 – 23, 2026)

Recommended Action: Authorize commissioners and staff to attend the Annual Conference and direct that associated travel expenses be funded by the LAFCO Budget for Fiscal Year 2027.

10.2 REPORT ON THE 2026 CALAFCO STAFF WORKSHOP (MAY 6 – 8, 2026)

For information only.

10.3 CALAFCO BOARD MEETING AND LEGISLATIVE COMMITTEE MEETING

For information only.

10.4 CALAFCO NOW OFFERS SB 827 COMPLIANCE TRAINING

For information only.

11. NEWSPAPER ARTICLES / NEWSLETTERS

12. WRITTEN CORRESPONDENCE

CLOSED SESSION

13. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of Litigation – pursuant to Government Code §54956.9(d)(4) (1 case)

14. PERFORMANCE EVALUATION

Public Employee Performance Evaluation (Government Code §54957)

Title: LAFCO Executive Officer

15. REPORT OUT OF CLOSED SESSION

16. ADJOURN

Adjourn to the regular LAFCO meeting on August 5, 2026 at 1:15 PM in the Board of Supervisors' Chambers, 70 West Hedding Street, San Jose.

NOTICE TO THE PUBLIC

- Pursuant to Government Code §84308, no LAFCO commissioner shall accept, solicit, or direct a contribution of more than \$500 from any party, or a party's agent; or any participant or the participant's agent if the commission knows or has reason to know that the participant has a financial interest, while a LAFCO proceeding is pending, and for 12 months following the date a final decision is rendered by LAFCO. Prior to rendering a decision on a LAFCO proceeding, any LAFCO commissioner who received a contribution of more than \$500 within the preceding 12 months from a party or participant shall disclose that fact on the record of the proceeding. If a commissioner receives a contribution which would otherwise require disqualification returns the contribution within 30 days from the time the commissioner knows or should have known, about the contribution and the proceeding, the commissioner shall be permitted to participate in the proceeding. A party to a LAFCO proceeding shall disclose on the record of the proceeding any contribution of more than \$500 within the preceding 12 months by the party, or the party's agent, to a LAFCO commissioner. For forms, visit the LAFCO website at www.santaclaralafco.org. No party, or the party's agent and no participant, or the participant's agent, shall make a contribution of more than \$500 to any LAFCO commissioner during the proceeding and for 12 months following the date a final decision is rendered by LAFCO.
- Pursuant to Government Code Sections 56100.1, 56300, 56700.1, 57009 and 81000 et seq., any person or combination of persons who directly or indirectly contribute(s) a total of \$1,000 or

more or expend(s) a total of \$1,000 or more in support of or in opposition to specified LAFCO proposals or proceedings, which generally include proposed reorganizations or changes of organization, may be required to comply with the disclosure requirements of the Political Reform Act (See also, Section 84250 et seq.). These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals. More information on the scope of the required disclosures is available at the website of the FPPC: www.fppc.ca.gov. Questions regarding FPPC material, including FPPC forms, should be directed to the FPPC's advice line at 1-866-ASK-FPPC (1-866-275- 3772).

- Pursuant to Government Code §56300(c), LAFCO adopted lobbying disclosure requirements which require that any person or entity lobbying the Commission or Executive Officer in regard to an application before LAFCO must file a declaration prior to the hearing on the LAFCO application or at the time of the hearing if that is the initial contact. In addition to submitting a declaration, any lobbyist speaking at the LAFCO hearing must so identify themselves as lobbyists and identify on the record the name of the person or entity making payment to them. Additionally, every applicant shall file a declaration under penalty of perjury listing all lobbyists that they have hired to influence the action taken by LAFCO on their application. For forms, visit the LAFCO website at www.santaclaralafco.org.
- Any disclosable public records related to an open session item on the agenda and distributed to all or a majority of the Commissioners less than 72 hours prior to that meeting are available for public inspection at the LAFCO Office, 777 North First Street, Suite 410, San Jose, California, during normal business hours. (Government Code §54957.5.)
- In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the LAFCO Clerk 24 hours prior to meeting at (408) 993- 4709.



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Commissioners

Sylvia Arenas
Jim Beall
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Otto Lee
Terry Trumbull
Mark Turner

ITEM # 4

Alternate Commissioners

Pamela Campos
Helen Chapman
Betty Duong
Zach Hilton
Teresa O'Neill

Executive Officer

Neelima Palacherla

DRAFT LAFCO MEETING MINUTES

WEDNESDAY, APRIL 1, 2026

The meeting was called to order at 1:16 PM

1. ROLL CALL

Commissioners

- Rosemary Kamei, Chairperson
- Yoriko Kishimoto, Vice Chairperson
- Sylvia Arenas
- Jim Beall
- Otto Lee (Absent)
- Terry Trumbull
- Mark Turner (Arrived at 1:53 PM)

Alternate Commissioners

- Pamela Campos (Absent)
- Helen Chapman
- Betty Duong (Absent)
- Zach Hilton (Voting for Mark Turner; attended remotely from City Administration Conference Room, Gilroy City Hall)
- Teresa O'Neill

Staff

- Neelima Palacherla, Executive Officer
- Dunia Noel, Assistant Executive Officer
- Emmanuel Abello, Analyst
- Sonia Humphrey, Clerk
- Mala Subramanian, Counsel

2. PUBLIC COMMENTS

There were none.

3. APPROVE CONSENT CALENDAR

Commission Action: The Commission added agenda item numbers 6, 8, 12 and 13 to the consent calendar and approved the Consent Calendar, including agenda item numbers 4, 6, 7, 8, 9, 10, 12 and 13.

MOTION: Kishimoto

SECOND: Arenas

AYES: Arenas, Beall, Hilton, Kamei, Kishimoto, Trumbull

NOES: None

ABSENT: Lee

ABSTAIN: None

4. TAKEN ON CONSENT: APPROVE MINUTES OF FEBRUARY 4, 2026 LAFCO MEETING

Commission Action: The Commission approved the minutes of the February 4, 2026 meeting.

PUBLIC HEARING

5. PROPOSED WORK PLAN AND BUDGET FOR FY 2027

There was one speaker: Lilian Koenig

Commission Action:

1. The Commission adopted the Proposed Work Plan for Fiscal Year 2026-2027.
2. The Commission adopted the Proposed Budget for Fiscal Year 2026-2027.
3. The Commission found the Proposed Budget for Fiscal Year 2027 is adequate to allow the Commission to fulfill its statutory responsibilities.
4. The Commission authorized staff to transmit the Proposed Budget adopted by the Commission including the estimated agency costs as well as the LAFCO public hearing notice for adoption of the Fiscal Year 2027 Final Budget to the cities, special districts, the County, the Cities Association of Santa Clara County and the Santa Clara County Special Districts Association.

MOTION: Beall

SECOND: Trumbull

AYES: Arenas, Beall, Hilton, Kamei, Kishimoto, Trumbull

NOES: None

ABSENT: Lee

ABSTAIN: None

ITEMS FOR ACTION / INFORMATION

6. TAKEN ON CONSENT: UPDATE ON COUNTYWIDE WATER AND WASTEWATER SERVICE REVIEW AND AUTHORIZATION AND ADOPTION OF FINDINGS TO ALLOW THE TECHNICAL ADVISORY COMMITTEE TO HOLD ITS MEETINGS VIRTUALLY UNDER GOVERNMENT CODE SECTION 54953.8.6 OF THE BROWN ACT

Commission Action:

1. The Commission accepted the report.
2. The Commission authorized the Technical Advisory Committee for LAFCO's Countywide Water and Wastewater Service Review to hold its meetings by virtual teleconference and made the following findings under Government Code §54953.8.6 of the Brown Act in support of this:
 - a. LAFCO has considered the circumstances of the Technical Advisory Committee.
 - b. Teleconference meetings of the Technical Advisory Committee would enhance public access to their meetings, and the public has been made aware of the type of remote participation, including audio-visual or telephonic, that will be made available at a regularly scheduled meeting and has been provided the opportunity to comment at an in-person meeting of the Commission, which is authorizing the Technical Advisory Committee to meet entirely remotely
 - c. Teleconference meetings of the Technical Advisory Committee would promote the attraction, retention, and diversity of its members.

7. TAKEN ON CONSENT: WEBSITE UPGRADE, PDF WEB CONTENT ACCESSIBILITY COMPLIANCE, AND APPROVAL OF AGREEMENT WITH CIVICPLUS, LLC FOR ACCESSIBLE DOCUMENT SERVICE

Commission Action: The Commission approved the Accessible Document Service Agreement (DocAccess accessibility solution) with CivicPlus, LLC, and authorized the Executive Officer to sign the service agreement and execute any necessary amendments subject to LAFCO Counsel's review and approval.

8. TAKEN ON CONSENT: UPDATE ON LAFCO STRATEGIC PLANNING WORKSHOP AND AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH MIG FOR FACILITATION SERVICES FOR THE WORKSHOP

Commission Action:

1. The Commission accepted the report.
2. The Commission delegated authority to the LAFCO Executive Officer to enter into an agreement with Moore Iacofano Golsman (MIG), Inc. for facilitation services for LAFCO's strategic planning workshop and in an amount not to exceed \$7,500, and to execute any necessary amendments subject to LAFCO Counsel's review and approval.

9. TAKEN ON CONSENT: CALAFCO RELATED ACTIVIES

For information only.

10. TAKEN ON CONSENT: EXECUTIVE OFFICER'S REPORT

Commission Action: The Commission accepted the report.

11. COMMISSIONER REPORTS

There were none.

12. TAKEN ON CONSENT: NEWSPAPER ARTICLES / NEWSLETTERS

There were none.

13. TAKEN ON CONSENT: WRITTEN CORRESPONDENCE

There were none.

14. ADJOURN

The Commission adjourned at 1:53 PM to the next regular LAFCO meeting on June 3, 2026, at 1:15 PM, in the Board of Supervisors' Chambers, 70 West Hedding Street, San Jose.

Approved on June 3, 2026

Rosemary Kamei, LAFCO Chairperson

Prepared by: _____
Sonia Humphrey, LAFCO Clerk



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ITEM # 5

Alternate Commissioners

Pamela Campos
Helen Chapman
Betty Duong
Zach Hilton
Teresa O'Neill

Executive Officer

Neelima Palacherla

LAFCO MEETING: June 3, 2026

TO: LAFCO

**FROM: Neelima Palacherla, Executive Officer
Dunia Noel, Assistant Executive Officer**

**SUBJECT: SANTA CLARA COUNTY CENTRAL FIRE PROTECTION
DISTRICT SPHERE OF INFLUENCE AMENDMENT /
ANNEXATION 2026**

STAFF RECOMMENDATIONS

CEQA Action

1. As a Responsible Agency under the California Environmental Quality Act (CEQA), determine that the proposal is categorically exempt from the provisions of the CEQA pursuant to State CEQA Guidelines §15320, Class 20.

Project Actions

1. Approve LAFCO Resolution No. 2026-01 which:
 - a. approves the Santa Clara County Central Fire Protection District (CCFD) Sphere of Influence (SOI) amendment to include all lands contained in the SOI of the City of Los Altos and adopts SOI determinations, and
 - b. approves the annexation of the City of Los Altos to CCFD, subject to the listed terms and conditions.
2. Direct the LAFCO Executive Officer to conduct protest proceedings pursuant to GC §57000.

I. PROJECT DESCRIPTION

On April 2, 2026, LAFCO received an application from the City of Los Altos for a Sphere of Influence (SOI) amendment and annexation to the CCFD. The application includes annexation of the entire City of Los Altos to CCFD, and addition of all lands located within the City of Los Altos' SOI to CCFD's SOI. **Attachment A** includes a map showing the proposed boundary changes.

As noted by the applicant, the Los Altos City Council has determined that annexation of the City of Los Altos to the CCFD is the best method for providing quality fire protection services to the community "as it offers long-term stability and financial sustainability without the need for contract renegotiations." The City of Los Altos

has received fire protection services from CCFD on a contractual basis for 30 years since December 1996. The City intends to transition from its current fire protection contract which expires on December 30, 2026, to becoming a formal part of CCFD through annexation.

On March 10, 2026, the Los Altos City Council adopted Resolution No. 2026-18 to initiate annexation of the City into CCFD. The County Board of Supervisors (BoS) as the governing body of the CCFD, adopted Resolution No. CFPD-2026-1 on March 10 supporting the City's proposed annexation.

Please see **Attachment B** for the two resolutions.

II. BACKGROUND

A. Santa Clara County Central Fire Protection District (CCFD) Overview

CCFD is a dependent fire district governed by the County of Santa Clara Board of Supervisors (BOS). The BOS serves as the Board of Directors (BOD) for the district. CCFD is an all-risk, all hazards fire department that has evolved through fire district consolidations and city and fire district contracts beginning in 1947. CCFD serves various types of lands, including urban (within certain cities), suburban, rural residential, hillsides, open space, and wilderness.

CCFD's boundaries encompass approximately 420 square miles of territory in Santa Clara County which are currently classified into four service zones.

CCFD directly serves "Zone 2" which includes much of the unincorporated areas in the western Santa Cruz Mountains, the cities of Cupertino, Los Gatos, Monte Sereno, and a portion of Saratoga.

CCFD also directly serves "Zone 4" (former South Santa Clara County Fire District territories) which comprises the unincorporated community of San Martin, other unincorporated areas in south Santa Clara County surrounding the cities of Morgan Hill and Gilroy up to the County line in the south and west, and including a portion of the Diablo Range to the east.

CCFD's "Zone 1" includes noncontiguous pockets of unincorporated territory that are largely unincorporated islands within the urban service area of the City of San José and unincorporated territories immediately adjacent to the City of San José and the City of Milpitas. CCFD contracts with the cities of San José and Milpitas to provide fire service to these areas that are surrounded by these cities and/or adjacent to these cities, as well as to lands within the lower foothills, enabling the residents in these areas to be better served from resources in closer proximity to them.

"Zone 3" includes Moffett Field, an unincorporated area bisected by the SOI of Sunnyvale and Mountain View. It is home to NASA Ames and to several public and private research institutions. While this area is an inherent part of CCFD's jurisdiction, the area is considered a Federal Response Area and fire protection and emergency response services are provided directly by NASA Ames Fire Department.

Additionally, by contract, CCFD provides service to the cities of Campbell and Los Altos; to the Los Altos Hills County Fire District and to the Saratoga Fire Protection District.

It is estimated that CCFD provides service to a population of approximately 179,214 within its boundaries, and to an additional 101,655 population outside its boundaries by contract.

B. Overview of Fire Services in the City of Los Altos

The City of Los Altos consists of approximately 6.5 square miles with an estimated population of 31,625. The City is bordered by Cupertino to the south; Los Altos Hills to the west; Palo Alto to the north; and Mountain View to the east. The predominant land use in the City is residential, with a downtown core commercial area.

The City has contracted with CCFD for fire protection services within its jurisdictional boundaries since 1996.

LAFCO's 2023 Countywide Fire Service Review found that the City has a relatively large percentage of the incident volume for CCFD. Specifically, the City had a total of 10,696 incidents from January 1, 2018 through June 2022, averaging approximately 2,300 annually. This accounted for approximately 12% of CCFD responses during that timeframe. The majority (63%) of those incidents were characterized as rescue-medical. The Service Review also found that over 71% of all incidents occurred between 8:00 a.m. and 8:00 p.m.

The total assessed value of lands located within the City of Los Altos is approximately \$24 billion, including improvements.

C. Property Tax Exchange

California Revenue and Taxation Code Section 99(b)(6) requires the adoption of a property tax exchange agreement involving the affected agencies before LAFCO can consider a jurisdictional change. Revenue and Taxation Code section 99(b)(5) requires that when jurisdictional changes will affect the service area or service responsibility of one or more special districts, the Board of Supervisors shall, on behalf of the special district(s), negotiate property tax transfers associated with those changes and adopt a resolution identifying the transfers.

The Los Altos City Council and the Santa Clara County Board of Supervisors (BoS) completed the negotiations for the property tax transfer for the proposed annexation, and on April 14, 2026, the BoS and the City Council adopted resolutions approving the negotiated transfer:

- County of Santa Clara Board of Supervisor Resolution No. BOS-2026-41
- Los Altos City Council Resolution No. 2026-25

The adopted resolutions are available as **Attachment C**.

III. LAFCO APPLICATION REVIEW AND PUBLIC HEARING PROCESS

A. Application Review

Upon receiving the above-mentioned application, pursuant to GC §56658 (b), LAFCO staff provided a Notice of Application on April 7, 2026, including to each affected local agency, informing them that an application had been received.

On May 1, 2026, staff issued a Certificate of Filing to the applicant deeming the application complete and setting June 3, 2026 as the date of LAFCO public hearing for the proposal.

B. Notice of Public Hearing

LAFCO staff provided a 21-day notice of the LAFCO public hearing pursuant to GC §56661. The notice was provided to all affected local agencies, among others, and posted on the LAFCO website. Pursuant to GC §56157(h), the public hearing notice was also published as a display advertisement of one-eighth page in the Los Altos Town Crier, a newspaper of general circulation in Los Altos, on May 13, 2026; and in the San Jose Post Record on May 5, 2026.

C. LAFCO Public Hearing

On May 29, LAFCO staff released its report with analysis and recommendations on the proposal for the Commission's consideration. On June 3, 2026, the Commission will hold a public hearing and consider any written or oral public testimony on the proposal, and the staff report, before taking action on the proposal. LAFCO may approve, deny, or conditionally approve the proposal. Within 30 days of the Commission action on the proposal, any person or agency may file a written request for reconsideration of the Commission action pursuant to GC §56895.

D. Protest Proceedings

Pursuant to GC §57000, after commission approval of the proposal, the commission must conduct protest proceedings whereby landowners and registered voters within the subject territory (i.e., within the City of Los Altos) may file written protest to the commission's action.

Per GC §57002(a), a notice of the protest hearing must be given within 35 days of the commission adoption of the resolution approving the proposed annexation, and the protest hearing must occur not less than 21 days and not more than 60 days after notice is given. Should the Commission approve the proposed annexation, it is anticipated that the notice of the protest hearing will be provided in mid-June, 2026 and the protest hearing will be held in the second week of July.

On June 13, 2001, through LAFCO Resolution No. 01-7, the Commission delegated all responsibilities for conducting a protest proceeding to the LAFCO Executive Officer. As a result, the Executive Officer will conduct the protest hearing for this proposal.

Pursuant to GC §57051, at the protest hearing, the Executive Officer shall summarize the commission's resolution and hear any oral or written protests. Written protests may be filed with LAFCO from the date of the protest hearing

notice until the conclusion of the protest hearing. The requirements for a valid written protest are specified in GC §57051.

Within 30 days following the conclusion of the protest hearing, the Executive Officer must determine the value of the written protests submitted and depending on the level of written protest received as indicated in Table 1, take one of the following actions:

- Adopt a resolution making determinations and ordering the annexation without an election, or
- Adopt a resolution making determinations and ordering the annexation subject to confirmation by voters, or
- Issue a certificate of termination, terminating the annexation proceedings.

Table 1: Protest Thresholds for the Proposed Annexation *

Order Annexation Without an Election (GC §57091)	Order Annexation Subject to an Election (GC §57091)	Terminate Annexation (GC §57078)
<p>Written protests signed by:</p> <ul style="list-style-type: none"> • Less than 25% of the number of landowners within the affected territory (i.e., within Los Altos) who own less than 25% of the assessed value <p><u>OR</u></p> <ul style="list-style-type: none"> • Less than 25% of voters entitled to vote as a result of residing within, or owning land within, the affected territory (i.e., within Los Altos) 	<p>Written protests signed by:</p> <ul style="list-style-type: none"> • At least 25%, but less than 50% of the number of landowners within the affected territory who own at least 25%, but less than 50% of the assessed value of land within the affected territory <p><u>OR</u></p> <ul style="list-style-type: none"> • At least 25%, but less than 50% of the voters entitled to vote as a result of residing within or owning land within, the affected territory 	<p>Written protests signed by:</p> <ul style="list-style-type: none"> • 50% or more of the voters residing in Los Altos

**The proposed annexation includes territory that is considered inhabited. GC §56046 defines “inhabited territory” as territory within which there reside 12 or more registered voters.*

E. Certificate of Completion and Effective Date of Annexation

Upon ordering the annexation, pursuant to GC §57200(a), the Executive Officer must file a Certificate of Completion after completion of the time period allowed to file and act upon any requests for reconsideration, completion of protest proceedings, and upon satisfaction of any conditions contained in the adopted resolution that are required to be completed prior to filing a Certificate of

Completion. The date of recordation of the Certificate of Completion with the County Recorder shall be the effective date of the annexation, unless specified otherwise in the LAFCO resolution approving the proposal. The applicant has requested an effective date of January 1, 2027.

IV. STAFF ANALYSIS

In accordance with GC §56668, LAFCO must take into account many factors when considering an annexation proposal. Certain factors may be more applicable or relevant than others, depending on the specific proposal and circumstances. The following is an analysis of those factors:

A. Consistency with Spheres of Influence

The City's current SOI is coterminous with the City's Urban Service Area (USA) boundary. However, it is not coterminous with the jurisdictional boundaries of the City. The City's SOI and USA include an unincorporated island of 627 acres. This unincorporated island is within the Los Altos Hills County Fire District. However, it is not within the Los Altos Hills County Fire District SOI.

CCFD's SOI is coterminous with the existing boundaries of the district, except that it does not include the noncontiguous unincorporated islands and areas. Its SOI was amended in 2010 to exclude lands on the southeastern edge to be consistent with the district's boundary and retracted to exclude the lands that were annexed to the City of Los Altos and concurrently detached from CCFD in 2006. In 2023, LAFCO reaffirmed the existing SOI for CCFD as depicted in the Countywide Fire Service Review. In June 2025, LAFCO amended the SOI for CCFD to include the territories contained in the SOI of the South Santa Clara County Fire Protection District (SCFD) to facilitate the dissolution of SCFD and annexation of its territories to the CCFD.

Pursuant to GC §56375.5, LAFCO cannot take actions that are inconsistent with a SOI. Accordingly, the proposal includes an amendment of CCFD's SOI to include the territory contained currently within the City of Los Altos' jurisdictional boundaries consistent with the proposed annexation of the City to the CCFD. The proposal also includes the addition of the unincorporated island currently within the City's SOI to CCFD's SOI in order to ensure consistent service in the event the island is annexed to the City of Los Altos in the future. That is, all lands located within the City's SOI are proposed to be included in CCFD's SOI.

Pursuant to Government Code §56425, staff has prepared SOI determinations in support of the proposed CCFD SOI amendment. See proposed LAFCO Resolution No. 2026-01 (**Attachment D**) for "Sphere of Influence Determinations."

B. Conformance with Service Reviews

Consistent with GC §56430, LAFCO will prepare a service review as necessary, prior to or in conjunction with the establishment or update of the SOI. LAFCO completed a Countywide Fire Service Review in 2023 which included a SOI review/update for CCFD. The proposal will not undermine adopted service review determinations or recommendations. The Service Review found that "CCFD has capacity to serve

existing demand within its service area, including contract agencies,” and “that CCFD has reasonable economies of scale that allow for greater efficiency and effectiveness.”

C. Impacts on Agricultural and Open Space Lands

The proposal does not include agricultural lands, lands subject to a Williamson Act contract or open space lands. The proposed annexation will not result in any changes in land use jurisdiction, or in the planned land use of the properties located within the subject territory, or in the provision of growth-related services such as sewer and water. The proposal will not adversely impact agricultural lands or open space lands.

D. Logical, Orderly Boundaries

The proposal will result in logical and orderly boundaries. As shown on the map (**Attachment A**), the CCFD boundaries are contiguous to the current City of Los Altos. Upon annexation, the territory within the City will be added to CCFD’s jurisdictional boundaries and the territory within the City’s SOI will be included in CCFD’s SOI.

E. Ability to Provide and Fund Services: Plan for Service

Upon annexation of the City of Los Altos to CCFD, CCFD will provide fire and emergency medical service to the area. Currently, the City provides service within its territory through its contract with CCFD. Annexation will not result in any changes to the service levels in the City of Los Altos.

As required by GC §56653, the applicant has prepared a plan for providing service upon annexation. Please see **Attachment E** for a copy of the Plan for Services. Key points from the plan are summarized below.

1. Fire Stations

CCFD currently serves the subject territory using two fire stations (i.e. Los Altos Fire Station, and Loyola Fire Station), owned by the City of Los Altos. The location of these stations is shown on the map in **Attachment A**.

CCFD and the City have negotiated the transfer of the two fire stations to CCFD upon annexation. On April 28, 2026, the property transfer was approved and authorized in resolutions adopted by the City Council of Los Altos (Resolution No. 2026-29); and by the Board of Directors of CCFD (Resolution No. CFPD-2026-2).

The City and CCFD have also negotiated a one-time lump sum payment of \$1.5 million by the City to CCFD to offset the cost of deferred maintenance on the stations.

2. Staffing & Apparatus

CCFD currently serves the City of Los Altos with apparatus that is owned by the District. There will be no change in the ownership of apparatus as a result of the proposed annexation.

The City of Los Altos does not employ its own firefighter staff. The City of Los Altos contracts with CCFD and CCFD employees provide the services. The City of Los Altos' current contract with CCFD calls for a total daily staffing of six (6) across the two existing stations. Upon annexation, CCFD does not anticipate any major changes in unit staffing or apparatus at the two fire stations. CCFD has proposed the following unit staffing and apparatus for each station in the subject territory:

Table 2. Current and Proposed Staffing

Fire Station	Current/Proposed CCFD Unit Staffing	Current /Proposed Total Daily Staffing
Los Altos	E-75 Type 1 Engine (3), Fire Captain, firefighter engineer paramedic, and firefighter or firefighter/engineer E-675 Type 6 Engine (cross-staffed) E-175 Type 1 Reserve Engine Antique Fire Engine from Los Altos Fire Department	3
Loyola	E-76 Type 1 Engine (3), Fire Captain, firefighter engineer paramedic, and firefighter or firefighter/engineer WT-76 Type 1 Tactical Water Tender select call (selectively staff), in Fall 2026	3

3. **Emergency Dispatch**

Under CCFD's current dispatch system, 911 calls in the City of Los Altos are answered by the City of Los Altos Police Department, serving as the Public Safety Answering Point (PSAP). The City of Los Altos Police Department then transfers the information via phone to County Communications for fire or ambulance response. There will be no change in emergency dispatch as a result of the proposed annexation.

4. **Automatic Aid Emergency Response**

According to the Plan for Services, CCFD is party to automatic and mutual aid agreements with the City of Palo Alto, City of Mountain View, and City Sunnyvale. These agreements will remain in force upon annexation, with no change anticipated. According to the Plan, ambulance services are currently provided by Global Medical Response (also known as American Medical Response) and will remain unchanged upon annexation.

5. **Fire Prevention and Public Education**

CCFD, through a contract with the Santa Clara County Planning and Development Department, currently provides Fire Marshal services including

plan review and construction inspections to all county unincorporated areas. CCFD also provide these services to certain cities by contract, including the City of Los Altos. CCFD would continue to provide these services upon annexation.

CCFD has a Community Education and Risk Reduction Services (CERRS) unit that provides a broad range of community outreach and education services, including school fire safety and life safety programs, adult and senior safety programs, and CPR and automated external defibrillator training. CERRS aims to reach 20% of the population served each year with outreach and educational services. Additionally, CCFD supports a Community Emergency Response (CERT) program and conducts community meetings related to wildfire preparedness and mitigation efforts.

According to the Plan for Services, the fire prevention and public education services that are currently provided by CCFD will not change upon annexation.

6. Administration, Training, and Other Support Services

According to the Plan for Services, the administrative, training, and support functions that are currently provided by CCFD will not change upon annexation.

7. Los Altos Hills County Fire District Agreement

In 2017, CCFD, the City of Los Altos, and the Los Altos County Fire District (LAHCFD) entered into a tri-party 10-year Agreement for the provision of fire and EMS services. In February 2026, CCFD and LAHCFD entered into a new 2027 Master Services Agreement containing the same terms and conditions of the 2017 Agreement, with modifications made to reflect the term extension, updates to the costs and practices, removal of the City of Los Altos as a party to the Agreement, and elimination of obsolete language. The 2027 Agreement is effective January 1, 2027, with no interruption of services that CCFD currently provides to LAHCFD. The Agreement includes amendments for additional services that apply specifically to LAHCFD, including the provision of a 24-hour Battalion Chief at the El Monte Station located in the Town of Los Altos Hills. The Plan notes that the proposed annexation supports and reinforces CCFD's service contract with the Los Altos Hills County Fire District, which is directly adjacent to the western boundary of the City of Los Altos.

F. Financial Ability and Fiscal Sustainability

1. CCFD's Costs and Revenues for Providing Services to the City of Los Altos

Table 3 below provides a comparison of revenues and expenditures outlined in City of Los Altos' current contract with CCFD, alongside the CCFD's projected amounts if the City of Los Altos is annexed to CCFD, and highlights the projected difference in costs between the two scenarios.

Table 3. Current and Projected Cost for CCFD to Provide Services to City of Los Altos (Contract vs. Annexation)

	Current CCFD FY 2026 Contract	Projected CCFD FY 2027 Amount if Annexed	Difference
Revenues	\$9,373,524	\$9,833,750	\$(460,226)
Expenditures	\$10,067,831	\$10,067,831	\$0
Difference	\$(694,307)	\$(234,081)	\$(460,226)

Source: CCFD Plan for Services (March 27, 2026)

2. Terms of Property Tax Transfer Between the City of Los Altos and CCFD

The City of Los Altos and CCFD have jointly agreed on an approach and methodology for the property tax exchange that will occur upon the annexation of the City of Los Altos to CCFD, as memorialized in their resolutions.

The amount of property tax revenue redirected from the City of Los Altos to CCFD will fluctuate annually based on property tax roll growth. Specifically, the proposed property tax exchange would transfer 34.64% Post-Educational Revenue Augmentation Fund (ERAF) (26.81% Pre-ERAF) from the City of Los Altos to CCFD in the fiscal year (FY) the proposed annexation takes effect (i.e. FY 2027). This transfer is calculated from a base amount of approximately \$9.8 million in FY 2025-2026, as agreed by the City of Los Altos and CCFD. In each subsequent year, an incremental addition to this transfer will be calculated to reflect the property tax roll growth in the corresponding tax rate areas. This formula considers CCFD’s estimated direct costs for service delivery in FY 2025-2026—approximately \$10.1 million (excluding overhead, debt, and capital costs)—and the contract compensation for FY 2025-2026 of approximately \$9.4 million.

The proposed property tax exchange is contingent on the approval of the proposed annexation by LAFCO. If approved, the proposed annexation is expected to take effect on January 1, 2027. However, the reapportionment of property tax revenue will not commence until the fiscal year following the filing of jurisdictional changes with the State Board of Equalization by LAFCO—July 1, 2027, based on the current timeline. In the interim, upon annexation, the terms require the City of Los Altos to remit a monthly amount of \$945,500 in property tax revenue to CCFD.

Projections for the proposed property tax exchange predict that CCFD will experience a funding gap of roughly \$7.5 million in the first 12 years after the proposed annexation. However, after 12 years, the projected property tax revenue received by CCFD is anticipated to be sufficient to cover direct costs entirely, and subsequently fund indirect, debt, and capital costs.

G. Environmental Justice

The proposal will promote environmental justice by ensuring the continued delivery of high-quality fire protection and emergency medical response services throughout the county which is equitable and sustainable.

H. Planned, Orderly, Efficient Patterns of Urban Development, Local & Regional Plans

The affected territory includes land located within the City of Los Altos, which is subject to the land use designations of the City of Los Altos’ General Plan; and includes unincorporated lands within the City of Los Altos’ Urban Service Area, which are subject to the land use designations of the County of Santa Clara General Plan.

No new development, growth, or changes to existing land use or zoning designations are associated with the proposed annexation. Therefore, the proposal is not expected to have any effect on the existing planned orderly efficient patterns of urban development or the Regional Transportation Plan.

I. Availability of Water Supplies

The proposed annexation does not involve new development or growth that would require the evaluation of adequate water supplies. The proposal, accordingly, will not have an effect on the timely availability of water supplies.

J. Lands in Very High Fire Hazard Zones

The proposal does not include lands shown on maps that identify these lands as within a very high fire hazard zone pursuant to GC §51178 and/or maps that identify these lands to be in a state responsibility area pursuant to PRC §4102.

K. Public Comments

As of the writing of this staff report, LAFCO has not received any comment letters on the proposal. Comment letters received after the posting of the staff report will be provided to the Commission in a supplemental packet.

V. ENVIRONMENTAL IMPACT ANALYSIS

As part of the application materials submitted, the City of Los Altos identified itself as Lead Agency, under the California Environmental Quality Act (CEQA), and determined that the project is categorically exempt from CEQA pursuant to State CEQA Guidelines §15320, Class 20, that states:

Section 15320: Changes in the organization or reorganization of local governmental agencies where the changes do not change the geographical area in which previously existing powers are exercised. Examples include but are not limited to establishment of a subsidiary district, consolidation of two or more districts having identical powers, merger with a city or a district lying entirely within the boundaries of the city.

LAFCO is a Responsible Agency for the project, under CEQA.

The proposal consists of a change in the organization of local governmental agencies. Specifically, it involves the annexation of the City of Los Altos into CCFD's boundary; and the amendment of CCFD's SOI to add all lands within the City of Los Altos' SOI and Urban Service Area, including unincorporated lands.

Pursuant to §15320, this exemption applies because the proposed organizational change does not change the geographical area in which previously existing powers are exercised. CCFD has been and is currently providing fire protection, suppression, and emergency medical response services to the City of Los Altos under an existing contract. The proposed annexation and SOI amendment would merely change the entity that directly governs and funds these services from the City of Los Altos to CCFD.

Therefore, the proposal is categorically exempt from CEQA pursuant to State CEQA Guidelines §15320, Class 20.

VI. CONCLUSION

The proposed annexation formalizes a 30-year operational relationship. CCFD has provided fire and emergency medical services to the City of Los Altos by contract since December 1996. The proposed annexation transitions this relationship from a contract-for-service model to a permanent governance structure, eliminating administrative costs associated with renewing temporary service contracts.

The proposed annexation would allow CCFD to manage the City of Los Altos as part of its regional emergency response system. Resources can be deployed based on safety needs rather than city borders, with unified leadership and decision-making under the CCFD's all-hazards response model.

Daily operations, fire stations, and emergency response will continue uninterrupted, mutual aid agreements remain in place, emergency medical transport continues through the countywide contract with AMR, and 911 dispatch operations continue as currently provided.

The City and CCFD have established a property tax exchange agreement, shifting from fee-for-service to property tax funding. CCFD will experience a funding gap of approximately \$7.5 million over the first 12 years. After year 12, property tax revenue is projected to cover direct costs and subsequently fund indirect, debt, and capital costs. The City will transfer its two fire stations to the CCFD and make a lump-sum payment to offset deferred maintenance.

The proposed annexation would promote the efficient provision of fire protection services throughout CCFD's territory. Furthermore, it would provide greater accountability and transparency for residents in how fire service decisions are made.

Therefore, staff recommends approval of the proposal subject to terms and conditions as specified in LAFCO Resolution 2026-01.

VII. NEXT STEPS

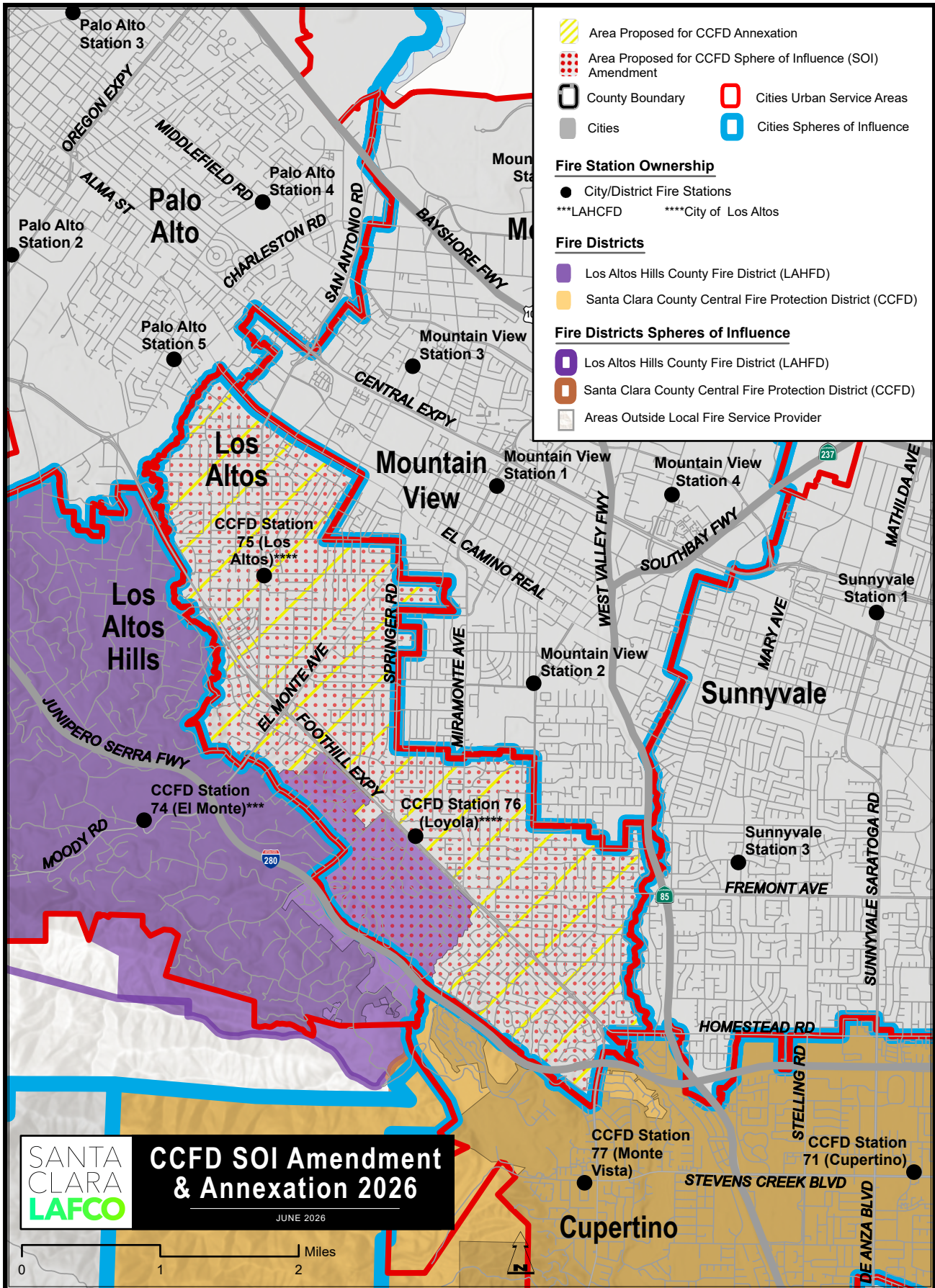
Following LAFCO's approval of the proposal, the Executive Officer will transmit a copy of LAFCO Resolution No. 2026-01 to the proponents, and affected local agencies, as required by GC §56882.

The Executive Officer will conduct protest proceedings pursuant to GC §57000 and make her determination on the outcome of the protest hearing pursuant to GC §57091 and GC §57078, as noted in the "LAFCO Application Review and Public Hearing Process: Protest Proceeding" section of this staff report.

VIII. ATTACHMENTS

- Attachment A: Map of the Proposed CCFD Annexation and SOI Amendment
- Attachment B: Application Initiation Resolutions:
City of Los Altos Resolution No. 2026-18
CCFD Resolution No. CFPD-2026-1
- Attachment C: Property Tax Transfer Resolutions:
County of Santa Clara BoS Resolution No. BOS-2026-41
Los Altos City Council Resolution No. 2026-25
- Attachment D: Draft LAFCO Resolution No. 2026-01
- Attachment E: CCFD Plan for Services

ITEM # 5 Attachment A



RESOLUTION NO. 2026-18

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
INITIATING APPLICATION BY THE CITY OF LOS ALTOS FOR ANNEXATION
INTO THE SANTA CLARA COUNTY CENTRAL FIRE PROTECTION DISTRICT**

WHEREAS, the City of Los Altos (“City”) is committed to ensuring the community receive high quality fire protection and emergency medical services; and

WHEREAS, the City of Los Altos first contracted with Santa Clara County Central Fire Protection District (“County Fire”) for fire protection and emergency medical services in 1996 and the current contract expires on December 31, 2026; and

WHEREAS, the City Council of the City of Los Altos (“City”) desires to initiate proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, concurrently with County Fire, a dependent special district of the County of Santa Clara, for annexation of the territory of the City into County Fire; and

WHEREAS, the Santa Clara County Local Agency Formation Commission (“LAFCO”) may adjust County Fire’s sphere of influence, as necessary, to make it consistent with the proposed reorganization; and

WHEREAS, the territories of County Fire and the City are depicted in Exhibit A; and

WHEREAS, the annexation of the City into County Fire furthers, and is consistent with, the 2024 LAFCO Countywide Fire Service Review; and

WHEREAS, annexation into County Fire will provide the Los Altos community continual fire protection and emergency medical services and will be an ongoing public benefit; and

WHEREAS, the City Council desires to initiate proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, as supported by County Fire, for the annexation of the territory of the City into County Fire, subject to the following terms and conditions, among others:

1. The effective date of the change or organization shall be set by LAFCO action, but is requested to be January 1, 2027;
2. The proposed annexation will expand County Fire’s boundaries to include the City of Los Altos, and County Fire shall assume responsibility for fire and emergency medical services within the annexed territory;
3. County Fire shall have authority to exercise all powers authorized by the Fire Protection District Law of 1987 (Health and Safety Code section 13800 et seq.), within the annexed territory;

4. The City and County Fire shall negotiate a property tax transfer consistent with Revenue and Taxation Code section 99, which shall be memorialized in resolutions adopted by the City of Los Altos City Council and the County of Santa Clara Board of Supervisors;
5. County Fire's sphere of influence shall be updated by LAFCO in a manner consistent with the proposed annexation;
6. The Fire Chief, or designee, and the City Manager, or designee, shall approve the Plan of Service presented to LAFCO;
7. The City and County Fire shall negotiate and execute an agreement for the transfer of the Loyola Fire Station (765 Fremont Avenue) and the Los Altos Fire Station (10 Almond Avenue) to County Fire, subject to standard representations, warranties, and due diligence, and shall mutually agree upon terms for related capital and facility needs; and
8. Such other provisions as required by applicable law or as may be agreed by County Fire and the City.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby finds:

1. Santa Clara County LAFCO is requested to initiate proceedings for the annexation of the territory of the City of Los Altos into County Fire; and
2. Directs the City Manager, or his designee, to submit an application to Santa Clara County LAFCO initiating the annexation and to act as chief petitioner. The City Manager's address is:
Gabriel Engeland
City Manager
1 N. San Antonio Road
Los Altos, CA 94022; and
3. Directs City staff to request Santa Clara County LAFCO for concurrent amendment of the Sphere of Influence of County Fire to support consenting of the proposed annexation; and
4. Directs City staff to prepare all necessary documents or responses during LAFCO proceedings for both the requested annexation of the City into County Fire and the concurrent amendment of the Sphere of Influence of County Fire.

