

**Colusa Local Agency Formation Commission**

**Regular Meeting Agenda**

**Thursday – April 4, 2019**

**3:00 PM**

**Board of Supervisors Chambers  
546 Jay Street  
Colusa, CA.**

**1. Call to Order/Roll Call**

**Commissioners**

Denise Carter (Chair, County)  
John Loudon (Vice-Chair, County)  
Brandon Ash (Public)  
Tom Reische (Colusa, City)  
Sajit Singh, (Williams, City)

**Alternates**

Merced Corona (County Alternate)  
Roberto Mendoza (City Alternate)  
Mary Winters, (Public Member Alternate)

**Staff**

John Benoit, Executive Officer  
P. Scott Browne, Legal Counsel  
Lora Ceccon, Clerk to the Commission

**2. Consider Minutes from March 7, 2019**

*a. Consider approving the March 7, 2019 LAFCo minutes*

**3. Public Comment**

This is the time for the public to address the Commission on any matter not on the agenda. Testimony related to an item on the agenda should be presented at the time that item is considered

**4. Consent Agenda**

*a. Payment of claims for the month of March 2019*

**5. Correspondence: Article in "California Special Districts" regarding LAFCo's**

**PUBLIC HEARING**

**6. Public hearing regarding the proposed 2019-2020 LAFCo Budget**

*a. Review Executive Officer's report and consider LAFCo Resolution 2019-0002, a resolution adopting a proposed 2019-2020 LAFCo Budget.*

**7. Request that LAFCo File 2019-0001, City of Colusa Southwest Annexation and Sphere of Influence amendment be designated as complex projects as defined in**

the Executive Officer's contract provision 2.1.4 having expended more than 10 hours of staff time and otherwise complex.

- a) *Agree LAFCo File 2019-0001, City of Colusa Southwest Annexation and Sphere Amendment is a Complex project meeting the criteria in Executive Officer's contract provision 2.1.4.*

**8. Executive Officer's Report:**

- a) *Fire and EMS MSR and SOI update ongoing*

**9. LAFCo 101 Presentation by LAFCo Staff – Part II (a general overview of LAFCo)**

**10. Commissioner Reports - Discussion**

*This item is placed on the agenda for Commissioners to discuss items and issues of concern to their constituency, LAFCo, and legislative matters*

**11. Closed Session**

<p><b>Subject: Employee Performance Evaluation March 2018 – March 2019</b></p> <p><b>Title: LAFCo Executive Officer</b></p>
---

**12. Next Colusa LAFCo meeting: May 2, 2019**

**Any member appointed on behalf of local government shall represent the interests of the public as a whole and not solely the interest of the appointing authority Government Code Section 56325.1**

Pursuant to Government Code Section 54954.2, Commission members may make a brief announcement or report on activities. Commission members may also provide a reference to staff or other resources for factual information, request staff to report back to the Commission at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

*Public Comment*

Members of the public may address the Commission on items not appearing on the agenda, as well as any item that does appear on the agenda, subject to the following restrictions:

- Items not appearing on the agenda must be of interest to the public and within the Commission's subject matter jurisdiction.
- No action shall be taken on items not appearing on the agenda unless otherwise authorized by Government Code Section 54954.2 (known as the Brown Act, or California Open Meeting Law).
- The total amount of time allotted for receiving public comment may be limited to 15 minutes.
- Any individual's testimony may be limited to 5 minutes. Time to address the Commission will be allocated on the basis of the number of requests received.

*Public Hearings*

Members of the public may address the Commission on any item appearing on the agenda as a Public Hearing. The Commission may limit any person's input to 5 minutes. Written statements may be submitted in lieu of or to supplement oral statements made during a public hearing.

*Agenda Materials*

Materials related to an item on this agenda submitted to the Commission after distribution of the agenda area available for review for public inspection in the Colusa County Clerk's office located at the Colusa County Courthouse 546 Jay Street, Colusa CA. [such documents are also available on the Colusa LAFCo website as noted below to the extent practicable and subject to staff's ability to post the documents prior to the meeting].

*Accessibility*

An interpreter for the hearing-impaired may be made available upon request to the Executive Officer 72 hours before a meeting. The location of this meeting is wheelchair-accessible.

*Disclosure & Disqualification Requirements*

Pursuant to Government Code Sections 56100.1, 56300(b), 56700.1, and 81000 et seq., and Colusa LAFCO's Policies and Procedures for the Disclosure of Contributions and Expenditures in Support of and Opposition to Proposals, any person or combination of persons who directly or indirectly contribute \$1000 or more or expend \$1000 or more in support of or opposition to a change of organization or reorganization that has been submitted to Colusa LAFCO must comply with the disclosure requirements approved by Colusa LAFCO. These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals. Additional information may be obtained at the Colusa County Elections Department 546 Jay Street, Colusa, CA 95932. (530) 458-0500

A LAFCO Commissioner must disqualify herself or himself from voting on an application involving an "entitlement for use" (such as an annexation or sphere amendment) if, within the last twelve months, the Commissioner has received \$250 or more in campaign contributions from the applicant, any financially interested person who actively supports or opposes the application, or an agency (such as an attorney, engineer, or planning consultant) representing the applicant or an interested party. The law (Government Code Section 84308) also requires any applicant or other participant in a LAFCO proceeding to disclose the contribution amount and name of the recipient Commissioner on the official record of the proceeding.

Contact LAFCO Staff LAFCO staff may be contacted at (530) 458-0593 or by mail at Colusa LAFCO P.O. Box 2694, Granite Bay Ca 95746 or by email at [lafco@countyofcolusa.com](mailto:lafco@countyofcolusa.com) or [j.benoit4@icloud.com](mailto:j.benoit4@icloud.com)

Webpage Reports, agendas, minutes and general information about LAFCO are available on the LAFCO Webpage at [www.colusalafco.org](http://www.colusalafco.org)

LOCAL AGENCY FORMATION COMMISSION  
COLUSA COUNTY  
MINUTES OF MEETING  
March 7, 2019

PRESENT:

JOHN LOUDON, County Member  
SAJIT SINGH, City Member  
BRANDON ASH, Public  
DENISE CARTER, Chair, County

ALSO PRESENT:

MARY WINTERS, Public, Alt.  
P. SCOTT BROWNE, Legal Counsel  
JOHN BENOIT, Ex. Officer  
LORA CECCON, Clerk  
MERCED CORONA, County Alt.

**1. Call to Order/Roll Call**

The meeting was called to order at 3:01 p.m. There was a quorum present.

**2. Consider Minutes from February 7, 2019**

**On motion of J. Loudon, second by S. Singh, the commission approved the minutes of February 7, 2019, motion carried by roll call vote.**

**3. Public Comment – None**

**4. Consent Agenda**

**On motion of S. Singh, second by J. Loudon, the commission approved claims for the month of February 2019, motion carried by roll call vote.**

**5. Correspondence:** John advised the commission that he received notification that the liability insurance will be increasing by 5%.

**6. Public hearing regarding the initiation of dissolution of the Hazel Court CSA and Century Ranch Water District**

John presented resolution 2019-0001 initiating proceedings for dissolution of the Hazel Court CSA and Century Ranch Water District; stating that today's action is to initiate the proceedings, and then a public hearing date will be set to dissolve the two districts. These districts are inactive, and the state is asking us to clean house.

**On motion of J. Loudon, second by S. Singh, the commission approved Resolution 2019-0001, A Resolution Initiating Proceedings for the Dissolution of the Hazel Court CSA and Century Ranch Water District in Colusa County, California; motion carried by roll call vote.**

**7. Consider authorizing the Chair to sign letters of support for AB-213 (Reyes) VLF revenue backfill for inhabited annexations and AB-1253 (Rivas)**

**regarding Grants for Lafco's with Disadvantaged or Severely Disadvantaged Communities.**

John presented background information on both bills. A letter of support for each bill is included in today's packet.

AB 213 would restore funding to approximately 140 cities that had annexed inhabited territory in reliance on previous financial incentives, and then suffered significant fiscal harm when those funds were swept away due to the passage of SB 89 (2011).

AB 1253 establishes a five-year pilot grant program to provide grants to Lafcos to address known service and governance concerns in disadvantaged communities. A short discussion followed regarding special projects that could be funded by a grant. John will track both bills, and provide updates.

**On motion of J. Loudon, second by B. Ash, the commission authorized the Chair to sign letters of support for AB 213 (Reyes) VLF revenue backfill for inhabited annexations and AB 1253 (Rivas) regarding grants for Lafco's with disadvantaged or severely disadvantaged communities, motion carried by roll call vote.**

**8. Executive Officer's Report:**

a.) **Fire and EMS MSR and SOI update – going slowly, no responses received. John will email for comments, again.**

b.) **700 Forms – Due April 1, 2019**

c.) **2019-2020 LAFCo Budget Process – budget committee meeting held today; hearing will be held at the April meeting. D. Carter stated that the budget is pretty much status quo. John stated that there will be an increase in reserve funds.**

**9. LAFCo 101 Presentation by LAFCo Staff (a general overview of LAFCo)**

J. Benoit and S. Browne presented a portion of LAFCo 101; the remaining portion of LAFCo 101 will be presented at the April meeting.

**10. Commissioner Reports – Discussion**

D. Carter briefed the commission on the City of Colusa annexation project. There are some concerns regarding environmental issues. S. Browne feels that Lafco should go on record regarding the project. John will write a letter requesting more information. More discussion followed. Denise stated that we (Lafco) need to respond.

**11. Next Colusa LAFCo meeting: April 4, 2019 – Meeting adjourned 4:44 p.m.**

# