
**SAN JOAQUIN
LOCAL AGENCY FORMATION COMMISSION**

LAFCo

509 W. WEBER AVENUE SUITE 420 STOCKTON, CA 95203

AGENDA

Thursday, June 14, 2018 9:00 A. M.

BOARD OF SUPERVISORS CHAMBERS
44 NORTH SAN JOAQUIN STREET, 6TH FLOOR
STOCKTON, CALIFORNIA

* * * *

Call to Order
Announce Date and Time of Meeting for the Record
Roll Call
Pledge of Allegiance

CONSENT ITEMS

1. MEETING MINUTES OF MAY 10, 2018
(Action by All Members)
Approve Summary Minutes of the regular meeting.
2. OUT-OF-AGENCY SERVICE REQUEST
(Action by Regular Members)
Request from the City of Stockton to provide out-of-agency sewer service outside the City boundary under Government Code §56133 to 1774 W. Sonora Street, 5044 Ardelle Avenue, 1666 Church Street, 2760 Robindale Avenue, 813 S. Bird Avenue, and 1614 W. Hazelton Avenue, Stockton.

PUBLIC HEARING

3. FINAL BUDGET REPORT FOR THE FISCAL YEAR 2018-2019
(Action by Regular Members)
Commission consideration of the Final Budget for Fiscal Year 2018-2019, Work Program and Schedule of Fees.

ACTION ITEMS

4. PROPOSED REVISION TO POLICY FOR FINANCIAL AND ACCOUNTING PROCEDURES
(Action by Regular Members)
Travel Reimbursement for LAFCo Commissioners and Staff

PUBLIC COMMENTS

5. Persons wishing to address the Commission on matters not otherwise on the agenda

CORRESPONDENCE

6. Written communication received from Pamela Miller, Executive Director, CALAFCO, dated May 25, 2018.

EXECUTIVE OFFICER COMMENTS

7. Comments from the Executive Officer

COMMISSIONER COMMENTS

8. Comments, Reports, or Questions from the LAFCO Commissioners

CLOSED SESSION

9. Open Session Disclosure Regarding Closed Session Items pursuant to Government Code Section 54957.7
10. CLOSED SESSION
 - A. Conference with Legal Counsel-Existing Litigation pursuant to Government Code Section 54956.9(a)
Name of Case: Pacific Gas and Electric v. San Joaquin LAFCo and South San Joaquin Irrigation District (San Joaquin County Superior Court Case No. 39-2015-00321743-CU-JR-STK)
11. Open Session Report on Closed Session pursuant to Government Code Section 54957.1

ADJOURNMENT

LAFCo

509 W. WEBER AVENUE SUITE 420 STOCKTON, CA 95203

**SUMMARY MINUTES
May 10, 2018**

BOARD OF SUPERVISORS CHAMBERS
44 NORTH SAN JOAQUIN STREET, 6TH FLOOR
STOCKTON, CALIFORNIA

Chairman Tom Patti called the meeting to order at 9:03 a.m.

MEMBERS PRESENT: Commissioners Kuehne, Villapudua and
Chairman Patti

MEMBERS ABSENT: Commissioner Fox and Johnson

ALTERNATE MEMBERS PRESENT: Commissioners Andrade, Manne and Winn

ALTERNATE MEMBERS ABSENT: None

OTHERS PRESENT: James Glaser, Executive Officer; Rod Attebery, Legal
Counsel; and Mitzi Stites, Commission Clerk

CONSENT ITEMS

Chairman Patti opened up the mater up for public and Commissioner Comments.

No comments were made.

A motion was made by Commissioner Kuehne and seconded by Commissioner Villapudua to approve the Consent Calendar.

The motion for approval of the Summary Minutes of March 8, 2018 meeting was passed by an unanimous vote of the Commission.

The motion for approval for the out-of-agency service request to the property located at

818 S. Wagner Avenue, 3526 West Lane, 222 Clayton Avenue, 2948 Harris Avenue, and 2536 Florida Avenue, Stockton, was passed by an unanimous vote of the regular voting members of the Commission.

PUBLIC HEARING

3. CITY OF RIPON FINAL MUNICIPAL SERVICE REVIEW (MSR) AND SPHERE OF INFLUENCE (SOI) UPDATE (LAFC 03-18)

(Action by Regular Members)

Public Hearing to receive testimony and comments on the Final MSR and SOI Update for the City of Ripon

James Glaser, Executive Officer, provided a PowerPoint presentation, which gave an overview of the process to update the MSR and the SOI. He stated that LAFCo is required to prepare an MSR for each of its incorporated cities and special districts and update the SOI's. LAFCo requires that the SOI delineate where development is expected to occur within 5-10 year and 30-year period and that future annexations must be consistent with the SOI.

Chairman Patti opened the floor to Commissioner Comments

Commissioner Winn raised several planning related issues including:

- City/County coordination of land use within a city's sphere of influence
- Cost of the extension of services for sewer hookup and other fees
- Overall impact of annexation on newly annexed properties
- Timing/phasing of development
- Elimination of islands

James Glaser, Executive Officer, responded by providing an overview of the annexation and planning process. He stated that there is a requirement to conduct a city/County consultation process during the preparation of a new or updated sphere plan. The intent of this consultation is to coordinate land use regulations so that development in the County would *not* cause an incompatible use when properties are eventually annexed to the City. The County is to give "great weight" to any comments from a city when development is proposed within a city's sphere. Review of the Municipal Service Review is another opportunity for coordination of planning issues.

Generally, properties are annexed to cities in order to gain access to city services such as sewer and water. This allows a developer the ability to build more dense and more intense land uses. For properties that are already developed, there is an expectation that these properties connect to sewer and water even though these properties may have their own septic and water service. Furthermore, these properties will need to pay hookup fees in order to reimburse the cost that the rest of the city's residences paid to provide these services. In practice, these affected residences are allowed to continue to use their systems until they fail. When this occurs, the cost is offset by not needing to rebuild the infrastructure on site.

Mr. Glaser stated that upon annexation, no additional costs are levied on the newly annexed properties (with the exception of a minor utility fee for any annexation to the City of Stockton). Properties also become a “legal non-conformity” which allows continuation of the legally permitted use and building standards.

Discussion also ensued regarding the existence of islands of unincorporated land within cities. The City of Stockton has the greatest number and area of islands. Discussion ensued regarding the history, lack of political will to address the issue, and the changes in state law to encourage the elimination of islands. Commission Andrade requested additional information regarding the islands such as Lincoln Village. Mr. Glaser committed to preparing a report/assessment of islands in the cities and outline the steps and authority the Commission may have in addressing this issue.

Commissioner Patti closed the floor to Commission Comments

Chairman Patti opened the floor to public comments.

No one came forward.

Chairman Patti closed the floor to public comments.

A motion was made by Commissioner Villapudua and seconded by Commissioner Andrade to approve Resolution No. 1384 approving the Municipal Service Review for the City of Ripon and Resolution No. 1385 approving the Sphere of Influence for the City of Ripon.

Chairman Patti requested a roll call vote:

Ayes: Commissioner Andrade, Kuehne, Manne, Villapudua, and Chairman Patti
Noes: None

The motion was passed by an unanimous vote of the regular voting members of the Commission.

4. PRELIMINARY BUDGET REPORT FOR THE FISCAL YEAR 2018-2019
(Action by Regular Members)
Commission consideration of the Preliminary Budget for 2018-2019, Work Program and Schedule of Fees.

Mr. Glaser, Executive Officer, informed the commission that the Budget Committee consisting of Commissioner Kuehne and Chairman Patti met on Wednesday, April 25, 2018.

Mr. James Glaser, Executive Officer, presented an overview of the proposed budget. He stated that the budget anticipates that the cost for staffing and operations will be approximately \$706,904 and that the Commission will transfer \$251,804 from its \$768, 998 Contingency/Reserve fund to continue agency operations at the end of the FY 2018--2019 if all line items are fully expended.

The Budget Committee proposes to increase the County and Cities contribution by 3% or \$6, 300 each. The Committee also proposes that \$200,000 be set aside in the Contract for Services line item in the event that the Commission wishes to contract out for special studies, complete municipal service reviews, or other matters that require an outside consultant. A Municipal Services Review was recently completed for 22 reclamation districts and it is anticipated a consultant with Contracted for Services funds will complete the remaining 29 reclamation districts.

Mr. Glaser summarized LAFCo's accomplishments during the fiscal year and outlined next year's program and the Budget Committee's recommended changes to the Application Filing Fee Schedule.

The Budget Committee reviewed the application filling fee schedule and proposed the following adjustments:

Increase for Legal Service pass-thru staff costs based on the legal firm's costs.
Deletion of line items for Agenda and Minutes, LAFCo does not charge for this service
Change of fees for Checking Sufficiency of Petition as the Office of the Registrar of Voters sets fees.

Chairman Patti opened the floor to Commissioner Comments.

No Comments were made.

Chairman Patti closed to floor to Commission Comments.

Chairman Patti opened the floor to public comments.

No one came forward.

Chairman Patti closed the floor to public comments.

Motion made by Commissioner Manne, seconded by Commissioner Andrade, to approve the LAFCo Preliminary Budget and Work Program for Fiscal Year 2018-2019 as presented and scheduled a Public Hearing for June 14, 2018 to consider the Final Fiscal Year Budget, Work Program and Schedule of Fees.

The motion was passed by a unanimous vote of the Commission.

PUBLIC COMMENTS

10. Persons wishing to address the Commission on matters not otherwise on the agenda

No one came forward.

EXECUTIVE OFFICER COMMENTS

11. Comments from the Executive Officer

For the June meeting there will be a Public Hearing on the Final Budget, there may be a MSR for consolidation of the Upper, and Lower Jones Tract Reclamation District .There will possibly be the Draft MSR and SOI for The Westside Irrigation District and Byron Bethany Irrigation District. The next CALAFCO Conference will be in Yosemite from October 3-5, 2018 at the Tenaya Lodge.

COMMISSIONER COMMENTS

12. Comments, Reports, or Questions from the LAFCO Commissioners

CLOSED SESSION

13. Open Session Disclosure Regarding Closed Session Items pursuant to Government Code Section 54957.7

14. CLOSED SESSION

A. Conference with Legal Counsel-Existing Litigation pursuant to Government Code Section 54956.9(a)

Name of Case: Pacific Gas and Electric v. San Joaquin LAFCo and South San Joaquin Irrigation District (San Joaquin County Superior Court Case No. 39-2015-00321743-CU-JR-STK)

15. Open Session Report on Closed Session pursuant to Government Code Section 54957.1

There was no Closed Session.

9:58 a.m. – Chairman Patti adjourned the meeting to Thursday, June 14, 2018.

LAFCo

509 W. WEBER AVENUE SUITE 420 STOCKTON, CA 95203

EXECUTIVE OFFICER'S REPORT

June 14, 2018

TO: LAFCo Commissioners

FROM: James E. Glaser, Executive Officer

SUBJECT: **CITY OF STOCKTON OUT-OF-AGENCY SERVICE REQUESTS**

Recommendation

It is recommended that the Commission approve the requests from the City of Stockton to provide out-of-agency sewer service under the Government Code §56133 to properties located at 1774 W. Sonora Street, 5044 Ardelle Avenue, 1666 Church Street, 2760 Robindale Avenue, 813 S. Bird Avenue, and 1614 W. Hazelton Avenue, Stockton.

Background

Government Code Section §56133 states that the Commission may authorize a city or special district to provide new or extended services outside its jurisdictional boundaries but within its sphere of influence in anticipation of a later change of organization and that prior to providing new or extended service, the city or district must first receive approval from LAFCo. The Commission adopted a policy that conditions their approval for out-of-agency service requiring the recordation of an agreement with the landowner consenting to annexation of their property when annexation becomes feasible.

The City of Stockton submitted requests for approval to extend sanitary sewer services to single family residences outside the city limits but within the City's sphere of influence. A vicinity map is attached showing the locations of each out-of-agency request. Connections to City sewer lines are available to the properties and the property owners have paid the appropriate connection fees to the City. The requests for out-of-agency service are in compliance with the Government Code §56133 and Commission policies. Staff recommends approval of the attached Resolution 1386 approving out-of-agency services.

Attachment: Resolution No. 1386
Vicinity Map

Resolution No. 1386

**BEFORE THE SAN JOAQUIN LOCAL AGENCY FORMATION
COMMISSION APPROVING AN OUT-OF-AGENCY SANITARY SEWER
SERVICE FROM THE CITY OF STOCKTON TO 1774 W. SONORA STREET,
5044 ARDELLE AVENUE, 1666 CHURCH STREET, 2760 ROBINDALE
AVENUE, 813 S. BIRD AVENUE, AND 1614 W. HAZELTON AVENUE,
STOCKTON**

WHEREAS, the above-reference requests have been filed with the Executive Officer of the San Joaquin Local Agency Formation Commission pursuant to §56133 of the California Government Code.

NOW THEREFORE, the San Joaquin Local Agency Formation Commission DOES HEREBY RESOLVE, DETERMINE, AND ORDER as follows:

Section 1. Said out-of-agency service request is hereby approved.

Section 2. The proposal is found to be Categorically Exempt from CEQA.

Section 3. The proposal is subject to the following conditions:

- a. Prior to connection to the city sewer or water, the City of Stockton shall record a covenant and agreement with the property owners to annex to the City of Stockton in a form acceptable to the Executive Officer.
- b. This approval and conditions apply to current and future property owners.

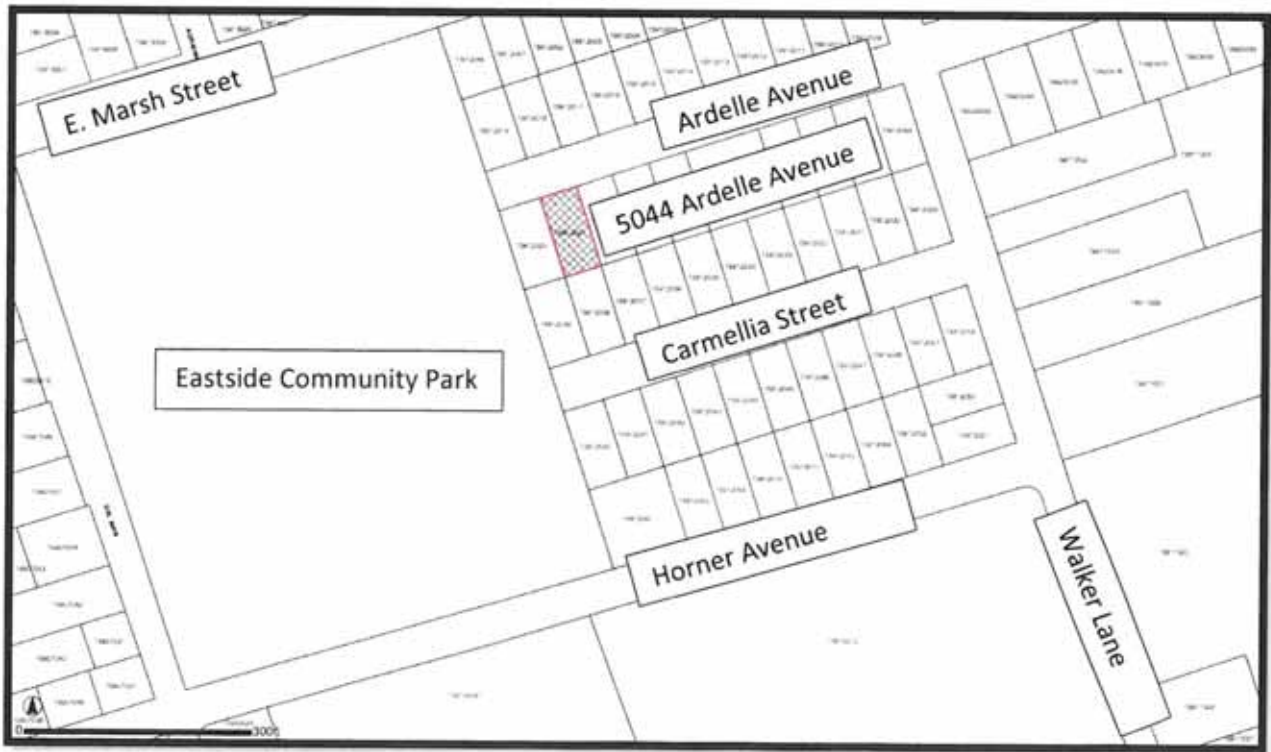
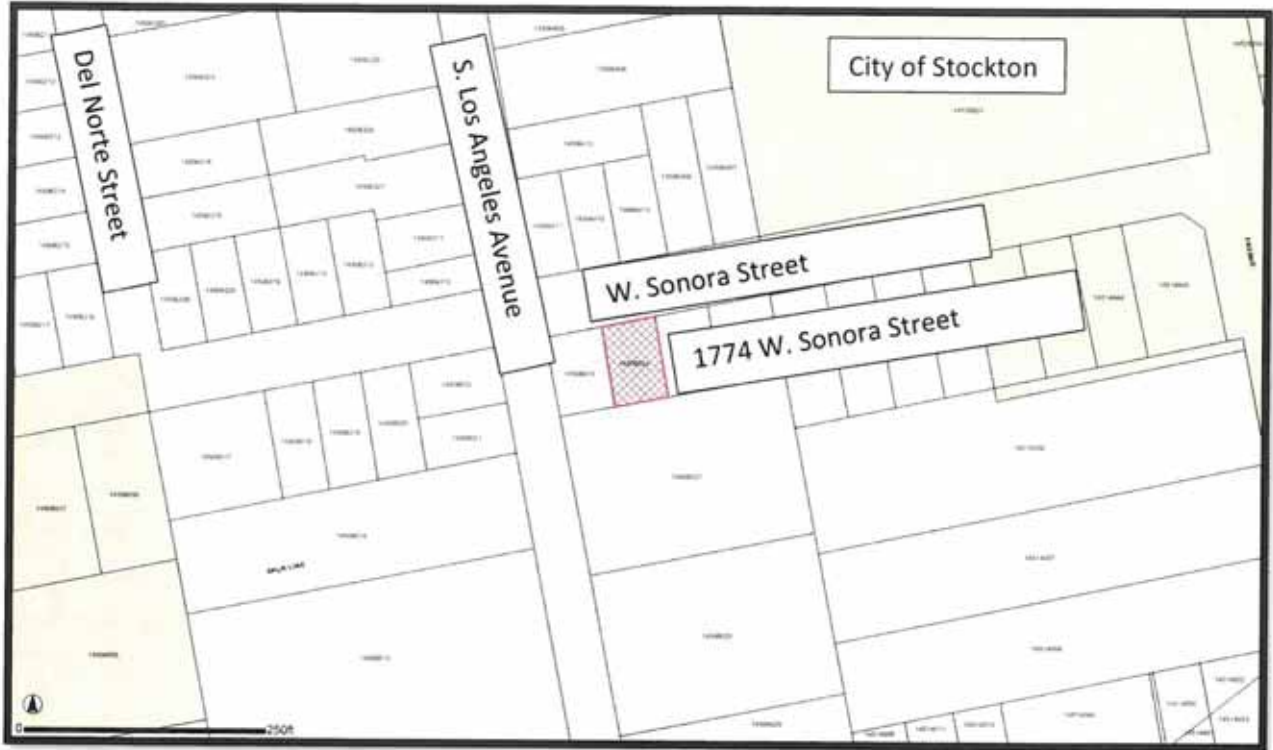
PASSED AND ADOPTED this 14th day of June by the following roll call votes:

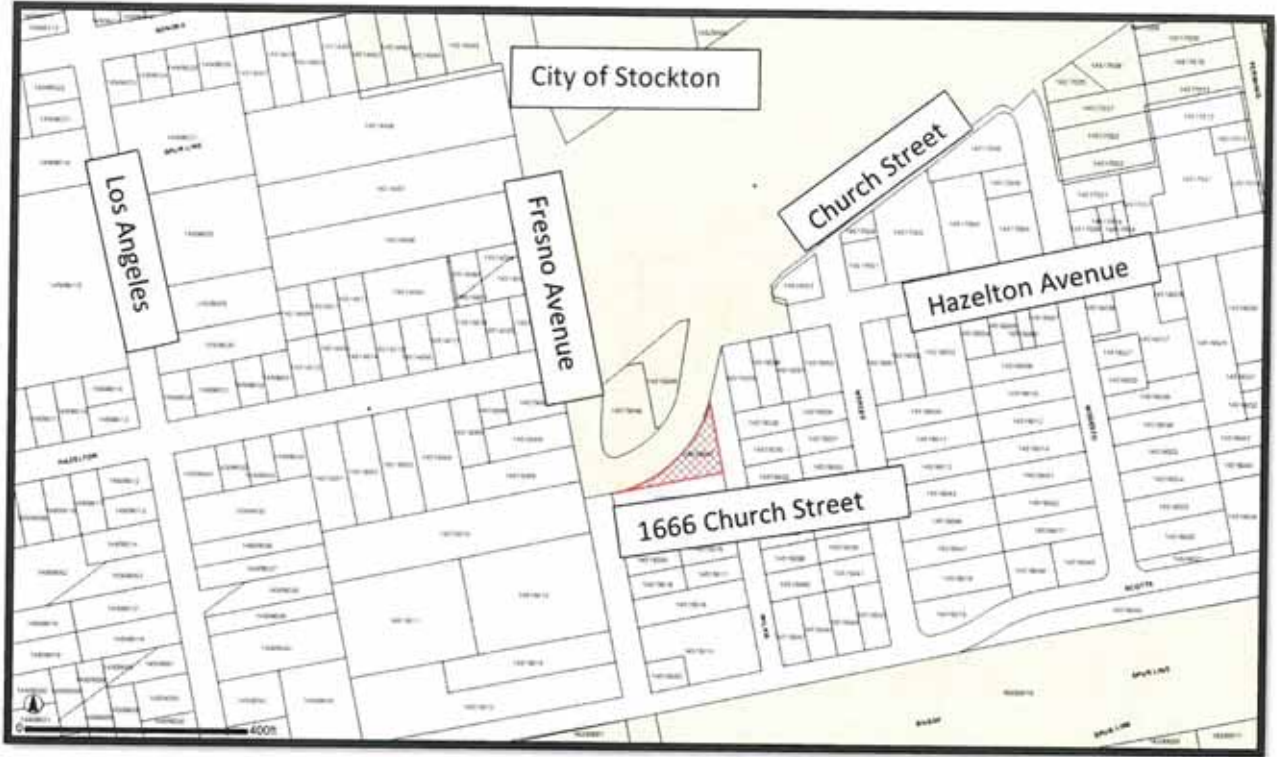
AYES:

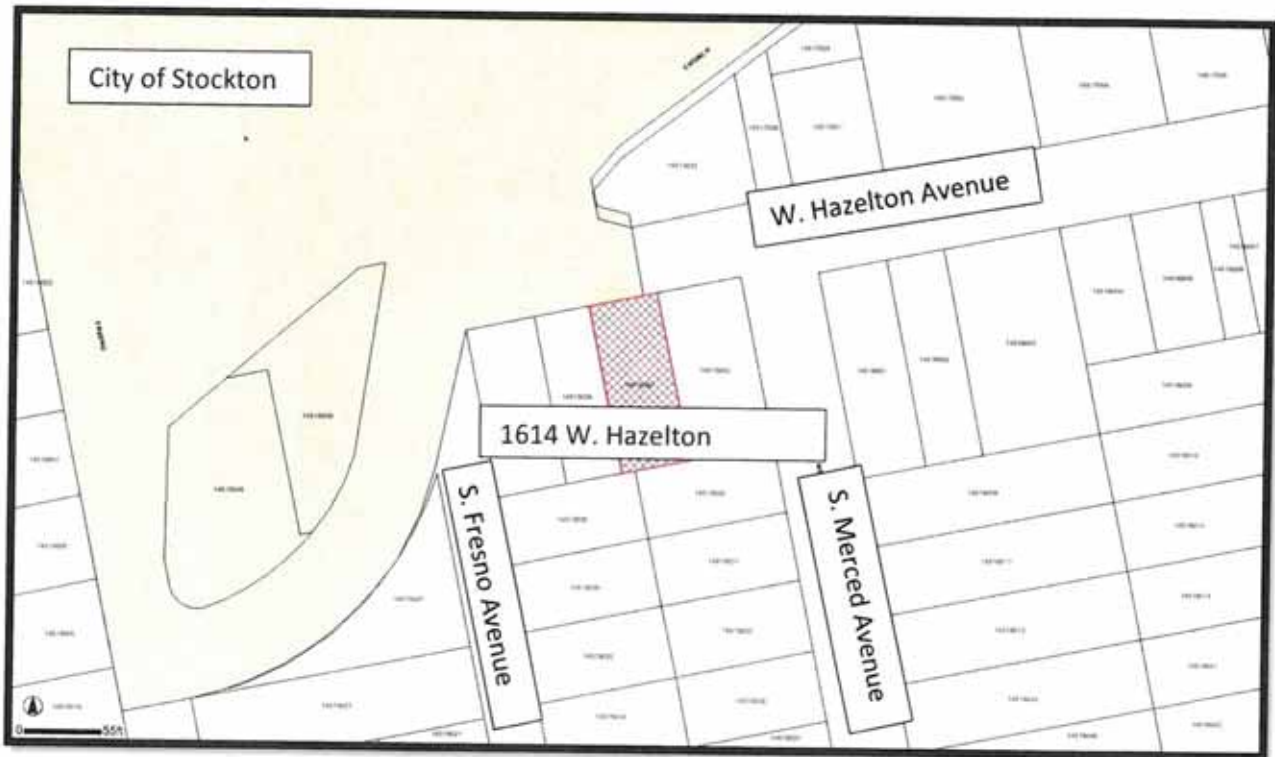
NOES:

ABSENT:

TOM PATTI, Chairman
San Joaquin Local Agency
Formation Commission







EXECUTIVE OFFICER'S REPORT

June 14, 2018

TO: LAFCo Commissioners

FROM: James E. Glaser, Executive Officer

SUBJECT: **LAFCO FINAL BUDGET FOR FISCAL YEAR 2018-2019, WORK PROGRAM, AND SCHEDULE OF FEES**

Recommendation

It is recommended that the Commission after receiving testimony and comments approve Resolution No. 1387 approving the Final Fiscal Year 2018-2019 Budget, Work Program and Schedule of Fees.

Overview

In compliance with the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act), the attached Final Budget for Fiscal Year (FY) 2018-19 is submitted for Commission approval. The CKH Act requires the Commission to approve a Final Budget by June 15th.

The Commission Budget Committee comprised of Chairman Tom Patti and Commissioner Doug Kuehne met on April 25 to review the status of the current budget year, the proposed work program, fee schedule, and to consider alternative budget options for the upcoming fiscal year. The Budget Committee's recommendation for the FY 2018-2019 budget was presented to the full Commission at a Public Hearing on May 10th. After receiving testimony and comments the Commission approved the preliminary budget as proposed and scheduled June 14th for approval of the final budget.

The proposed budget anticipates revenues in the amount of \$455,100 from the following sources: \$216,300 contribution from the County; \$216,300 contribution from the seven cities;¹ \$15,000 in

¹ The County and its cities contribute one-half share of LAFCo's operational costs. The Cities share is based upon the proportionate share of the total county population living within cities. Using the January 2017 population data from the State Department of Finance, the city contributions would be as follows: Stockton-\$116,102; Tracy-\$32,920; Manteca-\$27,616; Lodi-\$23,201; Lathrop-\$8,370; Ripon-\$5,481; and Escalon-\$2,610.

anticipated application filing fees; and \$7,500 interest revenue. The budget anticipates that the costs for staffing and operations will be approximately \$706,904 and that the Commission will transfer \$251,804 from its existing \$768,998 Contingency/Reserve fund to continue agency operations to the end of the fiscal year.

The Commission proposed to increase the County and Cities contribution by 3% or \$6,300 each and that \$200,000 be set aside in the Contract for Services line item in the event that the Commission wishes to contract out for special studies, complete municipal service reviews, or other matters that require an outside consultant. A Municipal Service Review was recently completed for 22 reclamation districts and it is anticipated the remaining 29 reclamation districts will be completed by a consultant with Contract for Services funds.

Work Program

The FY 2018-19 Work Program includes: application processing for annexations and other organizational changes and out-of-agency service requests. Municipal Service Reviews (MSRs) and Spheres of Influence will be updated for the cities of Tracy, Stockton, Escalon, and Lodi. LAFCo completed MSR/SOI Updates for 21 reclamation districts and will begin work on the remaining 29 reclamation districts. MSR/SOI Updates will be completed for County rural fire districts, sewer districts, water districts and irrigation districts as well as a MSR/SOI Amendment for South San Joaquin Irrigation District. LAFCo anticipates consolidation proposals from Byron-Bethany Irrigation District and West Side Irrigation District and Reclamation Districts 2038 (Lower Jones Tract) and 2039 (Upper Jones Tract). The Tracy Rural Fire District and City of Tracy Fire Service Governance Study is expected to come before the Commission for review and approval. The Commission will review and update, as needed, its operational policies and procedures.

Schedule of Fees

Adjustments to the application filing fees schedule are proposed as follows:

- Increases for Legal Service pass-thru staff costs based on the legal firms rates
- Deletion of line items for Agenda and Minutes, LAFCo does not charge for this service
- Change the fees for Checking Sufficiency of a Petition as fees are set by the Office of the Registrar of Voters

Accomplishments

In FY 2017-2018, LAFCo processed 12 Out-of-Agency requests, annexations including the College Park Shea Homes to Mountain House and Griffin Park to the City of Manteca and dissolved 9 inactive county service areas. Municipal service reviews were completed for 21 reclamation districts and the City of Ripon and an amendment to the Sphere of Influence was completed for the City of Manteca. MSRs were initiated for the County fire districts and the City of Stockton. Staff is currently providing administrative oversight of consultants to complete the MSR/SOI for Upper and Lower Jones Tract Reclamation Districts and South San Joaquin Irrigation District. Progress continues to be made to convert LAFCo's paper files to electronic copies.

Staff will be prepared to discuss the Final Budget, Work Program and Schedule of Fees at the June 14, 2018 meeting.

Attachments: Resolution No. 1387
Fiscal Year 2018-2019 LAFCo Budget
Work Program
Schedule of Fees

cc: County Administrator's Office

RESOLUTION NO. 1387

**BEFORE THE SAN JOAQUIN LOCAL AGENCY FORMATION COMMISSION
ADOPTING THE FINAL FISCAL YEAR 2018-2019 LAFCo BUDGET, WORK
PROGRAM AND SCHEDULE OF FEES**

WHEREAS, the Commission held a public hearing on the Final Fiscal Year 2018-2019 LAFCo Budget, Work Program, and Schedule of Fees on June 14, 2018 in the Board of Supervisors Chambers, 44 North San Joaquin Street, 6th Floor, Stockton, CA pursuant to a notice of hearing which was published, posted, and mailed in accordance with State Law; and

WHEREAS, at said hearing, the Commission heard and received evidence, both oral and written regarding the proposal, and all persons present were given an opportunity to be heard.

NOW, THEREFORE, the San Joaquin Local Agency Formation Commission DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

- Section 1. The Final Fiscal Year 2018-2019 LAFCo Budget and Work Program is hereby approved as set forth in Exhibit A and B.
- Section 2. The LAFCo Schedule of Fees is hereby approved as set forth in Exhibit C.
- Section 3. Said Schedule of Fees will become effective August 9, 2018.

PASSED AND ADOPTED THIS 14th day of June 2018 by the following vote:

AYES:

NOES:

ABSENT:

TOM PATTI, Chairman
San Joaquin Local Agency
Formation Commission

San Joaquin Local Agency Formation Commission
FISCAL YEAR 2018-2019 BUDGET

	FY17-18 Budget	Estimated Totals on 6/30/18	% Over/Under	PROPOSED FY18-19	Over/Under
REVENUES					
Filing Fees	15,000	26,121	74%	15,000	
County Contribution	210,000	210,000	0%	216,300	
City Contribution	210,000	210,000	0%	216,300	
Interest	5,950	8,614	45%	7,500	
20% Administrative Fees		14,005		-	
TOTAL REVENUES	\$440,950	\$468,740	6%	\$455,100	\$14,150
EXPENDITURES					
SALARIES					
Staff Salaries/Commissioner Stipends	275,304	194,325	-29%	266,596	
Payroll Taxes and Employee Benefits	159,197	109,482	-31%	160,915	
SALARIES/BENEFITS-COMMISSIONER STIPENDS	\$434,501	\$303,807	-30%	\$427,510	(\$6,991)
SERVICES AND SUPPLIES					
Prof Serv (Neumiller & Beardslee)	15,000	15,000	0%	15,000	
Office Supplies - General *	3,900	9,243	137%	5,000	
Communications	2,500	2,506	0%	2,500	
CALAFCO Membership	5,668	5,668	0%	5,952	
Rents and Leases - Copy Machine/Usage	4,800	3,007	-37%	3,500	
Rents and Leases - County Computers **	1,340	1,600	19%	1,280	
CALAFCO Conference-Commissioners	10,440	7,428	-29%	10,068	
CALAFCO Conference-Staff	7,583	2,646	-65%	5,250	
Data Processing Direct Charges **	6,533	4,832	-26%	5,097	
Auditors Payroll and A/P Charges	300	559	86%	300	
Registrar of Voters Charges	300	50	-83%	300	
Recorders Office	450	200	-56%	450	
Publications & Legal Notices	1,500	943	-37%	1,500	
Insurance-Worker's Compensation **	181	870	381%	247	
Insurance-Special Property	900	900	0%	950	
Office Space/Utilities	24,000	21,122	-12%	22,000	
Contract for Services	200,000	52,500	-74%	200,000	
Total Services and Supplies	\$285,395	\$129,074	-55%	\$279,394	(\$6,001)
Total Expenditures	719,896	432,881	-40%	706,904	
Total Revenues	440,950	468,740	6%	455,100	
GRAND TOTAL	-\$278,946	\$35,859	-113%	-\$251,804	
Contingency/Reserves	\$757,426	\$768,998		\$804,853	
Balance	\$478,480	\$804,857		\$553,049	

* Includes scanner replacement

** Cost specified by County

**San Joaquin Local Agency Formation Commission
2018-2019 Work Program**

The FY 2018-19 Work Program includes: application processing for annexations and other organizational changes and out-of-agency service requests. Municipal Service Reviews (MSRs) and Spheres of Influence will be updated for the cities of Tracy, Stockton, Escalon, and Lodi. LAFCo completed MSR/SOI Updates for 21 reclamation districts and will begin work on the remaining 29 reclamation districts. MSR/SOI Updates will be completed for County rural fire districts, sewer districts, water districts and irrigation districts as well as a MSR/SOI Amendment for South San Joaquin Irrigation District. LAFCo anticipates consolidation proposals from Byron-Bethany Irrigation District and West Side Irrigation District and Reclamation Districts 2038 (Lower Jones Tract) and 2039 (Upper Jones Tract). The Tracy Rural Fire District and City of Tracy Fire Service Governance Study is expected to come before the Commission for review and approval. The Commission will review and update, as needed, its operational policies and procedures.

**PROPOSED
SCHEDULE OF FEES**

FEES FOR PROCESSING APPLICATIONS AND CHARGES FOR SERVICES
(Effective Date: August 14, 2017)

	Fee
I. <u>ANNEXATIONS AND DETACHMENTS</u>	
Existing and New Development:	
Under 3 Acres	\$2,190
3 to 10 Acres	\$2,922
10.1 to 20 Acres	\$3,660
20.1 to 40 Acres	\$4,388
40.1 to 80 Acres	\$5,122
80.1 to 120 Acres	\$5,854
120.1 to 240 Acres	\$6,593
240.1 to 500 Acres	\$7,333
500.1 to 1,000 Acres	\$8,060
Over 1,000.1 acres \$8.05 per acre	
II. <u>LEGAL SERVICES</u>	Actual Cost \$1,000
Required for all services.	Deposit
Principle	\$350 \$375 per hour
Associate	\$275 \$300 per hour
Paralegal	\$150 \$175 per hour
III. <u>OTHER ACTIONS</u>	
Proposals requiring Protest Proceedings (Actual cost if Voter Election)	1,600
Special District Formation	8,500
Consolidation, Merger, Subsidiary District	1,000
Addition of Services	2,500
Dissolution	No Charge
Request for Reconsideration	1,500
Out-of-Agency Service for Designated Areas	2,500
Out-of-Agency Service	\$300 per single-family equivalent/per service
Sphere of Influence	
Amendment in conjunction with annexation	1,500
Amendment not in conjunction with annexation	2,500
New or Update for Cities	4,000
New or Update for Special Districts	1,600
Removal of Territory	2,500
Amendment to a Municipal Service Review	1,200
Incorporation	Actual Costs (\$5,000 deposit)
Comprehensive Fiscal Analysis	Actual Cost (\$5,000 deposit)

		Fee
IV.	<u>ENVIRONMENTAL REVIEW</u>	
	CEQA Exemption	\$150
	Lead Agency other than LAFCo:	
	Review Environmental Impact Report	\$500
	Review Negative Declaration	\$250
	LAFCo as Lead Agency:	
	Initial Study (including Negative Declaration)	Actual Cost
	Preparation and processing of EIR	Actual Cost
	State Department of Fish and Wildlife Fee (with LAFCo as Lead Agency) includes County Clerk Processing Fee	
	Notices of Exemption	As Required by
	If Negative Declaration	Fish and Wildlife Code
	If Environmental Impact Report	
	County Clerk Processing Fee	\$50
V.	<u>MISCELLANEOUS FEES AND CHARGES</u>	
	For checking and approving boundary maps and legal descriptions (<i>Make check payable to Department of Public Works</i>)	\$700 or 20% of LAFCo Fee
	Special Commission meeting	\$2,000
	Staff Costs for Research, Technical Assistance, Mailing, Attendance at Meetings and unique/complex projects as determined by the Commission:	
	Executive Officer	\$150 per hour
	LAFCo Analyst	\$120 per hour
	Commission Clerk	\$60 per hour
	Agendas email/mailed (per year)	\$0
	Agendas and Minutes email/mailed (per year)	\$0
	Meeting CDs (per CD)	\$20
	Document copying (per page)	\$.20
	Checking Sufficiency of Petition (per signature)	\$50 Fee set by the Registrar of Voters
	Outside Consultants hired by LAFCo	Actual Costs plus 20%
	Meeting Transcripts	Actual Costs plus 20%

Notes:

- Actual costs shall be determined by multiplying the documented actual hours by the hourly rate of salary plus benefits.
- The Commission may waive or adjust processing fees upon a determination that the proposal would further the purposes of the Local Government Reorganization Act of 2000. Requests for fee waivers or adjustments must be submitted in writing to the Commission prior to the submittal of any application.

3. Processing and filing fees are due and payable upon filing of an application with LAFCo. No action shall be taken on any proposal or petition until appropriate fees have been paid.
4. Upon Commission approval, the Executive Officer may require fees based on actual cost for unique/complex projects.

EXECUTIVE OFFICER'S REPORT

June 14, 2018

TO: LAFCo Commissioners

FROM: James E. Glaser, Executive Officer

SUBJECT: **PROPOSED REVISION TO POLICY FOR FINANCIAL AND
ACCOUNTING PROCEDURES**

Recommendation

It is recommended that the Commission approve the revision to the Financial and Accounting Procedures.

Background

The County Auditor/Controller's Office provides LAFCo with accounting services. The County processes all of LAFCo's accounts receivables and expenditures and keeps record of all transactions. The County processes LAFCo's accounting request in accordance with County policies and procedures unless LAFCo's written policies require a different procedure. In these instances, LAFCo's policy will supersede the County procedure.

In February 2016, the Commission revised its Financial and Accounting Procedures to follow the County's current policy for reimbursement for meals at \$10 for breakfast, \$15 for lunch and \$25 for dinner. The Commission, however, set its own policy that did not require original meal receipts for reimbursement. Recently, the County changed its meal reimbursement rates to \$15 for breakfast, \$16 for lunch and \$28 for dinner and continues to require an original receipt for reimbursement.

Staff recommends that the Commission amend Section 2 (b) of its policies to show the current meal reimbursement rates and to add the additional language "or any subsequent rate set by the County" in anticipation of future rate changes. The Commission policy to not require original receipts will remain in effect.

Attachments: Motion
Revised Financial and Accounting Procedures

MOTION

Moved by Commissioner _____, seconded by Commissioner _____ to
approve the Revised Financial and Accounting Procedures.

FINANCIAL AND ACCOUNTING PROCEDURES
(Adopted January 16, 2004, Revised February 11, 2016)

A. PURPOSE

These Financial and Accounting Procedures are intended to serve as a guide to the fiscal procedures of LAFCo. These procedures will serve to provide good internal accounting and administrative controls and establish a uniform and systematic approach to LAFCo's financial and accounting process.

B. LAFCO FUNDING

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 provides that the operational costs of LAFCo shall be shared one-half by the county and one-half by its cities where only the county and cities are represented on the Commission. As agreed to by the Mayor's Selection Committee, the cities share is apportioned in proportion to each city's population. In the future, if the County's independent special districts choose to be represented on the Commission, LAFCo funding will then be shared one-third by the County, cities, and the special districts or by an alternative method approved pursuant to §56381(b)(4) of the California Government Code.

The LAFCo budget is also augmented by fees established by the Commission in accordance with §56383 of the California Government Code for services rendered to process applications for annexations, reorganizations and detachments, as well as other LAFCo actions.

C. ORGANIZATION OF ACCOUNTING SYSTEM

1. General

Financial records shall be maintained in accordance with generally accepted accounting principles and applicable state regulations.

2. Basis of Accounting

Financial transactions shall be accounted for by the use of the cash basis of accounting, whereby revenues are recognized when they become available to finance expenditures of the current fiscal period, and expenditures are generally recognized when the related fund liabilities are incurred.

3. Records

In maintaining records and preparing reports, LAFCo shall reconcile financial information with the budget reports compiled by the County of San Joaquin in its capacity as Treasurer and Auditor/Controller.

4. Internal Controls

LAFCo shall organize and assign work duties and responsibilities so that a system of checks and balances are in place. LAFCo procedures require that proper authorizations be required for all budgetary actions taken.

D. ACCOUNTS RECEIVABLE

1. Receipts

All cash receipts shall be processed in accordance with the following procedures:

- a. Checks or warrants received by mail shall immediately be dated and endorsed.
- b. A LAFCo receipt shall be issued upon receipt of checks or warrants accepted in the office.
- c. All checks and warrants shall be photocopied and logged onto the cash receipts record.
- d. The Commission Clerk shall deposit all receipts in the County Treasury in the Special District Fund No. 6053-0000 at the end of each business day. In the interim, checks shall be kept in a locked place for safekeeping. At no time shall cash or checks be left unattended in an unsecured location.
- e. At the end of each month, the LAFCo Analyst shall reconcile the LAFCo cash receipts report for the month with the County Auditor's Budget Reports. The Analyst will provide a report to the Executive Officer on a quarterly basis.

E. EXPENDITURES

1. Payroll

The Commission Clerk shall be responsible for administering the payroll in accordance with County policy and procedures.

2. Travel Reimbursement

The Executive Officer is charged with the responsibility of approving or disapproving requests for travel not previously approved in the regular budget approval process. The Executive Officer shall review, verify and approve all expense claims for travel.

- a. Lodging: Lodging costs shall be reimbursed at actual cost, single rate, plus tax, for each day of travel during overnight lodging. Supporting documentation will consist of action receipts or a credit card summary statement.
- b. Meals: Reimbursement for meals will be paid up to a maximum of ~~\$40~~ \$15 for breakfast, ~~\$15~~ \$16 for lunch, and ~~\$25~~ \$28 for dinner (including tax and a tip to maximum of 15%) or any subsequent rate set by the County. Original meal receipts are not required for reimbursement.

Reimbursement for meals will be prorated for partial travel days. Alcoholic beverages will not be reimbursed.

- c. Transportation: Prudent judgment shall be exercised in the selection of mode of transportation. Actual costs shall be reimbursed, based upon supporting documentation. Use of personal vehicles shall be reimbursed at the approved San Joaquin County mileage rate.
- d. Other: Other incidental expenses including, but not necessarily limited to, business related long distance telephone calls, WiFi, bridge tolls, parking fees, gratuities and taxis shall be provided via a credit card statement or actual statements or original receipts.
- e. Upon return from travel, LAFCo Commissioners and employees shall submit required supporting documentation for travel reimbursement to the LAFCo Commission Clerk. The LAFCo Clerk will complete a "Travel Reimbursement Request" form for the Executive Officer's approval and signature. The form will be forwarded to the County Auditor/Controller for payment. The Commission Chairperson shall approve travel reimbursement for the Executive Officer.
- f. At the end of each month, the LAFCo Analyst shall reconcile travel expenditures with the County Auditor's Budget Reports. The Analyst will provide a report to the Executive Officer on a quarterly basis.

F. CONTINGENCY FUND

LAFCo may establish a Contingency Reserve Fund to cover emergencies and other unforeseen costs not budgeted but deemed necessary for the continued operation of LAFCo. Expenditure of Contingency Funds must receive prior approval of the

Commission. Funds not expended at the end of the fiscal year shall be carried over to the next fiscal year.

G. PURCHASING

1. General Responsibility and Control

Once the Commission has adopted the annual budget, it shall be considered the controlling plan of expenditure. Purchases and acquisitions shall be processed within the limitations established by the amount of budgeted resources allocated.

The Executive Officer is authorized to approve purchases and shall be responsible for purchases of and contract execution for materials, supplies, furnishing, equipment and services required by LAFCo in the performance of daily operations. Types of purchases the Executive Officer is authorized to approve include office supplies, copy machine leases, rental space, telephones, postage, incidental expenses directly related in support of CALAFCO, and computer services. Supporting documentation for said expenses will consist of actual receipts or a credit card summary statement. The Commission will approve contracts for professional services such as LAFCo Counsel or consultants.

May 25, 2018

To: Local Agency Formation Commission
Members and Alternate Members

From: Bill Kirby, Committee Chair
CALAFCO Board Election Committee
CALAFCO Board of Directors



RE: Nominations for 2018/2019 CALAFCO Board of Directors

Nominations are now open for the fall elections of the CALAFCO Board of Directors. Serving on the CALAFCO Board is a unique opportunity to work with other commissioners throughout the state on legislative, fiscal and operational issues that affect us all. The Board meets four to five times each year at alternate sites around the state. Any LAFCo commissioner or alternate commissioner is eligible to run for a Board seat.

CALAFCO's Election Committee is accepting nominations for the following seats on the CALAFCO Board of Directors:

Northern Region

City Member
Public Member

Central Region

County Member
District Member

Coastal Region

County Member
District Member

Southern Region

City Member
Public Member

The election will be conducted during Regional Caucuses at the CALAFCO Annual Conference prior to the Annual Membership Meeting on Thursday, October 4, 2018 at the Tenaya Lodge in Yosemite, CA.

Please inform your Commission that the CALAFCO Election Committee is accepting nominations for the above-cited seats until *Tuesday, September 4, 2018.*

Incumbents are eligible to run for another term. Nominations received by September 4 will be included in the Election Committee's Report and will be on the ballot. The Report will be distributed to LAFCo members no later than September 20 and ballots made available to Voting Delegates at the Annual Conference. Nominations received after this date will be returned; however, nominations will be permitted from the floor during the Regional Caucuses or during at-large elections, if required, at the Annual Membership Meeting.

For those member LAFCOs who cannot send a representative to the Annual Meeting an electronic ballot will be made available if requested in advance. The ballot request must be made no later than Tuesday, September 4, 2018. Completed absentee ballots must be returned by September 28, 2018.

Should your Commission nominate a candidate, the Chair of your Commission must complete the attached Nomination Form and the Candidate's Resume Form, or provide the specified information in another format other than a resume. Commissions may also include a letter of recommendation or resolution in support of their nominee.

The nomination forms and materials must be received by the CALAFCO Executive Director no later than Tuesday, September 4, 2018. Here is a summary of the deadlines for this year's nomination process:

- **May 25** – Nomination Announcement and packet sent to LAFCo membership and posted on the CALAFCO website.
- **September 4** – Completed Nomination packet due
- **September 4** – Request for an absentee/electronic ballot due
- **September 4** – Voting delegate name due to CALAFCO
- **September 20** – Distribution of the Election Committee Report (includes all completed/submitted nomination papers)
- **September 20** – Distribution of requested absentee/electronic ballots.
- **September 28** – Absentee ballots due to CALAFCO
- **October 4** - Elections

Returning the nomination form prior to the deadline ensures your nominee is placed on the ballot. Names will be listed in the order nominations were received should there be multiple candidates. Electronic filing of nomination forms and materials is encouraged to facilitate the recruitment process. Please send e-mails with forms and materials to info@calafco.org. Alternatively, nomination forms and materials can be mailed or faxed to the address or fax number below. Please forward nominations to:

CALAFCO Election Committee c/o Executive Director
California Association of Local Agency Formation Commissions
1215 K Street, Suite 1650
Sacramento, California 95814
FAX: 916-442-6535
EMAIL: info@calafco.org

Questions about the election process can be sent to the Chair of the Committee, Bill Kirby, at wkirby@calafco.org or by calling him at 530-889-4097. You may also contact CALAFCO Executive Director Pamela Miller at pmiller@calafco.org or by calling 916-442-6536.

Members of the 2018/2019 CALAFCO Election Committee are:

Bill Kirby, Chair wkirby@calafco.org	Placer LAFCo (Central Region) 530-889-4097
Debra Lake dlake@calafco.org	Humboldt LAFCo (Northern Region) 707-445-7508
Jo MacKenzie jmackenzie@calafco.org	San Diego LAFCo (Southern Region) 530-295-2707
Margie Mohler mmohler@calafco.org	Napa LAFCo (Coastal Region) 707-259-8645

Attached please find a copy of the CALAFCO Board of Directors Nomination and Election Procedures as well as the current listing of Board Members and corresponding terms of office.

Please consider joining us!

Enclosures

Board of Directors Nomination and Election Procedures and Forms

The procedures for nominations and election of the CALAFCO Board of Directors [Board] are designed to assure full, fair and open consideration of all candidates, provide confidential balloting for contested positions and avoid excessive demands on the time of those participating in the CALAFCO Annual Conference.

The Board nomination and election procedures shall be:

1. APPOINTMENT OF AN ELECTION COMMITTEE:

- a. Following the Annual Membership Meeting the Board shall appoint an Election Committee of four members of the Board. The Election Committee shall consist of one member from each region whose term is not ending.⁸
- b. The Board shall appoint one of the members of the Election Committee to serve as Chairman. The CALAFCO Executive Officer shall appoint a CALAFCO staff member to serve as staff for the Election Committee in cooperation with the CALAFCO Executive Director.⁸
- c. Each region shall designate a regional representative to serve as staff liaison to the Election Committee.⁸
- d. Goals of the Committee are to provide oversight of the elections process and to encourage and solicit candidates by region who represent member LAFCoS across the spectrum of geography, size, and urban suburban and rural population if there is an open seat for which no nominations papers have been received close to the deadline.⁸

2. ANNOUNCEMENT TO ALL MEMBER LAFCoS:

- a. No later than three months prior to the Annual Membership Meeting, the Election Committee Chair shall send an announcement to each LAFCo for distribution to each commissioner and alternate. The announcement shall include the following:⁸
 - i. A statement clearly indicating which offices are subject to the election.
 - ii. A regional map including LAFCoS listed by region.
 - iii. The dates by which all nominations must be received by the Election Committee. The deadline shall be no later than 30 days prior to the opening of the Annual Conference. Nominations received after the closing date shall be returned to the proposing LAFCo marked "Received too late for Elections Committee action."⁸
 - iv. The names of the Election Committee members with the Committee Chairman's LAFCo address and phone number, and the names and contact information for each of the regional representatives.⁸
 - v. The address to send the nominations forms.
 - vi. A form for a Commission to use to nominate a candidate and a candidate resume form of no more than one page each to be completed for each nominee.
- b. No later than four months before the annual membership meeting, the Election Committee Chairman shall send an announcement to the Executive Director for distribution to each member LAFCo and for publication in the newsletter and on the web site. The announcement shall include the following:⁸

Key Timeframes for Nominations Process

Days*	
90	Nomination announcement
30	Nomination deadline
14	Committee report released

*Days prior to annual membership meeting

- i. A statement clearly indicating which offices are subject to the election.
 - ii. The specific date by which all nominations must be received by the Election Committee. Nominations received after the closing dates shall be returned to the proposing LAFCo marked "Received too late for Election Committee action."⁸
 - iii. The names of the Election Committee members with the Committee Chair's LAFCo address and phone number, and the names and contact information for each of the regional representatives.⁸
 - iv. Requirement that nominated individual must be a commissioner or alternate commissioner from a member in good standing within the region.
- c. A copy of these procedures shall be posted on the web site.

3. THE ELECTION COMMITTEE:

- a. The Election Committee and the regional representatives have the responsibility to monitor nominations and help assure that there are adequate nominations from each region for each seat up for election. No later than two weeks prior to the Annual Conference, the Election Committee Chair shall distribute to the members the Committee Report organized by regions, including copies of all nominations and resumes, which are received prior to the end of the nomination period.⁸
- b. At the close of the nominations the Election Committee shall prepare regional ballots. Each region will receive a ballot specific to that region. Each region shall conduct a caucus at the Annual Conference for the purpose of electing their designated seats. Caucus elections must be held prior to the annual membership meeting at the conference. The Executive Director or assigned staff along with a member of the Election Committee shall tally ballots at each caucus and provide the Election Committee the names of the elected Board members and any open seats. In the event of a tie, the staff and Election Committee member shall immediately conduct a run-off ballot of the tied candidates.⁸
- c. Make available sufficient copies of the Committee Report for each Voting Delegate by the beginning of the Annual Conference.
- d. Make available blank copies of the nomination forms and resume forms to accommodate nominations from the floor at either the caucuses or the annual meeting (if an at-large election is required).
- e. Advise the Executive Director to provide "CANDIDATE" ribbons to all candidates attending the Annual Conference.⁸
- f. Post the candidate statements/resumes organized by region on a bulletin board near the registration desk.
- g. Regional elections shall be conducted as described in Section 4 below. The representative from the Election Committee shall serve as the Presiding Officer for the purpose of the caucus election.⁸
- h. Following the regional elections, in the event that there are open seats for any offices subject to the election, the Election Committee Chair shall notify the Chair of the Board of Directors that an at-large election will be required at the annual membership meeting and to provide a list of the number and category of seats requiring an at-large election.⁸

4. ELECTRONIC BALLOT FOR LAFCO IN GOOD STANDING NOT ATTENDING ANNUAL MEETING⁶ Limited to the elections of the Board of Directors

- a. Any LAFCo in good standing shall have the option to request an electronic ballot if there will be no representative attending the annual meeting.
- b. LAFCos requesting an electronic ballot shall do so in writing no later than 30 days prior to the annual meeting.
- c. The Executive Director shall distribute the electronic ballot no later than two weeks prior to the annual meeting.
- d. LAFCo must return the ballot electronically to the executive director no later than three days prior to the annual meeting.
- e. LAFCos voting under this provision may discard their electronic ballot if a representative is able to attend the annual meeting.
- f. LAFCos voting under this provision may only vote for the candidates nominated by the Election Committee and may not vote in any run-off elections.⁸

5. AT THE TIME FOR ELECTIONS DURING THE REGIONAL CAUCUSES OR ANNUAL MEMBERSHIP MEETING:

- a. The Election Committee Chairman, another member of the Election Committee or the Chair's designee (hereafter called the Presiding Officer) shall:⁸
 - i. Review the election procedure with the membership.
 - ii. Present the Election Committee Report (previously distributed).
 - iii. Call for nominations from the floor by category for those seats subject to this election:
 - 1. For city member.
 - 2. For county member.
 - 3. For public member.
 - 4. For special district member.
- b. To make a nomination from the floor, a LAFCo, which is in good standing, shall identify itself and then name the category of vacancy and individual being nominated. The nominator may make a presentation not to exceed two minutes in support of the nomination.
- c. When there are no further nominations for a category, the Presiding Officer shall close the nominations for that category.
- d. The Presiding Officer shall conduct a "Candidates Forum". Each candidate shall be given time to make a brief statement for their candidacy.
- e. The Presiding Officer shall then conduct the election:
 - i. For categories where there are the same number of candidates as vacancies, the Presiding Officer shall:
 - 1. Name the nominees and offices for which they are nominated.
 - 2. Call for a voice vote on all nominees and thereafter declare those unopposed candidates duly elected.
 - ii. For categories where there are more candidates than vacancies, the Presiding Officer

shall:

1. Poll the LAFCo in good standing by written ballot.
 2. Each LAFCo in good standing may cast its vote for as many nominees as there are vacancies to be filled. The vote shall be recorded on a tally sheet.
 3. Any ballots submitted electronically for candidates included in the Election Committee Report shall be added to the tally.⁸
 4. With assistance from CALAFCo staff, tally the votes cast and announce the results.
- iii. Election to the Board shall occur as follows:
1. The nominee receiving the majority⁶ of votes cast is elected.
 2. In the case of no majority, the two nominees receiving the two highest number of votes cast shall face each other in a run-off election. Electronic ballots are not included in the tally for any run-off election(s).⁶
 3. In case of tie votes⁶:
 - a. A second run-off election shall be held with the same two nominees.
 - b. If there remains a tie after the second run-off, the winner shall be determined by a draw of lots.
 4. In the case of two vacancies, any candidate receiving a majority of votes cast is elected.⁶
 - a. In the case of no majority for either vacancy, the three nominees receiving the three highest number of votes cast shall face each other in a run-off election.
 - b. In the case of no majority for one vacancy, the two nominees receiving the second and third highest number of votes cast shall face each other in a run-off election.
 - c. In the event of a tie, a second run-off election shall be held with the tied nominees. If there remains a tie after the second run-off election the winner shall be determined by a draw of lots.

6. ADDITIONAL PROCEDURES

- a. For categories where there are more candidates than vacancies, names will be listed in the order nominated.
- b. The Election Committee Chair shall announce and introduce all Board Members elected at the Regional Caucuses at the annual business meeting.⁸
- c. In the event that Board seats remain unfilled after a Regional Caucus, an election will be held immediately at the annual business meeting to fill the position at-large. Nominations will be taken from the floor and the election process will follow the procedures described in Section 4 above. Any commissioner or alternate from a member LAFCo may be nominated for at-large seats.
- d. Seats elected at-large become subject to regional election at the expiration of the term. Only representatives from the region may be nominated for the seat.
- e. As required by the Bylaws, the members of the Board shall meet as soon as possible after election of new board members for the purpose of electing officers, determining meeting

places and times for the coming year, and conducting any other necessary business.

7. LOSS OF ELECTION IN HOME LAFCo

Board Members and candidates who lose elections in their home office shall notify the Executive Director within 15 days of the certification of the election.

8. FILLING BOARD VACANCIES

Vacancies on the Board of Directors may be filled by appointment by the Board for the balance of the unexpired term. Appointees must be from the same category as the vacancy, and should be from the same region.

These policies and procedures were adopted by the CALAFCO Board of Directors on 12 January 2007 and amended on 9 November 2007¹, 8 February 2008², 13 February 2009³, 12 February 2010⁴, 18 February 2011⁵, 29 April 2011⁶, 11 July 2014⁷, and 27 October 2017⁸. They supersede all previous versions of the policies.

CALAFCO Regions

FOUR REGIONS



The counties in each of the four regions consist of the following:

Northern Region

Butte
Colusa
Del Norte
Glenn
Humboldt
Lake
Lassen
Mendocino
Modoc
Nevada
Plumas
Shasta
Sierra
Siskiyou
Sutter
Tehama
Trinity
Yuba

CONTACT: Steve Lucas
Butte LAFCo
slucas@buttecounty.net

Southern Region

Orange
Los Angeles
Imperial
Riverside
San Bernardino
San Diego

CONTACT: Carolyn Emery
Orange LAFCo
cemery@oclafco.org

Coastal Region

Alameda
Contra Costa
Marin
Monterey
Napa
San Benito
San Francisco
San Luis Obispo
San Mateo
Santa Barbara
Santa Clara
Santa Cruz
Solano
Sonoma
Ventura

CONTACT: Martha Poyatos
San Mateo LAFCo
mpoyatos@smcgov.org

Central Region

Alpine
Amador
Calaveras
El Dorado
Fresno
Inyo
Kern
Kings
Madera
Mariposa
Merced
Mono
Placer
Sacramento
San Joaquin
Stanislaus
Tulare
Tuolumne
Yolo

CONTACT: Christine Crawford, Yolo LAFCo
christine.crawford@yolocounty.org

**Board of Directors
2018/2019 Nominations Form**

Nomination to the CALAFCO Board of Directors

In accordance with the Nominations and Election Procedures of CALAFCO,

_____ LAFCo of the _____ Region

Nominates _____

for the (check one) City County Special District Public

Position on the CALAFCO Board of Directors to be filled by election at the next Annual
Membership Meeting of the Association.

_____ LAFCo Chair

_____ Date

NOTICE OF DEADLINE

Nominations must be received by **September 4, 2018** to be considered by the Election Committee. Send completed nominations to:
CALAFCO Election Committee
CALAFCO
1215 K Street, Suite 1650
Sacramento, CA 95814

Date Received

Board of Directors 2018/2019 Candidate Resume Form

Nominated By: _____ LAFCo Date: _____

Region (please check one): Northern Coastal Central Southern

Category (please check one): City County Special District Public

Candidate Name _____

Address _____

Phone Office _____ Mobile _____

e-mail _____

Personal and Professional Background:

LAFCo Experience:

CALAFCO or State-level Experience:

Availability:

Other Related Activities and Comments:

NOTICE OF DEADLINE

Nominations must be received by **September 4, 2018** to be considered by the Election Committee. Send completed nominations to:
CALAFCO Election Committee
CALAFCO
1215 K Street, Suite 1650
Sacramento, CA 95814

CALAFCO Board Members 2017-18*(as of May 15, 2018)*

Board Member Name	LAFCo - Region	Type (Term Expires)
Cheryl Brothers	Orange - <i>Southern</i>	City (2018)
Bill Connelly	Butte - <i>Northern</i>	County (2019)
Shiva Frentzen	El Dorado - <i>Central</i>	County (2018)
Gay Jones – Chair	Sacramento - <i>Central</i>	District (2018)
Michael Kelley - Treasurer	Imperial - <i>Southern</i>	County (2019)
Dr. William Kirby	Placer - <i>Central</i>	City (2019)
Debra Lake	Humboldt - <i>Northern</i>	District (2019)
John Leopold	Santa Cruz - <i>Coastal</i>	County (2018)
Gerard McCallum	Los Angeles - <i>Southern</i>	Public (2018)
Michael McGill - Secretary	Contra Costa - <i>Coastal</i>	District (2018)
Jo MacKenzie	San Diego - <i>Southern</i>	District (2019)
Margie Mohler	Napa - <i>Coastal</i>	City (2019)
Anita Paque	Calaveras - <i>Central</i>	Public (2019)
Ricky Samayoa	Yuba - <i>Northern</i>	City (2018)
Josh Susman – Vice Chair	Nevada - <i>Northern</i>	Public (2018)
Susan Vicklund-Wilson	Santa Clara - <i>Coastal</i>	Public (2019)