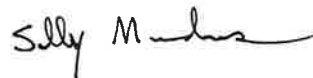
I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 10th day of March, 2026 by the following vote:

AYES: Dailey, Lang, Meadows, Weinberg

NOES:


ABSENT:

ABSTAIN:



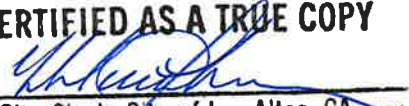
Sally Meadows, MAYOR

Attest:


Melissa Thurman (Mar 11, 2026 11:16:13 PDT)

Melissa Thurman, MMC
CITY CLERK

CERTIFIED AS A TRUE COPY



City Clerk, City of Los Altos, CA

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SANTA CLARA COUNTY CENTRAL FIRE PROTECTION DISTRICT
IN SUPPORT OF THE APPLICATION BY THE CITY OF LOS ALTOS FOR THE
ANNEXATION OF ITS TERRITORY INTO THE SANTA CLARA COUNTY CENTRAL
FIRE PROTECTION DISTRICT**

WHEREAS, since 1996, the Santa Clara County Central Fire Protection District (“Central Fire District”) has provided fire and emergency medical services to the City of Los Altos pursuant to a series of service agreements, consistent with Health and Safety Code section 13878;

WHEREAS, on March 10, 2026, the City Council of the City of Los Altos will consider the adoption of a Resolution of Application, attached hereto as Exhibit A, to initiate proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 for the annexation of its territory into the Central Fire District;

WHEREAS, if proposed annexation is approved, the Central Fire District will continue to provide fire and emergency medical services within the City of Los Altos, with no change to the service delivery model;

WHEREAS, the Board of Directors of the Central Fire District desires to adopt a Resolution supporting the proposed annexation pursuant to Government Code section 56857(e);

WHEREAS, the affected territory proposed to be annexed is inhabited, and is constituted by the boundaries of the City of Los Altos;

WHEREAS, in light of the likelihood that large wildfires and other all-hazards incident types in Santa Clara County will recur, it is critically important that local Santa Clara County fire agencies coordinate local resources to the extent possible to maximize the effectiveness of Santa Clara County’s local fire response in the future, especially in light of the anticipated limited responses available from outside the county during multiple large-scale fire incidents;

WHEREAS, the public benefits and reasons for the proposed annexation include but are not limited to the following:

- (1) Will facilitate coordinated, strategic resource allocation, leading to more effective countywide management of available assets for all-hazards and all-risk emergencies. This includes, but is not limited to, wildfires, technical rescues, hazardous materials incidents, and emergency medical responses.
- (2) Will establish a comprehensive strategy for resource deployment and risk mitigation;

- (3) Will facilitate the efficient delivery of life- and property-saving, all-risk emergency services to individuals and property owners within the affected territory by centralized allocation of available resources based upon a comprehensive and coordinated strategy;
- (4) Will continue to foster a regional fire service delivery model where fire prevention practices, training, emergency management, and operational emergency response can be streamlined and standardized within the region;
- (5) Will optimize operations and minimize administrative expenditures—including facility and fleet maintenance and long-term capital improvement planning—thereby mitigating the unpredictability intrinsic to the current service contract framework.

WHEREAS, as outlined in the proposed Resolution of Application attached hereto as Exhibit A, the Central Fire District and the City of Los Altos agree that the proposed annexation be subject to the following terms and conditions, among others:

- (1) The effective date of the change of organization shall be set by Santa Clara LAFCO action, but is requested to be January 1, 2027;
- (2) The proposed annexation will expand the Central Fire District's boundaries to include the City of Los Altos, and the Central Fire District shall assume responsibility for fire and emergency medical services within the annexed territory;
- (3) The Central Fire District shall have authority to exercise all powers authorized by the Fire Protection District Law of 1987 (Health and Safety Code section 13800 *et seq.*), within the annexed territory;
- (4) The City of Los Altos and the Central Fire District shall negotiate a property tax transfer consistent with Revenue and Taxation Code section 99, which shall be memorialized in resolutions adopted by the City of Los Altos City Council and the County of Santa Clara Board of Supervisors;
- (5) The Central Fire District's sphere of influence shall be updated by Santa Clara LAFCO in a manner consistent with the proposed annexation;
- (6) The Fire Chief, or designee, and the City Manager, or designee, shall approve the Plan of Service presented to Santa Clara LAFCO;
- (7) The City of Los Altos and the Central Fire District shall negotiate and execute an agreement for the transfer of the Loyola Fire Station (765 Fremont Avenue) and the Los Altos Fire Station (10 Almond Avenue) to the Central Fire District, subject to standard representations, warranties, and due diligence, and shall mutually agree upon terms for related capital and facility needs; and
- (8) Such other provisions as required by applicable law or as may be agreed by the Central Fire District and the City of Los Altos.

WHEREAS, under Government Code section 56857(e), if the legislative body of a special district to which annexation of territory is proposed adopts a resolution supporting the proposed annexation, Santa Clara LAFCO need not provide the 60-day notice and opportunity to terminate required by Government Code section 56857(a) and (b);

WHEREAS, the proposed annexation is exempt from environmental review under the California Environmental Quality Act (CEQA) pursuant to Section 15320(b) of the CEQA Guidelines, which exempts changes of organization of local agencies “where the changes do not change the geographical area in which previously existing powers are exercised”; and

WHEREAS, the Fire Chief and the County Executive will return to the Board of Directors with additional actions to support the proposed annexation, including the proposed agreement for the transfer of real property.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Santa Clara County Central Fire Protection District, State of California, that:

1. The above recitals are true and correct and incorporated herein by reference.
2. The Board of Directors of the Santa Clara County Central Fire Protection District supports the proposed annexation of the territory of the City of Los Altos into the Central Fire District, subject to the City Council’s adoption of the Resolution of Application substantially in the form attached as Exhibit A, the terms and conditions therein, and the terms and conditions specified in this Resolution.
3. The Fire Chief, or designee, is hereby directed to transmit this Resolution to Santa Clara LAFCO.
4. The Fire Chief, or designee, is hereby directed to assist the City of Los Altos with the preparation of a plan for providing services within the affected territory for the City of Los Altos to include as part of its application to Santa Clara LAFCO consistent with Government Code section 56653.

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5. The Fire Chief, or designee, and the County Executive, or designee, are hereby authorized and directed to prepare all necessary Santa Clara LAFCO documents, conduct necessary investigations, and file such documents that may be necessary during LAFCO proceedings, including responses to protests.

PASSED AND ADOPTED by the Board of Directors of the Santa Clara County Central Fire Protection District, State of California, on MAR 10 2026, by the following vote:

AYES: ABE-KOGA, ARENAS, DUONG, ELLENBERG, LEE

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE



OTTO LEE, Chairperson
Board of Directors

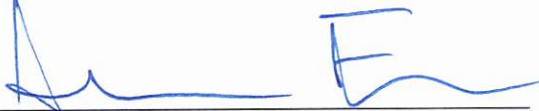
Signed and certified that a copy of this document has been delivered by electronic or other means to the Chairperson, Board of Directors.

ATTEST:



CURTIS BOONE
Clerk of the Board of Directors

APPROVED AS TO FORM AND LEGALITY:



AARON FORBATH
Deputy County Counsel

Exhibits to this Resolution:

- 1) Exhibit A ([Draft] City of Los Altos Resolution of Application)

Exhibit A

DRAFT

RESOLUTION NO. 2026-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
INITIATING APPLICATION BY THE CITY OF LOS ALTOS FOR ANNEXATION OF
INTO THE SANTA CLARA COUNTY CENTRAL FIRE PROTECTION DISTRICT**

WHEREAS, the City of Los Altos (“City”) is committed to ensuring the community receive high quality fire protection services; and

WHEREAS, the City of Los Altos first contracted with Santa Clara County Central Fire Protection District (“County Fire”) for fire protection services in 1996 and the current contract expires on December 31, 2026; and

WHEREAS, the City Council of the City of Los Altos (“City”) desires to initiate proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, concurrently with County Fire, a dependent special district of the County of Santa Clara, for annexation of the territory of the City into County Fire; and

WHEREAS, the Santa Clara County Local Agency Formation Commission (“LAFCO”) may adjust County Fire’s sphere of influence, as necessary, to make it consistent with the proposed reorganization; and

WHEREAS, the territories of County Fire and the City are depicted in Exhibit A; and

WHEREAS, the annexation of the City into County Fire furthers, and is consistent with, the 2024 LAFCO Countywide Fire Service Review; and

WHEREAS, annexation into County Fire will provide the Los Altos community continual fire protection services and will be an ongoing public benefit; and

WHEREAS, the City Council desires to initiate proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, as supported by County Fire, for the annexation of the territory of the City into County Fire, subject to the following terms and conditions, among others:

1. The effective date of the change or organization shall be set by LAFCO action, but is requested to be January 1, 2027;
2. The proposed annexation will expand County Fire’s boundaries to include the City of Los Altos, and County Fire shall assume responsibility for fire and emergency medical services within the annexed territory;

3. County Fire shall have authority to exercise all powers authorized by the Fire Protection District Law of 1987 (Health and Safety Code section 13800 et seq.), within the annexed territory;
4. The City and County Fire shall negotiate a property tax transfer consistent with Revenue and Taxation Code section 99, which shall be memorialized in resolutions adopted by the City of Los Altos City Council and the County of Santa Clara Board of Supervisors;
5. County Fire's sphere of influence shall be updated by LAFCO in a manner consistent with the proposed annexation;
6. The Fire Chief, or designee, and the City Manager, or designee, shall approve the Plan of Service presented to LAFCO;
7. The City and County Fire shall negotiate and execute an agreement for the transfer of the Loyola Fire Station (765 Fremont Avenue) and the Los Altos Fire Station (10 Almond Avenue) to County Fire, subject to standard representations, warranties, and due diligence, and shall mutually agree upon terms for related capital and facility needs; and
8. Such other provisions as required by applicable law or as may be agreed by County Fire and the City.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby finds:

1. Santa Clara County LAFCO is requested to initiate proceedings for the annexation of the territory of the City of Los Altos into County Fire; and
2. Directs the City Manager, or his designee, to submit an application to Santa Clara County LAFCO initiating the annexation and to act as chief petitioner. The City Manager's address is:
Gabriel Engeland
City Manager
1 N. San Antonio Road
Los Altos, CA 94022; and
3. Directs City staff to request Santa Clara County LAFCO for concurrent amendment of the Sphere of Influence of County Fire to support consenting of the proposed annexation; and
4. Directs City staff to prepare all necessary documents or responses during LAFCO proceedings for both the requested annexation of the City into County Fire and the concurrent amendment of the Sphere of Influence of County Fire.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 10th day of March, 2026 by the following vote:

AYES:

NOES:

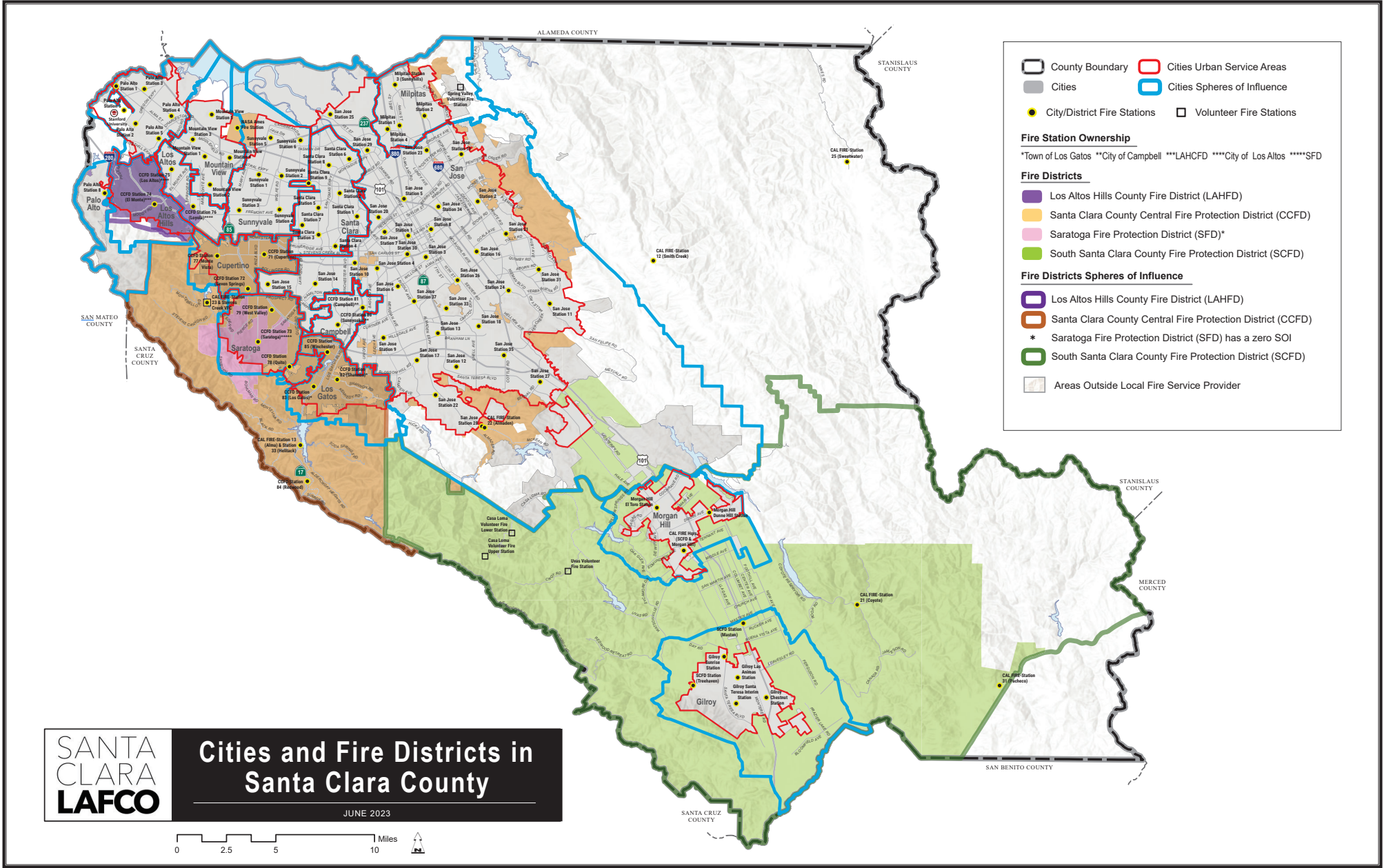
ABSENT:

ABSTAIN:

Sally Meadows, MAYOR

Attest:

Melissa Thurman, MMC
CITY CLERK



County Boundary Cities Urban Service Areas
 Cities Cities Spheres of Influence
● City/District Fire Stations Volunteer Fire Stations

Fire Station Ownership
 *Town of Los Gatos **City of Campbell ***LAHCFD ****City of Los Altos *****SFD

Fire Districts

- Los Altos Hills County Fire District (LAHFD)
- Santa Clara County Central Fire Protection District (CCFD)
- Saratoga Fire Protection District (SFD)*
- South Santa Clara County Fire Protection District (SCFD)

Fire Districts Spheres of Influence

- Los Altos Hills County Fire District (LAHFD)
- Santa Clara County Central Fire Protection District (CCFD)
- * Saratoga Fire Protection District (SFD) has a zero SOI
- South Santa Clara County Fire Protection District (SCFD)
- Areas Outside Local Fire Service Provider

SANTA CLARA LAFCO

Cities and Fire Districts in Santa Clara County

JUNE 2023



RESOLUTION NO. BOS-2026-41

**RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CLARA
AGREEING TO THE NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUE
BETWEEN THE CITY OF LOS ALTOS AND THE SANTA CLARA COUNTY
CENTRAL FIRE PROTECTION DISTRICT**

WHEREAS, on March 10, 2026, the City Council of the City of Los Altos (“City”) adopted a Resolution to initiate proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 for the annexation of the City of Los Altos into the Santa Clara County Central Fire Protection District (“County Fire”) (“Proposed Annexation”);

WHEREAS, on March 10, 2026, the Board of Directors of County Fire adopted a Resolution in support of the Proposed Annexation pursuant to Government Code section 56857(e);

WHEREAS, County Fire is a fire protection district authorized by the Fire Protection District Law of 1987 (Health and Safety Code section 13800 *et seq.*);

WHEREAS, since 1996, County Fire has provided fire and emergency medical services to the City pursuant to a series of service agreements, consistent with Health and Safety Code section 13878;

WHEREAS, the Proposed Annexation would expand the boundaries of County Fire’s jurisdiction to include the City and would establish County Fire as the designated fire and emergency medical services provider for the City;

WHEREAS, on April 2, 2026, the City submitted the required application materials for the Proposed Annexation to the Local Agency Formation Commission of Santa Clara County (LAFCO);

WHEREAS, Revenue and Taxation Code section 99(b)(5) requires that when a jurisdictional change will affect the service area or service responsibility of a special district, the Board of Supervisors shall, on behalf of the special district, negotiate property tax transfer associated with those changes with the other affected agencies and adopt a resolution memorializing the transfer; and

WHEREAS, the Board of Supervisors has, on behalf of County Fire, negotiated with the City of Los Altos the appropriate exchange of tax revenues to support the services transferred in the Proposed Annexation as required by Revenue and Taxation Code section 99(b)(5).

//

Adopted: 04/14/2026

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Santa Clara County that:

1. The above recitals are true and correct and incorporated herein by reference.
2. Contingent upon LAFCO's approval of the Proposed Annexation and upon the LAFCO executive officer's execution of a certificate of completion memorializing the Proposed Annexation, a portion of property taxes assessed and collected on behalf of the City shall be distributed to County Fire as memorialized in this Resolution.
3. Until the start of the fiscal year following the filing with the State Board of Equalization of the jurisdictional changes resulting from the Proposed Annexation, the City will transfer to County Fire a monthly amount of \$945,000 in property tax revenue. If the Statement of TRA Assignment is not filed with the State Board of Equalization before December 1, 2026, such monthly amount shall be adjusted for FY 2027-2028 proportionate to roll growth effective July 1, 2027.
4. After the filing with the State Board of Equalization of the jurisdictional changes resulting from the Proposed Annexation, and upon the start of the effective assessment roll, the County will apportion property tax revenues to County Fire based on the methodology set forth in Exhibit A.
5. The allocation of tax revenues described in this Resolution shall be contingent upon the completion of the Proposed Annexation, the LAFCO executive officer's execution of a certificate of completion memorializing the Proposed Annexation, and the fulfillment of any conditions imposed by the LAFCO resolutions effecting and implementing the Proposed Annexation.

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6. In accordance with Section 3a of Article XIII B of the California Constitution, the appropriation limit of County Fire for Fiscal Year 2027-2028 shall, upon completion of the Proposed Annexation, be adjusted upward to reflect the financial responsibility of providing additional services in an amount to be determined and memorialized in a subsequent Resolution.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Clara, State of California, on **APR 14 2026**, by the following vote:

AYES: ABE-KOGA, ARENAS, DUONG, ELLENBERG, LEE

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE



OTTO LEE, President
Board of Supervisors

Signed and certified that a copy of this document has been delivered by electronic or other means to the President, Board of Supervisors.

ATTEST:



CURTIS BOONE
Clerk of the Board of Supervisors

APPROVED AS TO FORM AND LEGALITY:



ROBERT FANNION
Deputy County Counsel

Exhibits to this Resolution:

- 1) Exhibit A (Methodology for Negotiated Exchange of Property Tax Revenue Tax Shift)

Exhibit A: Methodology for Negotiated Exchange of Property Tax Revenue Tax Shift

The City of Los Altos (CLA) and Santa Clara County Central Fire Protection District (CF) agree that upon the effective assessment roll year, the percentage shift from CLA to CF on AB8 and Annual Increment Allocation Factor is 34.64% Post-Educational Revenue Augmentation Fund (ERAF) (26.81% Pre-ERAF). CLA will keep 100% of the ERAF amount (calculated based on CLA's pre-Annexation share, ensuring that total ERAF is not affected by the base or increment shifts agreed to in connection with the proposed annexation), as well as Excess ERAF and Vehicle License Fees. This percentage shift will also apply to the unitary and the supplemental revenues. The illustrations below demonstrate at a high-level the mechanism of property tax shift between CLA and CF resulting from the proposed negotiated property tax exchange in the effective assessment roll year.

Part I: Illustration of AB8 Factor Split Before and After the Proposed Annexation

*FY2025-2026 data is used for purposes of illustration only, not reflecting effective year's actual amounts.

Before Proposed Annexation

		*FY2025-2026				
	**Prior Year Gross AB8 Allocation Pre-ERAF	** Gross AB8 Tax Increment Pre-ERAF	**Gross AB8	**ERAF Shift	** AB8 Allocation after ERAF	**AB8 Apportionment Factor
	a	b	c=a+b	d	e=c+d	
CLA	\$ 33,652,394	\$ 2,078,207	\$ 35,730,601	(8,080,870)	27,649,731	0.0038169711

** Source: The County FY2025-2026 annual AB8 and ERAF calculation.

After the Proposed Annexation

		*FY2025-2026						
	Prior Year Gross AB8 Allocation (% split based on the Pre-ERAF Share split)	Gross AB8 Annual Increment (% split based on the Pre-ERAF Share split)	Pre-ERAF Share Split	***Gross AB8 Pre-ERAF	ERAF Shift	***AB8 Allocation after ERAF	AB8 Apportionment Factor	Post-ERAF Share Split
	a	b		c=a+b	d	e=c+d		
CF	9,021,240	557,108	26.81%	9,578,347	-	9,578,347	0.0013222651	34.64%
CLA	24,631,154	1,521,099	73.19%	26,152,254	(8,080,870)	18,071,384	0.0024947060	65.36%
	\$ 33,652,394	\$ 2,078,207		\$ 35,730,601	(8,080,870)	27,649,731	0.0038169711	

*** The new AB8 allocation shares after the proposed annexation, will become the new base for each jurisdiction, with CLA continuing to keep 100% of the ERAF amount, based on the pre-annexation Gross AB8 share (ensuring that total ERAF is not affected by the base or increment shifts agreed to in the proposed annexation).

Part II: Illustration of Annual Increment After the Annexation

*FY2025-2026 data is used for purposes of illustration only, not reflecting effective year's actual amounts.

Assumptions:

1. FY 2024-2025 1% Tax Levy - July 1, 2024	\$	228,200,000	(i)
2. FY 2025-2026 1% Tax Levy - July 1, 2025	\$	242,300,000	(ii)
FY2025-2026 Annual Increment	\$	14,100,000	(iii)=(ii)-(i)

Annual Increment Allocation Before and After the Proposed Annexation

FY2025-2026 data is used for illustration purpose, not reflecting effective year's actual amounts.					
Taxing Entities within City of Los Altos Tax	Before Annexation (Post-ERAF)		After Annexation (Post-ERAF)		
	Increment Allocation Factor (IAF)	Annual Increment Allocated Amount (rounded to \$100,000)	Increment Allocation Factor (IAF)	Post-ERAF Share Split	Annual Increment Allocated Amount (rounded to \$100,000)
Santa Clara County	0.155744849	\$ 2,200,000	0.155744849		\$ 2,200,000
Santa Clara County Library	0.028536542	\$ 400,000	0.028536542		\$ 400,000
Los Altos (Note 1)	0.114479395	\$ 1,600,000	0.074823732	65.36%	\$ 1,100,000
Central Fire New Service Area (Note 1)	-	\$ -	0.039655662	34.64%	\$ 500,000
Los Altos Hills County Fire District	0.000033076	\$ -	0.000033076		\$ -
Cupertino Union Elementary	0.001049286	\$ -	0.001049286		\$ -
Los Altos Elementary	0.202781895	\$ 2,900,000	0.202781895		\$ 2,900,000
Fremont Union High	0.000708614	\$ -	0.000708614		\$ -
Mountain View-Los Altos Union High	0.162101319	\$ 2,300,000	0.162101319		\$ 2,300,000
Foothill-DeAnza Community College	0.070701372	\$ 1,000,000	0.070701372		\$ 1,000,000
County School Service	0.039119118	\$ 600,000	0.039119118		\$ 600,000
Midpeninsula Regional Open Space District	0.017281831	\$ 200,000	0.017281831		\$ 200,000
North Santa Clara Resource Conservation District	0.000013154	\$ -	0.000013154		\$ -
Santa Clara Valley Water District North West Zone 1	0.012981602	\$ 200,000	0.012981602		\$ 200,000
Santa Clara Valley Water District	0.001820997	\$ -	0.001820997		\$ -
El Camino Hospital	0.019574607	\$ 300,000	0.019574607		\$ 300,000
Bay Area Air Quality Management District	0.002053203	\$ -	0.002053203		\$ -
Santa Clara County Importation Water-Misc District	0.005424453	\$ 100,000	0.005424453		\$ 100,000
Santa Clara Valley Water District West Zone 4	0.001397996	\$ -	0.001397996		\$ -
Educational Revenue Augmentation Fund (ERAF)	0.164196692	\$ 2,300,000	0.164196692		\$ 2,300,000
Total	1.000000000	\$ 14,100,000	1.000000000		\$ 14,100,000

Note 1: For IAF, in the effective assessment roll year, property tax shift is based on the agreed percentages between CF and CLA, which are 34.64% Post-ERAF and 26.81% for Pre-ERAF. Per the agreement between CF and CLA, CLA will absorb all the ERAF impacts and Property Tax In-Lieu of Vehicle License Fee (VLF) revenue, i.e. CLA will keep 100% ERAF Shift, Excess ERAF and VLF. CF will not contribute to ERAF and will not receive Excess ERAF or VLF revenue.

RESOLUTION NO. 2026-25

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AGREEING TO THE NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUE
BETWEEN THE CITY OF LOS ALTOS AND THE SANTA CLARA COUNTY
CENTRAL FIRE PROTECTION DISTRICT**

WHEREAS, on March 10, 2026, the City Council of the City of Los Altos (“City”) adopted a Resolution to initiate proceedings pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 for the annexation of the City of Los Altos into the Santa Clara County Central Fire Protection District (“County Fire”) (“Proposed Annexation”);

WHEREAS, on March 10, 2026, the Board of Directors of County Fire adopted a Resolution in support of the Proposed Annexation pursuant to Government Code section 56857(e);

WHEREAS, County Fire is a fire protection district authorized by the Fire Protection District Law of 1987 (Health and Safety Code section 13800 *et seq.*);

WHEREAS, since 1996, County Fire has provided fire and emergency medical services to the City pursuant to a series of service agreements, consistent with Health and Safety Code section 13878;

WHEREAS, the Proposed Annexation would expand the boundaries of County Fire’s jurisdiction to include the City and would establish County Fire as the designated fire and emergency medical services provider for the City;

WHEREAS, on April 2, 2026, the City submitted the required application materials for the Proposed Annexation to the Local Agency Formation Commission of Santa Clara County (LAFCO);

WHEREAS, Revenue and Taxation Code section 99(b)(5) requires that when a jurisdictional change will affect the service area or service responsibility of a special district, the Board of Supervisors shall, on behalf of the special district, negotiate property tax transfer associated with those changes with the other affected agencies and adopt a resolution memorializing the transfer; and

WHEREAS, the the City of Los Altos has negotiated with the Board of Supervisors, on behalf of County Fire, the appropriate exchange of tax revenues to support the services transferred in the Proposed Annexation as required by Revenue and Taxation Code section 99(b)(5).

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby finds:

1. Contingent upon LAFCO’s approval of the Proposed Annexation and upon the LAFCO executive officer’s execution of a certificate of completion memorializing the Proposed

Annexation, a portion of property taxes assessed and collected on behalf of the City shall be distributed to County Fire as memorialized in this Resolution.

2. Until the start of the fiscal year following the filing with the State Board of Equalization of the jurisdictional changes resulting from the Proposed Annexation, the City will transfer to County Fire a monthly amount of \$945,000 in property tax revenue. If the Statement of TRA Assignment is not filed with the State Board of Equalization before December 1, 2026, such monthly amount shall be adjusted for FY 2027/28 proportionate to roll growth effective July 1, 2027.
3. After the filing with the State Board of Equalization of the jurisdictional changes resulting from the Proposed Annexation, and upon the start of the effective assessment roll, the County will apportion property tax revenues to County Fire based on the methodology set forth in Exhibit A.
4. The allocation of tax revenues described in this Resolution shall be contingent upon the completion of the Proposed Annexation, the LAFCO executive officer's execution of a certificate of completion memorializing the Proposed Annexation, and the fulfillment of any conditions imposed by the LAFCO resolutions effecting and implementing the Proposed Annexation.
5. In accordance with Section 3a of Article XIII B of the California Constitution, the appropriation limit of County Fire for Fiscal Year 2027/28 shall, upon completion of the Proposed Annexation, be adjusted upward to reflect the financial responsibility of providing additional services in an amount to be determined and memorialized in a subsequent Resolution.

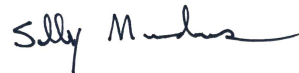
I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the 14th day of April, 2026 by the following vote:

AYES: Dailey, Lang, Meadows, Weinberg

NOES:


ABSENT:

ABSTAIN:



Sally Meadows, MAYOR

Attest:



[Melissa Thurman \(Apr 16, 2026 15:08:42 PDT\)](#)

Melissa Thurman, MMC
CITY CLERK

RESOLUTION NO. 2026-01

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF SANTA CLARA COUNTY APPROVING THE AMENDMENT OF SANTA CLARA COUNTY
CENTRAL FIRE PROTECTION DISTRICT'S SPHERE OF INFLUENCE AND APPROVING
THE ANNEXATION OF THE CITY OF LOS ALTOS TO THE SANTA CLARA COUNTY
CENTRAL FIRE PROTECTION DISTRICT**

**SANTA CLARA COUNTY CENTRAL FIRE PROTECTION DISTRICT
SPHERE OF INFLUENCE AMENDMENT AND ANNEXATION 2026**

WHEREAS, an application by City Council Resolution for the annexation of the City of Los Altos (City) to the Santa Clara County Central Fire Protection District (CCFD) and an amendment of the Santa Clara County Central Fire Protection District Sphere of Influence (SOI) was heretofore filed with the Commission;

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

WHEREAS, the subject territory is inhabited, has less than 100% consent of the affected landowners, and is subject to protest proceedings; and

WHEREAS, LAFCO, on June 13, 2001, delegated authority to the Executive Officer to conduct protest proceedings and perform any functions otherwise required of the Commission in regard to its responsibilities as a conducting authority; and

WHEREAS, this Commission as a Responsible Agency has complied with the California Environmental Quality Act (CEQA) in its consideration of this request, as described below; and

WHEREAS, the CCFD Board of Directors at its meeting on March 10, 2026, adopted Resolution No. CFPD 2026-1 expressing support for the proposed annexation; and

WHEREAS, the Board of Supervisors, on behalf of CCFD, and the City have negotiated an appropriate exchange of tax revenues to support the services transferred in the proposed annexation as required by Revenue and Taxation Code section 99(b).

NOW, THEREFORE, the Local Agency Formation Commission of Santa Clara County, does hereby resolve, determine and order as follows:

RESOLUTION NO. 2026-01

SECTION 1:

1. As a Responsible Agency under the California Environmental Quality Act (CEQA), LAFCO finds that the proposed reorganization is categorically exempt from CEQA pursuant to CEQA Guidelines §15320(b) (Class 20 – Changes of Organization of Local Agencies).

SECTION 2:

1. The Commission hereby approves the amendment of the CCFD's Sphere of Influence (SOI) to include the City and all the unincorporated lands within the City's USA and SOI boundaries as depicted in Exhibit A, and adopts the SOI determinations, including a statement on the nature, location, and extent of any functions or classes of services, as presented in Exhibit B.
2. The Commission hereby approves annexation of the City to the CCFD as depicted in Exhibit A, and subject to terms and conditions included in Section 3 of this resolution.
3. The effective date of the annexation and SOI amendment shall be January 1, 2027.

SECTION 3:

1. Approval of the annexation is subject to the following terms and conditions:
 - a. Property Tax Transfer.**

Upon annexation, the City shall transfer a portion of its property tax revenue to CCFD as memorialized in the resolutions adopted on April 14 by the Santa Clara County Board of Supervisors (Resolution No BOS-2026-41) and by the City Council of Los Altos (Resolution No.2026-25).
 - b. Property Transfer.**

Upon annexation, the City shall transfer two city-owned properties located at 765 Fremont Avenue and 10 Almond Avenue, Los Altos (i.e. two fire stations) to CCFD as approved and authorized on April 28, 2026 in the resolutions adopted by the City Council of Los Altos (Resolution No. 2026-29); and by the Board of Directors of CCFD (Resolution No. CFPD-2026-2).
 - c. Lump sum payment.**

Upon annexation, the City shall transfer a one-time, lump sum amount of \$1.5 million from the City's General Fund to CCFD to help offset the deferred maintenance of the two fire stations transferred to CCFD.

RESOLUTION NO. 2026-01

d. Plan for Services.

Upon annexation, CCFD shall serve the annexed territory through implementation of the Plan for Services included with the LAFCO application.

SECTION 4:

1. The Commission hereby directs the Executive Officer to conduct protest proceedings pursuant to LAFCO Policies and the Cortese Knox Hertzberg Act.

PASSED AND ADOPTED by the Local Agency Formation Commission of Santa Clara County, State of California, on June 3, 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rosemary Kamei, Chairperson
LAFCO of Santa Clara County

ATTEST:

APPROVED AS TO FORM:

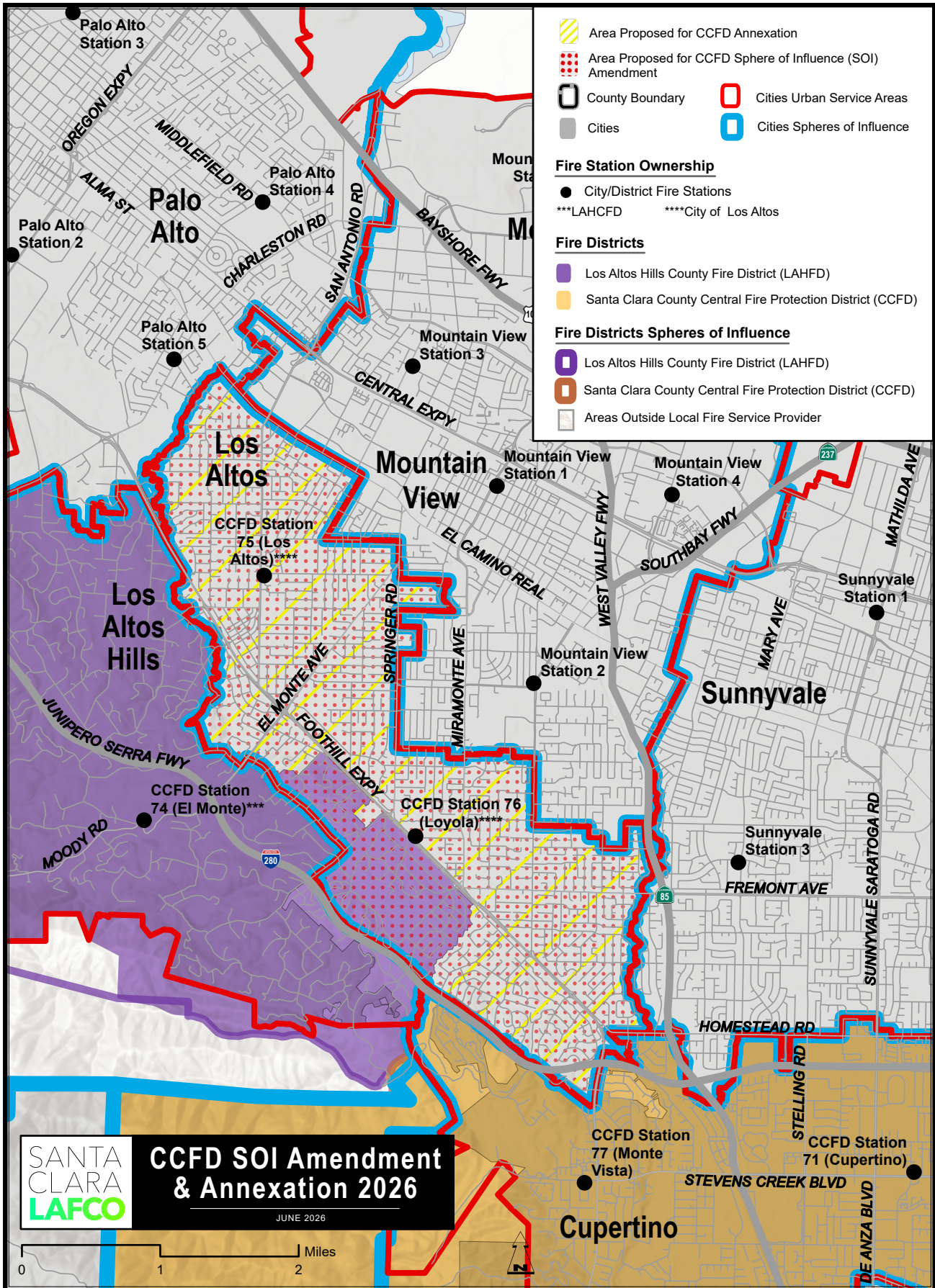
Sonia Humphrey, LAFCO Clerk

Malathy Subramanian, LAFCO Counsel

Attachments to Resolution No. 2026-01:

1. Exhibit "A" – Map of Annexation / SOI Amendment Boundaries
2. Exhibit "B" – Sphere of Influence Determinations

Exhibit A



- Area Proposed for CCFD Annexation
- Area Proposed for CCFD Sphere of Influence (SOI) Amendment
- County Boundary
- Cities Urban Service Areas
- Cities
- Cities Spheres of Influence

Fire Station Ownership

- City/District Fire Stations
- ***LAHCFD
- ****City of Los Altos

Fire Districts

- Los Altos Hills County Fire District (LAHFD)
- Santa Clara County Central Fire Protection District (CCFD)

Fire Districts Spheres of Influence

- Los Altos Hills County Fire District (LAHFD)
- Santa Clara County Central Fire Protection District (CCFD)
- Areas Outside Local Fire Service Provider

SANTA CLARA LAFCO
CCFD SOI Amendment & Annexation 2026
 JUNE 2026

0 1 2 Miles

EXHIBIT B

Santa Clara County Central Fire Protection District (CCFD) Sphere of Influence Determinations

SPHERE OF INFLUENCE DETERMINATIONS

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

CCFD provides fire and EMS service to the unincorporated areas in the Santa Cruz mountains, the cities of Cupertino, Los Gatos, Monte Sereno, and a portion of Saratoga, as part of its inherent service area; and by contract to the cities of Campbell and Los Altos; and to the Los Altos Hills County Fire District and the Saratoga Fire Protection District. In 2025, CCFD's service boundary was expanded, as part of a reorganization, to include lands within the South Santa Clara County Fire Protection District (SCFD) and CCFD's Sphere Influence was expanded to include lands within SCFD's Sphere of Influence.

The expansive area encompasses a variety of land uses, but is predominantly single-family residential, with limited commercial and industrial development, agricultural lands, and open space lands in the hillside areas. Land uses in these areas are governed by the various Cities and the County and will not change as a result of this annexation.

Land within the City of Los Altos is primarily designated by the City's General Plan as residential, commercial, public/quasi-public, open space, and planned community. Although unincorporated land within the City of Los Altos' USA is under the County's jurisdiction, it is the County's policy to defer to the City's General Plan for allowable uses and densities for such land. These unincorporated lands are primarily designated in the City's General Plan as residential, public/quasi-public, open space, public school, and planned community. Land uses in the City are not expected to change as a result of this annexation.

The proposed expansion of CCFD's SOI to include the City of Los Altos and unincorporated lands within the City of Los Altos' USA/SOI will not facilitate new development or changes in land use and will have no impact on agricultural and open-space lands.

2. Present and probable need for public facilities and services in the area

In 2022, there were over 19,000 incidents within CCFD's bounds and its contract areas, indicating a need for the services provided, in particular for rescue and medical responses which constituted 59% of calls. Calls for service within CCFD declined in 2020 and grew through 2022. This area was projected to have a cumulative growth rate of 13% between 2020 and 2035, or 0.8% annually and 13% between 2035 to 2050, indicating a likely analogous increase in demand for fire and emergency medical services.

Between January 1, 2018 and June 2022, there were total of 10,696 incidents within the City of Los Altos, also indicating a need for the services provided, in particular for rescue and medical responses which constituted 63% of the calls. Calls for service within the City averaged around 2,300 annually from 2018 to 2021, with 2022 call volume on track to be greater than 3,500, reflecting a rebounding in service calls since the COVID-19 pandemic time-period.

The California Department of Finance estimates the City of Los Altos' population at 30,864 as of January 1, 2025. The City's 2024 Development Impact Fee Nexus Study estimated the City's population would grow to 32,960 by 2040. This increase would represent a cumulative growth rate of 6.7% or 0.44% annually between 2025 to 2040, indicating a likely analogous increase in demand for fire and emergency medical services.

LAFCO's 2023 Countywide Service Review found that some growth is anticipated within CCFD's current territory and to a much lesser degree within City of Los Altos. This very modest amount of growth will slightly increase the demand for fire and emergency medical response services in these areas.

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

CCFD currently operates 19 fire stations throughout the district, with 339 safety and civilian personnel. CCFD is a large, well-funded, all risk fire district with a stable and growing revenue stream. CCFD provides an adequate level of services and has the capacity to serve existing demand within its service area, including contract agencies. The City of Los Altos currently contracts with CCFD for fire protection services.

Upon annexation, CCFD will continue to provide the current level of fire protection services in the areas it currently serves, including the City of Los Altos.

4. Existence of any social or economic communities of interest in the area

The cities of Campbell, Cupertino, Los Altos, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, San José, Santa Clara, Saratoga, and Los Altos Hills, as well as unincorporated areas surrounding these cities and in the southern part of the county, affect CCFD's service provision and demand for services and are considered social and economic communities of interest.

Upon annexation, CCFD's social or communities of interest will continue to include Los Altos, as well as the other abovementioned areas.

5. Present and probable need for public facilities and services of any disadvantaged unincorporated communities within the existing sphere of influence

As part of LAFCO's Countywide Fire Service Review, adopted in October 2023, one disadvantaged unincorporated community (DUC) was identified within CCFD, outside of CCFD's SOI. This DUC is also located within and adjacent to the City of San José and its SOI—identified as San José #1. This DUC has an estimated population of 1,656, with a median household income of \$54,917. Fire services are provided to the DUC by San José FD through the Zone 1 contract with CCFD.

There were no DUCs identified in the City of Los Altos or within the City's SOI Boundary.

6. The nature, location, and extent of functions, and classes of services provided

CCFD provides a full range of services, including fire suppression, wildland fire suppression, statewide mobilization, EMS first response, specialized/technical rescue, HazMat response, fire inspection/code enforcement, plan reviews, public education/prevention, arson investigation, and fuels mitigation, within its service area.

SERVICE PLAN

Prepared for

LAFCO of Santa Clara County

Proposed

**Annexation and Sphere of Influence amendment of the City of
Los Altos into the Santa Clara County Central Fire Protection
District**

**A proposed annexation and Sphere of Influence amendment
initiated by the City of Los Altos to annex the territory of the City of
Los Altos into the Santa Clara County Central Fire Protection
District (CCFD).**



March 27, 2026

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Plan for Services: Annexation of the City of Los Altos territory to Santa Clara County Central Fire Protection District with SOI amendment

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Appendixes

I. INTRODUCTION

A description of the level and range of service to be provided to the affected territory.

The City of Los Altos (Los Altos or City) petitions the Local Agency Formation Commission of Santa Clara County (LAFCO) to annex the territory comprising the City of Los Altos into the CCFD. This process involves a SOI amendment and annexation of that territory to CCFD, a dependent fire protection district that provides service to Cupertino, Los Altos, Monte Sereno, Los Gatos, portions of Saratoga, the adjacent unincorporated areas of these West Valley cities, the unincorporated area of San Martin, and the unincorporated areas adjacent to the cities of Gilroy and Morgan Hill. By contract, CCFD also serves the Saratoga Fire District, the Los Altos Hills County Fire District, and the City of Campbell.

The annexation of the Los Altos territory into CCFD will allow resource allocation decisions to be made using a coordinated, strategic approach. This will maximize the effectiveness of risk mitigation strategies within the all-risk, all-hazards response model that CCFD has maintained and expanded over the past two decades as part of the regional approach inherent to department operations. The proposed annexation will also streamline operations and administrative costs and address the uncertainty inherent in the service contract model. This proposal was initiated by resolution from the Los Altos City Council with a Resolution in of support of the annexation from the CCFD's governing board.

The annexation is anticipated to positively affect the current emergency response system, with no impact to the mutual aid response provided by the Mountain View Fire Department and the Palo Alto Fire Department—the agencies closest to the affected territory. Ambulance services, currently provided by Global Medical Response (also known as American Medical Response) will also remain unchanged. Additionally, the project supports and reinforces the CCFD's service contract with the Los Altos Hills County Fire District, which is directly adjacent to the western boundary of Los Altos.

The purpose of this Plan for Services is to outline the operational, financial, and administrative framework for the proposed annexation and the succession of governance by CCFD. This annexation will improve service delivery, operational efficiency, and fiscal sustainability for fire protection and emergency services in the affected territory.

On March 10, 2026, the Los Altos City Council adopted a resolution to initiate proceedings for the annexation of its territory into CCFD. Also on March 10, 2026, the CCFD Board of Directors adopted a Resolution in support of the annexation of the City into CCFD. If the proposed annexation and SOI amendment are approved by LAFCO, CCFD will be tasked with providing all-risk, all hazards fire and emergency medical services (EMS) response services, including advanced life support (ALS), hazardous materials (HazMat), Urban Search and Rescue (USAR), Community Education and Risk Reduction Services/Fire Prevention (CERRS/FP), emergency management, and fire dispatch services to the residents and commuter population of the territory within the City of Los Altos.

I.A. General Background Information

1. *History of Santa Clara County Central Fire Protection District (CCFD)*

CCFD is a dependent fire district. The County of Santa Clara County Board of Supervisors (BOS) serves as the Board of Directors (BOD) for the district. CCFD is an all-risk, all-hazards fire department that has evolved through fire district consolidations, city annexation, and city and fire district contracts.

In 1947, the Cottage Grove Fire District and Oakmead Farms Fire District consolidated to form CCFD. This consolidation followed the withdrawal of the California Department of Forestry and Fire Protection from the Valley floor when its contract with the County of Santa Clara was terminated in 1947. In that same year, election results authorized CCFD to provide fire suppression services to the unincorporated areas stretching from Highway 9 east across the Santa Clara Valley to Mount Hamilton and south to the Almaden area. In 1970, CCFD consolidated with the Burbank Fire District, and the Alma Fire District and Town of Los Gatos were annexed into the fire district later that year.

On December 12, 1977, CCFD adopted resolutions creating Service Zone 1 and Service Zone 2. The creation of these zones allowed CCFD to contract with the Cities of Campbell, Milpitas, San José, and Santa Clara to provide services to Zone 1, which encompassed the unincorporated portions of CCFD within or immediately adjacent to the Cities' boundaries. The development of the City of San José had essentially split CCFD geographically. Pursuant to a contract between CCFD and the City of San José, Zone 1 is primarily served by the City of San José Fire Department via a direct tax pass-through, allowing the residents in those areas to be better served based on proximity to San José fire resources. In the contractual transition of services, five fire stations and assigned personnel ultimately transferred to the City of San José. Through annexations over the years the contracts with the Cities of Campbell and Santa Clara were eliminated. Today the City of San José provides fire services for the vast majority Zone 1, with a smaller portion provided by the City of Milpitas. CCFD retained and continues to provide services in Zone 2, defined to encompass the remainder of its territory.

In 2022, CCFD adopted a resolution creating Service Zone 3 for the area surrounding Moffet Field—adjacent to Mountain View and Sunnyvale—due to the potential retrocession of the federal government from that property. Should the retrocession occur, Service Zone 3 allows CCFD to allocate the cost of providing services to the area to the property owners within Zone 3. To date no retrocession proceedings have moved forward in any meaningful way, and the Zone 3 designation remains, as the majority of the land that comprises Moffett Field is unincorporated and is part of CCFD.

Following the approval of the South County Fire District (SCFD) reorganization by LAFCO, CCFD created Service Zone 4 for the former SCFD territories annexed into CCFD effective July 1, 2025.

In 1987, CCFD's Fire Chief was appointed to serve in the position of County Fire Marshal, and CCFD began providing fire marshal services to county facilities and unincorporated county areas. During the 1990s, CCFD entered into contracts with the cities of Campbell, Morgan Hill, Los Altos, and the Los Altos Hills County Fire District to provide fire and EMS.

In 2008, following a three-year contract to provide administrative management, the Saratoga Fire District entered into a full-service fire, rescue, and EMS agreement with CCFD. This was followed by the annexation of 32,000 acres of underserved area along the western edge of Santa Clara County adjacent to the Cities of Saratoga, Cupertino, Monte Sereno and Los Gatos into CCFD the same year. On January 3, 2013, the fire and emergency services agreement between the City of Morgan Hill and CCFD expired.

In 2013, the County of Santa Clara contracted with CCFD to provide executive leadership at the County Office of Emergency Services, now known as the Office of Emergency Management (OEM). OEM is responsible for all emergency management functions for the unincorporated communities within Santa Clara County. In October 2017, the county contracted with CCFD to provide administration to the Santa Clara County 9-1-1 Communications Center (County Communications) to strengthen interagency cooperation and regional service delivery, which is essential for effective dispatch service delivery. CCFD collaborates with law enforcement and emergency medical response partners throughout the county, many of which receive 9-1-1 dispatch services through County Communications.

Approximately 60% of CCFD's service area is within a State Responsibility Areas (SRA) or a mutual threat zone (MTZ) and therefore under the dual jurisdiction of CCFD and CAL FIRE. The residential population served totals approximately 244,531,

Additionally, CCFD has served as the Santa Clara County Operational Area Coordinator for fire and rescue services to the California Governor's Office of Emergency Services (Cal OES) for the past three decades. On January 1, 2025, CCFD became the Region II Fire and Rescue Coordinator to Cal OES. In this role, CCFD, with the support of County Communications, is responsible for the coordination and dispatch of regional mutual aid resources in Region II, serving the counties of Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma.

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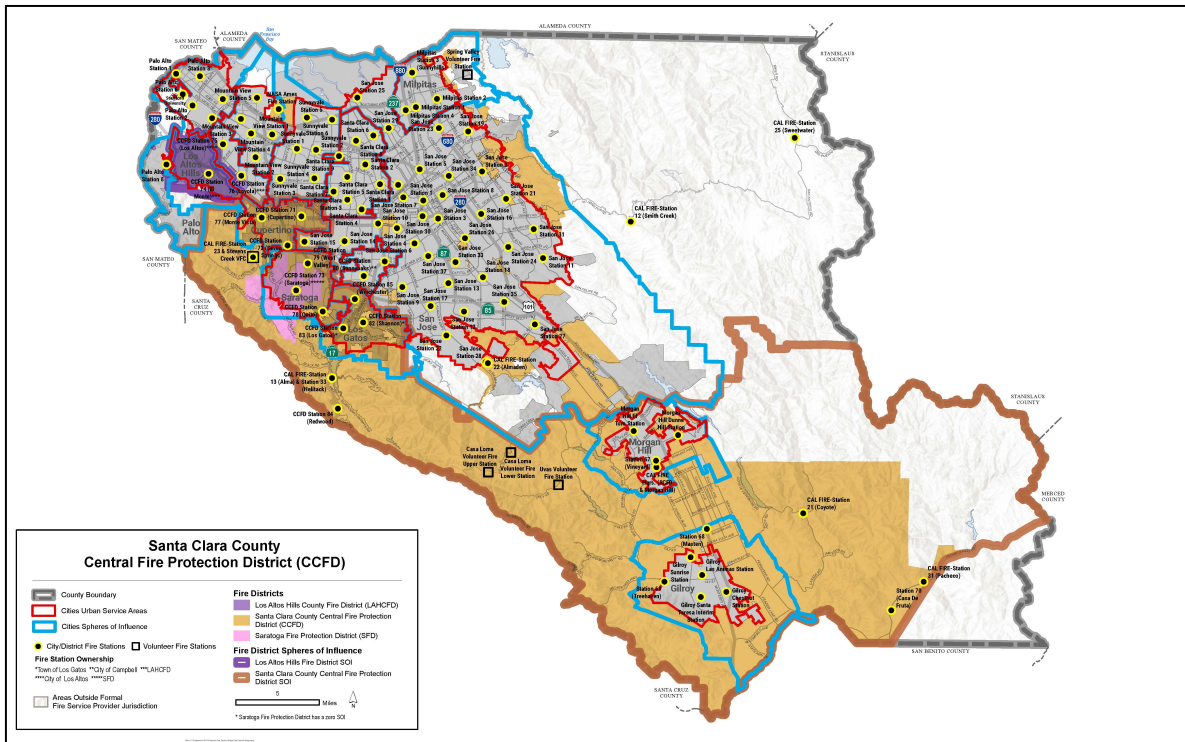
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Figure 1: Map of Santa Clara County Central Fire Protection District (CCFD)



2. History of Fire Services in the City of Los Altos

The City of Los Altos was incorporated on December 1, 1952. Prior to the city’s incorporation, fire services in the area were provided by the Los Altos County Fire District, which also served the area that would become the Town of Los Altos Hills. Soon after incorporation, the City withdrew its territory from the Fire District and formed a city fire department. Concurrently, the Los Altos County Fire District disbanded its fire department and contracted with the city fire department to provide service to the remaining fire district territory, which includes the Town of Los Altos Hills. This arrangement continued until 1996, when the City of Los Altos and the Los Altos County Fire District (since renamed the Los Altos Hills County Fire District) jointly contracted for service from the Santa Clara County Central Fire Protection District. Cost share between the City and the LAHCFD was originally based on a formula and the first version of the CCFD fire service contract carried that formula forward. The last version of the CCFD contract apportioned costs to the City and the LAHCFD based on the staffing assigned to the fire stations- two in Los Altos and one in LAHCFD. In addition to fire station staffing, LAHCFD also funds supplemental services and programs, including peak-load resource availability and Battalion Chief coverage.

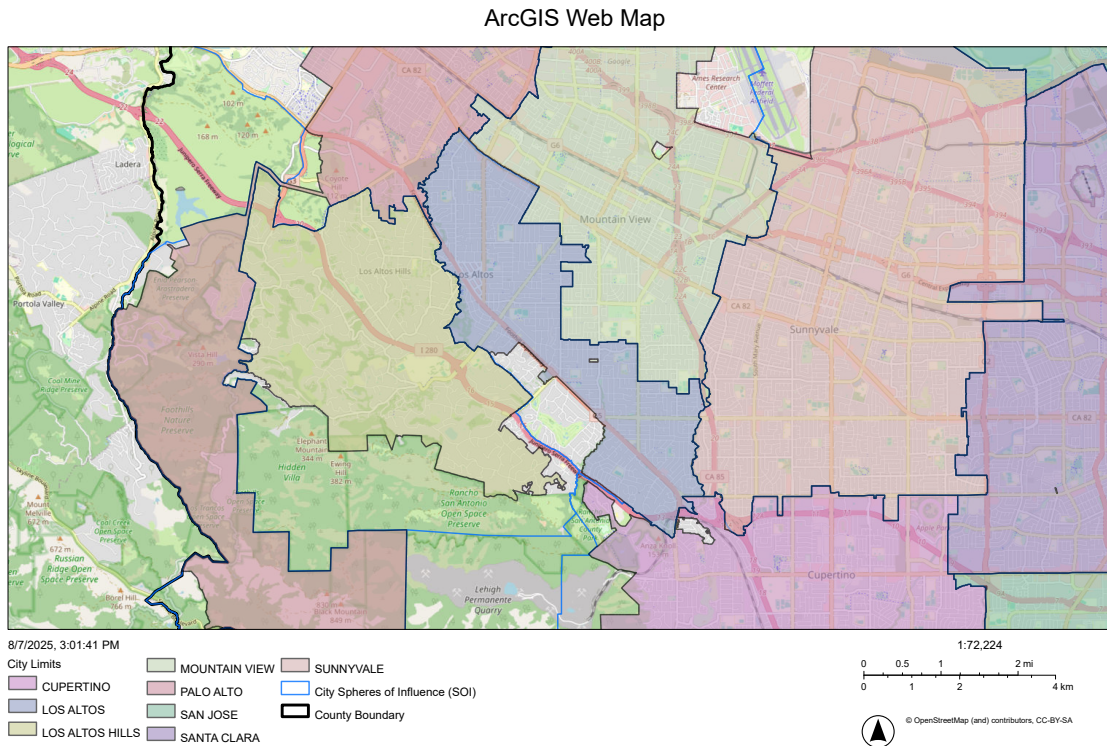
Boundaries and Sphere of Influence

The City of Los Altos consists of approximately 6.52 square miles of urban territory in northern Santa Clara County. The California Department of Finance estimates the population at 30,864 as of January 1, 2025. The City is bordered by Cupertino to the south; the Town of Los Altos

Hills to the west; Palo Alto to the north; and Mountain View to the east. The predominant land use is residential, with a downtown core commercial area.

Los Altos' sphere of influence (SOI) is not coterminous with the existing boundaries of the city; the SOI includes one unincorporated island of approximately 627 acres. The island area is comprised primarily of private residential development and the Los Altos Golf and Country Club. This unincorporated island is within the boundary of the LAHCFD and is not included in this proposed annexation but is included in the SOI amendment to ensure consistent service in the event the area is annexed into the City of Los Altos. Following the annexation, the CFPD boundary will be coterminous with the City boundary, and the CFPD SOI will be coterminous with the City SOI.

Figure 2: Map of the City of Los Altos



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Los Altos/CCFD Fire Service Contract

Table 1: Increase in CCFD Costs to Los Altos from FY 2023 to FY 2027

Revenue/Expenses	FY 2020 (Actual)	FY 2021 (Actual)	FY 2022 (Actual)	FY 2023 (Actual)	FY 2024 (Actual)
Contract	\$7,356,138	\$7,657,974	\$7,918,974	\$8,238,870	\$8,647,434
Percentage Increase	-	4.10%	3.41%	4.04%	4.96%

For Los Altos, property tax revenues are the most significant source of General Fund revenues, followed by sales tax revenue. Combined, these two sources account for over 70% of recurring revenues. Other sources of revenue include other local taxes, charges for services, licenses, fines and forfeitures, franchise fees, use of property and money, and others.

The average assessed value increase between FY 2022 and 2026 is 6.16%.

Table 2: Los Altos General Fund Projected General Fund Revenues and Expenditures

General Fund Revenue/Expenses	FY 2023	FY 2024	FY 2025 (Estimated)	FY 2026 (Budgeted)
Revenue	\$57,165,844	\$59,455,029	\$62,916,002	\$65,113,717
Expenditures	\$43,631,185	\$47,659,654	\$51,310,656	\$56,798,353
Change in Fund Balances	-	\$8,672,006	\$2,027,531	\$2,922,990
Ending Fund Balances	\$27,447,768	\$36,119,774	\$38,147,305	\$ 41,070,295

Source: City Staff, 08.20.2025

I.B. Management and Governance

County Fire is a special district formed under and governed by the California Fire Protection District Law of 1987, also known as the Bergeson Fire District Law, California Health and Safety Code, Div.12, Part 2.7.

The Santa Clara County Board of Supervisors sits as CCFD’s Board of Directors and governs CCFD. As such, CCFD is classified as a dependent district.

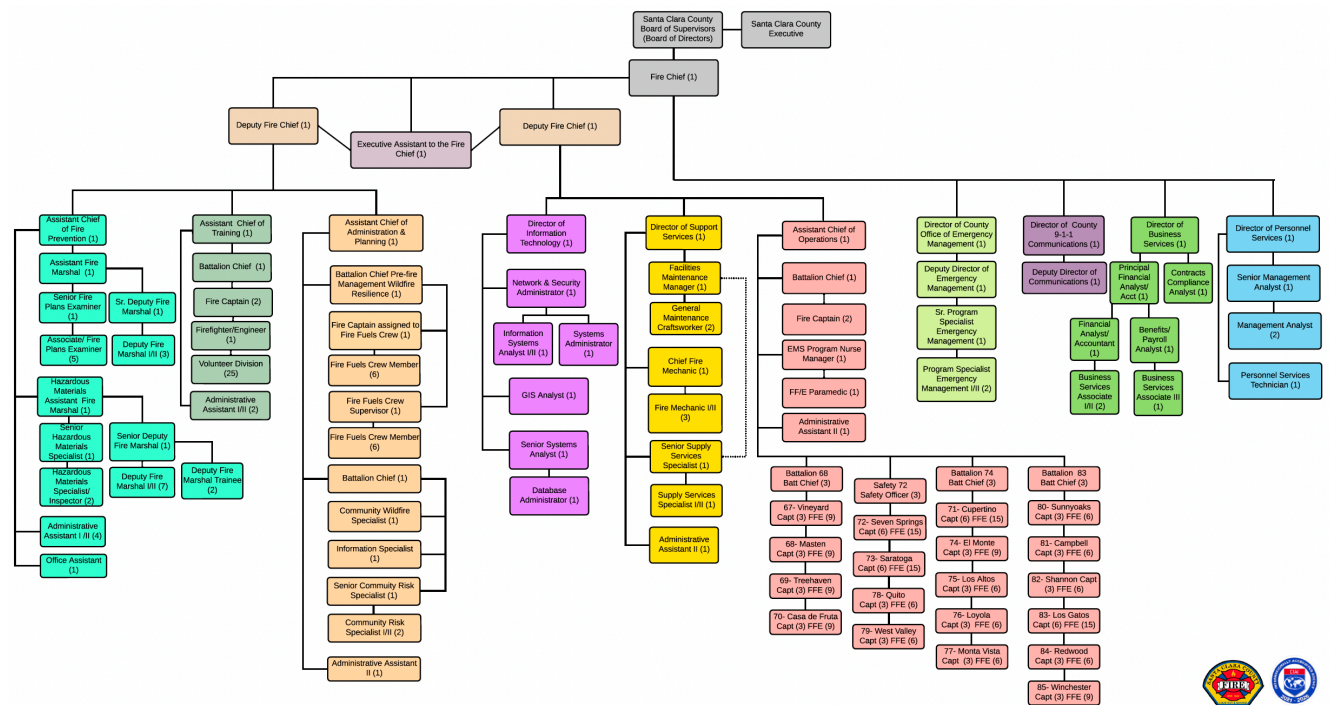
CCFD’s Fire Chief is appointed and reports to the BOD or its designee. The Fire Chief is the Chief Executive Officer of CCFD and is responsible for the proper administration of all CCFD affairs. The Fire Chief is responsible for the overall direction of CCFD, including the management, planning, organizing, and overseeing of all fire suppression, prevention, investigation, EMS, and administrative support functions of CCFD to ensure the effective and efficient delivery of such services to the communities served. Pursuant to their delegation of authority from the BOD, the Fire Chief receives general supervision by the County of Santa Clara County Executive. However, the Fire Chief can appear before or correspond directly with

the BOD whenever they deem it necessary. The Fire Chief consults with city and town managers within CCFD's service area to ensure local matters are addressed.

By contract, the CCFD Fire Chief serves as the fire chief for the Los Altos Hills County Fire District, City of Campbell, Saratoga Fire District, and City of Los Altos.

CCFD is contracted by the county for County Fire Marshal services and to provide executive leadership at County Communications and the Santa Clara County Office of Emergency Management. Figure 3 displays the organizational chart for CCFD.

Figure 3: Organizational Chart for CCFD



Dept. Org. Chart 02.02.26

I.C. Operations

1. Existing Services

- CCFD
 - CCFD currently provides fire protection and EMS to a total population of 244,531 in 423 square miles. CCFD operates 19 fire stations with 339 safety and civilian personnel. Four of the fire stations have dual companies. Three battalion chiefs are on duty daily that cover each of the three battalions. CCFD's service

area population within the district is approximately 145,707, with an additional population of 99,947 served through contracts.

- CCFD provides all-risk, all-hazard fire and EMS service within CCFD’s service area, including the unincorporated areas in the Santa Cruz mountains and the south county; the cities of Cupertino, Los Gatos, Monte Sereno, and a portion of Saratoga as part of its inherent service area. CCFD also provides all-risk, all-hazard fire and EMS services by contract to the cities of Campbell and Los Altos; the Los Altos Hills County Fire Protection District (a dependent special district including the Town of Los Altos Hills), and the Saratoga Fire Protection District.
- CCFD has been a Commission on Fire Accreditation International (CFAI) accredited fire agency continuously since 2005, with the most recent accreditation awarded in 2026. The most recent Community Risk Assessment-Standards of Coverage (CRA-SOC), published in 2025 was a five-year review from 2020-2024. It outlines CCFD’s response time performance published by mean and 90th percentile by city, unit, station, and as an aggregate for CCFD. This document is available online on CCFD’s website. On March 10, 2026, CCFD was unanimously granted approval of reaccreditation for the years of 2026-2031 by the Commission for Fire Accreditation International.



2. Proposed Services

If the proposed annexation is approved by LAFCO, CCFD plans to provide service to the Los Altos territory in much the same way that it is currently configured, as described below.

Based on preliminary assessments, all fire facilities owned and operated by Los Altos are considered safe and serviceable. A full inspection by CCFD staff will confirm this prior to transition of ownership.

To assist with the transition and community outreach within the Los Altos area ahead of an official transition date, CCFD has secured office and meeting space at the Nuestra House at 181 Hillview Avenue, Los Altos to support transparency, communication, networking, and community outreach. CCFD will host weekly office hours and be available as needed for meetings throughout the community. In addition, Los Altos has posted informational content to their official City website and through social media channels.

- Fire Stations, Apparatus, and Staffing

Los Altos Fire Station

<https://www.sccfd.org/about-sccfd/facilities-and-fire-stations/#losaltos>

CCFD staffs the following equipment from this station year-round 24/7:

1. One Type 1 Engine (E-75) staffed with a fire captain, firefighter engineer paramedic, and firefighter or firefighter/engineer
2. Cross staffed Type 6 Engine (E-675)
3. Type 1 Reserve Engine (E-175)
4. Antique Fire Engine from Los Altos Fire Department



Loyola Fire Station

<https://www.sccfd.org/about-sccfd/facilities-and-fire-stations/#loyola>

CCFD staffs the following equipment year-round 24/7 from this station:

1. One Type 1 Engine (E-76) staffed with a fire captain, firefighter engineer paramedic, and firefighter or firefighter/engineer
2. Selectively staffed Water Tender (WT-76) fall in 2026

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Table 4 summarizes staffing and apparatus for Los Altos and Loyola fire stations.

Table 4: CCFD Staffing and Apparatus for Los Altos and Loyola fire stations

Station	Daily Staffing	Unit Staffing	Additional Apparatus
Los Altos	3	Type 1 Fire Engine (3)	Type 6 Fire Engine (cross-staffed)
Loyola	3	Type 1 Fire Engine (3)	Type 1 Tactical Water Tender (select call)
Total	6		

• **Governance and Operations:**

Upon successful annexation of Los Altos to CCFD, fire service governance will be unified under the County Board of Supervisors, with elected supervisors from each district, acting as the Board of Directors for the fire district. Operationally, CCFD will:

- Assume all-risk, all-hazards emergency response, emergency medical response, dispatching services, fire prevention services, community education services, and emergency management within the Los Altos service area. Fire protection service levels will remain the same and be augmented with the Pre-Fire Management and Wildfire Resilience (PMWR) program under CCFD’s Administration and Planning division.
- Maintain or improve fire services in terms of response times and service levels, with Santa Clara County Communications playing a vital role by providing a new, updated computer-aided dispatch (CAD) system that went live in October of 2023, as well as automatic vehicle location (AVL) capabilities integrated within that CAD system was implemented in September of 2025.
- Provide all-risk, all-hazards protection and Advanced Life Support (ALS) first responder fire and EMS services from the existing Los Altos Fire Station and the Loyola Fire Station. CCFD will continue to provide all-risk, all-hazards protection and ALS first responder, fire and EMS services from the Los Altos Hills County Fire District El Monte Fire Station under terms of the LAHCFD/CCFD fire service 10-year contract that was recently renewed for the years of 2027-2037.
- Provide opportunities to expand community outreach, risk reduction, fuels mitigation, fire prevention, public education, and training programs to the annexed area.





I.D. Pre-Fire Management and Wildfire Resilience

At the direction of the BOD, CCFD has developed and continues to increase the capacity and capabilities of the Pre-Fire Management and Wildfire Resilience (PMWR) program under its Administration and Planning Division. The program is led by a full-time Battalion Chief and has one full-time Captain, one full-time crew supervisor, and twelve seasonal crew members. The program work includes fuels mitigation/reduction along public right-of-way areas, operational pre-positioning during high fire danger weather events, operational deployment in the response service area or as requested by agency partners. The fuels crew also performs hydrant/water supply inspections, and essential training to increase the program's capabilities.





I.E. Training, Safety, and Volunteers

1. Training and Safety

The Training Division is a critical element of every fire service organization. The mission of CCFD's Training Division is to provide the highest quality training instruction, continuous education, and evaluation to our members. The goal is to prepare the district to serve its community in the most efficient and effective means possible and to ensure fire personnel safety. CCFD is one of only two Accredited Local Academy (ALA) in the County, with San José being the other. This ALA designation allows the organization to train its recruits based on the needs of the organization, which allows for agility and flexibility for the organization as it evolves.

The Training Division is responsible for developing and providing comprehensive fire suppression and EMS instruction to all members of CCFD, including ongoing training of all in-service companies and volunteer firefighters. The Training Division coordinates the training required to comply with the National Fire Protection Association (NFPA), International Organization for Standardization (ISO), Occupational Safety and Health Administration (OSHA), American National Standards Institute (ANSI), and California Code of Regulations (CCR).

The Training Division is managed by one assistant chief working under the supervision of a deputy fire chief. The Training Division staff includes one full-time battalion chief, two full-time captains, one full-time firefighter, and one full-time administrative assistant. One captain is the ALA coordinator, who works closely with collaborative Joint Fire Academies (JFAs) as the liaison for CCFD. The Training staff is also responsible for testing and mentoring all probationary firefighter/engineers throughout their probationary period.

The training assistant chief is also the Department Health and Safety Officer and is responsible for overseeing life safety for the organization. This includes accident reviews and annual physical fit/wellness tests through the department's "Healthy-In, Healthy-Out Initiatives."

2. Volunteer Program

CCFD has maintained a volunteer program since its formation in 1947. The program includes up to 40 volunteer firefighters organized into two functional groups of suppression and non-suppression. Suppression volunteers are fully qualified as FF I and are authorized to respond to structure fire incidents either in their privately owned vehicles (POVs) or on a CCFD apparatus during a ride-along. Non-suppression volunteers participate in community outreach and events and take part in public education opportunities. Both suppression and non-suppression volunteers are compensated with a small stipend for their response to incidents and their attendance at training drills and classes.

Within County Fire's volunteer program is a Chaplain program that is available to all members of the organization to support mental, emotional and spiritual needs of the employees of the organization.

I.F. Support Services

The Support Services Division currently manages 198,380 square feet of building space, housing CCFD's 19 fire stations, CCFD headquarters and warehouse, and two training locations: one at CCFD's previous headquarters site, and the other at the McCormack Training Center in Campbell. The division maintains and repairs the fleet of approximately 80 light duty vehicles, 38 light duty vehicles equipped with code 3 emergency lights and 59 heavy duty and medium duty vehicles and antique apparatus housed throughout the district. The Support Services Division is overseen by a civilian division head and includes one facilities maintenance manager, two maintenance crafts workers, one chief fire mechanic, three fire apparatus mechanics, two supply specialists, and one administrative assistant.

CCFD recently purchased a 10-acre site in the unincorporated area of South Santa Clara County near San Martin. The site will be developed into a modern fleet maintenance facility and centralized operational logistics center. In addition, subject to feasibility studies, and, if necessary, further environmental review, the site has potential to be developed to serve as a training site with expansive training for multi-company training evolutions and academies, to house an expanded fire fuels crew with a heavy equipment program, and to provide expansion space for future CCFD needs.

CCFD has a full-service maintenance and repair shop that provides new vehicle upfit and testing and coordinates surplus vehicle disposition. This group of journey-level fire mechanics services and maintains vehicles by performing all regulatory inspections and preventive maintenance. The shop achieves an average of 96% vehicle availability for service. The fleet shop contributes operating cost and data on reliability to determine new vehicle specifications. This group can be deployed as needed to support mutual-aid responses.

The facilities group is responsible for onsite, day-to-day property management, inside and outside maintenance and repair, and coordination of custodial, grounds, and utility services. The

group coordinates third-party repairs and equipment replacement, assists with capital improvement projects, and provides the basis for the annual deferred maintenance projects plan.

The supply service division manages centralized receiving, storage, and shipping for much of CCFD's supply needs. This includes monthly resources distributed to the stations, personal protective equipment, high-value computer peripherals and materials, and durable goods. The group delivers directly to recipients to allow station staff to focus on operations and training.

The Support Services division utilizes a facility condition assessment to provide the information needed to make strategic decisions for capital improvement and maintenance projects. The division chairs the vehicle committees for new equipment purchases, which determine the specifications and manage the build processes, including delivery.

The division will integrate the facilities owned by Los Altos into CCFD at the direction and lead of a deputy fire chief.

I.G. Personnel Services

Human resources are defined as all aspects of personnel administration except those of training and competency. The most valuable asset of any organization is its people. The effective management of human resources requires a balance between the maximum potential of the overall workforce and the experience of a high level of job satisfaction by individual workers. Management must combine reliability with a safe working environment, fair and equitable treatment, opportunity for advancement, and recognition of the individual's commitment.

CCFD's Personnel Service Division is led by a civilian director who is responsible for ensuring that CCFD complies with all local, state, and federal regulations and is using best practices for all human resources-related functions. The division has one senior management analyst, two management analysts, and one personnel services technician. The Personnel Services Division is responsible for all recruitment, promotional processes, employee relations, and labor relations.

I.H. Business Services

CCFD has an internal Business Services Division with a business services director who is responsible for all business matters for the district. The division has one principal financial analyst/accountant, one financial analyst/accountant, one contract compliance analyst, one benefits/payroll analyst, and three business services associates. The division directs CCFD's programs of risk management, employee benefits, finance, and accounting. Payroll function is also performed in the division. The BOS acting as the BOD is CCFD's governing body. CCFD adheres to county fiscal policies, where feasible, and participates in the county's annual budgeting process. The annual budget is developed following the policies, guidelines, and processes developed by the County Office of Budget and Analysis (OBA).

CCFD's annual budget is posted and available for public comment at a regularly scheduled BOS meeting, in compliance with the Ralph Brown Act. The BOD formally adopts CCFD's proposed budget each year. CCFD annual budget, as included in the county's annual submission to the

Government Finance Officers Association (GFOA) has earned the Distinguished Budget Presentation award.

CCFD's final adopted budget is presented in CCFD's Annual Comprehensive Financial Report (ACFR). GFOA has awarded CCFD the Certificate of Achievement for Excellence in Financial Reporting for its ACFR annually for eleven consecutive years. To earn this certificate, the agency must publish an easily readable and efficiently organized ACFR that satisfies both generally accepted accounting principles and applicable legal requirements.

I.I. Information Technology

Information technology is an essential resource for the fire service. Due to the increasing reliance and benefit of technology, CCFD created a separate Information Technology (IT) division in 2023. Prior to 2023, IT was a unit within the Business Services Division. This significant change for the organization allowed the IT Division to have more accountability and more agility to respond to the evolving tools available for operational readiness, situational awareness, and administrative efficiency. CCFD has established a strategic governance group for implementing information management activities in support of CCFD's needs. An IT strategic planning meeting is held monthly with the fire chief, deputy fire chiefs, business services director and operations assistant chief to prioritize and review the status of projects and their impact on CCFD's budget.

The Information Technology Division is led by a director and has one network and security administrator, one information systems analyst, one systems administrator, one geographic information systems (GIS) analyst, one senior systems analyst, and one database administrator. The network at CCFD is separate and distinct from the county system and has a robust firewall and system network security in place.

I.J. Community Education and Risk Reduction Services

The Santa Clara County Community Education and Risk Reduction Services (CERRS) unit provides classes and events for the public, including safety booths at community events, educational programs in schools, and station visits for the public. CCFD provides a broad range of community outreach and education services, including fire station tours, school fire safety and life safety programs, adult and senior safety programs, CPR and automated external defibrillator (AED) training, and "Safe Sitter" babysitting training, among other initiatives. The CERRS unit resides within the Administration and Planning Division. CERRS aims to reach at least 20% of the population served each year with outreach and educational services. The CERRS unit has one senior community risk specialist, two community risk specialist, and one wildfire community wildfire specialist. The unit is supported by an administrative assistant II.

Additionally, CCFD supports a Community Emergency Response Team (CERT) program and conducts community meetings related to wildfire preparedness and mitigation efforts. The community facing programs are overseen by a 40-hour Battalion Chief.

I.K. Transfer of Assets

The City of Los Altos (Applicant) has filed an application with LAFCO to amend the CCFD Sphere of Influence and annex the Los Altos territory to CCFD for the purpose of facilitating the efficient delivery of fire protection. In addition, the BOD passed a resolution in support of the annexation on March 10, 2026. The adopted resolutions include substantially similar terms and conditions for the proposed annexation, including but not limited to the financial terms for the proposed annexation. The CCFD and the City agreed to negotiate and authorize a property tax transfer to CCFD upon annexation of the territory, consistent with long-standing guidelines for property tax exchanges and negotiations (California Revenue and Taxation Code section 99). Additionally, the resolution included a condition for the City and CCFD to negotiate and execute an agreement for the transfer of the Loyola Fire Station (765 Fremont Avenue) and the Los Altos Fire Station (10 Almond Avenue) to the Central Fire District, subject to standard representations, warranties, and due diligence, and shall mutually agree upon terms for related capital and facility needs.

The formal transfer of property will be outlined in a Property Transfer Agreement, which is currently being negotiated between the City and CCFD. This agreement is anticipated to be presented to the governing bodies for approval on or before May 12, 2026.

Key components of the Property Transfer Agreement include:

1. Lot Line Subdivisions:

- Los Altos Station: The City will retain ownership of the portion of the parcel that encompasses North San Antonio Road.
- Loyola Fire Station: CCFD will receive additional space behind the station to support future remodeling or replacement of the 73-year-old facility, subject to feasibility studies and environmental review, as necessary.

2. Supporting Agreements: The Property Transfer Agreement will provide a framework for the following additional agreements prior to the transfer date.

- License Agreement: Subject to agreed-upon terms and conditions, the City's police department will be granted a temporary license to continue using existing space on the Almond Property as an evidentiary locker until a new location is secured.
- Easement Agreement: Subject to agreed-upon terms and conditions, the parties will establish an easement to maintain the City's driveway to preserve the City's access to its northeast yard.

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3. Financial and Standard Requirements:

- Financial Transfer: The City will transfer \$1.5 million to the CCFD to fund future capital needs.
- Standard Requirements: The City will provide standard representations and warranties and authorize CCFD to conduct due diligence prior to the transfer

CCFD utilizes various reserve funds for the staggered replacement of apparatus, capital equipment, and building improvements. These reserves are funded by an annual transfer from CCFD's general fund to an allocated committed fund allotment based on a 10-year replacement schedule for capital items. The CCFD and City have agreed to a one-time lump sum payment of \$1.5 million dedicated to capital costs necessary for the maintenance and future replacement of facilities, fire apparatus and specialized equipment.

I.L. Transfer of Fixed Assets

All fixed assets, including, but not limited to, the Fire Stations, mobile fire equipment, and specialized emergency equipment, will remain as currently assigned and be transferred subject to agreement by the City and CCFD as the real and personal property of CCFD. The proposed annexation is intended to be transparent and seamless for all involved.

1. Infrastructure and Resources – Los Altos Facilities

Los Altos Fire Station
10 Almond Avenue
Los Altos, CA 94022



Loyola Fire Station
765 Fremont Avenue
Los Altos, CA 94024



Table 3 summarizes the City station configurations and conditions.

Table 3: City Station Configuration and Condition

Station	Apparatus Bays	Staffing Capacity	General Condition	Station Age
Los Altos Station	3	3	Fair	57 years Renovated in the 2000's
Loyola Station	2	3	Fair	73 years Renovated in 2000's
Totals:	5	6		

Facility Analysis

In 2016 CCFD produced a Space Needs Analysis & Facilities Master Plan (appendix), followed by a Facilities Conditions Assessment performed in 2020. The two Los Altos Stations were included in the facilities condition assessment (appendix).

Equipment

- All apparatus and equipment are owned by CCFD and are replaced as needed through the department's capital replacement program in accordance with Policy 500 (appendix).

I.M. Transfer of Personnel

The City of Los Altos has no employees assigned to fire service duties. All fire service personnel are employees of CCFD. No employee changes will be made as a result of the annexation.

I.N. Transfer of No Cost Agreements

- All of the Automatic and Mutual Aid agreements between CCFD and surrounding agencies will remain in force; the city is not a party to the agreements.

I.O. Los Altos Hills County Fire District Agreement

CCFD, the City of Los Altos, and the Los Altos Hills County Fire District (LAHCFD) entered into a tri-party 10-year Agreement for the provision of Fire and EMS services in 2017. The 2017 agreement superseded the 1996 agreement and will expire on December 31, 2026. In February 2026, the CCFD and LAHCFD entered into a new 2027 Master Services Agreement containing substantially the same terms and conditions of the 2017 Agreement, with modifications made to reflect the term extension, updates to the costs and practices, removal of the City of Los Altos as a party to the Agreement, and elimination of obsolete language. The [2027 Agreement is effective January 1, 2027](#), with no interruption in service to the LAHCFD. Under the terms of

the 2027 Agreement, CCFD continues full responsibility for all fire protection services within the LAHCFD. Services provided to LAHCFD include a 4-person fire company at the El Monte Fire Station along with the full range of CCFD services. In addition to the Agreement, amendments for additional services that apply specifically to the LAHCFD were approved, including the provision of a 24-hour Battalion Chief at the El Monte Station.

Los Altos County Fire District Facilities

El Monte Fire Station
12355 El Monte Rd
Los Altos Hills CA 94024
Owned by LAHCFD



II. EXTENDING SERVICE TO THE AFFECTED TERRITORY

An indication of when the service can feasibly be extended to the affected territory.

If the proposed annexation is approved by LAFCO, CCFD will be prepared to provide services on the effective date of the annexation and as early as July 1, 2026.

II.A Geographic Risk Areas

The proposed annexation area comprises several geographic areas, all with their own unique risks:

- **Wilderness Area:** An area of sparse population of usually less than ten persons per square mile. General use is a conservation area for the protection of natural resources or limited low-impact recreational use.
- **Rural Area:** All areas outside of urban areas or urban clusters. Has a higher population density than that of a wilderness area.
- **Suburban Area:** A mix of commercial and residential buildings with a higher population than wilderness or rural areas. Also includes the coastal residential areas.
- **Urban Area:** A cluster or clusters of high-density population. To qualify as an urban area, the territory must encompass at least 2,000 housing units or have a population of at least 5,000.

II.B. Deployment

The deployment of equipment and personnel will not change from the current response structure from the Los Altos and Loyola fire stations. In addition, units from surrounding stations (both CCFD and allied agencies) will continue to respond in accordance with existing plans.

II.C. Expectations

The annexation will cause no reduction in service levels to the affected areas. In fact, streamlining the management and administrative structures will free up resources to enhance current services levels, particularly in the areas of community risk reduction, wildfire preparedness, and emergency response.

II.D. Staffing

One of the primary responsibilities of a fire department's administration is to ensure that the fiscal, infrastructure, and support elements are in place and functioning smoothly and effectively so that the core mission – responding to and mitigating emergencies – can be accomplished in a safe and efficient manner.

The location of CCFD's new headquarters in Campbell allows chief officers assigned there to provide surge capacity during the workweek, which coincides with hours of peak incident

activity.

The 19 front-line units that are part of the northern CCFD response service area are available when needed to augment response to large-scale incidents quickly and efficiently.

II.E. Timing for Extending Services

There will be no interruption of services provided to the affected territory.

Timeline

- March 10, 2026: City Council and Board of Directors adopted resolutions initiating or in support of the annexation of the City into the CCFD
 - April 2, 2026: Application materials submitted to LAFCO
 - April 14, 2026: Adoption of the Property Tax Exchange Resolutions by the City and Board of Supervisors on behalf of CCFD
 - April – May 2026: Approval of the Property Transfer Agreement by the City and CCFD
 - June 2026: LAFCO public hearing of the proposed annexation
 - May and June 2026: Establish regular meetings with IAFF Local 1165 to address impacts of annexation
 - May and June 2026: Evaluation and preparations for integration of data, facilities, equipment, apparatus, and assets into CCFD
 - January 1, 2027: Formal commencement of services by CCFD to Los Altos as territory within CCFD
- **Staff Integration**
 - Not applicable, as Los Altos has no staff assigned to fire services
 - **Administrative Transition**
 - Transfer of all records, contracts, data, and agreements to CCFD

III. ENVIRONMENTAL CONSIDERATIONS

- The proposed annexation is exempt from environmental review pursuant to Section 15320 of the CEQA Guidelines, which exempts changes of organization of local agencies “where the changes do not change the geographical area in which previously existing powers are exercised.” The City of Los Altos currently exercises power to provide fire and emergency medical services within its territory—these services are provided by contract with CCFD. As explained above, the proposed annexation would expand CCFD’s boundaries to include the City of Los Altos, but would not modify the geographic area in which existing powers are exercised. There is no reasonable possibility that the proposed annexation will have a significant effect on the environment due to unusual circumstances that would preclude the use of this exemption.

- Infrastructure and facilities projects and upgrades will be subject to approval from CCFD’s BOD or its designees. These project will be subject to compliance with City regulatory review and authorities having jurisdiction, and environmental review in compliance with CEQA and its implementing regulations.

IV. IMPROVEMENTS

Identification of any improvement or upgrading of structures, roads, other infrastructures, or other conditions the affected agency would impose upon the affected territory.

The proposed action is an annexation of existing services that will maintain current service levels.

Any infrastructure upgrading will be limited to localized general impacts associated with the construction of future fire service facilities, such as fire stations, training centers, and support facilities.

V. COSTS AND FINANCING

The estimated cost of extending service and a description of how the service or required improvement will be financed. A discussion of the sufficiency of revenues for anticipated service extensions and operations is also required.

The estimated direct cost (excluding overhead, debt and capital costs) for CCFD to extend services into Los Altos is \$10.1 million for Fiscal Year 2025-2026. This estimate includes CCFD continuing with a similar service delivery model of staffing two Type 1 ALS engines each day.

The existing separate agreement with LAHCFD to staff the El Monte Station and to fund the majority of the cost of Battalion 74, is not impacted by this project.

Table 4 presents the revenues and expenditures for the current CCFD FY 2025-2026 contract, the projected CCFD ongoing amounts if annexed, and the difference in cost.

Table 4: Los Altos Contract Revenue and Expenses

Description	Current CCFD FY 2025-2026 Contract	Projected CCFD Amount if Annexed	Difference
Revenue	\$9,373,524	\$9,833,750	\$(460,226)
Expenses	\$10,067,831	\$10,067,831	\$0
Difference	\$(694,307)	\$(234,081)	\$(460,226)

Representatives for the City and CCFD have tentatively agreed on an anticipated approach and methodology for the property tax allocation and exchange. The transfer of property tax revenue must be formally negotiated and approved in accordance with Revenue and Taxation Code section 99. Once a negotiated agreement is reached, the property tax revenue exchange will be memorialized in Resolutions adopted by the Board of Supervisors and by the City Council. The Resolutions will specify the effective date of the reallocation¹.

Pursuant to the anticipated exchange, the amount of property tax revenue allocated to County Fire will fluctuate annually based on property tax roll growth. Specifically, the anticipated exchange will establish a base amount of approximately \$9.8 million. Then, annual property tax revenue to County Fire will be calculated each year by adjusting this amount based on property tax roll growth since Fiscal Year 2025-2026. This formula takes into account County Fire's estimated direct costs for service delivery cost in Fiscal Year 2025-2026—\$10.1 million (excluding overhead, debt and capital costs)—and the contract compensation for Fiscal Year 2025-2026 of \$9.4 million.

County Fire is projected to experience a funding gap of roughly \$7.5 million during the first 12 years following annexation, based on a comparison of projected property tax revenue and the department's direct costs. After year 12, however, the projected property tax revenue is anticipated to be sufficient to cover direct costs entirely, and subsequently fund indirect, debt, and capital costs.

To address, evaluate, and mitigate the effects of the annexation, CCFD has taken the following into consideration:

Revenue Sources

- a. Property taxes previously allocated to Los Altos will transfer to CCFD; see Item VI: Inclusion of Existing Tax Revenue (Ad Valorem Tax) below.
- b. Increases in property assessments due to changes in ownership and new construction development in Los Altos will generate increases in the assessed value and ad valorem property tax revenue to further close the funding gap. The City's property tax revenue increased by \$1.8 million or 5.2% in FY 2024-2025. The change was due to a continued increase in property values, with residential properties making up 93% of the assessed value.

Expenditures

- a. Maintenance and upgrade of existing Los Altos facilities. CCFD has a facility condition assessment to prioritize infrastructure improvements in a staggered approach to minimize impact to CCFD general fund.
- b. Explore other administrative and operational costs associated with the transition.

¹ Pursuant to Revenue and Taxation Code section 99(b)(1)(B)(5), the County of Santa Clara Board of Supervisors has authority to negotiate the property tax revenue exchange on behalf of CCFD.

Other Considerations

- The qualitative value of a coordinated, countywide strategic approach to fire service delivery that increases the effectiveness of risk mitigation strategies locally, leverages the continuous improvement model that CCFD has earned for over 20 years as a CFAI-accredited fire agency that capitalizes on the fluidity and flexibility of local resources while supporting the regional approach for fire services will be tangible for all communities served by CCFD and create consistency for all district community residents in Santa Clara County.
- CCFD's proven capacity to absorb and integrate personnel services, logistics, business services, training, information technology, administration and planning, fire prevention, community education, wildfire mitigation, support services, operations, and command functions within the organization.

VI. INCLUSION OF EXISTING TAX REVENUE

Upon annexation, the portion of Ad Valorem property tax previously directed to the City will be received by CCFD and used to provide fire protection services to the residents of the City. Pursuant to California Revenue and Taxation Code section 99, the Board of Supervisors is required to negotiate on behalf of special districts for any transfer of property tax revenues necessary as part of a jurisdictional change that will affect the service area or service responsibility of a special district in the county. CCFD and the City plan to bring the Property Tax Exchange Resolutions to the BOS and City Council for consideration and adoption at their April 14, 2026 meeting.

VII. COMMUNITY IMPACT

Benefits

- a. Operational stability; eliminates the 10-year contract renewal cycle and attendant uncertainty.
- b. Financial stability: property tax transfer from Los Altos to CCFD insulates critical fire service funding from economic cycles that can affect more reactive revenue sources such as sales taxes.
- c. Long-term financial planning for infrastructure.
- d. Access to CCFD's enhanced training, technology, community education and risk reduction services, pre-fire management and wildfire resilience program inclusive of the fire fuels crew mitigation/operational work, emergency management, dispatch services, and fire prevention efforts.
- e. Regional fire and emergency services delivery model that provides streamlined and consistent training, fire prevention, and operational response throughout the fire district.

Community Engagement

- a. Members of the public will be able to connect with Los Altos City staff and CCFD staff at the Neutra House located at the Los Altos Community Center 181 Hillview Ave, Los Altos, CA 94022 to gather input and address concerns. Dates will be posted online and distributed via social media and posted at the fire stations and city hall.
- b. For questions or the latest information, please visit the following website: <https://www.losaltosca.gov/sccfd>.
- c. Any additional public meetings required by the LAFCO process will be scheduled as needed, and information about those meetings will be posted on the websites below and noticed in accordance with the LAFCO process.
- d. Regular updates to residents are available via the LAFCO website www.santaclaralafco.org and CCFD website www.sccfd.org.
- e. Joint social media messaging on Instagram and Facebook.

VIII. CONCLUSION



The annexation of the City of Los Altos territory into CCFD is a strategic decision by both the Los Altos City Council and the Board of Supervisors of Santa Clara County serving as the Board of Directors for the CCFD. This decision aligns with the goal of delivering high-quality, equitable and sustainable fire protection and emergency services throughout the county. This

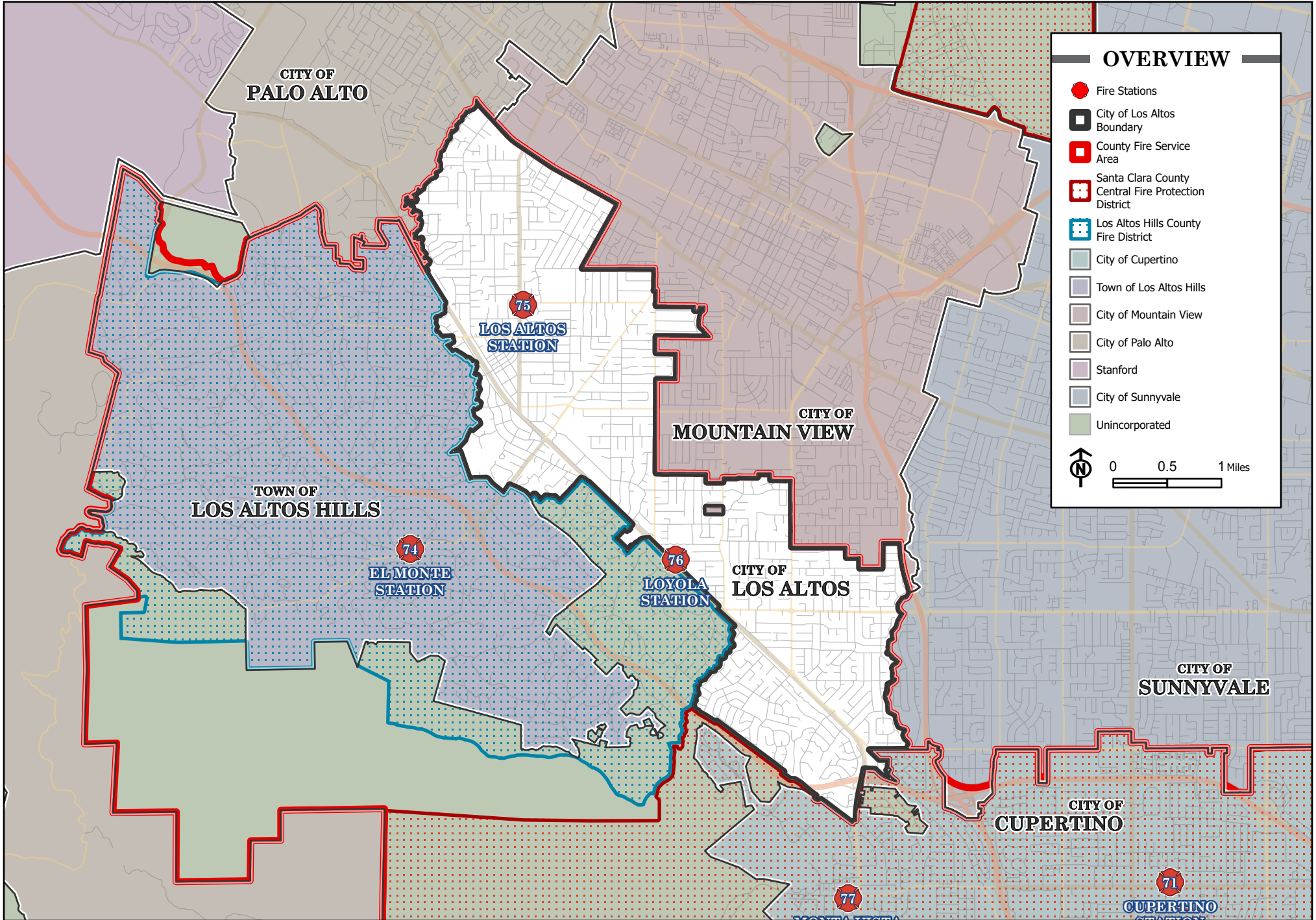
Plan for Services demonstrates the feasibility and benefits of the proposed change. We respectfully request Santa Clara County LAFCO's approval of this proposal.

Appendixes

- Appendix A – Supplemental maps
- Appendix B – Santa Clara County Fire Department Space Needs Analysis & Facilities Master Plan 2016
- Appendix C – Facilities Condition Assessment – Asset Detail Report, Asset List Report and Asset Overview Report for the Los Altos Fire Stations 2020
- Appendix D - Santa Clara County Fire Department Fire Policy Manual No. 500 – Vehicle Replacement
- 2025 CCFD Community Risk Assessment-Standards of Cover (CRA-SOC)
https://www.sccfd.org/wp-content/uploads/documents/key_reports_documents/SCCFD_CRA_SOC_Digital.v1.pdf
- 2023-2027 CCFD Strategic Plan
https://www.sccfd.org/wp-content/uploads/2023/04/2023.4.26_SCCFD_StrategicPlan2023_FINAL_WEB.pdf
- 2023 Santa Clara County LAFCO Fire Service Review
<https://santaclaralafco.org/sites/default/files/FireSRReview-FinalReport-2023.pdf>

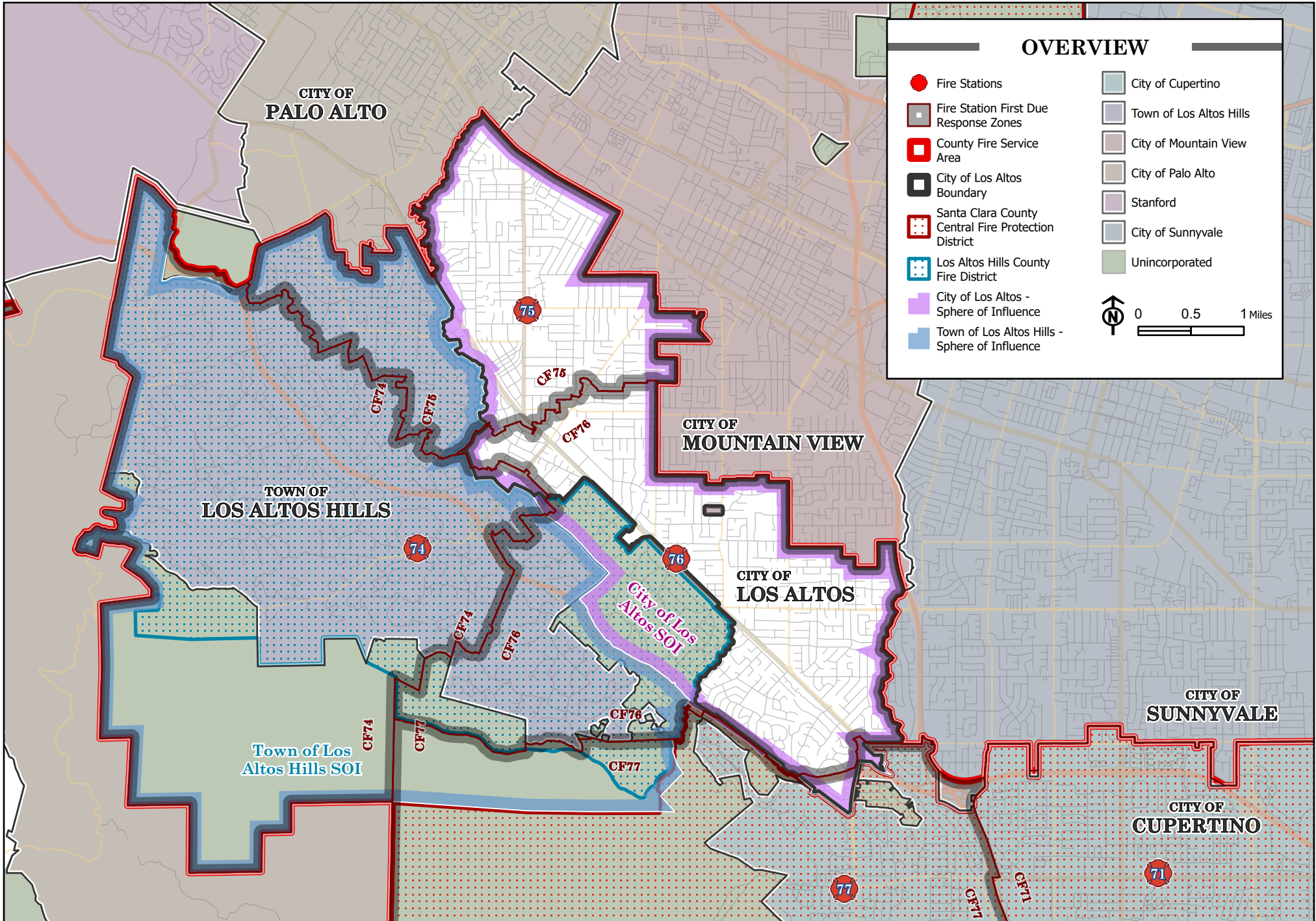


GENERAL OVERVIEW





FIRST DUE RESPONSE ZONES



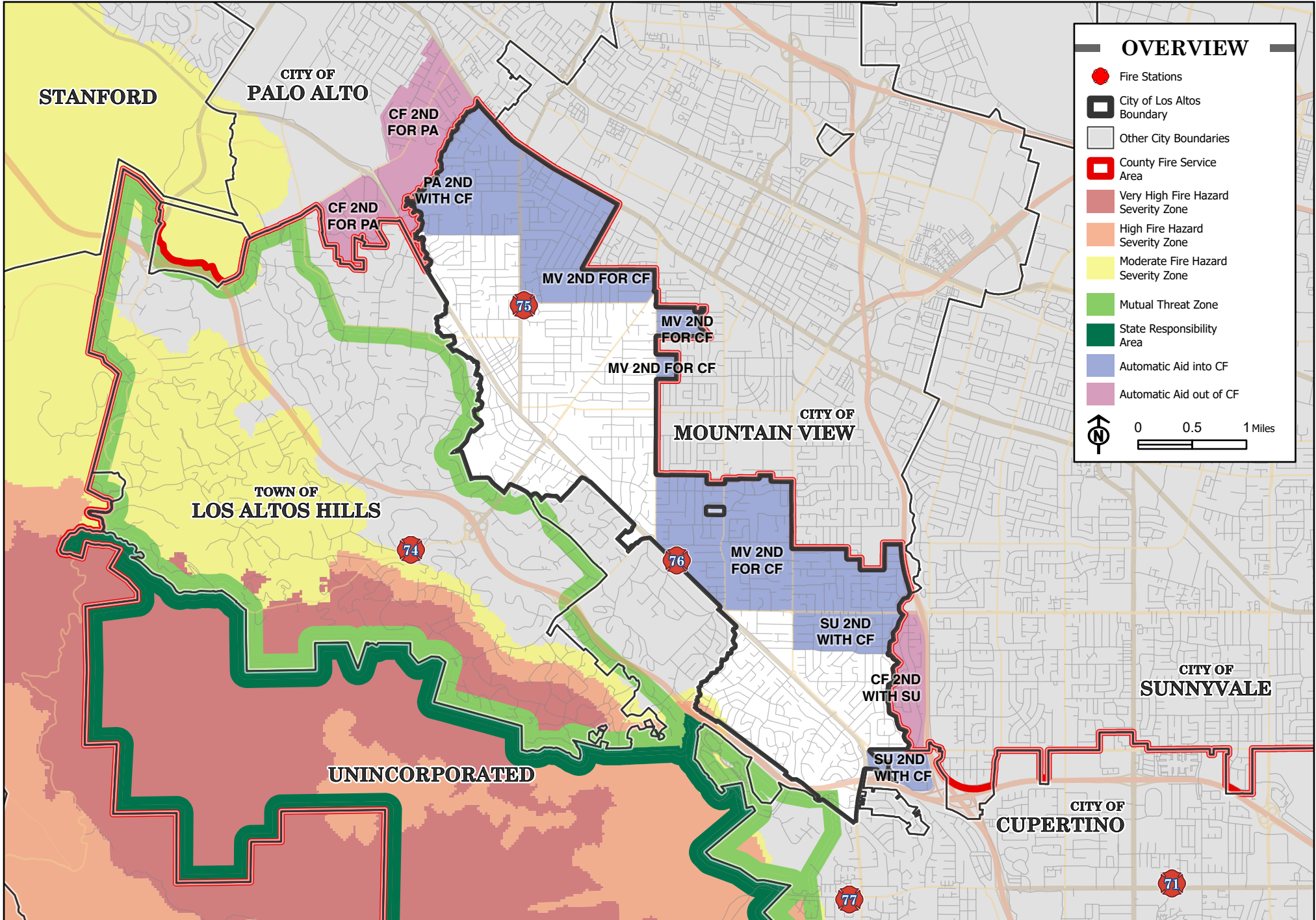
OVERVIEW

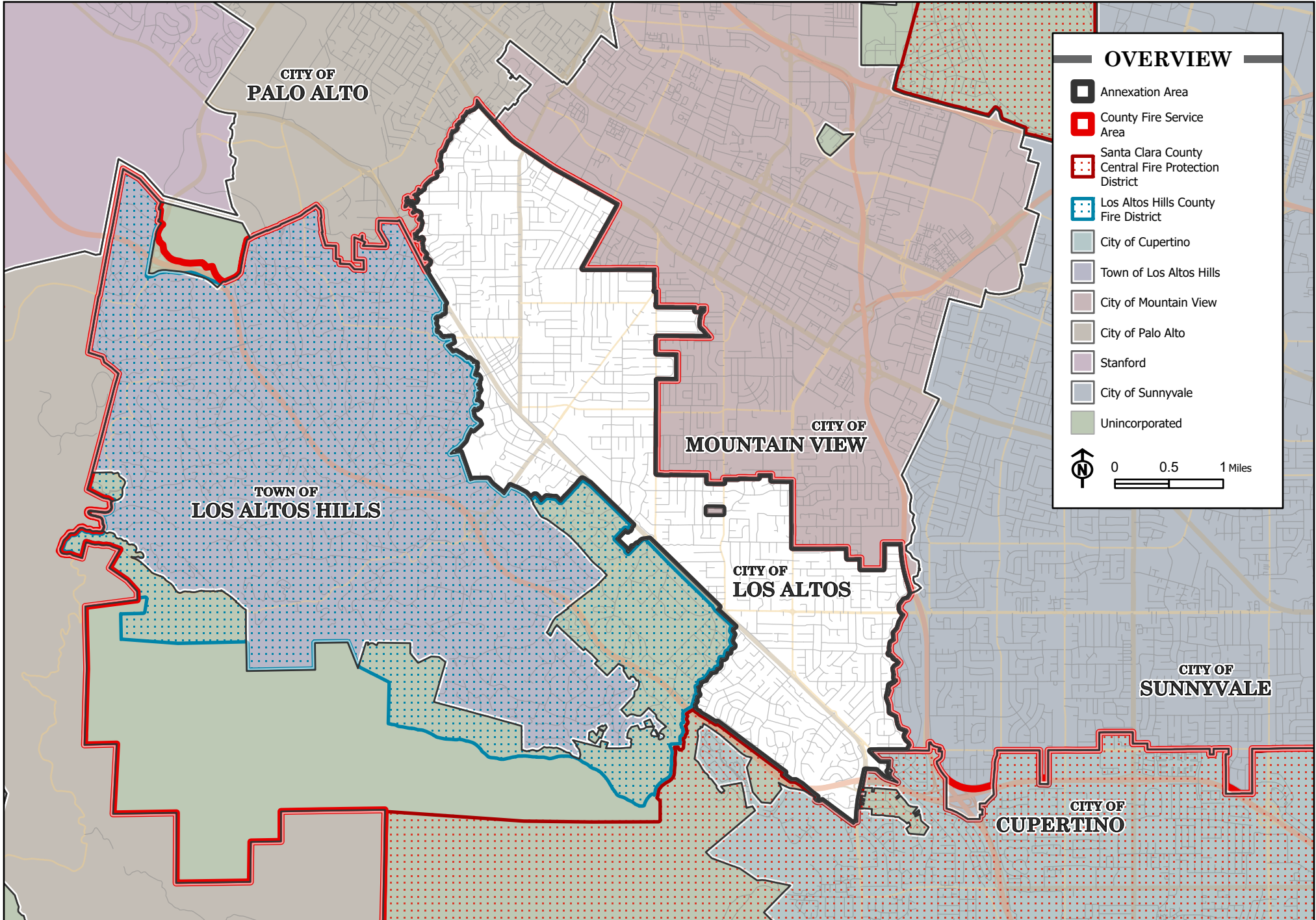
- Fire Stations
 - Fire Station First Due Response Zones
 - County Fire Service Area
 - City of Los Altos Boundary
 - Santa Clara County Central Fire Protection District
 - Los Altos Hills County Fire District
 - City of Los Altos - Sphere of Influence
 - Town of Los Altos Hills - Sphere of Influence
 - City of Cupertino
 - Town of Los Altos Hills
 - City of Mountain View
 - City of Palo Alto
 - Stanford
 - City of Sunnyvale
 - Unincorporated
- 0 0.5 1 Miles

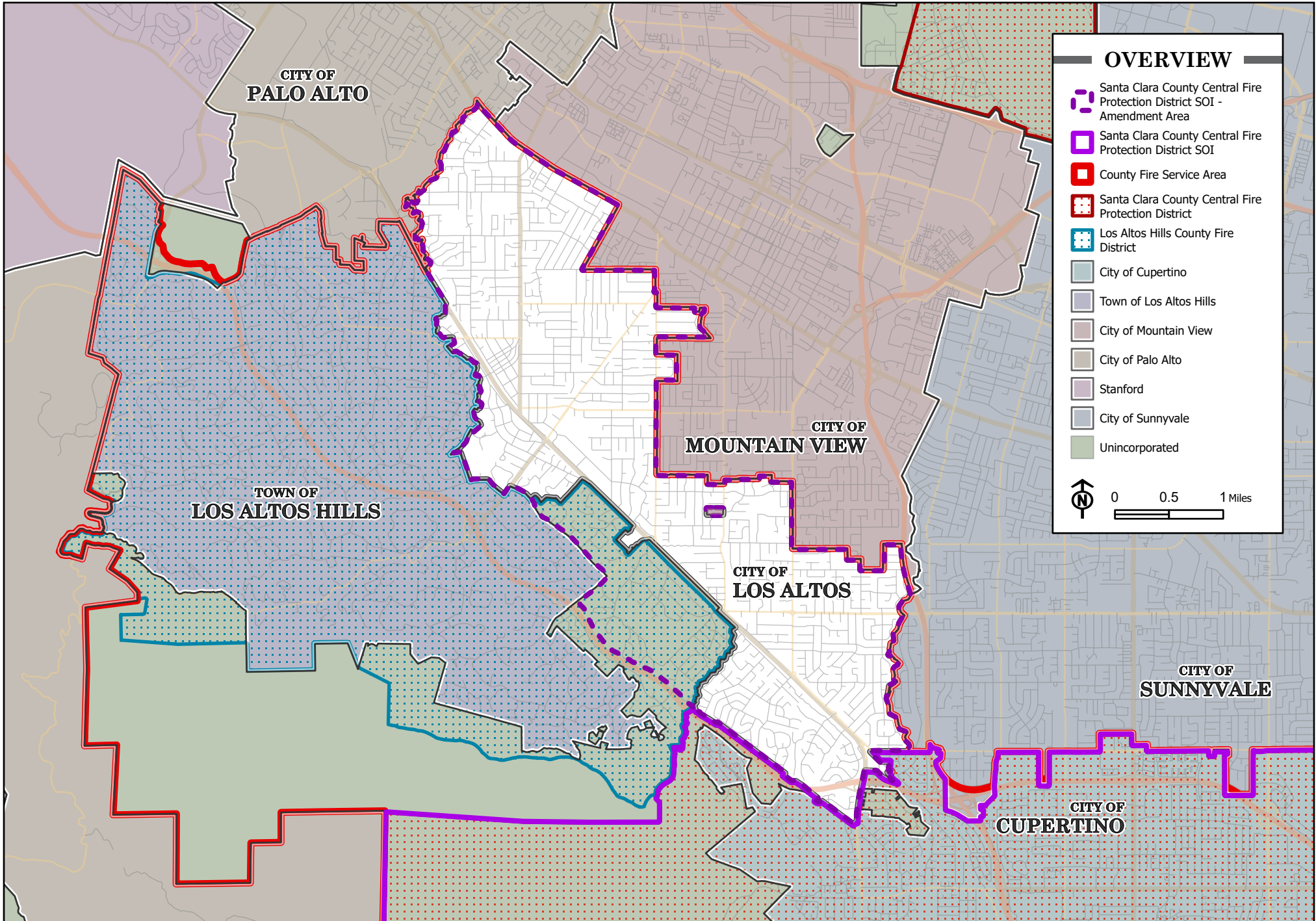


HAZARDOUS FIRE AREA, MUTUAL THREAT ZONE, AUTOMATIC AID

OCTOBER 2025









SANTA CLARA COUNTY FIRE DEPARTMENT SPACE NEEDS ANALYSIS & FACILITIES MASTER PLAN VOL. 1: FACILITIES MASTER PLAN

Final Report | June 2016





GROUP 4

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EXECUTIVE SUMMARY

The Santa Clara County Fire Department (SCCFD, or Department) has for nearly 80 years protected public safety and coordinated public safety resources across a diverse region of Silicon Valley through a custom model of internal collaboration and community service. In 2014, in conjunction with the development of a five-year Strategic Plan and Business Plan, SCCFD contracted Group 4 Architecture, Research + Planning (Group 4) to develop recommendations for the maintenance, renovation, and/or relocation of Department facilities.

STATE OF THE DEPARTMENT TODAY

SCCFD operates 15 fire stations, a training center, a maintenance shop, storage facilities, and a headquarters facility that work together as an integrated system sharing resources, personnel, and more. The Department's individual facilities vary greatly in age and size as well as in how well they support modern emergency services and operations. On average, the Department's fire stations are 38 years old, and many were built by cities to serve their own needs prior to the Department's current role of providing contract service to those municipalities. Over the years, maintenance needs have surpassed what the Department's budget has been able to support. Several of the buildings have not had significant renovations since their inception. Newer and renovated facilities need to continue to evolve to meet changing operational practices and requirements.

PLAN PURPOSE

The purpose of this plan is to provide the Department with a 10-year facilities road map. Maintenance and renovation recommendations, developed from a series of assessments and surveys, accompany itemized, categorized, and calendarized action items. These recommendations account for dynamic realities of facility maintenance, Department priorities, and use and wear patterns that have been identified during the assessment process.

This plan is also intended as a tool for communicating maintenance needs and priorities with Department stakeholders, partners, and communities.

ASSESSMENT SUMMARY

This assessment was carried out with the intent of sustaining modern operations for the Department, by recognizing and responding to community needs as they exist today and the evolving scope of Department services. The assessment evaluates each Department facility's ability to sustain a strong workforce and to attract and retain quality personnel. The assessment also evaluates each facility's value and Return on Investment (ROI), and the ability to preserve and maintain capital assets.



SCCFD Vision Statement:

We, the members of the Santa Clara County Fire Department, envision an agency that continues to be widely known as an internationally accredited department that reflects best practices in the delivery of services to our community. Through the pursuit of our goals, we will demonstrate continuous improvement, guided by our values of trust, integrity, respect, and excellence....

EXECUTIVE SUMMARY

SUMMARY OF RECOMMENDATIONS

This Master Plan recommends that the Department pursue a series of actions to efficiently and effectively sustain and enhance Department facilities in order to improve Department service and accessibility even further, streamline its operations, and allow for growth over the next 10 years.

The following recommendations were established based upon the assessments performed by the Project Management Team:

- Expand the Headquarters facility to locate all administrative divisions within one building. Such action would require either a significant renovation and expansion of both building square footage and parking at the existing Headquarters property, or relocation to a new property.
- Expand the McCormack Training Facility by relocating it to a larger property and establishing permanent and expanded facilities to support training and academy functions, including co-location with a new Headquarters facility.
- Expand the Maintenance Shop facility to support ongoing and enhanced operations, including the additional secured space needed for reserve and historic apparatus storage.
- Centralize program elements that support Department-wide needs (e.g., the Personal Protective Equipment program at Campbell Station and the Small Tools and Equipment program at Los Altos Station) into one location with the Station Supply program. This expanded Central Supply program could continue to be located with Headquarters, at one of the shared facilities, or independently at its own location.
- Perform a detailed structural assessment of each station and create an action plan to address any found deficiencies.
- Consider the renovation of stations that do not currently meet the criteria outlined in the Department's adopted Station Design prototype elements document. If the renovation costs exceed 40% of the cost of constructing a new station, consider all new construction.
- Consider facility-specific observations of each facility's compliance with the current California Building Code (CBC) and Americans with Disabilities Act (ADA). Even if upgrades are not mandated, voluntary upgrades may provide benefits. Details are discussed later in this report.
- Complementing diligent efforts by Department personnel to maintain facilities and equipment, enact a proactive Capital Maintenance Plan (CMP) that, for each facility, identifies and coordinates timing of replacing aged equipment and building components. The CMP is a powerful tool for allocating staff and budget resources for strategic upgrades at specific intervals according to industry standards for expected service life. It is recommended that SCCFD budget, on average, approximately \$0.77 million per year to address deferred and life cycle maintenance needs at its existing facilities. On a year-to-year basis, SCCFD staff may accelerate or defer projects based on actual conditions, opportunities for cost savings by bundling projects, or other factors. The CMP should be updated as maintenance projects and capital improvements are implemented.

NEXT STEPS

SCCFD will evaluate its budgetary allocations and deferred facility maintenance. The next phases of planning for larger interventions such as at Headquarters will confirm project scope, develop design concepts, and refine project budgets.

INTRODUCTION

The SCCFD is a Special Fire Protection District that provides service to the communities of Campbell, Cupertino, Los Altos, Los Altos Hills, Los Gatos, Monte Sereno, Saratoga, and adjacent unincorporated areas of Santa Clara County. The SCCFD is an all hazard department that has evolved through fire consolidations and contracts beginning in 1947 and developing continuously to the present. The Department provides fire protection services to one of the most diverse areas in California – from high-rises and downtown commercial areas, large retail areas, and business centers, to manufacturing zones dealing with hazardous materials, to wildland protection. The Department prides itself on its flexibility, professionalism, and regional approach to service that maximizes utilization of personnel and equipment, eliminates redundancies, and standardizes services and programs across a large sector of Santa Clara County.

SCCFD PLANNING HISTORY

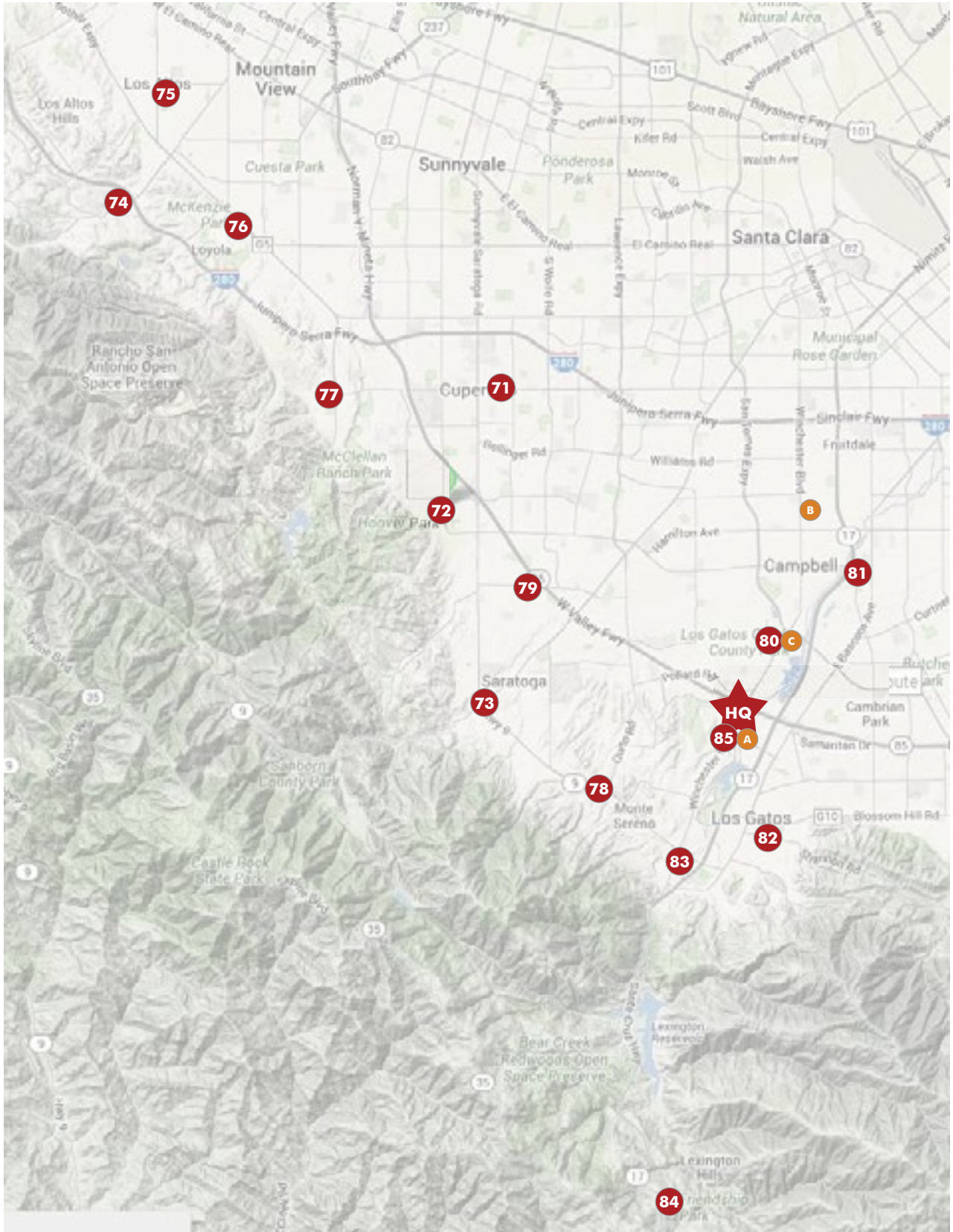
In recent years the Department has conducted exercises and output to identify and pursue a five-year vision of service. In 2013 the Department engaged in internal and external stakeholder visioning and input that led to its 2014-2019 Strategic Plan. The Plan identified eight goals to continuing and enhancing the excellence of its service:

- Improve external communications with emphasis on timelines, transparency, and constructive feedback.
- Improve internal communications.
- Provide facilities service and materials in support of SCCFD’s future and current organizational demands.
- Build and maintain an effective workforce to support the Department’s mission, vision, and values.
- Improve workforce training through continual program development.
- Redefine the fire prevention organization to achieve unity and consistency in delivery of service to our customers.
- Develop comprehensive emergency management, preparedness, and community education programs to support the community.
- Maintain and enhance current levels of service.

In January 2015, the Department released a five-year Business Plan that carries the findings of the Strategic Plan into a comprehensive public document profiling resources, organizational structure, and performance measurements for the Department.

Concurrently, Department personnel have developed an internal working document of prototype elements for new station design.

INTRODUCTION



INTRODUCTION



Headquarters (HQ)
Built: 1984; 19,030 SF



Cupertino Fire Station #71
Built: 1948, remodeled 2001;
12,775 SF



Seven Springs Fire Station #72
Built: 1992, remodeled 2003;
9,120 SF



Saratoga Fire Station #73
Built: 1923, rebuilt 2004; 15,435 SF



El Monte Fire Station #74
Built: 1996; 9,650 SF



Los Altos Fire Station #75
Built: 1968, remodeled 2002;
9,350 SF



Loyola Fire Station #76
Built: 1953, rebuilt: 1998; 2,400 SF



Monta Vista Fire Station #77
Built: 1966, Replaced 1997-1998;
7,100 SF



Quito Fire Station #78
Built: 1948; 5,400 SF



West Valley Fire Station #79
Built: 1965, Remodeled: 2003;
3,140 SF



Sunnyoaks Fire Station #80
Built: 1969; 6,040 SF



Campbell Fire Station #81
Built: 1982; 9,290 SF



Shannon Fire Station #82
Built: 1960, remodeled 1997;
3,150 SF



Los Gatos Fire Station #83
Built: 1964, remodeled 2002;
6,810 SF



Repair Shop
Built: 1980,
remodeled 2009



Union Hall
Built: 1966,
converted: 1993



Redwood Fire Station #84
Built: 1979; 3,600 SF



Winchester Fire Station #85
Built: 1965; 2,810 SF



McCormack Training Center
Drill Tower Built: 1969
Classrooms Built: 1996

INTRODUCTION

MASTER PLAN METHODOLOGY

This Master Plan project was completed over a 14-month period from June 2014 to August 2015. Data gathering included review of documents for each of SCCFD's current facilities, such as building plans, staff surveys from each facility/department, and site visits/walkthroughs of each facility.

Together with Group 4's project team, SCCFD's Support Services leadership team formed the core Project Management Team (PMT) for the Master Plan. The PMT met as a group at regular intervals over the course of the project to review project progress and provide direction.

The PMT toured every facility, meeting with many SCCFD personnel on site as part of that process. Prior to the site visits, survey forms were distributed to staff at each facility, as well as all of the Divisions of the Headquarters facility to gain a better understanding of the current and anticipated future needs at each site. Group 4 led two charrettes that were open to all personnel: one to review and confirm the findings of the maintenance and operations impact survey, and one to review and confirm recommendations for each facility.

Individual project participant names and members of the consultant team are listed in the Acknowledgements section of this report.

PLAN ORGANIZATION

This report has been divided into two volumes, and their accompanying appendices: "Volume One: Facilities Master Plan," and "Volume Two: Facilities Conditions Assessment." Volume One addresses the overall needs and recommendations for the next 10 years of SCCFD facility service, for both shared resources and individual fire stations; Volume Two discusses the criteria of the assessments and details findings for each Department facility.

NEEDS AND RECOMMENDATIONS

SHARED DEPARTMENT RESOURCES

In addition to 15 fire stations, the Department operates a number of support facilities in what could best be described as a distributed network of Shared Facilities. The major shared support facilities include: the administrative core located at Headquarters; the Winchester Maintenance Shop; McCormack Training Center; Shannon Shop; training for Community Emergency Response Teams (CERT); and Station Supply Services. Fire Prevention has staff in the offices of Santa Clara County; the rest of this Division has recently relocated from Headquarters to a leased office space down the street.

Additionally, an array of essential Department-wide programs are supported directly out of the fire stations themselves. Many of these programs are located at specific facilities for strategic reasons. However, some would ideally be located centrally, if space was available. These programs are marked with a star (*):

- Cupertino – Office of Emergency Services (OES) 289
- Seven Springs – Safety Equipment Cleaning; Special Operations Task Force; Air Refill; 4 Gas; HazMat
- Los Gatos – Safety Equipment Cleaning; Special Operations Task Force
- Winchester – Special Operations Task Force
- Shannon – Hose Repair / Inventory
- Monta Vista – Fire Weather; GIS *
- West Valley – Ladder Testing / Maintenance
- Sunnyoaks – Air Refill
- Campbell – Safety Equipment Cleaning; Personal Protective Equipment (PPE) / Inventory *
- El Monte – SCBA Maintenance / Inventory *; Safety Equipment Cleaning; Air Refill; CERT Team Pods
- Los Altos – Small Tools and Equipment / Inventory *
- Loyola Station – Strike Team Staffing
- Saratoga – Fire Investigation Unit

The decentralized nature of these programs and shared facilities is reflective of the organic nature in which the Department has grown and the physical space challenges it faces as it continues to creatively find ways to fulfill its mission within the available facilities and manpower. As part of the assessment process, Group 4 worked with the Department to develop an understanding of current physical program, space needs and operational criteria for each of these facilities, as well as look forward to project those same needs 10 years from now. Staffing

NEEDS AND RECOMMENDATIONS

levels were analyzed in the same fashion.

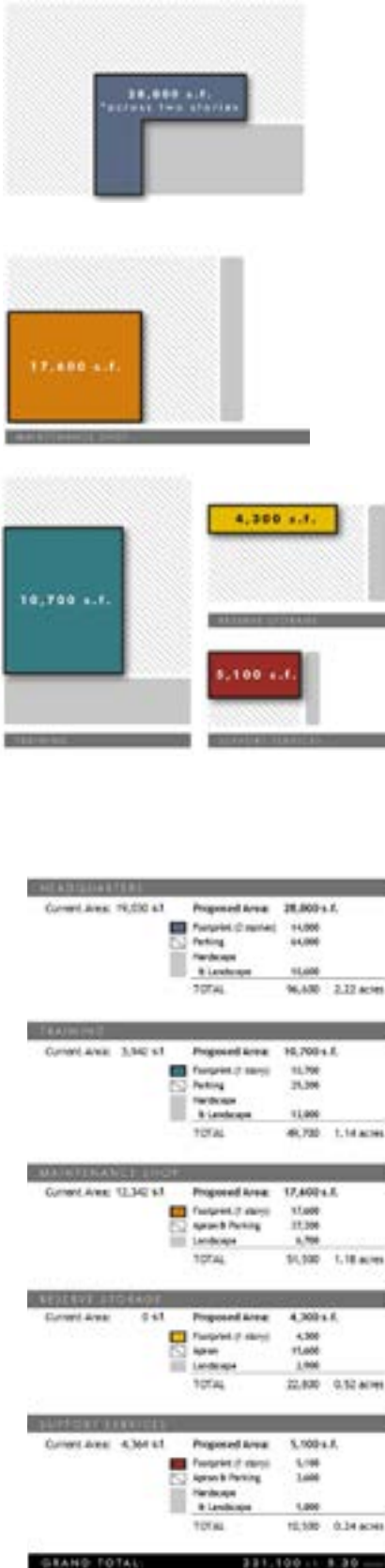
The space needs program for each shared facility was created independently, so that as the opportunity to enhance a specific facility presents itself, its program can be referenced, updated, and implemented. Additionally, this review took the opportunity to look at all of the Department’s programs and facilities holistically and explore what opportunities may exist for co-location or other forms of consolidation both in programs and facilities. Other fire departments have been successful in bringing all of their department-wide functions onto one campus. The potential operational benefits and synergies to this approach cannot be overestimated, so this study aggregated the individual programs to study the feasibility of a comprehensive Department campus.

A consolidated Department campus would require approximately 6.5 acres of land and include the following elements:

- **Headquarters** (28,000 SF on 2.22 acres) – additional space provided by a new Headquarters building and its site could comfortably accommodate all of the departmental Divisions with room for projected growth, as well as large group and public meeting needs, storage needs, and parking needs.
- **Training** (10,700 SF on 2.30 acres) – a program that triples the number of classrooms, allows for simultaneous sessions, and creates a resource that could be rented out to other departments and organizations when not in use by SCCFD. The lot size accounts for a training tower and the space needed for the Department to sufficiently practice staging and apparatus maneuvering.
- **Maintenance Shop** (17,600 SF on 1.18 acres) – an enlarged and centralized Shop would provide Department technicians with the space they need to work on apparatus.
- **Reserve Apparatus Storage** (4,300 SF on 0.52 acres) – a dedicated space for reserve apparatus would also free up apparatus bays at many of the fire stations to be re-employed for active use.
- **Expanded Support Services Station Supply** (5,100 SF on 0.24 acres) – the space needed to store and supply equipment and goods to the entire Department and meet future departmental demands.

A larger **Headquarters** building would include additional staff space for Department personnel and divisions that do not fit within the current building, including Fire Prevention, GIS, and Arson Investigation. Parking would be included for staff’s personal vehicles, Department fleet vehicles, administrative staff vehicles, and visitor parking. Additional conference and meeting rooms would provide space for internal and external groups to meet, which is not possible now. With the proper additional support spaces, storage, and exterior site area, Headquarters could also serve as SCCFD’s CERT training center.

As part of this analysis, studies were performed to determine the viability of



either an expansion of the current facility or an entirely new facility. Because of building height limits in the City of Los Gatos for the current property and the projected parking requirements for the enlarged building, an expansion of the current Headquarters facility is not possible. Construction of a new facility on the current property would require a very large underground garage in order to meet the projected parking needs.

The **Training Center** could increase significantly to meet ongoing needs of the Department, and include three independent classrooms for simultaneous sessions, a larger break room, and restrooms with showers and lockers. Given the cost and complexity of this component, it is recommended that the Department explore opportunities to create a facility that can be shared with other agencies.

The **Maintenance Shop** services all of the Department’s vehicles – both apparatus and fleet vehicles. Relocating the Maintenance Shop to a larger facility on a different property would give technicians the space and number of repair bays necessary to service Department vehicles. Co-location of the Department’s **Reserve Apparatus Storage** – currently decentralized, with vehicles housed in various fire stations – would greatly simplify the process of taking a piece of active apparatus in for services and returning its crew to active duty quickly. Similarly, the storage of some of the Department’s historic vehicles at the Maintenance Shop would further unburden fire stations like Campbell Station to use their extra apparatus bays for active duty vehicles.

Group 4 also reviewed the individual programs shared among the Department’s stations, and looked for opportunities to centralize these programs at a more robust Headquarters facility. These programs include: the current Headquarters’ Station Supply function; Personal Protective Equipment (PPE – new and surplus uniforms, repair, radios, etc.); Small Tools; and Self-Contained Breathing Apparatus (SCBA) Maintenance and Testing. It is proposed that Station Supply Services expand to accommodate newly centralized programs, and that its staff increase as necessary to be dedicated to these programs. Programs to remain decentralized include: SCBA refill; 4 Gas; Hazardous Materials; Hose Repair; CERT team pods; and Ladder Testing and Maintenance.

Facility Replacement Studies

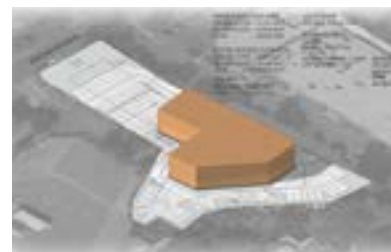
Group 4 also explored reconstruction and expansion of two of the Department’s older facilities, Winchester and Quito, as well as Headquarters. The Redwood Estates station is also in need of replacement but had already been studied outside of this Master Plan effort. Details of these studies are located with the respective facility assessments in Volume 2 of this report.

STATIONS SUMMARY

The Department maintains a Station Design Prototype Elements working document of ideal programmatic and space attributes for a hypothetical new fire station. The document includes ideal space measurements as well as detailed descriptions and objectives for 12 elements of a typical fire station.



Quito Study Alternates



Headquarters Study Alternates

NEEDS AND RECOMMENDATIONS

Currently, a majority of SCCFD's stations fall short of the expressed preferred attributes, along with other elements necessary for station modernization. While the 15 fire stations range widely in age and architecture, several common recommendations for retrofit emerged from the assessment process:

- Increase storage and apparatus stationing space to meet Department specifications and practical needs.
- Provide more PPE storage space and anticipate an increasing amount of equipment assigned to personnel over the next 10 years.
- Replace electrical, mechanical, and fuel systems at stations that have exceeded their recommended service lives. Fuel systems replacement should explore above ground fuel storage to minimize the risk of underground storage tank leaks.
- Modify station sites to improve vehicular movement and/or accommodation of space and storage needs; develop station-specific interventions to improve site use and functionality.
- Provide dedicated exercise rooms at all stations.
- Increase accessibility accommodations at any and all stations undergoing significant retrofit.
- Remodel restrooms and locker areas to accommodate gender-diverse crews.
- Modify dormitories to better accommodate privacy needs and acoustic separation.
- Provide dedicated meeting spaces to support Battalion Chief offices.

Additionally, it is recommended the Department revise its Station Design prototype elements document to include the following:

- Pre-wire and -plumb all new facilities for PPE extractors.
- Set aside 200 to 400 SF of space for future station programs, in the anticipation of continued evolution of SCCFD services and equipment.
- Because a station serving as a Battalion Headquarters has additional space needs that differ from a standard station, break out the Battalion Chief (BC) related program elements as an expanded version of a Station Design prototype, including parking for the BC vehicle.

The Volume One appendix includes the Station Design document as it stands at the submittal of this report, August 2015.



Asset Detail Report

By Asset Name



Asset Detail Report

By Asset Name

Region: Santa Clara County Fire Department **Asset:** Los Altos Fire Station
District: Los Altos Fire Station **Asset Number:** 075

Assets are ordered by Asset Name **Currency:** USD

Statistics

FCI Cost:	1,676,027	FCI:	0.54
RI Cost:	2,088,184	RI:	0.68
Total Requirements Cost:	2,088,185		
Current Replacement Value:	3,075,498	Date of most Recent Assessment:	Sep 14, 2020

Type	Building	Construction Type	IBC - Type V A
Area	9,350 SF	Historical Category	None
Use	Fire Station	City	Los Altos
Floors	2	State/Province/Region	UNITED STATES OF AMERICA
Address 1	10 Almond Avenue	Zip/Postal Code	04002
Address 2	-	Architect	-
Year Constructed	1968	Commission Date	-
Year Renovated	-	Decommission Date	-
Ownership	Client Owned		

Number of Apparatus Bays: 3 **Station Number:** 75

Photo



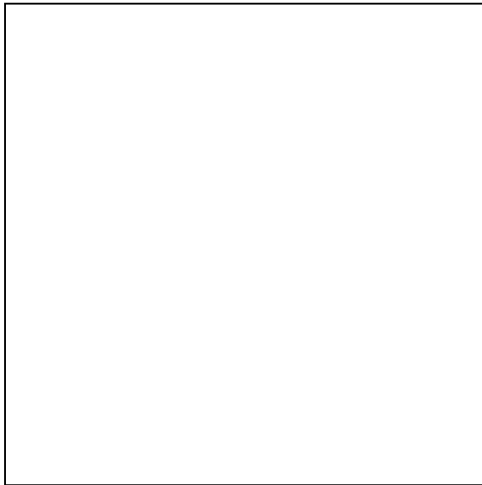
Los Altos Fire Station



Asset Detail Report

By Asset Name

Los Altos Fire Station



Asset Description

Description

The Los Altos Fire Station is located at 10 Almond Avenue Los Altos, CA. The building built in 1968 with 9,350 square feet of occupied space in a one story plus partial basement wood and steel framed structure. The building exterior walls are brick veneer, the pitched roof is covered with asphalt shingles. The fire station contains three truck bays, locker room, kitchen, sleeping area and common room.

Requirements

Requirement Name	Renewal	Prime System	Category	Priority	Action Date	Estimated Cost
ACT System Renewal	Yes	C3030 - Ceiling Finishes	Lifecycle	4- Recommended	Sep 14, 2026	161,190
Accordion Doors - 3.5' x 7' Renewal	Yes	C1010 - Partitions	Lifecycle	4- Recommended	Sep 14, 2027	1,148
Aluminum Windows Renewal	Yes	B2020 - Exterior Windows	Lifecycle	2- Potentially Critical	Sep 14, 2022	205,643
Asphalt Shingled Roofing Renewal	Yes	B30 - Roofing	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	94,710
Branch Wiring - Equipment & Devices Renewal	Yes	D5021 - Branch Wiring Devices	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	54,754
Ceramic Floor Tile Renewal	Yes	C3020 - Floor Finishes	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	24,344
Ceramic Wall Tile Renewal	Yes	C3010 - Wall Finishes	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	14,580



Asset Detail Report

By Asset Name

Requirement Name	Renewal	Prime System	Category	Priority	Action Date	Estimated Cost
Custodial/Utility Sinks Renewal	Yes	D2010 - Plumbing Fixtures	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	12,707
DDC System - Electronic Thermostats Renewal	Yes	D3060 - Controls and Instrumentation	Lifecycle	4- Recommended	Sep 14, 2030	11,695
Distribution Ductwork - Constant Volume Renewal	Yes	D3040 - Distribution Systems	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	98,717
Distribution Equipment, Panelboards, and Feeders - 208Y/120V Renewal	Yes	D5012 - Low Tension Service and Dist.	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	150,264
Domestic Water Distribution Renewal	Yes	D2020 - Domestic Water Distribution	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	93,990
Door Assembly - 3 x 7 HM Renewal	Yes	B2030 - Exterior Doors	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	8,176
Door Assembly - 3 x 7 Storefront Renewal	Yes	B2030 - Exterior Doors	Lifecycle	2- Potentially Critical	Sep 14, 2022	15,352
Door Assembly - 6 x 7 HM Renewal	Yes	B2030 - Exterior Doors	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	15,617
Door Assembly - 6 x 7 Sliding Renewal	Yes	B2030 - Exterior Doors	Lifecycle	2- Potentially Critical	Sep 14, 2022	19,185
Exhaust System - Vehicle Bay with Tail Pipe Attachments Renewal	Yes	D3040 - Distribution Systems	Lifecycle	4- Recommended	Sep 14, 2030	58,619
Exterior Stairs - Concrete Renewal	Yes	B1015 - Exterior Stairs and Fire Escapes	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	41,750
Fixed Casework - 84" Cabinets Renewal	Yes	E - Equipment and Furnishings	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	62,254
Fixed Casework - Kitchen Cabinets Renewal	Yes	E - Equipment and Furnishings	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	65,871
GWB Ceiling Finish Renewal	Yes	C3030 - Ceiling Finishes	Lifecycle	4- Recommended	Sep 14, 2030	82,240
GWB Walls - Standard (Non-Painted) Renewal	Yes	C1010 - Partitions	Lifecycle	4- Recommended	Sep 14, 2027	44,243
Gypsum Drywall - Interior Surface of Exterior Wall Renewal	Yes	C3011 - Wall Finishes to Inside Exterior Walls	Lifecycle	4- Recommended	Sep 14, 2027	33,300



Asset Detail Report

By Asset Name

Requirement Name	Renewal	Prime System	Category	Priority	Action Date	Estimated Cost
LAN System Renewal	Yes	D5039 - Local Area Networks	Lifecycle	4- Recommended	Sep 14, 2030	80,866
Lighting - Exterior Renewal	Yes	D5020 - Lighting and Branch Wiring	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	9,770
Lighting Fixtures Renewal	Yes	D5022 - Lighting Equipment	Lifecycle	2- Potentially Critical	Sep 14, 2022	66,702
Main Electrical Service - 600A 208Y/120V Renewal	Yes	D5012 - Low Tension Service and Dist.	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	82,252
Overhead Sectional Doors - Electric Operation Renewal	Yes	B2034 - Overhead Doors	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	49,112
Painted Finish - Average (1 Coat Prime - 2 Coats Finish) Renewal	Yes	C3010 - Wall Finishes	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	63,000
Public Address System Renewal	Yes	D5031 - Public Address and Music Systems	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	26,425
Restroom Accessories - Shower Room Renewal	Yes	C1030 - Fittings	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	8,443
Restroom Fixtures - Showers Renewal	Yes	D2010 - Plumbing Fixtures	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	35,210
Restroom Fixtures Renewal	Yes	D2010 - Plumbing Fixtures	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	58,405
Sanitary Waste - Gravity Discharge Renewal	Yes	D2030 - Sanitary Waste	Lifecycle	2- Potentially Critical	Sep 14, 2022	42,839
Skylights Renewal	Yes	B3021 - Glazed Roof Openings	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	2,713
Split AC System - 3 Ton Renewal	Yes	D3050 - Terminal and Package Units	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	19,335
Split AC System - 7.5 Ton Renewal	Yes	D3050 - Terminal and Package Units	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	31,419
Swinging Doors - 3 x 7 Wd - NR Renewal	Yes	C1020 - Interior Doors	Lifecycle	4- Recommended	Sep 14, 2027	100,046
Toilet Partitions Renewal	Yes	C1030 - Fittings	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2024	4,203
Unit Heaters - Gas Fired Renewal	Yes	D3050 - Terminal and Package	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	12,746



Asset Detail Report

By Asset Name

Requirement Name	Renewal	Prime System	Category	Priority	Action Date	Estimated Cost
		Units				
Water Heater - Gas - 75 Gal Renewal	Yes	D2020 - Domestic Water Distribution	Lifecycle	4- Recommended	Sep 14, 2026	18,098
Wood Siding Renewal	Yes	B2010 - Exterior Walls	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	6,252
Total						2,088,185



Asset Detail Report

By Asset Name

paved parking lot, poured concrete driveway and walkways.

Requirements

Requirement Name	Renewal	Prime System	Category	Priority	Action Date	Estimated Cost
Asphalt Parking Lot Renewal	Yes	G2012 - Paving and Surfacing	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	194,801
Concrete Pavement Renewal	Yes	G2031 - Paving and Surfacing	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	77,558
Fuel Dispensing Station Renewal	Yes	G3060 - Fuel Distribution	Lifecycle	4- Recommended	Sep 14, 2029	49,908
Sanitary Sewer Piping Renewal	Yes	G3020 - Sanitary Sewer	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	117,010
Site Domestic Water Supply Piping Renewal	Yes	G3010 - Water Supply	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	121,708
Total						560,985

**Asset List Report
By Name**



Reporting Currency: USD

Adjustment Factor: 0%

Region Name: Santa Clara County Fire Department

District Name: Los Altos Fire Station

Asset	Number	Age	Use	Size	Replacement Value	Cost/ Unit	FCI Cost	FCI	RI Cost	RI	Asset Primary Photo
Asset Type: Building											
Los Altos Fire Station	075	58	Fire Station	9,350	3,611,169	386	2,420,946	0.67	2,481,367	0.69	No photo available
Subtotal for Building				9,350	3,611,169	386	2,420,946	0.67	2,481,367	0.69	
Asset Type: Site Development											
Los Altos Fire Station - Site	075 - Site	58		1	543,373	543,373	679,217	1.25	679,217	1.25	No photo available
Subtotal for Site Development				1	543,373	543,373	679,217	1.25	679,217	1.25	
District Name: Los Altos Fire Station					4,154,542		3,100,162	0.75	3,160,583	0.76	
Region Name: Santa Clara County Fire Department					4,154,542		3,100,162	0.75	3,160,583	0.76	
Summary					4,154,542		3,100,162	0.75	3,160,583	0.76	



Asset Overview Report

By Asset Name

Region: Santa Clara County Fire Department **Asset:** Los Altos Fire Station

District: Los Altos Fire Station **Asset Number:** 075

Assets are ordered by Asset Name Currency: USD

Statistics

FCI Cost:	2,420,946	FCI:	0.67
RI Cost:	2,481,367	RI:	0.69
Total Requirement Cost:	2,481,364	Size:	9,350 SF
Current Replacement Value:	3,611,169		

Address 1
City 10 Almond Avenue
Los Altos

Address 2
State/Province/Region -
CA



Asset Overview Report

By Asset Name

Photo



Los Altos Fire Station



Asset Overview Report

By Asset Name

Photo



Los Altos Fire Station

System Description

System Name	Description
A - Substructure-Concrete Footings	Concrete spread footings.
A - Substructure-Foundation Wall and Footings - No Basement	Basic foundation for building without basement - to include strip footing, 4-ft foundation wall and damp proofing. Also included are underdrains.
A - Substructure-Foundation Wall and Footings 8-Ft - Full Basement	Full basement wall and foundation with a 8-Ft. height to include strip footing, foundation walls and damp proofing. Also included are the underdrains.
A - Substructure-Structural Slab on Grade - Light Industrial	The building substructure includes a light industrial type structural slab on grade.
B10 - Superstructure-Single-Story - Wood	Wood framed, single-story building with wood wall and roof framing.



Asset Overview Report

By Asset Name

System Name	Description
B1015 - Exterior Stairs and Fire Escapes-Exterior Stairs - Concrete	Exterior concrete stairs with railing. The system is well maintained and in good condition resulting in an extended observed life. OYR has been increased based on condition at time of assessment.
B2010 - Exterior Walls-Brick Veneer Walls	The exterior wall construction is of brick veneer walls with wood stud backup.
B2010 - Exterior Walls-Wood Siding	The exterior walls are of wood clapboard and wood stud exterior wall framing. The system is well maintained and in good condition resulting in an extended observed life.
B2020 - Exterior Windows-Aluminum Windows	The building includes aluminum framed exterior units with insulating glass.
B2030 - Exterior Doors-Door Assembly - 3 x 7 HM	Exterior doors include 3 x 7 steel door and steel frame with hinges, lockset (lever), exit hardware and closer. Includes painted door and painted frame. The system is well maintained and in good condition resulting in an extended observed life.
B2030 - Exterior Doors-Door Assembly - 3 x 7 Storefront	The exterior doors include swinging glazed aluminum storefront leaf plus glazed transom, aluminum frame, hardware including closer.
B2030 - Exterior Doors-Door Assembly - 6 x 7 HM	Exterior doors include pr. 3 x 7 steel doors and steel frame with hinges, locksets (lever), exit hardware and closers. Includes painted doors and painted frame. The system is well maintained and in good condition resulting in an extended observed life.
B2030 - Exterior Doors-Door Assembly - 6 x 7 Sliding	The exterior doors include aluminum sliding units.
B2034 - Overhead Doors-Overhead Sectional Doors - Electric Operation	Exterior openings include overhead sectional doors with electric operation. The system is well maintained and in good condition resulting in an extended observed life.
B30 - Roofing-Asphalt Shingled Roofing	The roof covering is comprised of asphalt strip shingles over asphalt felt sheathing paper. Used 1.118 pitch factor.
B3021 - Glazed Roof Openings-Skylights	Skylights, plastic domes, insulated curbs, double glazing.
C1010 - Partitions-Accordion Doors - 3.5' x 7'	Interior openings are protected with folding accordion doors, 3-1/2' x 7', including track and frame. The system is well maintained and in good condition resulting in an extended observed life.
C1010 - Partitions-GWB Walls - Standard (Non-Painted)	The building interior includes standard GWB partitions, taped and finished, but not painted, with no insulation. The system is well maintained and in good condition resulting in an extended observed life.
C1020 - Interior Doors-Swinging Doors - 3 x 7 Wd - NR	Interior doors include non-rated 3 x 7 wood door and steel frame with hinges, lockset and closer. Includes finished door and painted frame. The system is well maintained and in good condition resulting in an extended observed life.
C1030 - Fittings-Restroom Accessories - Shower Room	The restroom accessories include towel dispenser, mirror, soap dispenser, toilet tissue dispenser, toilet seat, shower doors, vanities and plastic laminate countertop.
C1030 - Fittings-Toilet Partitions	Restrooms are equipped with standard quality, floor mounted partitions. OYR has been increased based on condition at time of assessment.
C20 - Stairs-Stairs - Concrete	The interior stairs include concrete stairs leading to the basement.
C3010 - Wall Finishes-Ceramic Wall Tile	Interior wall finishes located in the restrooms include 4-in. x 4-in. thin set ceramic tiles. OYR has been increased based on condition at time of assessment. The system is well maintained and in good condition resulting in an extended observed life.



Asset Overview Report

By Asset Name

System Name	Description
C3010 - Wall Finishes-Painted Finish - Average (1 Coat Prime - 2 Coats Finish)	Interior wall finishes include standard paint finish.
C3011 - Wall Finishes to Inside Exterior Walls-Gypsum Drywall - Interior Surface of Exterior Wall	Wall finishes on inside face of exterior walls include gypsum drywall. The system is well maintained and in good condition resulting in an extended observed life.
C3020 - Floor Finishes-Ceramic Floor Tile	Floor finishes include ceramic tile and base in restrooms. The system is well maintained and in good condition resulting in an extended observed life.
C3020 - Floor Finishes-Polished Concrete	Interior floors are polished concrete.
C3030 - Ceiling Finishes-ACT System	Standard suspended ACT ceiling system with 2 x 2 or 2 x 4 regular tiles in 15/16 or 9/16-in. grids. The system is well maintained and in good condition resulting in an extended observed life.
C3030 - Ceiling Finishes-GWB Ceiling Finish	GWB ceiling system over 8-ft above floor taped, finished and painted with primer and 2 finish coats. Ceiling on suspension system or fastened to metal or wood furring. The system is well maintained and in good condition resulting in an extended observed life.
D2010 - Plumbing Fixtures-Custodial/Utility Sinks	The plumbing fixtures include wall mounted custodial/utility sinks. Sinks are located in custodial closets.
D2010 - Plumbing Fixtures-Restroom Fixtures	Restroom fixtures include vitreous china water closets, urinals and lavatories.
D2010 - Plumbing Fixtures-Restroom Fixtures - Showers	The restroom fixtures include tiled individual shower stalls.
D2020 - Domestic Water Distribution-Domestic Water Distribution	Domestic water is distributed throughout the facility by copper piping.
D2020 - Domestic Water Distribution-Water Heater - Gas - 75 Gal	The domestic hot water is provided by a 75-gallon residential-grade natural gas water heater.
D2030 - Sanitary Waste-Sanitary Waste - Gravity Discharge	The building includes an average sanitary waste system. Piping appeared to be primarily cast iron.
D3012 - Gas Supply System-Natural Gas Supply for Bldg	The building includes a natural gas supply and distribution system. The gas main is 2" in size and is distributed through black pipe to all devices. Lifetime extended due to visual condition of system.
D3040 - Distribution Systems-Distribution Ductwork - Constant Volume	The HVAC system includes constant volume distribution ductwork, with diffusers and plenum return.
D3040 - Distribution Systems-Exhaust System - Vehicle Bay with Tail Pipe Attachments	The building includes a Plymovent tail pipe connection exhaust system. The system is activated by truck mounted sensors for on/off control, there are also CO sensors for a general exhaust fan activation.
D3050 - Terminal and Package Units-Split AC System - 3 Ton	The HVAC system includes a split AC system with a small air handler or furnace and remote air cooled condenser.
D3050 - Terminal and Package Units-Split AC System - 7.5 Ton	The HVAC system includes a split AC system with a small air handler or furnace and remote air cooled condenser.



Asset Overview Report

By Asset Name

System Name	Description
D3050 - Terminal and Package Units-Unit Heaters - Gas Fired	Heating is provided by suspended, gas-fired unit heaters.
D3060 - Controls and Instrumentation-DDC System - Electronic Thermostats	HVAC controls include economy DDC system for simple HVAC control, no PC interface, large component control, minimal sensing devices.
D5012 - Low Tension Service and Dist.-Distribution Equipment, Panelboards, and Feeders - 208Y/120V	The electrical distribution system for this building includes an average concentration of panelboards, feeders, and associated equipment.
D5012 - Low Tension Service and Dist.-Main Electrical Service - 600A 208Y/120V	The building includes a typical 600A electrical service, which includes incoming feeders, main panel, and metering.
D5020 - Lighting and Branch Wiring-Lighting - Exterior	Exterior lighting consists of lighting in the soffits and several flood lights.
D5021 - Branch Wiring Devices-Branch Wiring - Equipment & Devices	Branch wiring for the facility includes a light concentration of interior and exterior branch wiring, devices, and utilization equipment.
D5022 - Lighting Equipment-Lighting Fixtures	Interior lighting throughout the building consists of fluorescent fixtures of varying styles including 1 x 4 and 2 X 4 lights with acrylic lenses. All light fixtures utilize T8 lamps and electronic ballasts.
D5022 - Lighting Equipment-Lighting Fixtures - Vehicle Bay	Interior lighting in the vehicle bay consists of LED lighting tubes in fluorescent fixtures.
D5031 - Public Address and Music Systems-Public Address System	The building includes an average density public address system. The public address system includes as a minimum: amplifier, intercom/monitor, volume control, speakers (ceilings or walls), conduit and shielded wiring.
D5039 - Local Area Networks-LAN System	The building is equipped with data equipment which includes fiber optic connectivity, routers and punch down terminal blocks with data ports distributed throughout the facility.
D5090 - Other Electrical Systems-Emergency Generator - 18 KW	The buildings Emergency power system includes: a 18 KW Diesel Emergency Generator, battery charger, muffler, feeder, panel and fuel tank.
E - Equipment and Furnishings-Fixed Casework - 84" Cabinets	Building includes average wood casework including 84" tall cabinets.
E - Equipment and Furnishings-Fixed Casework - Kitchen Cabinets	Building includes kitchen cabinets with stainless steel countertops, without appliances.



Asset Overview Report

By Asset Name

Replacement Value Based on System Costs with Overheads

Uniformat	System Name	Lifetime (Years)	% Renew	Year Installed	Next Renewal Year	Renewal Cost	Replacement Cost
A - Substructure	Structural Slab on Grade - Light Industrial	75	6	1968	2043	8,841	147,356
A - Substructure	Foundation Wall and Footings - No Basement	75	6	1968	2043	10,140	168,996
A - Substructure	Foundation Wall and Footings 8-Ft - Full Basement	75	6	1968	2043	7,145	119,088
A - Substructure	Concrete Footings	75	6	1968	2043	2,416	40,265
B10 - Superstructure	Single-Story - Wood	75	6	1968	2043	16,010	266,840
B1015 - Exterior Stairs and Fire Escapes	Exterior Stairs - Concrete	50	125	1968	2025	50,211	40,169
B2010 - Exterior Walls	Wood Siding	50	12	1968	2025	10,552	87,936
B2010 - Exterior Walls	Brick Veneer Walls	75	12	1968	2043	59,520	496,000
B2020 - Exterior Windows	Aluminum Windows	30	125	1968	2022	253,348	202,678
B2030 - Exterior Doors	Door Assembly - 6 x 7 HM	30	125	1968	2025	22,657	18,125
B2030 - Exterior Doors	Door Assembly - 3 x 7 HM	30	125	1968	2025	12,117	9,694
B2030 - Exterior Doors	Door Assembly - 6 x 7 Sliding	30	125	1968	2022	22,066	17,653
B2030 - Exterior Doors	Door Assembly - 3 x 7 Storefront	30	125	1968	2022	28,014	22,411
B2034 - Overhead Doors	Overhead Sectional Doors - Electric Operation	30	125	1990	2025	61,179	48,943
B30 - Roofing	Asphalt Shingled Roofing	20	125	2000	2023	106,260	85,008
B3021 - Glazed Roof Openings	Skylights	25	125	2000	2025	3,482	2,785
C1010 - Partitions	Accordion Doors - 3.5' x 7'	50	62	1968	2027	3,011	4,857
C1010 - Partitions	GWB Walls - Standard (Non-Painted)	50	62	1968	2027	49,898	80,480



Asset Overview Report

By Asset Name

Uniformat	System Name	Lifetime (Years)	% Renew	Year Installed	Next Renewal Year	Renewal Cost	Replacement Cost
C1020 - Interior Doors	Swinging Doors - 3 x 7 Wd - NR	50	125	1968	2027	114,739	91,791
C1030 - Fittings	Toilet Partitions	40	125	1968	2024	7,301	5,841
C1030 - Fittings	Restroom Accessories - Shower Room	25	125	2000	2025	11,879	9,503
C20 - Stairs	Stairs - Concrete	75	37	1968	2043	2,470	6,675
C3010 - Wall Finishes	Painted Finish - Average (1 Coat Prime - 2 Coats Finish)	10	125	2000	2023	75,900	60,720
C3010 - Wall Finishes	Ceramic Wall Tile	25	125	1968	2025	16,490	13,192
C3011 - Wall Finishes to Inside Exterior Walls	Gypsum Drywall - Interior Surface of Exterior Wall	50	125	1968	2027	39,825	31,860
C3020 - Floor Finishes	Ceramic Floor Tile	25	125	1968	2025	27,779	22,223
C3020 - Floor Finishes	Polished Concrete	40	125	2000	2040	60,858	48,687
C3030 - Ceiling Finishes	ACT System	20	125	2000	2026	193,455	154,764
C3030 - Ceiling Finishes	GWB Ceiling Finish	30	125	1968	2030	92,800	74,240
D2010 - Plumbing Fixtures	Custodial/Utility Sinks	30	125	1968	2023	13,513	10,811
D2010 - Plumbing Fixtures	Restroom Fixtures - Showers	30	125	1995	2025	39,801	31,841
D2010 - Plumbing Fixtures	Restroom Fixtures	30	125	1995	2025	65,640	52,512
D2020 - Domestic Water Distribution	Domestic Water Distribution	30	112	1968	2023	92,870	82,551
D2020 - Domestic Water Distribution	Water Heater - Gas - 75 Gal	10	112	2016	2026	16,032	14,314
D2030 - Sanitary Waste	Sanitary Waste - Gravity Discharge	50	125	1968	2022	43,309	34,647
D3012 - Gas Supply System	Natural Gas Supply for Bldg	40	125	1995	2035	60,421	48,337
D3040 - Distribution Systems	Distribution Ductwork - Constant Volume	25	125	1995	2025	114,067	91,254



Asset Overview Report

By Asset Name

Uniformat	System Name	Lifetime (Years)	% Renew	Year Installed	Next Renewal Year	Renewal Cost	Replacement Cost
D3040 - Distribution Systems	Exhaust System - Vehicle Bay with Tail Pipe Attachments	20	125	2010	2030	61,322	49,057
D3050 - Terminal and Package Units	Unit Heaters - Gas Fired	15	112	1995	2023	14,025	12,523
D3050 - Terminal and Package Units	Split AC System - 3 Ton	15	125	2005	2023	23,073	18,459
D3050 - Terminal and Package Units	Split AC System - 7.5 Ton	15	125	2010	2025	37,494	29,995
D3060 - Controls and Instrumentation	DDC System - Electronic Thermostats	20	125	2010	2030	16,542	13,234
D5012 - Low Tension Service and Dist.	Main Electrical Service - 600A 208Y/120V	30	125	1995	2025	101,954	81,564
D5012 - Low Tension Service and Dist.	Distribution Equipment, Panelboards, and Feeders - 208Y/120V	30	125	1995	2025	171,360	137,088
D5020 - Lighting and Branch Wiring	Lighting - Exterior	20	125	1995	2023	11,725	9,380
D5021 - Branch Wiring Devices	Branch Wiring - Equipment & Devices	30	125	1995	2025	66,120	52,896
D5022 - Lighting Equipment	Lighting Fixtures	20	125	1995	2022	82,614	66,091
D5022 - Lighting Equipment	Lighting Fixtures - Vehicle Bay	20	125	2019	2039	101,903	81,523
D5031 - Public Address and Music Systems	Public Address System	15	125	2000	2023	32,849	26,279
D5039 - Local Area Networks	LAN System	15	106	2015	2030	106,099	99,858
D5090 - Other Electrical Systems	Emergency Generator - 18 KW	20	125	2017	2037	127,647	102,118
E - Equipment and Furnishings	Fixed Casework - Kitchen Cabinets	25	125	2000	2025	62,790	50,232
E - Equipment and Furnishings	Fixed Casework - 84" Cabinets	25	125	2000	2025	44,781	35,825
Subtotal							3,611,169



Asset Overview Report

By Asset Name

Overhead:	0
Subtotal	0

Total Replacement Value Based on System Costs with Overheads	3,611,169
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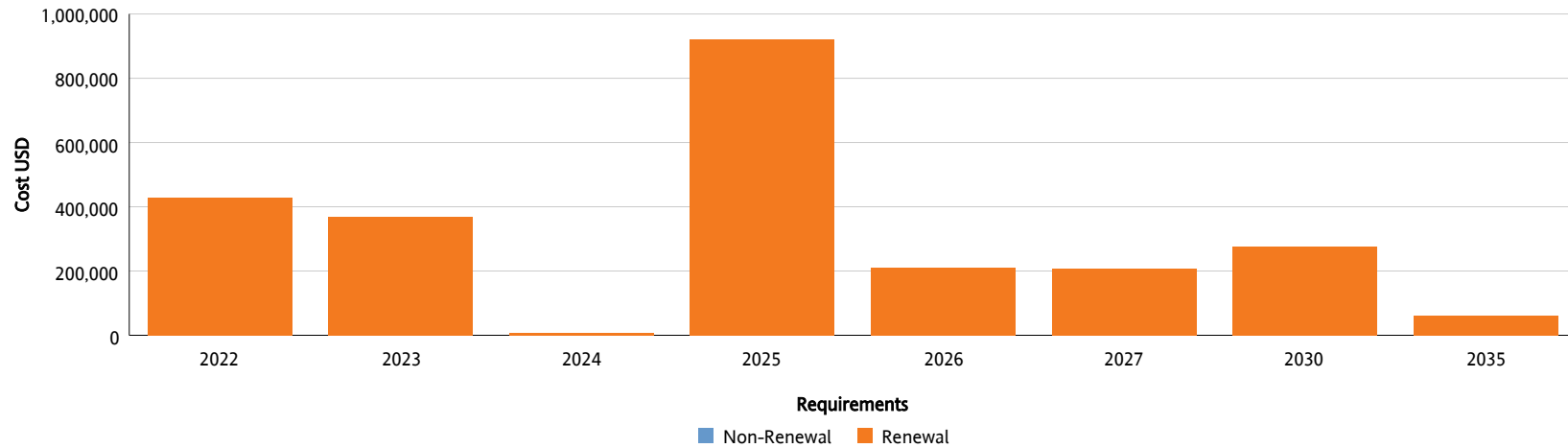
Requirements including Renewals



Asset Overview Report

By Asset Name

Costs by Requirement Type



Requirement Name	Renewal	Prime System	Category	Priority	Action Date	Estimated Cost
ACT System Renewal	Yes	C3030 - Ceiling Finishes	Lifecycle	4- Recommended	Sep 14, 2026	193,455
Accordion Doors - 3.5' x 7' Renewal	Yes	C1010 - Partitions	Lifecycle	4- Recommended	Sep 14, 2027	3,011
Aluminum Windows Renewal	Yes	B2020 - Exterior Windows	Lifecycle	2- Potentially Critical	Sep 14, 2022	253,348
Asphalt Shingled Roofing Renewal	Yes	B30 - Roofing	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	106,260
Branch Wiring - Equipment & Devices Renewal	Yes	D5021 - Branch Wiring Devices	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	66,120
Ceramic Floor Tile Renewal	Yes	C3020 - Floor Finishes	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	27,779
Ceramic Wall Tile Renewal	Yes	C3010 - Wall Finishes	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	16,490
Custodial/Utility Sinks Renewal	Yes	D2010 - Plumbing Fixtures	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	13,513



Asset Overview Report

By Asset Name

Requirement Name	Renewal	Prime System	Category	Priority	Action Date	Estimated Cost
DDC System - Electronic Thermostats Renewal	Yes	D3060 - Controls and Instrumentation	Lifecycle	4- Recommended	Sep 14, 2030	16,542
Distribution Ductwork - Constant Volume Renewal	Yes	D3040 - Distribution Systems	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	114,067
Distribution Equipment, Panelboards, and Feeders - 208Y/120V Renewal	Yes	D5012 - Low Tension Service and Dist.	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	171,360
Domestic Water Distribution Renewal	Yes	D2020 - Domestic Water Distribution	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	92,870
Door Assembly - 3 x 7 HM Renewal	Yes	B2030 - Exterior Doors	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	12,117
Door Assembly - 3 x 7 Storefront Renewal	Yes	B2030 - Exterior Doors	Lifecycle	2- Potentially Critical	Sep 14, 2022	28,014
Door Assembly - 6 x 7 HM Renewal	Yes	B2030 - Exterior Doors	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	22,657
Door Assembly - 6 x 7 Sliding Renewal	Yes	B2030 - Exterior Doors	Lifecycle	2- Potentially Critical	Sep 14, 2022	22,066
Exhaust System - Vehicle Bay with Tail Pipe Attachments Renewal	Yes	D3040 - Distribution Systems	Lifecycle	4- Recommended	Sep 14, 2030	61,322
Exterior Stairs - Concrete Renewal	Yes	B1015 - Exterior Stairs and Fire Escapes	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	50,211
Fixed Casework - 84" Cabinets Renewal	Yes	E - Equipment and Furnishings	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	44,781
Fixed Casework - Kitchen Cabinets Renewal	Yes	E - Equipment and Furnishings	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	62,790
GWB Ceiling Finish Renewal	Yes	C3030 - Ceiling Finishes	Lifecycle	4- Recommended	Sep 14, 2030	92,800
GWB Walls - Standard (Non-Painted) Renewal	Yes	C1010 - Partitions	Lifecycle	4- Recommended	Sep 14, 2027	49,898
Gypsum Drywall - Interior Surface of Exterior Wall Renewal	Yes	C3011 - Wall Finishes to Inside Exterior Walls	Lifecycle	4- Recommended	Sep 14, 2027	39,825
LAN System Renewal	Yes	D5039 - Local Area Networks	Lifecycle	4- Recommended	Sep 14, 2030	106,099
Lighting - Exterior Renewal	Yes	D5020 - Lighting and Branch Wiring	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	11,725
Lighting Fixtures Renewal	Yes	D5022 - Lighting Equipment	Lifecycle	2- Potentially Critical	Sep 14, 2022	82,614
Main Electrical Service - 600A 208Y/120V Renewal	Yes	D5012 - Low Tension Service and Dist.	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	101,954
Natural Gas Supply for Bldg Renewal	Yes	D3012 - Gas Supply System	Lifecycle	4- Recommended	Sep 14, 2035	60,421
Overhead Sectional Doors - Electric Operation Renewal	Yes	B2034 - Overhead Doors	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	61,179
Painted Finish - Average (1 Coat Prime - 2 Coats Finish) Renewal	Yes	C3010 - Wall Finishes	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	75,900
Public Address System Renewal	Yes	D5031 - Public Address and Music Systems	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	32,849
Restroom Accessories - Shower Room Renewal	Yes	C1030 - Fittings	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	11,879



Asset Overview Report

By Asset Name

Requirement Name	Renewal	Prime System	Category	Priority	Action Date	Estimated Cost
Restroom Fixtures - Showers Renewal	Yes	D2010 - Plumbing Fixtures	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	39,801
Restroom Fixtures Renewal	Yes	D2010 - Plumbing Fixtures	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	65,640
Sanitary Waste - Gravity Discharge Renewal	Yes	D2030 - Sanitary Waste	Lifecycle	2- Potentially Critical	Sep 14, 2022	43,309
Skylights Renewal	Yes	B3021 - Glazed Roof Openings	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	3,482
Split AC System - 3 Ton Renewal	Yes	D3050 - Terminal and Package Units	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	23,073
Split AC System - 7.5 Ton Renewal	Yes	D3050 - Terminal and Package Units	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	37,494
Swinging Doors - 3 x 7 Wd - NR Renewal	Yes	C1020 - Interior Doors	Lifecycle	4- Recommended	Sep 14, 2027	114,739
Toilet Partitions Renewal	Yes	C1030 - Fittings	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2024	7,301
Unit Heaters - Gas Fired Renewal	Yes	D3050 - Terminal and Package Units	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	14,025
Water Heater - Gas - 75 Gal Renewal	Yes	D2020 - Domestic Water Distribution	Lifecycle	4- Recommended	Sep 14, 2026	16,032
Wood Siding Renewal	Yes	B2010 - Exterior Walls	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	10,552
Total						2,481,364



Asset Overview Report

By Asset Name

Region: Santa Clara County Fire Department **Asset:** Los Altos Fire Station - Site

District: Los Altos Fire Station **Asset Number:** 075 - Site

Assets are ordered by Asset Name Currency: USD

Statistics

FCI Cost:	679,217	FCI:	1.25
RI Cost:	679,217	RI:	1.25
Total Requirement Cost:	679,217	Size:	1 SF
Current Replacement Value:	543,373		

Address 1
City 10 Almond Avenue
Los Altos

Address 2
State/Province/Region -
CA



Asset Overview Report

By Asset Name

Photo



Los Altos Fire Station - Site

System Description

System Name	Description
G2012 - Paving and Surfacing-Asphalt Parking Lot	Parking lot, 3" asphalt binder, 1" topping on 12" crushed stone, painted stripe, concrete parking barrier
G2031 - Paving and Surfacing-Concrete Pavement	Exterior includes 5" thick cast-in-place concrete driveway and sidewalks with gravel base.
G3010 - Water Supply-Site Domestic Water Supply Piping	The domestic water piping consists of buried piping used for potable supply.
G3020 - Sanitary Sewer-Sanitary Sewer Piping	The site sanitary sewer system includes underground piping. Estimated length and material based on 8" piping, including excavation, for budgetary purposes only.
G3060 - Fuel Distribution-Fuel Dispensing Station	The site is served by a fuel dispensing station and an underground fuel tank.



Asset Overview Report By Asset Name

Replacement Value Based on System Costs with Overheads

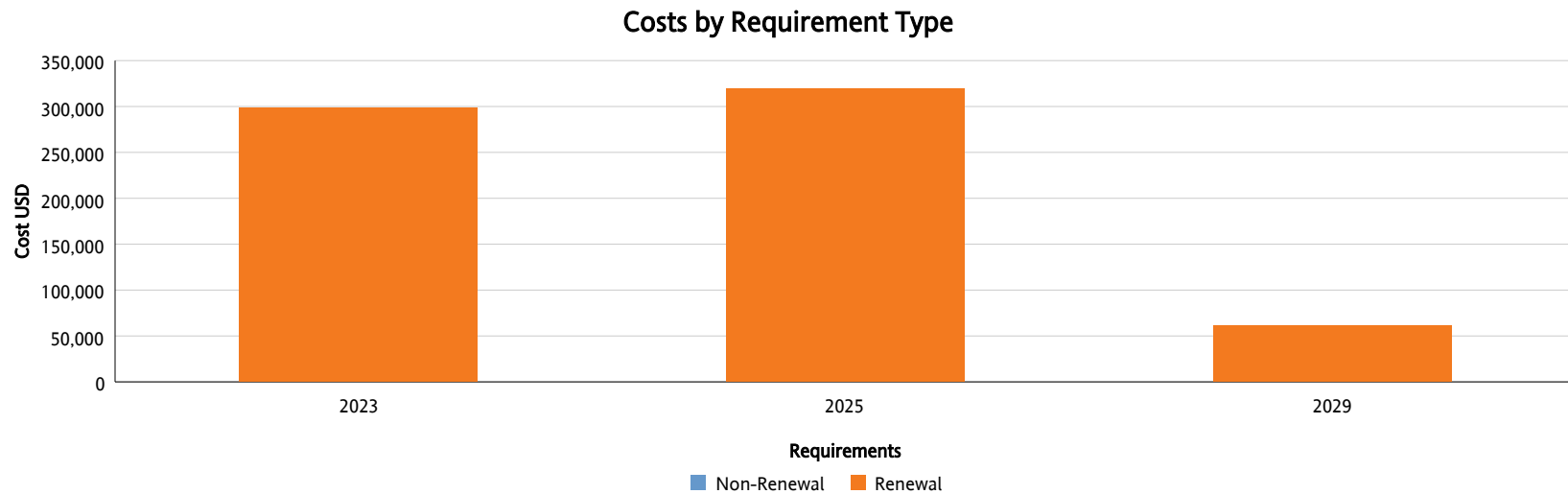
Uniformat	System Name	Lifetime (Years)	% Renew	Year Installed	Next Renewal Year	Renewal Cost	Replacement Cost
G2012 - Paving and Surfacing	Asphalt Parking Lot	25	125	2000	2025	230,854	184,683
G2031 - Paving and Surfacing	Concrete Pavement	25	125	2000	2025	88,286	70,629
G3010 - Water Supply	Site Domestic Water Supply Piping	50	125	1968	2023	170,450	136,360
G3020 - Sanitary Sewer	Sanitary Sewer Piping	50	125	1968	2023	128,220	102,576
G3060 - Fuel Distribution	Fuel Dispensing Station	30	125	1999	2029	61,407	49,126
Subtotal							543,373
Overhead:							0
Subtotal							0
Total Replacement Value Based on System Costs with Overheads							543,373



Asset Overview Report

By Asset Name

Requirements including Renewals



Requirement Name	Renewal	Prime System	Category	Priority	Action Date	Estimated Cost
Asphalt Parking Lot Renewal	Yes	G2012 - Paving and Surfacing	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	230,854
Concrete Pavement Renewal	Yes	G2031 - Paving and Surfacing	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	88,286
Fuel Dispensing Station Renewal	Yes	G3060 - Fuel Distribution	Lifecycle	4- Recommended	Sep 14, 2029	61,407
Sanitary Sewer Piping Renewal	Yes	G3020 - Sanitary Sewer	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	128,220
Site Domestic Water Supply Piping Renewal	Yes	G3010 - Water Supply	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	170,450
Total						679,217



Asset Detail Report

By Asset Name



Asset Detail Report

By Asset Name

Region: Santa Clara County Fire Department **Asset:** Loyola Fire Station
District: Loyola Fire Station **Asset Number:** 076

Assets are ordered by Asset Name **Currency:** USD

Statistics

FCI Cost:	511,361	FCI:	0.42
RI Cost:	864,412	RI:	0.71
Total Requirements Cost:	864,417		
Current Replacement Value:	1,209,695	Date of most Recent Assessment:	Sep 14, 2020

Type	Building	Construction Type	IBC - Type V A
Area	2,400 SF	Historical Category	None
Use	Fire Station	City	Los Altos
Floors	1	State/Province/Region	UNITED STATES OF AMERICA
Address 1	765 Freemont Avenue	Zip/Postal Code	94024
Address 2	-	Architect	-
Year Constructed	1953	Commission Date	-
Year Renovated	2000	Decommission Date	-
Ownership	Client Owned		

Number of Apparatus Bays: 2 **Station Number:** 76

Photo



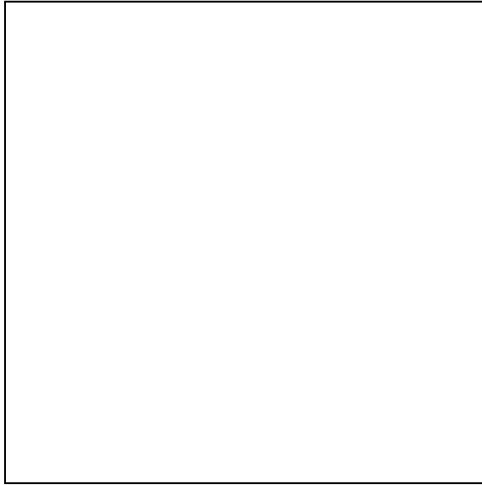
Loyola Fire Station



Asset Detail Report

By Asset Name

Loyola Fire Station



Asset Description

Description

The Loyola Fire Station is located at 765 Fremont Avenue, Los Altos Ca. The building built in 1953 and renovated in 2000 with 2400 square feet of occupied space in a one story wood and steel framed structure with exterior walls of wood siding on wood studs, and a pitch roof with terra cotta tile. The fire station contains two truck bays, locker room, kitchen, sleeping area and common room.

Requirements

Requirement Name	Renewal	Prime System	Category	Priority	Action Date	Estimated Cost
Branch Wiring - Equipment & Devices Renewal	Yes	D5021 - Branch Wiring Devices	Lifecycle	4- Recommended	Sep 14, 2030	14,055
Ceramic Floor Tile Renewal	Yes	C3020 - Floor Finishes	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	6,086
Ceramic Wall Tile Renewal	Yes	C3010 - Wall Finishes	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	14,580
Custodial/Utility Sinks Renewal	Yes	D2010 - Plumbing Fixtures	Lifecycle	4- Recommended	Sep 14, 2030	12,707
DDC System - Electronic Thermostats Renewal	Yes	D3060 - Controls and Instrumentation	Lifecycle	4- Recommended	Sep 14, 2030	7,007
Distribution Ductwork - Constant Volume Renewal	Yes	D3040 - Distribution Systems	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	31,174
Domestic Water Distribution Renewal	Yes	D2020 - Domestic Water Distribution	Lifecycle	4- Recommended	Sep 14, 2030	24,126



Asset Detail Report

By Asset Name

Requirement Name	Renewal	Prime System	Category	Priority	Action Date	Estimated Cost
Door Assembly - 3 x 7 Wood Renewal	Yes	B2030 - Exterior Doors	Lifecycle	4- Recommended	Sep 14, 2030	20,681
Door Assembly - 6 x 7 Sliding Renewal	Yes	B2030 - Exterior Doors	Lifecycle	4- Recommended	Sep 14, 2030	9,593
Door Assembly - 6 x 7 Wood Renewal	Yes	B2030 - Exterior Doors	Lifecycle	4- Recommended	Sep 14, 2030	12,402
Emergency Battery Pack Lights Renewal	Yes	D5092 - Emergency Light and Power Systems	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	8,693
Emergency Generator - 40 KW Renewal	Yes	D5090 - Other Electrical Systems	Lifecycle	2- Potentially Critical	Sep 14, 2022	128,543
Exhaust System - Vehicle Bay with Tail Pipe Attachments Renewal	Yes	D3040 - Distribution Systems	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2024	41,548
Exit Signs Renewal	Yes	D5092 - Emergency Light and Power Systems	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	4,278
Fixed Casework - 84" Cabinets Renewal	Yes	E - Equipment and Furnishings	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	12,451
Fixed Casework - Kitchen Cabinets Renewal	Yes	E - Equipment and Furnishings	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	42,158
Fixed Casework Renewal	Yes	E - Equipment and Furnishings	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	26,158
Foundation Wall and Footings - No Basement Renewal	Yes	A - Substructure	Lifecycle	4- Recommended	Sep 14, 2028	5,818
GWB Ceiling Finish Renewal	Yes	C3030 - Ceiling Finishes	Lifecycle	4- Recommended	Sep 14, 2030	46,260
LAN System Renewal	Yes	D5039 - Local Area Networks	Lifecycle	4- Recommended	Sep 14, 2030	20,757
Lighting - Exterior Renewal	Yes	D5020 - Lighting and Branch Wiring	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	12,213
Lighting Fixtures Renewal	Yes	D5022 - Lighting Equipment	Lifecycle	2- Potentially Critical	Sep 14, 2022	21,064
Main Electrical Service - 200A 208Y/120V + Distribution Renewal	Yes	D5012 - Low Tension Service and Dist.	Lifecycle	4- Recommended	Sep 14, 2030	46,328



Asset Detail Report

By Asset Name

Requirement Name	Renewal	Prime System	Category	Priority	Action Date	Estimated Cost
Overhead Sectional Doors - Electric Operation Renewal	Yes	B2034 - Overhead Doors	Lifecycle	4- Recommended	Sep 14, 2030	24,184
Painted Finish - Average (1 Coat Prime - 2 Coats Finish) Renewal	Yes	C3010 - Wall Finishes	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	26,250
Public Address System Renewal	Yes	D5031 - Public Address and Music Systems	Lifecycle	2- Potentially Critical	Sep 14, 2022	6,783
Restroom Accessories - Shower Room Renewal	Yes	C1030 - Fittings	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	10,551
Restroom Fixtures - Showers Renewal	Yes	D2010 - Plumbing Fixtures	Lifecycle	4- Recommended	Sep 14, 2030	35,210
Restroom Fixtures Renewal	Yes	D2010 - Plumbing Fixtures	Lifecycle	4- Recommended	Sep 14, 2030	35,175
Rubber Tile Renewal	Yes	C3020 - Floor Finishes	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	17,239
Single-Story - Wood Renewal	Yes	B10 - Superstructure	Lifecycle	4- Recommended	Sep 14, 2028	3,957
Split AC System - 3 Ton Renewal	Yes	D3050 - Terminal and Package Units	Lifecycle	2- Potentially Critical	Sep 14, 2022	19,335
Split AC System - 3 Ton Renewal	Yes	D3050 - Terminal and Package Units	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	19,335
Structural Slab on Grade - Light Industrial Renewal	Yes	A - Substructure	Lifecycle	4- Recommended	Sep 14, 2028	3,637
Unit Heaters - Gas Fired Renewal	Yes	D3050 - Terminal and Package Units	Lifecycle	2- Potentially Critical	Sep 14, 2022	25,492
Water Heater - Gas - 75 Gal Renewal	Yes	D2020 - Domestic Water Distribution	Lifecycle	2- Potentially Critical	Sep 14, 2022	18,098
Wood Windows Renewal	Yes	B2020 - Exterior Windows	Lifecycle	4- Recommended	Sep 14, 2030	31,156
Total						845,082



Asset Detail Report

By Asset Name

Region: Santa Clara County Fire Department **Asset:** Loyola Fire Station - Site
District: Loyola Fire Station **Asset Number:** 076 - Site

Assets are ordered by Asset Name **Currency:** USD

Statistics

FCI Cost:	338,531	FCI:	1.20
RI Cost:	351,617	RI:	1.25
Total Requirements Cost:	351,618		
Current Replacement Value:	281,294	Date of most Recent Assessment:	Sep 14, 2020

Type Site Development
Area 1 SF

Address 1	765 Fremont Avenue	City	Los Altos
Address 2	-	State/Province/Region	UNITED STATES OF AMERICA
Year Constructed	1953	Zip/Postal Code	94024
Year Renovated	-	Architect	-
Ownership	Client Owned	Commission Date	-
		Decommission Date	-

Station Number: 76

Photo



Loyola Fire Station - Site

Asset Description

Description

The Loyola Fire Station is located at 765 Fremont Avenue, Los Altos California. The site components consists of an asphalt



Asset Detail Report

By Asset Name

paved parking lot, poured concrete driveway and concrete and walkways, wood fencing and stone wall.

Requirements

Requirement Name	Renewal	Prime System	Category	Priority	Action Date	Estimated Cost
Asphalt Parking Lot Renewal	Yes	G2012 - Paving and Surfacing	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	120,298
Concrete Pavement Renewal	Yes	G2031 - Paving and Surfacing	Lifecycle	2- Potentially Critical	Sep 14, 2022	28,375
Sanitary Sewer Piping Renewal	Yes	G3020 - Sanitary Sewer	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	87,758
Site Development - Fencing - Wood Renewal	Yes	G2041 - Fences and Gates	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	10,820
Site Development - Retaining Wall - Dry Set Stone Renewal	Yes	G2042 - Retaining Walls	Lifecycle	4- Recommended	Sep 14, 2028	13,086
Site Domestic Water Supply Piping Renewal	Yes	G3010 - Water Supply	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	91,281
Total						351,618

**Asset List Report
By Name**



Reporting Currency: USD

Adjustment Factor: 0%

Region Name: Santa Clara County Fire Department

District Name: Loyola Fire Station

Asset	Number	Age	Use	Size	Replacement Value	Cost/ Unit	FCI Cost	FCI	RI Cost	RI	Asset Primary Photo
Asset Type: Building											
Loyola Fire Station	076	73	Fire Station	2,400	1,464,808	610	1,027,783	0.70	1,027,783	0.70	No photo available
Subtotal for Building				2,400	1,464,808	610	1,027,783	0.70	1,027,783	0.70	
Asset Type: Site Development											
Loyola Fire Station - Site	076 - Site	73		1	343,031	343,031	428,789	1.25	428,789	1.25	No photo available
Subtotal for Site Development				1	343,031	343,031	428,789	1.25	428,789	1.25	
District Name: Loyola Fire Station					1,807,839		1,456,571	0.81	1,456,571	0.81	
Region Name: Santa Clara County Fire Department					1,807,839		1,456,571	0.81	1,456,571	0.81	
Summary					1,807,839		1,456,571	0.81	1,456,571	0.81	



Asset Overview Report

By Asset Name

Region: Santa Clara County Fire Department **Asset:** Loyola Fire Station

District: Loyola Fire Station **Asset Number:** 076

Assets are ordered by Asset Name Currency: USD

Statistics

FCI Cost:	1,027,783	FCI:	0.70
RI Cost:	1,027,783	RI:	0.70
Total Requirement Cost:	1,027,782	Size:	2,400 SF
Current Replacement Value:	1,464,808		

Address 1
City 765 Freemont Avenue
Los Altos

Address 2
State/Province/Region -
CA

Asset Overview Report

By Asset Name



Photo



Loyola Fire Station



Asset Overview Report

By Asset Name

Photo



Loyola Fire Station

System Description

System Name	Description
A - Substructure-Foundation Wall and Footings - No Basement	Basic foundation for building without basement - to include strip footing, stone foundation wall and damp proofing. Also included are underdrains.
A - Substructure-Structural Slab on Grade - Light Industrial	The building substructure includes a light industrial type structural slab on grade.
B10 - Superstructure-Single-Story - Wood	Wood framed, single-story building with wood wall and roof framing.
B2010 - Exterior Walls-Wood Siding	The exterior walls are of wood siding and wood stud exterior wall framing.
B2020 - Exterior Windows-Wood Windows	The building includes wood framed exterior window units. with exterior storm sash.
B2030 - Exterior Doors-Door Assembly - 3 x 7 Wood	Exterior doors include 3 x 7 wood door and wood frame with hinges, lockset (lever), exit hardware and closer. Includes painted door and painted



Asset Overview Report

By Asset Name

System Name	Description
	frame.
B2030 - Exterior Doors-Door Assembly - 6 x 7 Sliding	The exterior doors include aluminum sliding units.
B2030 - Exterior Doors-Door Assembly - 6 x 7 Wood	Exterior doors include pr. 3 x 7 wood doors and wood frame with hinges, locksets (lever), exit hardware and closers. Includes painted doors and painted frame.
B2034 - Overhead Doors-Overhead Sectional Doors - Electric Operation	Exterior double bay openings include overhead sectional doors with electric operation.
B30 - Roofing-Terra Cotta and Clay Tile Roofing	The roof covering consists of terra cotta or clay tile roof covering.
C1010 - Partitions-GWB Walls - Standard (Non-Painted)	The building interior includes standard GWB partitions, taped and finished, but not painted, with no insulation.
C1020 - Interior Doors-Swinging Doors - 3 x 7 Wd - NR	Interior doors include non-rated 3 x 7 wood door and steel frame with hinges, lockset and closer. Includes finished door and painted frame.
C1030 - Fittings-Restroom Accessories - Shower Room	The restroom accessories include towel dispenser, mirror, soap dispenser, toilet tissue dispenser, toilet seat, shower doors, vanities and plastic laminate countertop.
C3010 - Wall Finishes-Ceramic Wall Tile	Interior wall finishes located in the restrooms include 4-in. x 4-in. thin set ceramic tiles.
C3010 - Wall Finishes-Painted Finish - Average (1 Coat Prime - 2 Coats Finish)	Interior wall finishes include standard paint finish.
C3011 - Wall Finishes to Inside Exterior Walls-Gypsum Drywall - Interior Surface of Exterior Wall	Wall finishes on inside face of exterior walls include gypsum drywall.
C3020 - Floor Finishes-Ceramic Floor Tile	Floor finishes include ceramic tile and base in restrooms.
C3020 - Floor Finishes-Polished Concrete	Interior floors are polished concrete.
C3020 - Floor Finishes-Rubber Tile	Non-slip rubber flooring, sheet or tile, with raised standard pastilles and colors. OYR has been increased based on condition at time of assessment.
C3030 - Ceiling Finishes-GWB Ceiling Finish	GWB ceiling system over 8-ft above floor taped, finished and painted with primer and 2 finish coats. Ceiling on suspension system or fastened to metal or wood furring.
D2010 - Plumbing Fixtures-Custodial/Utility Sinks	The plumbing fixtures include wall mounted custodial/utility sinks. Sinks are located in custodial closets.
D2010 - Plumbing Fixtures-Restroom Fixtures	Restroom fixtures include vitreous china water closets and lavatories.
D2010 - Plumbing Fixtures-Restroom Fixtures - Showers	The restroom fixtures include tiled individual shower stalls.
D2020 - Domestic Water Distribution-Domestic Water Distribution	Domestic water is distributed throughout the facility by copper piping.
D2020 - Domestic Water Distribution-Water Heater - Gas - 75 Gal	The domestic hot water is provided by a 75-gallon residential-grade natural gas water heater.



Asset Overview Report

By Asset Name

System Name	Description
D2030 - Sanitary Waste-Sanitary Waste - Gravity Discharge	The building includes an average sanitary waste system. Piping appeared to be primarily cast iron.
D3012 - Gas Supply System-Natural Gas Supply for Bldg	The building includes a natural gas supply and distribution system. The gas main is 2" in size and is distributed through black pipe to all devices.
D3040 - Distribution Systems-Distribution Ductwork - Constant Volume	The HVAC system includes constant volume distribution ductwork, with diffusers and plenum return.
D3040 - Distribution Systems-Exhaust System - Vehicle Bay with Tail Pipe Attachments	The building includes a Plymovent tail pipe connection exhaust system. The system is activated by truck mounted sensors for on/off control, there are also CO sensors for a general exhaust fan activation.
D3050 - Terminal and Package Units-Split AC System - 3 Ton	The HVAC system includes a split AC system with a small air handler or furnace and remote air cooled condenser.
D3050 - Terminal and Package Units-Split AC System - 3 Ton	The HVAC system includes a split AC system with a small air handler or furnace and remote air cooled condenser.
D3050 - Terminal and Package Units-Split AC System - 3 Ton	The HVAC system includes a split AC system with a small air handler or furnace and remote air cooled condenser.
D3050 - Terminal and Package Units-Unit Heaters - Gas Fired	Heating is provided by suspended, gas-fired unit heaters.
D3060 - Controls and Instrumentation-DDC System - Electronic Thermostats	HVAC controls include economy DDC system for simple HVAC control, no PC interface, large component control, minimal sensing devices.
D5012 - Low Tension Service and Dist.-Main Electrical Service - 200A 208Y/120V + Distribution	The building includes a typical electrical service, which includes incoming feeders, main panel, and metering.
D5020 - Lighting and Branch Wiring-Lighting - Exterior	Exterior lighting consists of HID lighting.
D5021 - Branch Wiring Devices-Branch Wiring - Equipment & Devices	Branch wiring for the facility includes a light concentration of interior and exterior branch wiring, devices, and utilization equipment.
D5022 - Lighting Equipment-Lighting Fixtures	Interior lighting throughout the building consists of fluorescent fixtures of varying styles including 1 x 4 and 2 X 4 lights with acrylic lenses. All light fixtures utilize T8 lamps and electronic ballasts.
D5022 - Lighting Equipment-Lighting Fixtures - Vehicle Bay	Interior lighting in the vehicle bay consists of LED lighting tubes in fluorescent fixtures.
D5031 - Public Address and Music Systems-Public Address System	The building includes an average density public address system. The public address system includes as a minimum: amplifier, intercom/monitor, volume control, speakers (ceilings or walls), conduit and shielded wiring.
D5039 - Local Area Networks-LAN System	The building is equipped with data equipment which includes fiber optic connectivity, routers and punch down terminal blocks with data ports distributed throughout the facility.
D5090 - Other Electrical Systems-Emergency Generator - 40 KW	The buildings Emergency power system includes: a 30 KW Diesel Emergency Generator, battery charger, muffler, feeder, panel and fuel tank.
D5092 - Emergency Light and Power Systems-Emergency Battery Pack Lights	The emergency lighting system includes self-contained battery packs and lights.
D5092 - Emergency Light and Power Systems-Exit Signs	The emergency lighting system includes the installation of LED exit signs on a low density level. Installation includes: single exit signs, conduit, wire,



Asset Overview Report

By Asset Name

System Name	Description
	boxes, conduit bends, connections and circuit breakers.
E - Equipment and Furnishings-Fixed Casework	Building includes average plastic laminate faced lockers.
E - Equipment and Furnishings-Fixed Casework - 84" Cabinets	Building includes average wood casework including 84" tall cabinets.
E - Equipment and Furnishings-Fixed Casework - Kitchen Cabinets	Building includes kitchen cabinets with stainless steel countertops, without appliances.

Replacement Value Based on System Costs with Overheads

Uniformat	System Name	Lifetime (Years)	% Renew	Year Installed	Next Renewal Year	Renewal Cost	Replacement Cost
A - Substructure	Structural Slab on Grade - Light Industrial	75	6	1953	2028	4,539	75,648
A - Substructure	Foundation Wall and Footings - No Basement	75	6	1953	2028	7,265	121,087
B10 - Superstructure	Single-Story - Wood	75	6	1953	2028	4,110	68,494
B2010 - Exterior Walls	Wood Siding	50	12	2000	2050	16,396	136,638
B2020 - Exterior Windows	Wood Windows	30	125	2000	2030	47,925	38,340
B2030 - Exterior Doors	Door Assembly - 6 x 7 Wood	30	125	2000	2030	19,627	15,701
B2030 - Exterior Doors	Door Assembly - 3 x 7 Wood	30	125	2000	2030	31,637	25,310
B2030 - Exterior Doors	Door Assembly - 6 x 7 Sliding	30	125	2000	2030	11,033	8,827
B2034 - Overhead Doors	Overhead Sectional Doors - Electric Operation	30	125	2000	2030	26,896	21,517
B30 - Roofing	Terra Cotta and Clay Tile Roofing	50	125	2000	2050	127,494	101,995
C1010 - Partitions	GWB Walls - Standard (Non-Painted)	50	62	2000	2050	14,969	24,144



Asset Overview Report

By Asset Name

Uniformat	System Name	Lifetime (Years)	% Renew	Year Installed	Next Renewal Year	Renewal Cost	Replacement Cost
C1020 - Interior Doors	Swinging Doors - 3 x 7 Wd - NR	50	125	2000	2050	57,370	45,896
C1030 - Fittings	Restroom Accessories - Shower Room	25	125	2000	2025	14,521	11,617
C3010 - Wall Finishes	Painted Finish - Average (1 Coat Prime - 2 Coats Finish)	10	125	2000	2023	31,625	25,300
C3010 - Wall Finishes	Ceramic Wall Tile	25	125	2000	2025	16,490	13,192
C3011 - Wall Finishes to Inside Exterior Walls	Gypsum Drywall - Interior Surface of Exterior Wall	50	125	2000	2050	13,275	10,620
C3020 - Floor Finishes	Polished Concrete	40	125	2000	2040	17,388	13,910
C3020 - Floor Finishes	Rubber Tile	15	125	2000	2025	12,234	9,788
C3020 - Floor Finishes	Ceramic Floor Tile	25	125	2000	2025	6,945	5,556
C3030 - Ceiling Finishes	GWB Ceiling Finish	30	125	2000	2030	52,200	41,760
D2010 - Plumbing Fixtures	Custodial/Utility Sinks	30	125	2000	2030	13,513	10,811
D2010 - Plumbing Fixtures	Restroom Fixtures	30	125	2000	2030	39,354	31,483
D2010 - Plumbing Fixtures	Restroom Fixtures - Showers	30	125	2000	2030	39,801	31,841
D2020 - Domestic Water Distribution	Water Heater - Gas - 75 Gal	10	112	2005	2022	16,032	14,314
D2020 - Domestic Water Distribution	Domestic Water Distribution	30	112	2000	2030	23,838	21,190
D2030 - Sanitary Waste	Sanitary Waste - Gravity Discharge	50	125	2000	2050	20,788	16,631
D3012 - Gas Supply System	Natural Gas Supply for Bldg	40	125	2000	2040	15,509	12,407
D3040 - Distribution Systems	Exhaust System - Vehicle Bay with Tail Pipe Attachments	20	125	2000	2024	45,271	36,217
D3040 - Distribution Systems	Distribution Ductwork - Constant Volume	25	125	2000	2025	36,021	28,817
D3050 - Terminal and Package Units	Split AC System - 3 Ton	15	125	2010	2025	23,073	18,459



Asset Overview Report

By Asset Name

Uniformat	System Name	Lifetime (Years)	% Renew	Year Installed	Next Renewal Year	Renewal Cost	Replacement Cost
D3050 - Terminal and Package Units	Split AC System - 3 Ton	15	125	2000	2022	23,073	18,459
D3050 - Terminal and Package Units	Split AC System - 3 Ton	15	125	2010	2025	23,073	18,459
D3050 - Terminal and Package Units	Unit Heaters - Gas Fired	15	112	1990	2022	28,051	25,045
D3060 - Controls and Instrumentation	DDC System - Electronic Thermostats	20	125	2010	2030	10,064	8,051
D5012 - Low Tension Service and Dist.	Main Electrical Service - 200A 208Y/120V + Distribution	30	125	2000	2030	53,626	42,901
D5020 - Lighting and Branch Wiring	Lighting - Exterior	20	125	2000	2023	14,656	11,725
D5021 - Branch Wiring Devices	Branch Wiring - Equipment & Devices	30	125	2000	2030	16,972	13,578
D5022 - Lighting Equipment	Lighting Fixtures	20	125	2000	2022	26,089	20,871
D5022 - Lighting Equipment	Lighting Fixtures - Vehicle Bay	20	125	2019	2039	22,233	17,787
D5031 - Public Address and Music Systems	Public Address System	15	125	2000	2022	8,432	6,746
D5039 - Local Area Networks	LAN System	15	106	2015	2030	27,234	25,632
D5090 - Other Electrical Systems	Emergency Generator - 40 KW	20	125	2000	2022	177,480	141,984
D5092 - Emergency Light and Power Systems	Exit Signs	10	125	2000	2023	5,031	4,025
D5092 - Emergency Light and Power Systems	Emergency Battery Pack Lights	10	125	2000	2023	10,039	8,031
E - Equipment and Furnishings	Fixed Casework - Kitchen Cabinets	25	125	2000	2025	40,186	32,148
E - Equipment and Furnishings	Fixed Casework	25	125	2000	2025	30,870	24,696
E - Equipment and Furnishings	Fixed Casework - 84" Cabinets	25	125	2000	2025	8,956	7,165
Subtotal							1,464,808



Asset Overview Report

By Asset Name

Overhead:	0
Subtotal	0

Total Replacement Value Based on System Costs with Overheads	1,464,808
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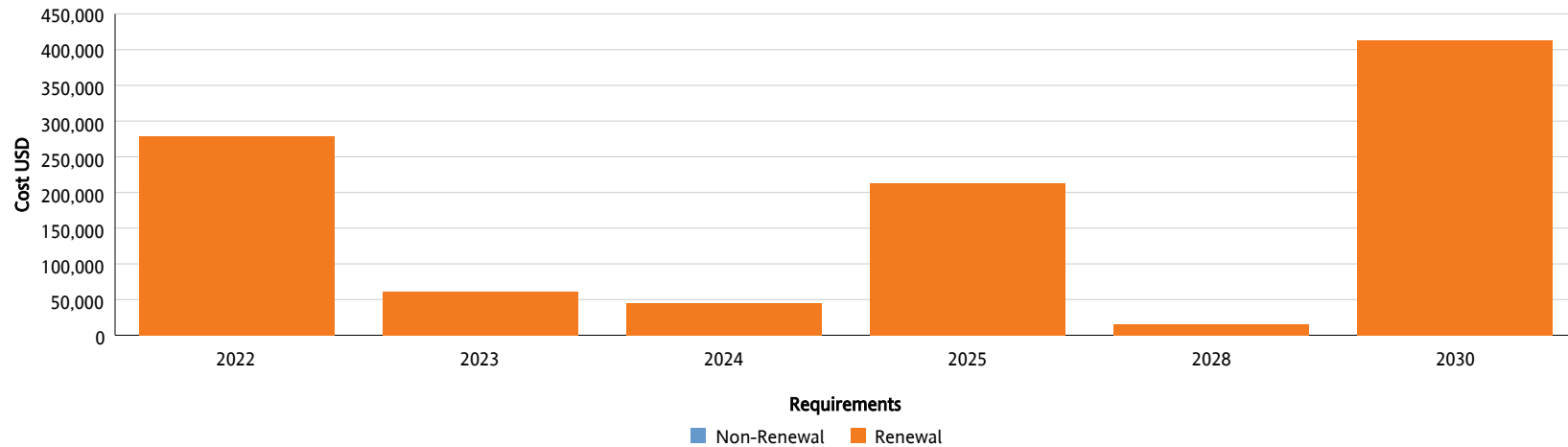
Requirements including Renewals



Asset Overview Report

By Asset Name

Costs by Requirement Type



Requirement Name	Renewal	Prime System	Category	Priority	Action Date	Estimated Cost
Branch Wiring - Equipment & Devices Renewal	Yes	D5021 - Branch Wiring Devices	Lifecycle	4- Recommended	Sep 14, 2030	16,972
Ceramic Floor Tile Renewal	Yes	C3020 - Floor Finishes	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	6,945
Ceramic Wall Tile Renewal	Yes	C3010 - Wall Finishes	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	16,490
Custodial/Utility Sinks Renewal	Yes	D2010 - Plumbing Fixtures	Lifecycle	4- Recommended	Sep 14, 2030	13,513
DDC System - Electronic Thermostats Renewal	Yes	D3060 - Controls and Instrumentation	Lifecycle	4- Recommended	Sep 14, 2030	10,064
Distribution Ductwork - Constant Volume Renewal	Yes	D3040 - Distribution Systems	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	36,021
Domestic Water Distribution Renewal	Yes	D2020 - Domestic Water Distribution	Lifecycle	4- Recommended	Sep 14, 2030	23,838
Door Assembly - 3 x 7 Wood Renewal	Yes	B2030 - Exterior Doors	Lifecycle	4- Recommended	Sep 14, 2030	31,637



Asset Overview Report

By Asset Name

Requirement Name	Renewal	Prime System	Category	Priority	Action Date	Estimated Cost
Door Assembly - 6 x 7 Sliding Renewal	Yes	B2030 - Exterior Doors	Lifecycle	4- Recommended	Sep 14, 2030	11,033
Door Assembly - 6 x 7 Wood Renewal	Yes	B2030 - Exterior Doors	Lifecycle	4- Recommended	Sep 14, 2030	19,627
Emergency Battery Pack Lights Renewal	Yes	D5092 - Emergency Light and Power Systems	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	10,039
Emergency Generator - 40 KW Renewal	Yes	D5090 - Other Electrical Systems	Lifecycle	2- Potentially Critical	Sep 14, 2022	177,480
Exhaust System - Vehicle Bay with Tail Pipe Attachments Renewal	Yes	D3040 - Distribution Systems	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2024	45,271
Exit Signs Renewal	Yes	D5092 - Emergency Light and Power Systems	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	5,031
Fixed Casework - 84" Cabinets Renewal	Yes	E - Equipment and Furnishings	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	8,956
Fixed Casework - Kitchen Cabinets Renewal	Yes	E - Equipment and Furnishings	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	40,186
Fixed Casework Renewal	Yes	E - Equipment and Furnishings	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	30,870
Foundation Wall and Footings - No Basement Renewal	Yes	A - Substructure	Lifecycle	4- Recommended	Sep 14, 2028	7,265
GWB Ceiling Finish Renewal	Yes	C3030 - Ceiling Finishes	Lifecycle	4- Recommended	Sep 14, 2030	52,200
LAN System Renewal	Yes	D5039 - Local Area Networks	Lifecycle	4- Recommended	Sep 14, 2030	27,234
Lighting - Exterior Renewal	Yes	D5020 - Lighting and Branch Wiring	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	14,656
Lighting Fixtures Renewal	Yes	D5022 - Lighting Equipment	Lifecycle	2- Potentially Critical	Sep 14, 2022	26,089
Main Electrical Service - 200A 208Y/120V + Distribution Renewal	Yes	D5012 - Low Tension Service and Dist.	Lifecycle	4- Recommended	Sep 14, 2030	53,626
Overhead Sectional Doors - Electric Operation Renewal	Yes	B2034 - Overhead Doors	Lifecycle	4- Recommended	Sep 14, 2030	26,896
Painted Finish - Average (1 Coat Prime - 2 Coats Finish) Renewal	Yes	C3010 - Wall Finishes	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	31,625
Public Address System Renewal	Yes	D5031 - Public Address and Music Systems	Lifecycle	2- Potentially Critical	Sep 14, 2022	8,432
Restroom Accessories - Shower Room Renewal	Yes	C1030 - Fittings	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	14,521
Restroom Fixtures - Showers Renewal	Yes	D2010 - Plumbing Fixtures	Lifecycle	4- Recommended	Sep 14, 2030	39,801
Restroom Fixtures Renewal	Yes	D2010 - Plumbing Fixtures	Lifecycle	4- Recommended	Sep 14, 2030	39,354
Rubber Tile Renewal	Yes	C3020 - Floor Finishes	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	12,234
Single-Story - Wood Renewal	Yes	B10 - Superstructure	Lifecycle	4- Recommended	Sep 14, 2028	4,110
Split AC System - 3 Ton Renewal	Yes	D3050 - Terminal and Package Units	Lifecycle	2- Potentially Critical	Sep 14, 2022	23,073



Asset Overview Report *By Asset Name*

Requirement Name	Renewal	Prime System	Category	Priority	Action Date	Estimated Cost
Split AC System - 3 Ton Renewal	Yes	D3050 - Terminal and Package Units	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	23,073
Structural Slab on Grade - Light Industrial Renewal	Yes	A - Substructure	Lifecycle	4- Recommended	Sep 14, 2028	4,539
Unit Heaters - Gas Fired Renewal	Yes	D3050 - Terminal and Package Units	Lifecycle	2- Potentially Critical	Sep 14, 2022	28,051
Water Heater - Gas - 75 Gal Renewal	Yes	D2020 - Domestic Water Distribution	Lifecycle	2- Potentially Critical	Sep 14, 2022	16,032
Wood Windows Renewal	Yes	B2020 - Exterior Windows	Lifecycle	4- Recommended	Sep 14, 2030	47,925
Total						1,004,709



Asset Overview Report

By Asset Name

Region: Santa Clara County Fire Department **Asset:** Loyola Fire Station - Site

District: Loyola Fire Station **Asset Number:** 076 - Site

Assets are ordered by Asset Name Currency: USD

Statistics

FCI Cost:	428,789	FCI:	1.25
RI Cost:	428,789	RI:	1.25
Total Requirement Cost:	428,790	Size:	1 SF
Current Replacement Value:	343,031		

Address 1
City 765 Fremont Avenue
Los Altos

Address 2
State/Province/Region -
CA



Asset Overview Report

By Asset Name

Photo



Loyola Fire Station - Site

System Description

System Name	Description
G2012 - Paving and Surfacing-Asphalt Parking Lot	Parking lot, 3" asphalt binder, 1" topping on 12" crushed stone, painted stripe, concrete parking barrier
G2031 - Paving and Surfacing-Concrete Pavement	Exterior includes 5" thick cast-in-place concrete driveway and sidewalks with gravel base. Multiple cracks in the surface was noted reducing the observed life of the system.
G2041 - Fences and Gates-Site Development - Fencing - Wood	Site development includes 6' high wood board fencing with 4"x4" post.
G2042 - Retaining Walls-Site Development - Retaining Wall - Dry Set Stone	Site development includes retaining wall (insert number)-ft. high consisting of dry set stone. Observed life has been extended based on the condition of the system.
G3010 - Water Supply-Site Domestic Water Supply Piping	The domestic water piping consists of buried piping used for potable supply.



Asset Overview Report

By Asset Name

System Name	Description
G3020 - Sanitary Sewer-Sanitary Sewer Piping	The site sanitary sewer system includes underground piping. Estimated length and material based on 8" piping, including excavation, for budgetary purposes only.

Replacement Value Based on System Costs with Overheads

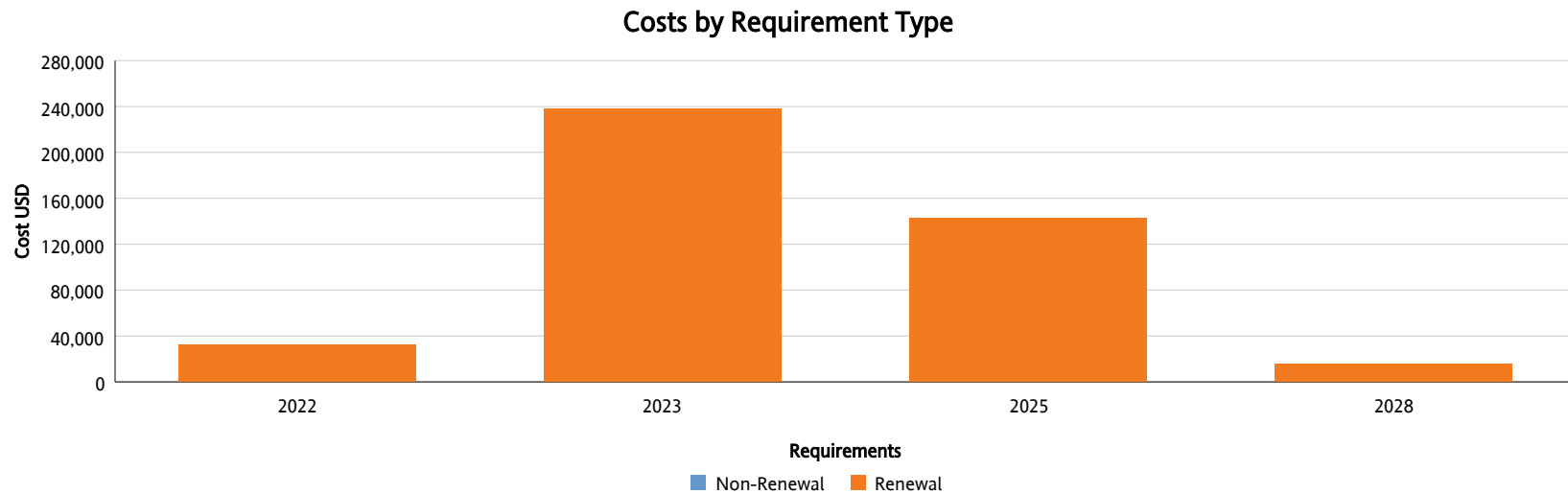
Uniformat	System Name	Lifetime (Years)	% Renew	Year Installed	Next Renewal Year	Renewal Cost	Replacement Cost
G2012 - Paving and Surfacing	Asphalt Parking Lot	25	125	2000	2025	142,562	114,050
G2031 - Paving and Surfacing	Concrete Pavement	25	125	2000	2022	32,300	25,840
G2041 - Fences and Gates	Site Development - Fencing - Wood	20	125	2000	2023	14,262	11,410
G2042 - Retaining Walls	Site Development - Retaining Wall - Dry Set Stone	40	125	1953	2028	15,662	12,529
G3010 - Water Supply	Site Domestic Water Supply Piping	50	125	1953	2023	127,838	102,270
G3020 - Sanitary Sewer	Sanitary Sewer Piping	50	125	1953	2023	96,165	76,932
Subtotal							343,031
Overhead:							0
Subtotal							0
Total Replacement Value Based on System Costs with Overheads							343,031



Asset Overview Report

By Asset Name

Requirements including Renewals



Requirement Name	Renewal	Prime System	Category	Priority	Action Date	Estimated Cost
Asphalt Parking Lot Renewal	Yes	G2012 - Paving and Surfacing	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2025	142,562
Concrete Pavement Renewal	Yes	G2031 - Paving and Surfacing	Lifecycle	2- Potentially Critical	Sep 14, 2022	32,300
Sanitary Sewer Piping Renewal	Yes	G3020 - Sanitary Sewer	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	96,165
Site Development - Fencing - Wood Renewal	Yes	G2041 - Fences and Gates	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	14,263
Site Development - Retaining Wall - Dry Set Stone Renewal	Yes	G2042 - Retaining Walls	Lifecycle	4- Recommended	Sep 14, 2028	15,662
Site Domestic Water Supply Piping Renewal	Yes	G3010 - Water Supply	Lifecycle	3- Necessary - Not Yet Critical	Sep 14, 2023	127,838



Asset Overview Report

By Asset Name

Requirement Name	Renewal	Prime System	Category	Priority	Action Date	Estimated Cost
Total						428,790

Vehicle Replacement

500.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a guideline for replacement of vehicles. This guideline will be updated as needed. Some of the factors used to determine the replacement of the fleet are:

- Age
- Mileage
- Availability of parts
- Manufacturer out of business
- Annual cost of repairs
- Type and amount of use
- Personnel safety
- Accident replacement
- Retention of Certification

Some vehicles may exceed both mileage and age criteria and remain serviceable far beyond parameters. Some vehicles may require replacement prior to predetermined replacement criteria. As such the guideline should be used only for forecasting purposes.

500.2 REPLACEMENT GUIDELINES

Automobile Fleet	8 years or 100,000 miles
Command Vehicles	5 years front line, 5 years reserve
Wildland Engines, Water Tenders	15 years or 100,000 miles
Rescues, Haz Mat, Engines and Engines with an elevated waterway	12 years or 100,000 miles
Aerials	10 years or 75,000 miles

Older apparatus and automobiles will be maintained in the Reserve Fleet as long as there is a need, they remain in good condition, and parts remain available (apparatus that cannot meet current NFPA 1500 guidelines for personnel safety are scheduled for replacement). All apparatus are given annual NFPA in-service pump tests and receive California / Federal safety guideline inspections, as well as District bi-monthly safety inspections. All aerials are re-certified at least annually.



Local Agency
Formation Commission
of Santa Clara County

777 North First Street
Suite 410
San Jose, CA 95112

SantaClaraLAFCO.org

Commissioners

Sylvia Arenas
Jim Beall
Rosemary Kamei
Yoriko Kishimoto
Otto Lee
Terry Trumbull
Mark Turner

Alternate Commissioners

Pamela Campos
Helen Chapman
Betty Duong
Zach Hilton
Teresa O'Neill

Executive Officer

Neelima Palacherla

ITEM # 6

LAFCO MEETING: June 3, 2026

TO: LAFCO

FROM: Neelima Palacherla, Executive Officer

**SUBJECT: PROPOSED FY 2027 FINAL BUDGET AND
AB 2561 DISCUSSION ON STATUS OF EMPLOYEE
VACANCIES AND RECRUITMENT AND RETENTION
EFFORTS**

STAFF RECOMMENDATIONS

1. Adopt the Final Budget for Fiscal Year 2026-2027.
2. Find that the Final Budget for Fiscal Year 2027 is expected to be adequate to allow the Commission to fulfill its statutory responsibilities.
3. Authorize staff to transmit the Final Budget adopted by the Commission including the estimated agency costs to the cities, the special districts, the County, the Cities Association of Santa Clara County and the Santa Clara County Special Districts Association.
4. Direct the County Auditor-Controller to apportion LAFCO costs to the cities; to the special districts; and to the County; and to collect payment pursuant to Government Code §56381.

REVISIONS TO THE PROPOSED FINAL BUDGET FOR FY 2027

On April 1, 2026, the Commission adopted its preliminary budget for Fiscal Year 2027 as recommended by the Finance Committee. The preliminary budget adopted by the Commission is available as Agenda Item #5 of the April 1, 2026 LAFCO Meeting packet.

Since then, new information has become available for two line-items which require adjustment in the LAFCO budget. Presented below are the proposed line-item revisions:

Object 1: Salaries and Benefits Increased from \$1,088,248 to \$1,179,580

The County has provided updated projections for LAFCO’s position costs. The preliminary budget approved by the Commission in April 2026 included LAFCO’s FY 2027 position costs as \$1,088,248. The new Object 1 amount of \$1,179,580 includes

\$64,972 in increased costs related to salaries and \$26,360 in increased costs related to benefits.

5220200 Insurance Increased from \$8,000 to \$11,623

This item is for purchasing general liability insurance for LAFCO and workers' compensation coverage for LAFCO commissioners from the Special District Risk Management Authority (SDRMA). As reported in the preliminary budget, the SDRMA estimates for FY 2027 were not available until after the publication of the preliminary budget. The proposed amount includes \$10,638 for the property/liability coverage and \$985 for the workers compensation program.

Increase in LAFCO's FY 2027 Expenditures and Operating Expenses

The proposed FY 2027 Final Budget (**Attachment A**) includes the above listed modifications and indicates an increase of 19% (12% in preliminary budget) in FY 2027 overall expenditures and an increase of 20% (13% in preliminary budget) in FY 2027 net operating expenses, compared to the current year budget.

AB 2561 DISCUSSION

AB 2561, which went into effect on January 1, 2025, requires a public agency to present the status of vacancies and recruitment and retention efforts at a public hearing at least once per fiscal year and prior to the adoption of the final budget. It requires the public agency, during the public hearing, to identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process. It also entitles the recognized employee organization to be present at the hearing. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the bill requires the public agency, upon request of the recognized employee organization, to include specified information during the public hearing.

Santa Clara LAFCO does not have any vacant positions currently and therefore, there are no recruitment efforts. In addition, there are no recommended changes to retention efforts. Lastly, we have not identified any necessary changes to policies, procedures and recruitment activities that may lead to obstacles in the hiring process.

LAFCO ANNUAL 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 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.

COST APPORTIONMENT TO CITIES, DISTRICTS AND THE COUNTY

The CKH Act requires LAFCO costs to be split in proportion to the percentage of an agency's representation (excluding the public member) on the Commission. Santa Clara LAFCO is composed of a public member, two County board members, two city council members, and since January 2013 – two special district members. Government Code §56381(b)(1)(A) provides that when independent special districts are seated on LAFCO, the county, cities and districts must each provide a one-third share of LAFCO's operational budget.

Since the City of San Jose has permanent membership on LAFCO, 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. Therefore, in Santa Clara County, the City of San Jose pays one sixth and the remaining cities pay one sixth of LAFCO's operational costs. Per the CKH Act, the remaining cities' share must be apportioned in proportion to each city's total revenue, 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. Each city's share is therefore based on the 2022/2023 Report – which is the most recent edition available.

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.

The estimated apportionment of LAFCO's FY 2027 costs to the individual cities and districts is included as **Attachment B**. The final costs will be calculated and invoiced to the individual agencies by the County Controller's Office after LAFCO adopts the final budget.

ATTACHMENTS

- | | |
|---------------|---|
| Attachment A: | Final LAFCO Budget for Fiscal Year 2027 |
| Attachment B: | FY 2027 Costs to Agencies Based on the Final Budget |

FINAL LAFCO BUDGET
FISCAL YEAR 2026- 2027

ITEM #	TITLE	APPROVED BUDGET FY 2026	ACTUALS Year to Date 2/18/2026	PROJECTIONS Year End FY 2026	FINAL BUDGET FY 2027
EXPENDITURES					
Object 1:	Salary and Benefits	\$994,427	\$610,372	\$1,082,821	\$1,179,580
Object 2:	Services and Supplies				
5255100	Intra-County Professional	\$12,000	\$430	\$12,000	\$12,000
5255800	Legal Counsel	\$88,766	\$41,250	\$85,000	\$90,716
5255500	Consultant Services	\$175,000	\$19,100	\$175,000	\$250,000
5285700	Meal Claims	\$1,000	\$0	\$1,000	\$1,000
5220100	Insurance	\$8,000	\$14	\$14	\$11,623
5250100	Office Expenses	\$5,000	\$1,501	\$5,000	\$5,000
5270100	Rent & Lease	\$58,106	\$38,544	\$58,106	\$59,000
5255650	Data Processing Services	\$24,443	\$16,344	\$22,443	\$23,948
5225500	Commissioners' Fee	\$10,000	\$2,300	\$10,000	\$10,000
5260100	Publications and Legal Notices	\$1,000	\$248	\$1,000	\$1,000
5245100	Membership Dues	\$15,000	\$14,793	\$14,793	\$15,300
5250750	Printing and Reproduction	\$1,500	\$0	\$500	\$1,500
5285800	Business Travel	\$21,000	\$10,509	\$21,000	\$21,000
5285300	Private Automobile Mileage	\$1,000	\$0	\$1,000	\$1,000
5285200	Transportation&Travel (County Car Usage)	\$600	\$0	\$600	\$600
5281600	Overhead	\$37,324	\$18,662	\$37,324	\$42,139
5275200	Computer Hardware	\$4,000	\$0	\$2,000	\$4,000
5250800	Computer Software	\$4,000	\$1,254	\$4,000	\$4,000
5250250	Postage	\$500	\$0	\$300	\$500
5252100	Staff/Commissioner Training Programs	\$2,000	\$0	\$1,000	\$2,000
5701000	Reserves	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES		\$1,464,666	\$775,321	\$1,534,901	\$1,735,906
REVENUES					
4103400	Application Fees	\$25,000	\$21,750	\$30,000	\$25,000
4301100	Interest: Deposits and Investments	\$10,000	\$15,938	\$20,000	\$10,000
TOTAL REVENUE		\$35,000	\$37,688	\$50,000	\$35,000
3400150	FUND BALANCE FROM PREVIOUS FY	\$63,997	\$176,483	\$176,483	\$57,251
NET LAFCO OPERATING EXPENSES		\$1,365,669	\$561,150	\$1,308,418	\$1,643,655
3400800	RESERVES Available	\$200,000	\$200,000	\$200,000	\$200,000
COSTS TO AGENCIES					
5440200	County	\$455,223	\$455,223	\$455,223	\$547,885
4600100	Cities (San Jose 50% + Other Cities 50%)	\$455,223	\$455,223	\$455,223	\$547,885
4600100	Special Districts	\$455,223	\$455,223	\$455,223	\$547,885

LAFCO COST APPORTIONMENT: COUNTY, CITIES, SPECIAL DISTRICTS
Estimated Costs to Agencies Based on the Final FY 2027 LAFCO Budget

Net Operating Expenses for FY 2027				\$1,643,655
JURISDICTION	REVENUE PER 2023/2024 REPORT	PERCENTAGE OF TOTAL REVENUE	ALLOCATION PERCENTAGES	ALLOCATED COSTS
County	N/A	N/A	33.3333333%	\$547,885.00
Cities Total Share			33.3333333%	\$547,885.00
San Jose	N/A	N/A	50.0000000%	\$273,942.50
Other cities share			50.0000000%	\$273,942.50
Campbell	\$84,117,149	1.8493084%		\$5,066.04
Cupertino	\$134,270,828	2.9519327%		\$8,086.60
Gilroy	\$143,146,467	3.1470629%		\$8,621.14
Los Altos	\$80,342,217	1.7663168%		\$4,838.69
Los Altos Hills	\$23,050,684	0.5067673%		\$1,388.25
Los Gatos	\$66,479,898	1.4615549%		\$4,003.82
Milpitas	\$234,059,048	5.1457683%		\$14,096.45
Monte Sereno	\$5,050,274	0.1110298%		\$304.16
Morgan Hill	\$141,801,766	3.1174998%		\$8,540.16
Mountain View	\$479,392,872	10.5394115%		\$28,871.93
Palo Alto	\$904,171,284	19.8781287%		\$54,454.64
Santa Clara	\$1,523,014,901	33.4833530%		\$91,725.13
Saratoga	\$43,873,226	0.9645491%		\$2,642.31
Sunnyvale	\$685,802,826	15.0773168%		\$41,303.18
Total Cities (excluding San Jose)	\$4,548,573,440	100.0000000%		\$273,942.50
Total Cities (including San Jose)				\$547,885.00
Special Districts Total Share		(Fixed %)	33.3333333%	\$547,885.00
Aldercroft Heights County Water District		0.06233%		\$341.50
Burbank Sanitary District		0.15593%		\$854.32
Cupertino Sanitary District		2.64110%		\$14,470.19
El Camino Healthcare District		4.90738%		\$26,886.80
North Santa Clara Resource Conservation District		0.04860%		\$266.27
Lake Canyon Community Services District		0.02206%		\$120.86
Lion's Gate Community Services District		0.22053%		\$1,208.25
Loma Prieta Resource Conservation District		0.02020%		\$110.67
Midpeninsula Regional Open Space District		5.76378%		\$31,578.89
Purissima Hills Water District		1.35427%		\$7,419.84
Rancho Rinconada Recreation and Park District		0.15988%		\$875.96
San Martin County Water District		0.04431%		\$242.77
Santa Clara Valley Open Space Authority		1.27051%		\$6,960.93
Santa Clara Valley Water District		81.44126%		\$446,204.44
Saratoga Cemetery District		0.32078%		\$1,757.51
Saratoga Fire Protection District		1.52956%		\$8,380.23
South Santa Clara Valley Memorial District		0.03752%		\$205.57
Total Special Districts		100.00000%		\$547,885.00
Total Allocated Costs				\$1,643,655.00



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

Commissioners
Sylvia Arenas
Jim Beall
Rosemary Kamei
Yoriko Kishimoto
Otto Lee
Terry Trumbull
Mark Turner

ITEM # 7

Alternate Commissioners
Pamela Campos
Helen Chapman
Betty Duong
Zach Hilton
Teresa O'Neill
Executive Officer
Neelima Palacherla

LAFCO MEETING: June 3, 2026

TO: LAFCO

**FROM: Neelima Palacherla, Executive Officer
Dunia Noel, Asst. Executive Officer**

**SUBJECT: SANTA CLARA COUNTY MOSQUITO AND VECTOR
CONTROL DISTRICT SERVICE REVIEW REQUEST FOR
PROPOSALS**

STAFF RECOMMENDATION

1. Authorize staff to issue a Request for Proposals (RFP) for a professional services firm to prepare a Service Review of the Santa Clara County Mosquito and Vector Control District.
2. Delegate authority to the LAFCO Chair to enter into an agreement with the most qualified consultant, in an amount not to exceed \$90,000, and to execute any necessary amendments subject to LAFCO Counsel’s review and approval.
3. Appoint two LAFCO Commissioners to serve on the Santa Clara County Mosquito and Vector Control District Service Review Ad-Hoc Committee.

BACKGROUND

At the Santa Clara LAFCO’s December 3, 2025 meeting and February 4, 2026 meeting (see [Agenda Item # 6](#)), speakers identifying themselves as SEIU 521 stewards and/or Santa Clara County Mosquito and Vector Control District staff shared concerns about the District’s financial transparency and reduced ability to deliver essential public health services and requested LAFCO’s assistance. The group also submitted written materials detailing their concerns and requested LAFCO to review those materials and consider initiating an assessment of the District’s financial practices, operational capacity, and public reporting. In response, the Commission directed staff to initiate a service review for the District to examine the issues raised.

LAFCO staff has prepared a Draft Request for Proposals (Attachment A) for a professional services firm to conduct a service review of the Santa Clara County Mosquito and Vector Control District, for the Commission’s consideration. The project scope includes an in-depth examination of the issues raised, as well as the

preparation of written service review determinations and sphere of influence determinations for the District.

SANTA CLARA COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT SERVICE REVIEW

Santa Clara County Mosquito and Vector Control District Service Review Ad-Hoc Committee

LAFCO staff is recommending that LAFCO establish an Ad-Hoc Committee of two commissioners to provide advice as needed on the service review, and to assist in selecting the consultant for the service review.

Consultant Selection Process and Timeline

The Ad-Hoc Committee members, along with LAFCO staff, will evaluate the proposals received and interview the consultant teams and provide a recommendation. If authorized by the Commission, the LAFCO Chair may enter into an agreement with the most qualified consultant.

The following is a tentative timeline for the consultant selection process:

- Issue Request for Proposals (RFP) to potential consultant firms: June 15, 2026
- Proposals due to LAFCO: July 10, 2026
- Consultant interviews: Week of July 20th
- Selected consultant firm begins Service Review: September 2026

It is expected that the service review will take approximately 8 months to complete. A detailed timeline/project schedule for completing the project, based on the key steps listed in the RFP and Scope of Services, will be negotiated with the selected consultant and included in the executed professional services agreement.

Proposed Budget

As reported at the February 2026 LAFCO meeting, LAFCO staff contacted a few firms and found that a single-agency service review typically costs between \$40,000 and \$90,000, depending on scope and complexity. The proposed District service review will require a more comprehensive financial analysis than usual to examine the issues raised. Therefore, costs will likely fall in the upper part of this range. For reference, the cost for the 2012 Audit and Service Review for the El Camino Hospital District was \$68,740.

Therefore, LAFCO staff recommends an allocation of \$90,000 for the Santa Clara County Mosquito and Vector Control District Service Review. The LAFCO Executive Officer will negotiate the final project cost with the selected firm.

The recommended budget ensures that the selected firm has the necessary time and resources to gather data from the District and related agencies, conduct interviews

with their representatives, and participate in public outreach, as appropriate. These resources will support the comprehensive data analysis required to produce a final report that examines the key issues, offers thoughtful recommendations, and delivers the mandatory written service review determinations and sphere of influence determinations.

The selected consultant's work on the Santa Clara County Mosquito and Vector Control District Service Review is anticipated to begin in September 2026. Staff recommends that the Service Review be budgeted for in the upcoming fiscal year, which begins July 1, 2026. The proposed LAFCO budget for Fiscal Year 2027 includes sufficient funding to complete the Service Review.

NEXT STEPS

Upon Commission authorization, staff will send the Final RFP to the firms on LAFCO's consultant list and will post the RFP on the LAFCO website and the CALAFCO website for other interested firms.

ATTACHMENT

Attachment A: Draft Request for Proposals for a Service Review of the Santa Clara County Mosquito and Vector Control District



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

777 North First Street
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SantaClaraLAFCO.org

Commissioners

Sylvia Arenas
Jim Beall
Rosemary Kamei
Yoriko Kishimoto
Otto Lee
Terry Trumbull
Mark Turner

**ITEM # 7
Attachment A**

Alternate Commissioners

Pamela Campos
Helen Chapman
Betty Duong
Zach Hilton
Teresa O'Neill

Executive Officer
Neelima Palacherla

**REQUEST FOR PROPOSALS
SERVICE REVIEW FOR THE SANTA CLARA COUNTY
MOSQUITO AND VECTOR CONTROL DISTRICT**

At a Glance

- Issuing agency: Santa Clara LAFCO
- Subject: Service Review for the Santa Clara County Mosquito and Vector Control District
- Project budget: Not to exceed \$90,000
- Length of the Project: Approximately 8 months, beginning September 2026
- Proposals due: Thursday, July 10, 2026, 5:00 PM (by email only)
- Interviews: Anticipated during the week of July 20th (date and time TBD)

1. Objective

Santa Clara LAFCO is seeking proposals from professional service firms to prepare a Service Review for the Santa Clara County Mosquito and Vector Control District (the District). The work must be completed in compliance with applicable California Government Code sections and Santa Clara LAFCO policies.

Service reviews help LAFCO, the public, and other agencies understand how public services are governed and delivered, evaluate options for efficient and effective service delivery, and develop information used to update spheres of influence. LAFCO is not required to initiate boundary changes based on a service review, but LAFCO, local agencies, or the public may use service reviews together with additional research and analysis where necessary, to pursue changes to jurisdictional boundaries or spheres of influence.

2. Background

The Cortese-Knox-Hertzberg Local Government Reorganization Act (CKH Act) requires LAFCO to conduct service reviews prior to or in conjunction with sphere of influence updates, and to review and update the sphere of influence of each city and special district once every five years as necessary [Government Code § 56430]. Santa Clara LAFCO is responsible for establishing, reviewing, and updating spheres of influence for 41 public agencies in Santa Clara County (15 cities and 26 special districts). LAFCO's Service Review Policies provide guidance for preparing and conducting service reviews.

2.1 Santa Clara County Mosquito and Vector Control District (SCMVCD)

The Santa Clara County Mosquito and Vector Control District was formed in May 1998 as a dependent special district and is governed by the Santa Clara County Board of Supervisors. The principal act that governs the District is the Mosquito Abatement and Vector Control District Law, originally called the Mosquito Abatement Act of California of 1915, that was significantly revised in 2003 (SB 1588) to

become the “Mosquito Abatement and Vector Control District Law.” The District is part of the County’s Consumer and Environmental Protection Agency (CEPA). The boundary of the District is countywide and includes 1,304 square miles.

The District provides mosquito, rat, and other vector and wildlife control services throughout Santa Clara County. More specifically, these services include: 1) detection of the presence and prevalence of vector-borne diseases such as plague, West Nile Virus, rabies and Lyme Disease through ongoing and comprehensive vector surveillance and testing, 2) reducing vectors or exposure to vectors that transmit diseases, 3) conducting routine inspections and treatment as necessary of known mosquito and rodent sources, 4) responding to public service requests for identification, advice and/or initiation of control measures for mosquitoes, rodents, wildlife, and miscellaneous invertebrates (e.g., ticks, yellow jackets, cockroaches, bees, fleas, flies, etc.), 5) providing public information through a variety of channels, including a website, social media and educational presentations for schools, homeowners associations, private businesses, civic groups and other interested groups regarding vectors and vector-borne diseases, and 6) preventing disease and illness by identifying, inventorying, inspecting, and treating sources of vector development.

The District provides vital public health services, which have become even more crucial with the presence of *Aedes aegypti* mosquitoes in the county, which can transmit dengue, Zika, chikungunya, and yellow fever.

The District is currently funded by two benefit assessments on properties located within the District (approved in 1996 and in 2005).

The most recent LAFCO service review for the District was completed in 2013 and did not identify any pressing issues for the District.

In January 2026, the District reported that it is facing a significant structural deficit as revenues have not kept pace with rising operational costs. In response, the District staff recommended pursuing a 2026 assessment ballot to increase revenue. For FY 2025-2026, the District projected a \$2.77 million shortfall, primarily due to payroll costs that have risen 32% since 2020, while assessment revenue increased only 12%. In January 2026, the County Board of Supervisors, acting as the District’s governing board, initiated a mail-in ballot process to seek property owner approval of a new benefit assessment. It is anticipated that the District’s governing board will hear tabulation results and consider ordering levying of the new assessment for FY 2026-2027 on June 2, 2026.

At the Santa Clara LAFCO’s December 3, 2025 meeting and February 4, 2026 meeting, speakers identifying themselves as SEIU 521 stewards and/or District staff shared concerns about the District’s financial transparency and reduced ability to deliver essential public health services and requested LAFCO’s assistance. The group also submitted written materials ([see Agenda Item # 6](#), February 4, 2026 LAFCO Meeting) detailing their concerns and requested LAFCO to initiate an assessment of the District’s financial practices, operational capacity, and public reporting. In response, the Commission directed LAFCO staff to initiate a service review for the District to examine the issues raised.

3. Project Scope

The selected firm will conduct a service review for the Santa Clara County Mosquito and Vector Control District to address certain issues, as specified in greater detail below. Using the information gathered during the service review, the firm will also prepare service review determinations and sphere of influence determinations for the District.

3.1 Focus Issues

The consultant will examine a set of focus issues, which closely correspond to concerns raised when LAFCO initiated this service review, and provide recommendations/options for addressing these issues, as necessary. These focus issues require analytical depth and include the following:

a. Organizational Structure and Service Efficiency

The Service Review will examine (a) management practices, organizational structure, internal accountability mechanisms, and staff feedback channels; and (b) operational efficiency in core services (surveillance, abatement, public communication, emergency response, coordination with the County Public Health Department and the California Department of Public Health, etc.). Detection of the invasive *Aedes aegypti* mosquito and West Nile virus in the county provide specific reference points for this assessment. The review will benchmark the District against comparable California mosquito and/or vector control districts, as feasible.

b. Fiscal Stewardship and Funding Adequacy

The Service Review will evaluate the District's budget management, the alignment of staffing and resource allocation with the District's mandate/mission, and the alignment of funding sources with the District's operational plans considering current and emerging vector threats. The review will identify funding constraints, opportunities, and cost-avoidance opportunities. Findings will be benchmarked against comparable California mosquito and/or vector control districts, as feasible.

c. Governance Structure and Service Delivery Models

The Service Review will examine the District's current governance arrangement, including its status as a dependent district within the County's Consumer and Environmental Protection Agency, and any structural factors that bear on the concerns raised. The review will evaluate the advantages and disadvantages of potential government structure options. The review will benchmark the District against comparable California mosquito and/or vector control districts, as feasible.

d. Public Accountability and Transparency

The Service Review will also examine the public accountability and transparency of the District as it relates to its decisions, actions, and use of public funds.

e. Climate Adaptation

The Service Review will evaluate how the District is adapting to a changing climate baseline and identify any potential adaptation needs.

f. Coordination and Shared Services

The Service Review will examine any current coordination, mutual-aid, and shared-facility arrangements between the District and adjacent mosquito and/or vector control agencies, opportunities for new shared-services arrangements, and coordination with relevant county agencies such as the County Public Health Department, as well as state-level coordination with the California Department of Public Health.

3.2 Prepare a written statement of determinations for the District regarding each of the following considerations required by California Government Code §56430

- Growth and population projections for the affected area.

- Location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
- 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.
- Financial ability of agencies to provide services.
- Status of, and opportunities for, shared facilities.
- Accountability for community service needs, including governmental structure and operational efficiencies.
- Any other matter related to effective or efficient service delivery, as required by Commission policy.

3.3 Prepare a recommendation for the update of the District’s sphere of influence, including a written statement of determinations for each of the following considerations required by California Government Code §56425:

- Present and planned land uses in the area, including agricultural and open-space lands.
- Present and probable need for public facilities and services in the area.
- Present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
- Existence of any social or economic communities of interest in the area, if the Commission determines they are relevant to the agency.
- Nature, location, and extent of any functions or classes of services provided by existing districts.

4. Service Review Tasks and Deliverables

The Service Review will be conducted in accordance with LAFCO’s Service Review Policies. The schedule will be negotiated with the selected firm and will be based on the following key tasks. Other activities may be necessary.

4.1 Kickoff & Community Engagement

- Attend kickoff meeting with LAFCO staff and the Ad-Hoc Committee.
- Conduct community engagement for the service review, through meeting(s) and/or survey.
- Prepare summary memo of input received at the meeting(s) and/or from the survey.

4.2 Evaluation Criteria and Data Collection

- Develop evaluation criteria for the Service Review determinations, as necessary.
- Compile data from available public records
- Develop a questionnaire to fill-in any data gaps, aligned to the evaluation categories and the identified issues.
- Conduct follow-up interviews with the District, the County, and adjacent mosquito and/or vector control agencies as needed.
- Compile a draft profile of the District and distribute the draft profile to the District for accuracy review.

Deliverable: Complete profile of the District and a comparator memo summarizing relevant operating practices/governance of mosquito and/or vector control agencies.

4.3 — Data Analysis and Preliminary Findings

- Analyze data to make preliminary findings for the District addressing the identified issues and develop any recommendations, where appropriate.
- Discuss preliminary findings and recommendations with LAFCO staff.
- Present preliminary findings to Ad-Hoc Committee.

Deliverable: Preliminary findings to LAFCO staff.

4.4 — Administrative Draft Report

- Prepare an Administrative Draft Report for LAFCO staff review, in accordance with the project schedule.
- LAFCO staff will review and provide comments on Administrative Draft Report, in accordance with the schedule.

Deliverable: Deliver Administrative Draft Report to LAFCO staff.

4.5 — Draft Report, Public Workshop, and LAFCO Hearing

- Address LAFCO staff comments and prepare a Draft Service Review Report.
- LAFCO staff will distribute the Draft Report for a 21-day public review and comment period.
- Conduct public workshop(s) on the Draft Report and prepare summary memos of input received at each meeting.
- Provide written responses to comments received during the public review period.
- Present the Draft Report at the LAFCO public hearing.

Deliverable: Consultant must deliver a MS Word and a PDF version of the Draft Report (Both versions must comply with ADA Title II accessibility requirements, including WCAG 2.1, Level AA as may be amended or superseded by applicable law).

4.6 — Revised Draft Report and LAFCO Hearing

- Revise the Draft Report to address comments and submit the Revised Draft Report to LAFCO staff.
- LAFCO staff will distribute the Revised Draft Report for a 21-day public review and comment period.
- Provide written responses to comments received during the public review period.
- Present the Revised Draft Report at the LAFCO public hearing.

Deliverable: Consultant must deliver a MS Word version and a PDF version of the Revised Draft Report. (Both versions must comply with ADA Title II accessibility requirements, including WCAG 2.1, Level AA as may be amended or superseded by applicable law).

4.7 — Final Report

- Following LAFCO adoption of the Service Review, prepare the Final Report.

Deliverable: Consultant must deliver a MS Word version and a PDF version (Both versions must comply with ADA Title II accessibility requirements, including WCAG 2.1, Level AA as may be amended or superseded by applicable law), and three (3) hard copies of the Final Report.

5. Schedule and Budget

Project cost is not to exceed \$90,000. The final budget will be negotiated with the selected firm prior to contract execution.

It is anticipated that the firm will start work in September 2026 and that the service review will be conducted over the next 8 months or so. The final schedule for this project will be negotiated with the firm selected prior to reaching an agreement and will be based on the key steps listed in Section 4. of the RFP.

6. Proposal Requirements

Each proposal must address each of the following sections.

6.1 Firm and Team Qualifications

Provide a description of the firm, including its history, the principal, and resumes for each professional who will be involved in the work. Identify the lead professional responsible for the project and the professional(s) performing day-to-day work. Identify any associate consultant firms, the work each will perform, and provide the same information for those firms.

Address the firm's level of expertise in each of the following areas.

General Expertise

- Familiarity with the CKH Act, the role and functions of LAFCO, and the service review process.
- Ability to analyze and present information in an organized format.
- Ability to quickly interpret varied budget and planning documents.
- Ability to facilitate and synthesize input from a variety of stakeholders.
- Familiarity with public input processes and experience managing the presentation and dissemination of public information for review and comment.
- Experience fostering multi-agency partnerships and cooperative problem-solving.
- Ability to provide flexible and creative alternatives to resolve service and policy issues.

Subject-Matter Expertise: Management, Operations, Budget and Fiscal Analysis of Public Agencies and Special Districts

Required:

- Experience evaluating organizational effectiveness, management practices, and operational efficiency in California public agencies, including peer-benchmarking methodologies.
- Experience analyzing public agency and special district funding structures and fiscal stewardship, including cost-effectiveness analysis and the alignment of resource allocation with mission requirements under shifting service demand.
- Experience evaluating special district governance arrangements and analyzing alternative governance structures.
- Familiarity with California special district law, including the Mosquito Abatement and Vector Control District Law (Health & Safety Code § 2000 et seq.).

Preferred:

- Familiarity with mosquito and vector control district operations, such as arbovirus and vector-borne disease surveillance, integrated pest management, invasive mosquito response programs, public communication during disease detections, etc.

- Experience evaluating climate-adaptation needs in public-health and environmental health contexts.

6.2 Related Experience and References

Provide a statement of related experience, with references for each project including contact name, address, and telephone number.

6.3 Proposed Approach

Describe the anticipated approach for this project and explicitly discuss and identify any suggested changes to the project scope in Section 3.

Identify any information, materials, or work assistance required from LAFCO, the District, or the County. The expectation is that the consultant will use all available data sources to develop the District profile in order to minimize the workload for the District.

6.4 Proposed Project Schedule

Provide an overall project schedule, including the timing of each work task, and information about the availability of all professionals (including any associate consultants) who will be involved.

6.5 Cost Proposal

- Not-to-exceed total budget amount.
- Cost for each major sub-task identified in Section 4.
- Hourly rates for each person involved in the work, including any associate consultants.

6.6 Comments on the Draft Services Agreement

Provide comments on the draft services agreement (Attachment A), specifically including the firm's ability to meet the insurance requirements and other provisions.

7. Submission Instructions

Proposals will be accepted by email only at lafco@ceo.sccgov.org and should be addressed to Neelima Palacherla, LAFCO Executive Officer. Proposals must be submitted as a single, complete electronic file.

Due: Friday, July 10, 2026 by 5:00 PM. Late proposals will not be considered.

LAFCO reserves the right to reject any or all proposals, to issue addenda to the RFP, to modify the RFP, or to cancel the RFP.

8. Evaluation Criteria and Selection Process

Firms will be evaluated on relevant work experience, completeness of response, overall project approach, and proposed project budget. A consultant selection committee will conduct interviews and select the most qualified firm based on these criteria and reference checks.

Interviews are anticipated to be held during the **week of July 20th (date and time TBD)**. The selection committee is expected to make a decision soon after. Following selection, a final services agreement — including budget, schedule, and scope — will be negotiated before executing the contract.

LAFCO reserves the right to reject any or all proposals, to issue addenda to the RFP, to modify the RFP, or to cancel the RFP.

9. LAFCO Contact

Neelima Palacherla, Executive Officer
LAFCO of Santa Clara County
Email: lafco@ceo.sccgov.org

10. Reference Information

General information about Santa Clara LAFCO is available at SantaClaraLAFCO.org. Additional references:

- [LAFCO Policies and Procedures Manual \(See Chapter 3.10 Service Review Policies\)](#)
- [LAFCO's 2013 Service Review for the Santa Clara County Mosquito and Vector Control District](#)
- [Website for Santa Clara County Mosquito and Vector Control District](#)

11. Attachment

Attachment A — Draft Professional Services Agreement and Insurance

DRAFT

**SERVICES AGREEMENT BETWEEN THE LOCAL AGENCY FORMATION
COMMISSION OF SANTA CLARA COUNTY AND _____ FOR THE SANTA
CLARA COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
SERVICE REVIEW**

This Services Agreement (“Agreement”) is made effective _____, 2026 (“Effective Date”), by and between the Local Agency Formation Commission of Santa Clara County (“LAFCO”) and _____ (“Contractor”) to provide consulting services for the Santa Clara County Mosquito and Vector Control District Service Review.

WHEREAS, pursuant to the Cortese-Knox-Hertzberg Act, Government Code section 56000 et seq., LAFCO is an independent body; and

WHEREAS, LAFCO needs assistance with the preparation of the Santa Clara County Mosquito and Vector Control District Service Review; and

WHEREAS, Contractor has experience and expertise necessary to provide such services; and

WHEREAS, at the June 3, 2026 meeting of LAFCO, the Commission delegated authority to the LAFCO Chair to enter into an agreement with the most qualified consultant for preparation of the Santa Clara County Mosquito and Vector Control District Service Review;

THEREFORE, the parties agree as follows:

1. Nature of Services.

Contractor will provide to LAFCO the services described in Exhibit A1, Scope of Services, which is attached hereto and incorporated herein by this reference. Contractor shall perform the services in accordance with the project timeline as described in Exhibit A2, which is attached hereto and incorporated herein by this reference.

2. Term of Agreement.

This Agreement is effective from the Effective Date to, and including, December 31, 2027, unless terminated earlier in accordance with Section 4. The parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the services. Time is of the essence and Contractor shall perform its services in a prompt and timely manner within the term of this Agreement. Delays shall not entitle Contractor to any additional compensation regardless of the party responsible for the delay.

3. Compensation.

A. Contractor will be compensated for services provided under this Agreement in accordance with the rate schedule included in Exhibit A3, which is attached hereto and incorporated herein by this reference. Contractor will complete all the work and tasks described in Exhibit A1 for an amount not to exceed \$90,000 (“Contract Price”). Contractor shall be paid based on the rate schedule indicated in Exhibit A3, and the percentage of sub-tasks completed monthly, but compensation and expenses shall not exceed the Contract Price or the individual sub-task amount.

B. Contractor will provide LAFCO with monthly invoices specifying the percentage of completion for each sub-task based on tasks described in Exhibit A1. Contractor shall submit its final invoice to LAFCO within thirty (30) days from the last date of providing services or expiration or termination of this Agreement and failure by the Contractor to submit a timely invoice may constitute a waiver of its right to final payment.

C. Contractor shall deliver the administrative draft report, the draft report addressing staff comments for public review and comment, the revised draft report for public review and comment, and the final report adopted by LAFCO in accordance with the project timeline provided in Exhibit A2. or as otherwise determined by mutual written agreement of the parties. If the foregoing reports are not delivered according to the timeline in Exhibit A2 or as otherwise mutually agreed or if they do not comply with the requirements in the Scope of Services, it is understood, acknowledged and agreed that LAFCO will suffer damage. As fixed and liquidated damages, LAFCO shall withhold from Contractor the payment of the sum of \$200 per calendar day for each and every calendar day of delay beyond the date that each report is due in accordance with the timeline in Exhibit A2, or as otherwise mutually agreed.

4. Termination.

A. Termination Without Cause. LAFCO may terminate this Agreement without cause by giving Contractor ten (10) days written notice. Contractor may terminate this Agreement without cause, if approved by the Executive Officer in consultation with LAFCO Counsel, in her or his sole and absolute discretion, by giving LAFCO ten (10) days written notice.

B. Termination for Cause. LAFCO may terminate this Agreement for cause upon ten (10) days written notice to Contractor. For purposes of this Agreement, cause includes, but is not limited to, any of the following: (1) material breach of this Agreement by Contractor, (b) violation by Contractor of any applicable laws, (c) assignment by Contractor of this Agreement without the written consent of LAFCO pursuant to Section 13, or (d) failure to provide services in a satisfactory manner. The termination notice shall specify the reason for termination and shall indicate the effective date of such termination.

C. In the event of termination with or without cause, Contractor will deliver to LAFCO copies of all Documents & Data whether complete or incomplete, and upon receipt thereof, Contractor will be compensated based on the completion of services provided prior to termination, as solely and reasonably determined by LAFCO. Contractor shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of the Agreement.

5. Project Managers; Substitution

A. Contractor designates _____ as the Contractor's Project Manager for the purpose of performing the services under this Agreement. _____ will serve as day-to-day contact for LAFCO and work directly with staff.

B. LAFCO designates the LAFCO Executive Officer as its Project Manager for the purpose of managing the services performed under this Agreement.

C. Contractor may not substitute anyone to replace _____ to serve as Project Manager without the written permission and the sole discretion of the LAFCO

Executive Officer or their authorized representative. Any such substitution shall be with a person or firm of commensurate experience and knowledge necessary for the tasks to be undertaken.

6. Conflicts of Interest.

Contractor covenants that it presently has no interest, and will not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services.

Contractor further covenants that, in the performance of this Agreement, it will not employ any contractor or person having such an interest.

7. Indemnification/Insurance.

Contractor's indemnification and insurance obligations with respect to this Agreement are set forth in Exhibit B, attached hereto and incorporated herein by this reference.

8. Accessibility Compliance (Web/Digital Content)

Contractor shall ensure that any website, web content, mobile application content, and electronic documents, including PDF, Word, spreadsheet, and presentation files, provided to or for LAFCO under this Agreement comply with applicable ADA Title II accessibility requirements, including WCAG 2.1, Level AA as may be amended or superseded by applicable law. Contractor shall, at its sole cost, promptly remediate any non-compliant content upon notice from LAFCO. If Contractor fails to timely remediate, LAFCO may perform or obtain remediation, and Contractor shall reimburse LAFCO for LAFCO's reasonable remediation costs. Contractor shall provide reasonable documentation of accessibility compliance upon LAFCO's request.

9. Compliance with all Laws; Standard of Care.

Contractor shall, during the term of this Agreement, comply with all applicable federal, state, and local rules, regulations, and laws. Contractor'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.

10. Maintenance of Records.

Contractor shall maintain books, documents, financial records, and other evidence pertaining to costs incurred and adequate to show that LAFCO funds paid under this Agreement were used for purposes consistent with the terms of this Agreement. These records shall be maintained and made available at all reasonable times during the term of this Agreement and for a period of three (3) years from expiration or termination of this Agreement or until all claims, if any, have been resolved, whichever period is longer, or longer if otherwise required under other provisions of this Agreement.

11. Nondiscrimination.

Contractor will comply with all applicable federal, state, and local laws and regulations including Santa Clara County's equal opportunity requirements. Such laws include but are not limited to the following: Title VII of the Civil Rights Act of 1964 as

amended; Americans with Disabilities Act of 1990; The Rehabilitation Act of 1973 (Sections 503 and 504); California Fair Employment and Housing Act (Government Code sections 12900 et seq.); California Labor Code sections 1101 and 1102. Contractor will not discriminate against any subcontractor, employee, or applicant for employment because of age, race, color, national origin, ancestry, religion, sex/gender, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status in the recruitment, selection for training including apprenticeship, hiring, employment, utilization, promotion, layoff, rates of pay or other forms of compensation. Nor will Contractor discriminate in providing services under this Agreement because of age, race, color, national origin, ancestry, religion, sex/gender, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status.

12. Notices.

All notices required by this Agreement shall be given in writing and delivered by email, personally, or deposited in the United States mail, postage prepaid, return receipt requested, addressed to the other party at the address set forth below or at such other address as the party may designate in writing in accordance with this section and shall be effective upon receipt thereof.

To Contractor: _____

To LAFCO: LAFCO Executive Officer
777 North First Street, Suite 410
San Jose, CA 95112

13. Governing Law.

This Agreement has been executed and delivered in, and will be construed and enforced in accordance with, the laws of the State of California. Venue shall be in Santa Clara County or the federal Northern District of California.

14. Assignment.

Contractor has been selected to perform services under this Agreement based upon the qualifications and experience of Contractor's personnel. Contractor may not assign, sublet, or transfer this Agreement or any rights or obligations hereunder without the specific written consent of LAFCO, which may be withheld for any reason. Any attempted assignment or subcontract without prior written consent will be null and void and will be cause, in LAFCO's sole and absolute discretion, for immediate termination of the Agreement. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

15. Relationships of Parties; Independent Contractor.

Contractor will perform all work and services described herein as an independent

contractor and not as an officer, agent, servant or employee of LAFCO. None of the provisions of this Agreement is intended to create, nor shall be deemed or construed to create, any relationship between the parties other than that of independent parties contracting with each other for purpose of effecting the provisions of this Agreement. The parties are not, and will not be construed to be in a relationship of joint venture, partnership or employer-employee. Neither party has the authority to make any statements, representations or commitments of any kind on behalf of the other party, or to use the name of the other party in any publications or advertisements, except with the written consent of the other party or as is explicitly provided herein. Contractor will be solely responsible for the acts and omissions of its officers, agents, employees, contractors, and subcontractors, if any. LAFCO reserves its right to employ other consultants, in connection with this project or other projects. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than LAFCO and the Contractor.

16. Entire Agreement.

This document represents the entire Agreement between the parties with respect to the subject matter hereof 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 is an integrated Agreement.

17. Amendments.

This Agreement may be amended only by an instrument signed by the parties.

18. Counterparts; Authority.

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so, the parties hereto are formally bound to the provisions of this Agreement.

19. Severability.

If any provision of this Agreement is found by a court of competent jurisdiction to be void, invalid or unenforceable, the same will either be reformed to comply with applicable law or stricken if not so conformable, so as not to affect the validity or enforceability of this Agreement, and the remaining provisions of this Agreement shall remain in full force and effect.

20. Waiver.

No delay or failure to require performance of any provision of this Agreement shall constitute a waiver of that provision as to that or any other instance. Any waiver granted by a party must be in writing and shall apply to the specific instance expressly stated.

21. Ownership of Materials and Confidentiality.

A. Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for LAFCO to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in

plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Contractor under this Agreement ("Documents & Data"). Contractor shall require all sub consultants to agree in writing that LAFCO is granted a non-exclusive and perpetual license for any Documents & Data the sub consultant prepares under this Agreement. Contractor represents and warrants that Contractor has the legal right to license any and all Documents & Data. Contractor makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Contractor or provided to Contractor by LAFCO. LAFCO shall not be limited in any way in its use of the Documents & Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at LAFCO's sole risk.

B. Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents & Data either created by or provided to Contractor in connection with the performance of this Agreement shall be held confidential by Contractor. Such materials shall not, without the prior written consent of Contractor, be used by Contractor for any purposes other than the performance of the Agreement. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Agreement. Nothing furnished to Contractor which is otherwise known to Contractor or is generally known, or has become known, to the related industry shall be deemed confidential. Contractor shall not use LAFCO's name or insignia, photographs of the Services, or any publicity pertaining to the Services in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of LAFCO.

C. Confidential Information. LAFCO shall refrain from releasing Contractor's proprietary information ("Proprietary Information") unless LAFCO's legal counsel determines that the release of the Proprietary Information is required by the California Public Records Act or other applicable state or federal law, or order of a court of competent jurisdiction, in which case LAFCO shall notify Contractor of its intention to release Proprietary Information. Contractor shall have five (5) working days after receipt of the Release Notice to give LAFCO written notice of Contractor's objection to LAFCO's release of Proprietary Information. Contractor shall indemnify, defend and hold harmless LAFCO, and its officers, directors, employees, and agents from and against all liability, loss, cost or expense (including attorney's fees) arising out of a legal action brought to compel the release of Proprietary Information. LAFCO shall not release the Proprietary Information after receipt of the Objection Notice unless either: (1) Contractor fails to fully indemnify, defend (with LAFCO's choice of legal counsel), and hold LAFCO harmless from any legal action brought to compel such release; and/or (2) a final and non-appealable order by a court of competent jurisdiction requires that LAFCO release such information.

**SIGNATURE PAGE FOR SERVICES AGREEMENT BETWEEN THE LOCAL AGENCY
FORMATION COMMISSION OF SANTA CLARA COUNTY AND _____ FOR THE
SANTA CLARA COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT
SERVICE REVIEW**

IN WITNESS WHEREOF, LAFCO and Contractor have executed this Agreement as follows:

LAFCO

Contractor

Rosemary Kamei, LAFCO Chair
Santa Clara LAFCO
Date: _____

Date: _____

APPROVED AS TO FORM:

Malathy Subramanian, LAFCO Counsel

- Exhibits to this Agreement:
- Exhibit A1 - Scope of Services
 - Exhibit A2 - Project Timeline
 - Exhibit A3 - Rate Schedule
 - Exhibit B - Indemnification and Insurance

**INSURANCE REQUIREMENTS FOR STANDARD SERVICE CONTRACTS
BETWEEN \$50,001 AND \$100,000**

Indemnity

During the term of this contract, the Contractor shall indemnify, defend, and hold harmless the Local Agency Formation Commission of Santa Clara County (hereinafter "LAFCO"), its officers, agents and employees from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by Contractor and/or its agents, employees or sub-contractors, excepting only loss, injury or damage caused by the sole negligence or willful misconduct of personnel employed by LAFCO. It is the intent of the parties to this Agreement to provide the broadest possible coverage for LAFCO. The Contractor shall reimburse LAFCO for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which the Contractor contests its obligation to indemnify, defend and/or hold harmless the LAFCO under this Agreement and does not prevail in that contest.

Insurance

Without limiting the Contractor's indemnification of LAFCO, the Contractor shall provide and maintain at its own expense, during the term of this Agreement, or as may be further required herein, the following insurance coverages and provisions:

A. Evidence of Coverage

Prior to commencement of this Agreement, the Contractor shall provide a Certificate of Insurance certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, a copy of the policy or policies shall be provided by the Contractor upon request.

This verification of coverage shall be sent to the LAFCO Executive Officer, unless otherwise directed. The Contractor shall not receive a Notice to Proceed with the work under the Agreement until it has obtained all insurance required and such insurance has been approved by LAFCO Executive Officer. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

B. Qualifying Insurers

All coverages, except surety, shall be issued by companies which hold a current policyholder's alphabetic and financial size category rating of not less than A- V, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by the LAFCO Executive Officer.

C. Notice of Cancellation

All coverage as required herein shall not be canceled or changed so as to no longer meet the specified insurance requirements without 30 days' prior written notice of such cancellation or change being delivered to the LAFCO Executive Officer.

D. Insurance Required

1. Commercial General Liability Insurance

Coverage at least as broad as Insurance Services Office ("ISO") Form CG 00 01 covering commercial general liability on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal and

advertising injury with limits no less than \$2,000,000.00 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2. Automobile Liability Insurance

Coverage at least as broad as ISO Form Number CA 0001 covering, Code 1 (any auto), of if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limits no less than \$1,000,000.00 combined single limit for bodily injury and property damage.

3 Workers' Compensation and Employer's Liability Insurance

Workers' Compensation Insurance as required by the State of California, with statutory limits, and Employer's Liability Insurance with limit of no less than \$1,000,000.00 per accident for bodily injury or disease. *(Not required if Contractor provides written verification it has no employees)*

E. Special Provisions

The following provisions shall apply to this Agreement:

1. The foregoing requirements as to the types and limits of insurance coverage to be maintained by the Contractor and any approval of said insurance by the LAFCO Executive Officer or insurance consultant(s) are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Contractor pursuant to this Agreement, including but not limited to the provisions concerning indemnification.
2. LAFCO acknowledges that some insurance requirements contained in this Agreement may be fulfilled by self-insurance on the part of the Contractor. However, this shall not in any way limit liabilities assumed by the Contractor under this Agreement. Any self-insurance shall be approved in writing by LAFCO upon satisfactory evidence of financial capacity. Contractor's obligation hereunder may be satisfied in whole or in part by adequately funded self-insurance programs or self-insurance retentions.
3. Contractor's general liability and automobile liability policies shall be primary and shall not seek contribution from the LAFCO's coverage and be endorsed to add the LAFCO and its officers, officials, employees, and agents as additional insureds under such policies using Insurance Services Office form CG 20 10 (or equivalent) on the general liability policy.
4. Contractor hereby grants to LAFCO a waiver of any right to subrogation which any insurer of said Contractor may acquire against the LAFCO by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the LAFCO has received a waiver of subrogation endorsement from the insurer. The Workers' Compensation Policy shall be endorsed with a waiver of subrogation in favor of the LAFCO for all work performed by Contractor, its employees, agents and subcontractors.

5. Should any of the work under this Agreement be sublet, the Contractor shall require each of its subcontractors of any tier to carry the aforementioned coverages, or Contractor may insure subcontractors under its own policies.
6. LAFCO reserves the right to withhold payments to the Contractor in the event of material noncompliance with the insurance requirements outlined above.

F. Fidelity Bonds (Required only if contractor will be receiving advanced funds or payments)

Before receiving compensation under this Agreement, Contractor will furnish LAFCO with evidence that all officials, employees, and agents handling or having access to funds received or disbursed under this Agreement, or authorized to sign or countersign checks, are covered by a BLANKET FIDELITY BOND in an amount of AT LEAST fifteen percent (15%) of the maximum financial obligation of the LAFCO cited herein. If such bond is canceled or reduced, Contractor will notify LAFCO immediately, and LAFCO may withhold further payment to Contractor until proper coverage has been obtained. Failure to give such notice may be cause for termination of this Agreement, at the option of LAFCO.



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

777 North First Street
Suite 410
San Jose, CA 95112

SantaClaraLAFCO.org

Commissioners

Sylvia Arenas
Jim Beall
Rosemary Kamei
Yoriko Kishimoto
Otto Lee
Terry Trumbull
Mark Turner

ITEM # 8

Alternate Commissioners

Pamela Campos
Helen Chapman
Betty Duong
Zach Hilton
Teresa O'Neill

Executive Officer

Neelima Palacherla

LAFCO MEETING: June 3, 2026

TO: LAFCO

**FROM: Neelima Palacherla, Executive Officer
Emmanuel Abello, Analyst**

**SUBJECT: AMENDMENT NO. 2 TO MOU BETWEEN COUNTY OF SANTA CLARA
AND LAFCO OF SANTA CLARA COUNTY REGARDING WEBCASTING
SERVICES FOR LAFCO MEETINGS**

STAFF RECOMMENDATION

Approve the proposed second amendment to the Memorandum of Understanding (MOU) between County of Santa Clara and LAFCO of Santa Clara County regarding the County’s provision of webcasting services for LAFCO meetings held in the County Board Chambers, extending the term, and updating the rates for reimbursable expenses.

BACKGROUND

At its February 3, 2021 meeting, the Commission approved the MOU between LAFCO and the County to allow use of the County’s Agenda Management System (AMS) with integrated webcasting capabilities, and the webcasting equipment in the County Board Chambers, to webcast LAFCO meetings. However, implementation of the MOU was delayed until April 2023, when LAFCO resumed in-person meetings in the County Board Chambers. On April 5, 2023, LAFCO approved Amendment No. 1 to the MOU, updating the rates and extending the term by 3 years from June 2023 to June 2026. The term of the current MOU will expire on June 30, 2026. **Attachment A** includes an amendment to the MOU for the Commission’s consideration and approval, which would extend the term of the current MOU to June 30, 2031, an additional 5 years, and update the rates for services.

NEXT STEPS

Following Commission approval, Amendment No. 2 to the MOU will be forwarded to the County Procurement Department for signature.

ATTACHMENTS

Attachment A: Amendment No. 2 to MOU between County of Santa Clara and LAFCO of Santa Clara County regarding webcasting services in County Board of Supervisors Chambers

Attachment B: MOU between County of Santa Clara and LAFCO of Santa Clara regarding webcasting in the County Board of Supervisors Chambers with Amendment No. 1

AMENDMENT NO. 2
TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF SANTA CLARA AND THE LOCAL AGENCY FORMATION COMMISSION OF SANTA CLARA REGARDING WEBCASTING IN THE COUNTY BOARD OF SUPERVISORS' CHAMBERS

This Amendment No. 2 to the Memorandum of Understanding (“MOU”) is made and entered into as of this 21st day of April, 2026, by and between the County of Santa Clara, a political subdivision of the State of California (the “County”), and the Local Agency Formation Commission of Santa Clara County, an independent local agency created pursuant to Cal. Gov. Code §56325 (“LAFCO”). County and LAFCO are sometimes individually referred to as (“Party”) and collectively as (“Parties”).

RECITALS

WHEREAS, the County and LAFCO entered into the MOU in January 2021 so that individuals would have the ability to observe and participate in webcasts of LAFCO meetings on the internet; and

WHEREAS, the Parties desire to amend the MOU to extend the term and modify the rates for reimbursable expenses.

NOW, THEREFORE, the County and LAFCO hereby agree as follows:

1. **Exhibit B1**. Exhibit B1 of the MOU is hereby amended and restated in its entirety to read as set forth in the attached Exhibit B1.
2. **Term**. Section 2.1 of the MOU is hereby amended in its entirety to read as follows:

“2.1 **Term**. This MOU shall be effective as of the date hereof and will terminate on June 30, 2031 unless (a) earlier terminated pursuant to Section 2.2 or (b) extended pursuant to Section 2.3. Notwithstanding the foregoing, no Services shall be provided or any Reimbursable Expenses incurred prior to the occurrence of the first Meeting taking place in the Chambers.”
3. **Continuing Effect of MOU**. Except as amended by this Amendment No. 2, all other provisions of the MOU remain in full force and effect and shall remain binding upon the Parties. From and after the date of this Amendment No. 2, whenever the term “MOU” appears in the MOU, it shall mean the MOU as amended by this Amendment No. 2.
4. **Severability**. If any portion of this Amendment No. 2 is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

5. Execution and Counterparts. This Amendment No. 2 may be signed in counterparts, each of which shall constitute an original. Unless otherwise prohibited by law or County policy, the parties agree that an electronic copy of a signed contract, or an electronically signed contract, has the same force and legal effect as a contract executed with an original ink signature. The term “electronic copy of a signed contract” refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed contract in a portable document format. The term “electronically signed contract” means a contract that is executed by applying an electronic signature using technology approved by County

IN WITNESS WHEREOF, the County and LAFCO have executed this Amendment No. 2 to the MOU as follows:

**LOCAL AGENCY FORMATION
COMMISSION OF SANTA CLARA
COUNTY**

COUNTY OF SANTA CLARA

Name: Rosemary Kamei
Title: LAFCO Chairperson
Date:

Name: Matthew Hada
Title: Director of Procurement
Date:

APPROVED AS TO FORM

**APPROVED AS TO FORM AND
LEGALITY**

Name: Malathy Subramanian
Title: LAFCO Counsel
Date:

Name: Adrienne Liu
Title: Deputy County Counsel
Date:

Exhibit B1

PASS-THROUGH SERVICE COSTS FOR WEBCAST-RELATED FY27 STAFFING AND EQUIPMENT USE

SERVICE	COST PER HOUR	COST PER MEETING	NOTES
COB Hourly Productive Rate - Broadcast Equipment	\$135.04	\$135.04	Hourly cost for use and maintenance of shared equipment. Charged at only one hour per meeting.
COB Hourly Productive Rate - Agenda Management System (AMS) - Optional	\$135.04	\$135.04	Hourly cost for use of agenda management software. Charged at only one hour per meeting.
Technology Services and Solutions Department – Multimedia Team	\$198	\$594.00	Onsite management of integrated Zoom broadcast. Includes 1-hour setup time.
CreaTV Camera Operator	\$63.86	\$255.44	Two camera operators required. Vendor requires 2-hour minimum
CreaTV Production Coordinator	\$87.55	\$87.55	Production coordination costs, including creation of graphics. Charged at only one hour per meeting.
Dynamic Captioning - Optional	\$92.70	\$185.40	Remote real-time closed captioning production by human captioner. Vendor requires a 2-hour minimum.

Cost Per Meeting - All Services : \$1,392.47 (with AMS and Captioning)

Cost per meeting - No AMS: \$1,257.43 (with Captioning)

Cost per meeting - No AMS or Captioning: \$936.99

Note: The rates above are based on current pass-through costs for two-hour meetings. LAFCO will be charged a standard per meeting rate, depending on the types of services utilized. By June 15 of each fiscal year, Clerk of the Board will bill LAFCO based on the actual number of meetings held in the prior 12-month period. Payment is due by June 30 of that same fiscal year. LAFCO will be informed of any anticipated changes to estimated costs for the upcoming fiscal year by March 31.

**MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF SANTA CLARA AND
THE LOCAL AGENCY FORMATION COMMISSION OF SANTA CLARA REGARDING
WEBCASTING IN THE COUNTY BOARD OF SUPERVISORS' CHAMBERS**

This Memorandum of Understanding (“MOU”) is made and entered into as of January [•] 2021 (the “Effective Date”), by and between the County of Santa Clara, a political subdivision of the State of California (the “County”), and the Local Agency Formation Commission of Santa Clara County, an independent local agency created pursuant to Cal. Gov. Code §56325 (“LAFCO”, and together with the County, the “Parties”).

RECITALS

WHEREAS, LAFCO wishes to ensure that residents of the County have the ability to observe and participate in webcasts of LAFCO meetings on the internet;

WHEREAS, LAFCO meetings are currently held in the County of Santa Clara Government Center Board of Supervisors' Chambers (the “Chambers”);

WHEREAS, the County currently has equipment and service contracts with media services firms (such firms collectively, including (i) any subcontractors of such firms and (ii) any other firms (and subcontractors of such firms) that may provide the same or similar services to the County in the future, are referred to herein as the “Contractors”) to webcast meetings of the Board of Supervisors of the County (the “Board”) taking place in the Chambers;

WHEREAS, the County desires, subject to the terms and conditions of this MOU, to facilitate the webcasting of LAFCO meetings in the Chambers.

NOW, THEREFORE, the County and LAFCO hereby agree as follows:

1. Provision of Webcasting Services

1.1. Webcasting of Meetings.

- a. In exchange for the consideration set forth in Section 1.2 and subject to the terms of this MOU, the County agrees to direct the Contractors and the County’s Technology Services & Solutions Department (“TSS”) to provide webcasting services substantially equivalent to those set forth in Exhibit A hereto (the “Services”) for LAFCO meetings (each, a “Meeting”) held in the Chambers and to allow LAFCO and the Contractors to use all equipment in the Chambers that is necessary or convenient for the provision of the Services.
- b. LAFCO shall have the option, with respect to each Meeting, to utilize all of the Services or only those of the Services required by LAFCO at such Meeting.
- c. The Parties acknowledge and agree that the Contractors and Services set forth in Exhibit A are subject to change in the ordinary course at the reasonable discretion of the County. Exhibit A is intended by the Parties to provide current details of the Services and not bind the County to employ any particular Contractors or exact manner of webcasting the Meetings.

- 1.2. Reimbursement. Subject to the terms of this MOU, LAFCO will fully reimburse the County for all expenses associated with the provision of the Services (“Reimbursable Expenses”) at the rates set forth in Exhibit B or at other rates actually incurred by the County. Reimbursable Expenses shall also include the reasonable replacement or repair costs of any damage to (a) the Chambers,

(b) any County equipment, or (c) any equipment belonging to the Contractors that may be incurred while providing the Services as a result of any negligence or willful misconduct by LAFCO.

- a. The County shall deliver statements (each, a “Reimbursement Statement”) setting forth Reimbursable Expenses to LAFCO not more than 45 days after June 30 of each year during the Term (as defined in Section 2.1) or at other times mutually agreed by the Parties. Upon receipt of a Reimbursement Statement, LAFCO shall within 45 days deposit or cause to be deposited the full undisputed amount set forth on such Reimbursement Statement to an account designated by the Clerk of the Board of Supervisors of the County (the “Clerk”).
- b. If any element of the Reimbursable Expenses set forth on a Reimbursement Statement is disputed by LAFCO, LAFCO shall inform the Clerk of such dispute within 30 days of receipt of such Reimbursement Statement. The Parties shall make good faith efforts to resolve any disputed Reimbursable Expenses. In connection with any such dispute, LAFCO may request that the Clerk provide reasonable documentation of Reimbursable Expenses, including any changes to the costs set forth on Exhibit B.

2. Term and Termination

- 2.1. Term. This MOU shall be effective as of the date hereof and will terminate on June 30, 2023 unless (a) earlier terminated pursuant to Section 2.2 or (b) extended pursuant to Section 2.3. Notwithstanding the foregoing, no Services shall be provided or any Reimbursable Expenses incurred prior to the occurrence of the first Meeting taking place in the Chambers.
- 2.2. Termination.
 - a. At any time during the Term and subject to the terms of Section 2.4, either Party may terminate this MOU for any reason upon 30 days written notice delivered to the other Party.
 - b. If for any reason one or more of the Contractors cease providing webcasting services to the County (a “Contractor Termination”), the County shall have the right to terminate this MOU immediately upon notice to LAFCO. If the County does not terminate this MOU upon such Contractor Termination, the Parties shall make good faith efforts to agree to a replacement for the Contractor no longer providing services and this MOU shall continue in force as provided in this Section 2.
- 2.3. Extension. At any time not less than 90 days prior to the end of the Term, LAFCO may deliver to the County a written request to extend this MOU (an “Extension Request”). Upon written agreement to such request by the Clerk on behalf of the County, the term shall be extended by the period of time agreed by the Parties in the Extension Request, which period shall not exceed 5 years.
- 2.4. Termination Expenses. Upon the conclusion of the Term or when this MOU is terminated as provided in Section 2.2, the County shall within 90 days of such termination deliver to LAFCO a Reimbursement Statement including a.) all Reimbursable Expenses incurred prior to such termination and b.) any reasonable costs incurred by TSS for removing any LAFCO equipment and materials from the Chambers.
- 2.5. Survival. Notwithstanding the termination of this MOU as provided in this Section 2, the terms of Section 1.2 shall survive such termination with respect to any Reimbursable Expenses provided in Section 2.4, Section 4 shall survive with respect to any Claims incurred prior to such termination, Section 7.5 shall survive with respect to any cause of action arising from this MOU, and Section 7.7 shall survive with respect to any alleged causes of action taking place prior to the termination of this MOU.

3. Use of the Chambers

3.1. County Priority. Subject to the terms of this Section 3 and subject to all County policies, rules, and codes with respect to the use of the Chambers and County property, including without limitation any applicable health or safety rules ("County Rules"), the County shall allow LAFCO to use the Chambers for meetings during those times that the County determines the Chambers are not otherwise being used for the business of the County.

- a. The County shall make reasonable efforts to make the Chambers available for all Meetings. To facilitate scheduling by the County, LAFCO shall provide the Clerk with reasonable advanced notice of all planned Meetings to be conducted in the Chambers.
- b. Notwithstanding the provisions of Section 3.1(a), the Clerk may pre-empt any Meeting in the event of a conflict with any scheduled or emergency meeting of the Board or other County entity that the Clerk reasonably determines will require the use of the Chambers.
- c. In the event of any pre-emption of a Meeting pursuant to Section 3.1(b), the Parties shall work cooperatively to arrange a reasonable alternate time for the use of the Chambers for such Meeting.

3.2. Condition of the Chambers.

- a. At the conclusion of each Meeting taking place in the Chambers, LAFCO shall use reasonable efforts to reset hardware and/or software and, as applicable, return settings to the configuration normally used by TSS or the Contractors. To the extent reasonably necessary, the Parties shall cooperate to develop technical procedural documents to be used by LAFCO personnel in connection with the Services and their obligations under this Section 3.2(a). The Parties shall reasonably divide the costs associated with developing any technical manuals or procedures required by this Section 3.2(a).
- b. LAFCO shall use the Chambers only for public meetings related to the purposes set forth in Cal. Gov. Code § 56300 (*et seq.*) and shall not use or permit the Chambers to be used for any other purpose or by any other entity without the prior written consent of County. LAFCO agrees to fully reimburse the County as provided in Section 1.2 for any damage to the Chambers or other expenses incurred as a result of any violation of this Section 3.2(b).
- c. LAFCO agrees to comply with all County Rules when using the Chambers and any County equipment. In addition to any other legal or civil liability for violation of County Rules, LAFCO shall be responsible for any reasonable costs or expenses that arise as a result of a failure to comply with County Rules (including without limitation any reasonable attorneys' fees or legal expenses arising from such failure), and any such undisputed costs or expenses shall be considered Reimbursable Expenses hereunder and reimbursed by LAFCO pursuant to the terms of Section 1.2.

4. Indemnification

In lieu of and notwithstanding the pro rata risk allocation which might otherwise be imposed between the Parties pursuant to Cal. Gov. Code § 895.6, the County and LAFCO agree that all losses or liabilities incurred by a party shall not be shared pro rata but instead the County and LAFCO agree that, pursuant to Cal. Gov. Code § 895.4, each of the parties hereto shall fully indemnify and hold the other Party, its officers, Board members, employees and agents, harmless from any claim, expense or cost, damage or liability imposed for injury (as defined by Cal. Gov. Code § 810.8) occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying Party, its officers, Board members,

employees or agents, under or in connection with or arising out of any work, authority or jurisdiction delegated to such party under this Agreement (“Claims”). No Party, nor any officer, Board member, employee or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of the other Party hereto, its officers, Board members, employees or agents, under or in connection with or arising out of any work, authority or jurisdiction delegated to such other parties under this MOU. Notwithstanding the foregoing, LAFCO agrees to defend and indemnify the County in any lawsuit or legal action brought by the Contractors related specifically to the use of the Chambers by LAFCO or the provision of the Services by the Contractors for LAFCO.

5. Insurance

Without limiting the indemnification obligations of either party under Section 4 of this MOU, each party shall maintain or cause to be maintained the following insurance coverage: (1) a policy of commercial general liability with limits of liability not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) annual aggregate; (ii) a policy of workers’ compensation providing statutory coverage; (iii) a policy of public officials errors and omissions liability with limits of liability not less than one million dollars (\$1,000,000) per occurrence/aggregate; and (iv) such other insurance or self-insurance as shall be necessary to insure it against any claim or claims for damages arising under this MOU. Insurance afforded by the commercial general liability policy of a Party shall be endorsed to provide coverage to the other Party as an additional insured. Each Party shall provide a Certificate of Insurance certifying that coverage as required herein has been obtained. The requirements of this Section 5 may be satisfied by the provision of similar coverage through a self-insurance program.

6. Notices

Notices to the parties in connection with this Agreement shall be made by certified mail, return receipt requested. Notices are effective upon the earlier of five (5) days after placement in the U.S. mail, postage paid or when actually received by a Party. Notices shall be sent to the following:

County:
Office of the Clerk-Board of Supervisors
Attn: Administrative Services Manager
County Government Center
70 West Hedding Street, East Wing, 10th Floor
San Jose, CA 95110

LAFCO:
Neelima Palacherla, LAFCO Executive Officer
Local Agency Formation Commission of Santa Clara County
777 North First Street, Suite 410
San Jose, CA 95112

7. Miscellaneous

7.1. Entire Agreement; Amendment. This MOU and the Exhibits hereto constitute the entire agreement among the Parties with respect to the subject matter hereof and supersedes all prior agreements and understandings, written and oral, among the Parties with respect to the subject

matter hereof. This MOU may be amended only by a written instrument executed by the Parties hereto.

- 7.2. Execution and Effectiveness. This MOU shall be binding on the County and LAFCO from the Effective Date. Unless otherwise prohibited by law, the parties agree that an electronic copy of a signed MOU, or an electronically signed MOU, has the same force and legal effect as an MOU executed with an original ink signature. The term “electronic copy of a signed MOU” refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed MOU in a portable document format. The term “electronically signed MOU” means an MOU that is executed by applying an electronic signature using technology approved by the County.
- 7.3. Representations. The persons executing this MOU represent that they have authority to bind their respective Parties.
- 7.4. Third Party Beneficiaries. This MOU does not, and is not intended to, confer any rights or remedies upon any person or entity other than the Parties.
- 7.5. Governing Law; Consent to Jurisdiction. The Parties agree that this MOU was executed in and shall be governed by the laws of the State of California, without regard to its conflicts of law principles, including the application of any applicable statutes of limitations and equitable principles and the availability of any remedies. The Parties further agree to submit to the jurisdiction of the courts located in Santa Clara County, California.
- 7.6. Assignment. Neither Party may assign this MOU or such Party’s rights and obligations hereunder without the prior written consent of the other Party.
- 7.7. Compliance with Non-Discrimination and Equal Opportunity Laws. The Parties shall comply with all applicable laws concerning nondiscrimination and equal opportunity in the use of the Chambers and in all related employment and contracting, including but not limited to the following: Santa Clara County’s policies for contractors on nondiscrimination and equal opportunity; Title VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act of 1990; the Age Discrimination in Employment Act of 1967; the Rehabilitation Act of 1973 (Sections 503 and 504); the Equal Pay Act of 1963; California Fair Employment and Housing Act (Gov. Code § 12900 et seq.); California Labor Code sections 1101, 1102, and 1197.5; and the Genetic Information Nondiscrimination Act of 2008. In addition to the foregoing, the Parties shall not discriminate against any subcontractor, employee, or applicant for employment because of age, race, color, national origin, ancestry, religion, sex, gender identity, gender expression, sexual orientation, mental disability, physical disability, medical condition, political belief, organizational affiliation, or marital status in the recruitment, selection for training (including but not limited to apprenticeship), hiring, employment, assignment, promotion, layoff, rates of pay or other forms of compensation. The Parties shall not discriminate in the use of the Chambers or the provision of the Services because of age, race, color, national origin, ancestry, religion, sex, gender identity, gender expression, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status. LAFCO acknowledges that its nondiscrimination obligations extend to LAFCO’s policies and procedures in conducting Meetings in the Chambers, including obligations regarding effective communication with persons with disabilities, and acknowledges that the indemnification provisions in Section 4 of this agreement include claims arising out of applicable nondiscrimination laws.

[Signature Page Follows]

IN WITNESS WHEREOF, the County and LAFCO have executed this MOU as of the dates set forth below.

COUNTY OF SANTA CLARA

DocuSigned by:
Marlon Paulo
B6C24B6275434D4...
Marlon Paulo,
Deputy Director of Procurement for
By: Cheryl Liu
Name: Cheryl Liu
Title: Director of Procurement
Date: February 5, 2021

**LOCAL AGENCY FORMATION
COMMISSION OF SANTA CLARA
COUNTY**

DocuSigned by:
Susan Ellenberg
CE8B17F281D64AF...
By: Susan Ellenberg
Name: Susan Ellenberg
Title: Chairperson, Santa Clara LAFCO
Date: February 5, 2021

**APPROVED AS TO FORM
AND LEGALITY**

DocuSigned by:
Robert Fannion
FE20C0D4105E411...
By: Robert D. Fannion
Name: Robert D. Fannion
Title: Deputy County Counsel
Date: February 5, 2021

APPROVED AS TO FORM

DocuSigned by:
Malathy Subramanian
0BF2DA8CFE254DA...
By: Malathy Subramanian
Name: Malathy Subramanian
Title: LAFCO Counsel
Date: February 5, 2021

Exhibit A
SPECIFICATIONS

SOFTWARE

- LAFCO may upload and publish its meetings to the internet using the IQM2 software application (MinuteTraq), under the County of Santa Clara's licensing agreement with IQM2.

HARDWARE

- LAFCO may access IQM2 in Chambers using a County-owned laptop.
- LAFCO may stream its meetings to the internet using the County-owned equipment.
- LAFCO may caption LAFCO meetings using the County's closed caption encoder and phone interface system
- LAFCO shall be responsible for any archiving of LAFCO webcasts. No County equipment will be used for this purpose.

INTERNET ACCESS & SECURITY

- The identity and contact information of the LAFCO personnel that will access the Chambers control room to manage and operate the County laptop and webcast encoder shall be communicated to the Clerk of the Board's designated information technology support personnel in advance of access.
- LAFCO will employ reasonable and industry standard precautions to protect County information technology assets and prevent unauthorized access to County information technology.
- County shall allocate IP addresses for LAFCO use in Chambers, as necessary.
- County reserves right to implement any and all network security protocols it sees fit to reasonably maintain the integrity of its network and data.

FUTURE UPGRADES

- The above specifications reflect required compatibility/technical standards necessary at the time this Agreement is put into effect. County reserves the right to modify these specifications over time as may be necessary to operate with future equipment upgrades. That notwithstanding, County shall make reasonable efforts to work with LAFCO staff to determine new requirements.

Exhibit B**PASS-THROUGH SERVICE COSTS FOR WEBCAST-RELATED
STAFFING AND EQUIPMENT USE**

SERVICE	COST PER HOUR	COST PER MEETING	NOTES
Hourly Productive Rate and Use of Agenda Management System (AMS)	\$96.00	\$192.00 w/ AMS \$96.00 w/o AMS	Hourly cost for use and maintenance of shared equipment and software and Clerk of the Board support activities.
TSS – Customer Care	\$172.00	\$344.00	Field support for set up and duration of meetings.
CreaTV Meeting Crew	\$105.00	\$420.00	Two onsite camera operators. Vendor requires 2-hour minimum.
CreaTV Production Coordinator	\$52.50	\$52.50	Pre-production for graphics (Lower Third). Usually, 1-hour per meeting.
Dynamic Captioning	\$90.00	\$180.00	Remote, real-time closed captioning production. Vendor requires 2-hour minimum.

Cost Per Meeting – All Services: \$1,118.50

Cost Per Meeting – No AMS or Captioning: \$842.50

Note: The rates above are based on current pass-through costs for two-hour meetings. LAFCO will be charged a standard per meeting rate, depending on the types of services utilized. By June 15 of each fiscal year, Clerk of the Board will bill LAFCO based on the actual number of meetings held in the prior 12 month period. Payment is due by June 30. LAFCO will be informed of any anticipated changes to estimated costs for the upcoming fiscal year by March 31.

**AMENDMENT NO. 1
TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF SANTA
CLARA AND THE LOCAL AGENCY FORMATION COMMISSION OF SANTA CLARA
REGARDING WEBCASTING IN THE COUNTY BOARD OF SUPERVISORS'
CHAMBERS**

This Amendment No. 1 to the Memorandum of Understanding (“MOU”) is made and entered into as of this 13th day of April, 2023, by and between the County of Santa Clara, a political subdivision of the State of California (the “County”), and the Local Agency Formation Commission of Santa Clara County, an independent local agency created pursuant to Cal. Gov. Code §56325 (“LAFCO”). County and LAFCO are sometimes individually referred to as (“Party”) and collectively as (“Parties”).

RECITALS

WHEREAS, the County And LAFCO entered into the MOU in January 2021 so that individuals would have the ability to observe and participate in webcasts of LAFCO meetings on the internet; and

WHEREAS, the Parties desire the amend the MOU to extend the term and increase the rates for reimbursable expenses.

NOW, THEREFORE, the County and LAFCO hereby agree as follows:

1. **Exhibit B1**. Exhibit B1 of the MOU is hereby amended and restated in its entirety to read as set forth in the attached Exhibit B1.
2. **Term**. Section 2.1 of the MOU is hereby amended in its entirety to read as follows:

“2.1 **Term**. This MOU shall be effective as of the date hereof and will terminate on June 30, 2026 unless (a) earlier terminated pursuant to Section 2.2 or (b) extended pursuant to Section 2.3. Notwithstanding the foregoing, no Services shall be provided or any Reimbursable Expenses incurred prior to the occurrence of the first Meeting taking place in the Chambers.”
3. **Continuing Effect of MOU**. Except as amended by this Amendment No. 1, all other provisions of the MOU remain in full force and effect and shall remain binding upon the Parties. From and after the date of this Amendment No. 1, whenever the term “MOU” appears in the MOU, it shall mean the MOU as amended by this Amendment No. 1.
4. **Severability**. If any portion of this Amendment No. 1 is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

5. **Counterparts.** This Amendment No. 1 may be signed in counterparts, each of which shall constitute an original.

IN WITNESS WHEREOF, the County and LAFCO have executed this Amendment No. 1 to the MOU as follows:

**LOCAL AGENCY FORMATION
COMMISSION OF SANTA CLARA
COUNTY**

COUNTY OF SANTA CLARA

DocuSigned by:
Russ Melton
C8AF558EA32A496...
Name: Russ Melton
Title: LAFCO Chairperson
Date: 4/13/2023

DocuSigned by:
Matthew Hada
CEA000A27EB84EA...
Name: Matthew Hada
Title: Director of Procurement
Date: 4/14/2023

APPROVED AS TO FORM

**APPROVED AS TO FORM AND
LEGALITY**

DocuSigned by:
Malathy Subramanian
0BF2DA6CPE254DA...
Name: Malathy Subramanian
Title: LAFCO Counsel
Date: 4/13/2023

DocuSigned by:
Robert Fannion
FF20C0D4105E411...
Name: Robert D. Fannion
Title: Deputy County Counsel
Date: 4/13/2023

Exhibit B1

PASS-THROUGH SERVICE COSTS FOR WEBCAST-RELATED FY24 STAFFING AND EQUIPMENT USE

SERVICE	COST PER HOUR	COST PER MEETING	NOTES
COB Hourly Productive Rate - Broadcast Equipment	\$105.00	\$105.00	Hourly cost for use and maintenance of shared equipment. Charged at only one hour per meeting.
COB Hourly Productive Rate - Agenda Management System (AMS) - Optional	\$105.00	\$105.00	Hourly cost for use of agenda management software. Charged at only one hour per meeting.
Technology Services and Solutions Department – Multimedia Team	\$234.00	\$702.00	Onsite management of integrated Zoom broadcast. Includes 1-hour setup time.
CreaTV Camera Operator	\$105.00	\$420.00	Two camera operators required. Vendor requires 2-hour minimum
CreaTV Production Coordinator	\$52.50	\$52.50	Production coordination costs, including creation of graphics. Charged at only one hour per meeting.
Dynamic Captioning - Optional	\$105.00	\$210.00	Remote real-time closed captioning production by human captioner. Vendor requires a 2-hour minimum.

Cost Per Meeting - All Services : \$1,594.50 (with AMS and Captioning)

Cost per meeting - No AMS: \$1,489.50 (with Captioning)

Cost per meeting - No AMS or Captioning: \$1,279.50

Note: The rates above are based on current pass-through costs for two-hour meetings. LAFCO will be charged a standard per meeting rate, depending on the types of services utilized. By June 15 of each fiscal year, Clerk of the Board will bill LAFCO based on the actual number of meetings held in the prior 12 month period. Payment is due by June 30. LAFCO will be informed of any anticipated changes to estimated costs for the upcoming fiscal year by March 31.



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

Commissioners
Sylvia Arenas
Jim Beall
Rosemary Kamei
Yoriko Kishimoto
Otto Lee
Terry Trumbull
Mark Turner

ITEM # 9

Alternate Commissioners
Pamela Campos
Helen Chapman
Betty Duong
Zach Hilton
Teresa O'Neill
Executive Officer
Neelima Palacherla

LAFCO MEETING: June 3, 2026

TO: LAFCO

**FROM: Neelima Palacherla, Executive Officer
Dunia Noel, Asst. Executive Officer**

**SUBJECT: UPDATE ON COUNTYWIDE WATER AND WASTEWATER
SERVICE REVIEW**

STAFF RECOMMENDATION

1. Accept report and provide direction, as necessary.

COUNTYWIDE WATER AND WASTEWATER SERVICE REVIEW

The report provides a summary of the service review related work that has been completed since the April 1, 2026 LAFCO meeting and the anticipated next steps.

KICK-OFF MEETING WITH TECHNICAL ADVISORY COMMITTEE AND

On April 22, 2026, LAFCO staff and RSG, LAFCO’s consultant, held a project kick-off meeting with the Technical Advisory Committee (TAC) for LAFCO’s Countywide Water and Wastewater Service Review to introduce the consultant team, review key steps and timeline for the service review, discuss the overall data collection process, review focus issues, discuss the community survey questions, and discuss the proposed evaluation criteria for service review determinations. The TAC will continue its discussion on the proposed evaluation criteria for service review determinations at its next meeting which is scheduled for June 22, 2026.

TAC meetings are open to the public and LAFCO staff provide meeting notices to affected agencies and individuals that have signed up to receive notifications about the Countywide Water and Wastewater Service Review.

DATA COLLECTION UNDERWAY

In April 2026, RSG began their data collection process which will result in the creation of a service provider validated profile for each agency.

On April 29, 2026, LAFCO staff informed affected agencies and other service providers that LAFCO, was initiating a countywide water and wastewater service

review and that RSG would contact them directly to request required data and to schedule an interview with agency representatives.

RSG created and distributed a questionnaire to each agency to collect necessary data and is in the process of conducting interviews with affected agencies to follow up on any information gaps and seek clarifications on various matters. LAFCO staff attend these interviews to learn more about each agency, build and foster relationships, and inquire about certain matters, as necessary.

UPCOMING COMMUNITY MEETINGS AND SURVEY NOW AVAILABLE

Public engagement and outreach are an important part of LAFCO's service review process. The public and interested parties will have two early opportunities to engage in and provide input on LAFCO's Countywide Water and Wastewater Service Review as follows:

1. Community Survey – An anonymous survey to evaluate water and wastewater service in your community.

The survey is available in English and Spanish at <https://bit.ly/scc-water-survey>.

2. Community Meetings on Water and Wastewater Services (Three to Choose From)

Three community meetings will be held in-person and by Zoom. Each meeting will include similar content but is targeted to communities in a different part of the county. Attendees will have an opportunity to:

- Learn more about LAFCO and LAFCO's Countywide Water and Wastewater Service Review
- Provide input on water and sewer service in their respective communities

Community Meeting #1 for north Santa Clara County (June 8, 2026 @ 12:00 - 1 PM)

Community Meeting #2 for south Santa Clara County (June 8, 2026 @ 6:00 - 7:00 PM) *Spanish language interpretation will be available at this meeting.*

Community Meeting #3 for San Jose and west Santa Clara County (June 9, 2026 @ 6:00 – 7:00 PM)

LAFCO staff notified affected agencies, other stakeholders, and interested parties about the upcoming community meetings and the survey.

LAFCO staff also requested that commissioners and TAC members assist LAFCO staff in getting the word out about these meetings and the survey to their communities and constituents, through their websites/social media/newsletters or other available communications. We thank all for their assistance.

Information on the community meetings and survey is also available on the [Project Webpage](#).

NEXT STEPS

The data collection process, including agency specific interviews, will continue through June in order to develop draft profiles for affected agencies. LAFCO staff will review and provide comments on the draft profiles as they become available. After which, RSG will send each affected agency their draft profile for final verification. RSG will use the verified profiles to conduct their analysis and prepare preliminary findings for LAFCO staff's review. RSG will then present their preliminary findings to the TAC at a meeting anticipated to be held in late August/early September 2026, before preparing the Draft Report. Staff will continue to provide the Commission with updates on this project as it progresses.



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

777 North First Street
Suite 410
San Jose, CA 95112

SantaClaraLAFCO.org

Commissioners

Sylvia Arenas
Jim Beall
Rosemary Kamei
Yoriko Kishimoto
Otto Lee
Terry Trumbull
Mark Turner

ITEM # 10

Alternate Commissioners

Pamela Campos
Helen Chapman
Betty Duong
Zach Hilton
Teresa O'Neill

Executive Officer

Neelima Palacherla

LAFCO MEETING: June 3, 2026
TO: LAFCO
**FROM: Neelima Palacherla, Executive Officer
Dunia Noel, LAFCO Assistant Executive Officer
Emmanuel Abello, Analyst**
SUBJECT: CALAFCO RELATED ACTIVITIES

10.1 2026 CALAFCO ANNUAL CONFERENCE (OCTOBER 21 – 23, 2026)

Recommendation

Authorize commissioners and staff to attend the Annual Conference and direct that associated travel expenses be funded by the LAFCO Budget for Fiscal Year 2027.

Discussion

The upcoming CALAFCO Annual Conference will be held at the Sheraton Grand Sacramento Hotel in Sacramento, CA from Wednesday, October 21st to Friday, October 23rd. The Conference provides an annual opportunity for commissioners and staff to gain additional knowledge about changes in LAFCO legislation, LAFCO policies and practices, and the latest issues facing LAFCOs, counties, cities, and special districts across the state. The Conference brings together approximately 250 LAFCO Commissioners and staff from around the state to discuss the latest issues and share knowledge and best practices. Further details will be made available in late summer.

10.2 REPORT ON THE 2026 CALAFCO STAFF WORKSHOP (MAY 6 – 8, 2026)

For Information Only.

EO Palacherla, Assistant EO Noel and Clerk Humphrey attended the 2026 Annual CALAFCO Staff Workshop in San Luis Obispo, California (May 6 – 8), hosted by San Luis Obispo LAFCO. The Workshop themed, *“Future in Focus: Leading the Next Era in LAFCO Practice,”* offered practical and hands-on courses, professional development sessions, and informal roundtable discussions. Approximately 85 participants from LAFCOs statewide attended.

The Workshop began Wednesday morning with a mobile tour of City Farm SLO, a non-profit urban farm in San Luis Obispo; and the SLO Ranch Public Market, with a joint presentation from current and former San Luis Obispo LAFCO staff and City of San Luis Obispo staff familiar with the development.

The farm was established in part through San Luis Obispo LAFCO's agricultural mitigation policy, which requires 1:1 mitigation for annexations that convert prime agricultural land. In 2018, LAFCO approved the annexation of 109 acres of prime agricultural land for mixed residential, commercial, and hotel development. The farm now serves as a hub for sustainable agriculture and youth education, while the public market showcases local foods and crafts.

The City's Community Development Director and former and current LAFCO staff provided an overview of the project, highlighting key successes and lessons learned, many of which are applicable across the state.

The afternoon program included two general sessions, "Climate Change and LAFCO: What It Means for Your Work," and "Is Our Region Structure Still Working? A Conversation on CALAFCO's Future."

Thursday morning's program included one general session entitled "Engaging the Public When it Matters Most," and two breakout sessions "Fiscal Analysis Made Practical: Tools for Annexations and Service Reviews" and "AI in LAFCO Work: Real Tools for Studies, Projects, and Day-to-Day Operations." At lunch, attendees received an oral presentation on the "State of LAFCO," based on the results of LAFCO's 2026 Biennial Survey. The breakout sessions in the afternoon included "Write to Be Believed: Clear, Credible LAFCO Reports"; "Skills That Make a Difference: A Practical Guide for LAFCO Clerks"; "Growing the Next Generation: Mentorship and Leadership in LAFCO" and "Executive Officer Peer Exchange."

Friday's program featured a general session entitled "Old Docs, New Projects: Using Existing CEQA Documents with Confidence."

Workshop handouts are available for CALAFCO members on the CALAFCO [website](#).

Attending the annual CALAFCO Workshop is included in LAFCO's work plan for staff professional development.

10.3 CALAFCO BOARD MEETING AND LEGISLATIVE COMMITTEE MEETING

For Information Only.

In October 2025, Chair Kamei was elected to serve on the CALAFCO Board for a term of two years. Chair Kamei also serves as an Alternate Voting Member (At-Large) on the CALAFCO Legislative Committee. In these capacities she regularly attends CALAFCO meetings. Executive Officer Palacherla also attends these meetings and provides support, as necessary.

CALAFCO Board Meeting

On May 15, 2026, Chair Kamei and EO Palacherla attended the CALAFCO Board of Directors Regular Meeting via Zoom, where the Board received reports on various matters, approved CALAFCO's FY 2026-2027 operating budget, and approved moving forward with additional discussion regarding long-term dues and membership structure. The Board approved the creation of a Membership and Dues Review Committee, with appointments expected later this summer. The Board also approved the locations for the 2027-2029 Staff Workshops

(Ventura County in 2027, San Joaquin County in 2028, and Butte County in 2029) and 2027-2029 Annual Conferences (Los Angeles County in 2027, Sacramento County in 2028, and Riverside County in 2029), allowing long range planning for future events and contracts, approved update Achievement Award nomination materials with new categories.

The Board then received an oral report from CALAFCO's Executive Director on the organization's accomplishments and priorities for the next few months.

CALAFCO Legislative Committee Meeting

On April 16, 2026, Chair Kamei and EO Palacherla attended the CALAFCO Legislative Committee Meeting via Zoom, where the Committee received a report on and discussed legislation that CALAFCO is tracking. The Committee also discussed proposed revisions to the Legislative Committee Guidelines.

10.4 CALAFCO NOW OFFERS SB 827 COMPLIANCE TRAINING

For Information Only.

CALAFCO has partnered with Best Best & Krieger LLP (BBK) and public finance professionals from Regional Government Services (RGS) to provide a webinar that satisfies SB 827 compliance requirements.

This training is ideal for appointed officials, executives, department heads, and any staff with fiscal responsibilities — including anyone newly assuming a role that requires SB 827 compliance.

Senate Bill 827, effective January 1, 2026, requires covered local agency officials to complete mandatory fiscal and financial training every two years. Newly appointed or hired officials must complete the training within six months of taking office.

The following topics are covered in the webinar:

- Fiscal oversight responsibilities
- Budget development, financial policies, and long-term fiscal planning
- Financial reporting, auditing, and internal controls
- Capital financing, debt management, and revenue mechanisms
- Pensions, other post-employment benefits, and financial risk management
- Cash management and investments
- Financial considerations related to procurement and contracting

As a CALAFCO member, Santa Clara LAFCO commissioners and staff have free access to this webinar which satisfies the SB 827 mandatory fiscal training requirement.

CALAFCO is also planning to provide an in-person version of this training at the CALAFCO Annual Conference for attendees. Further details will be shared when available.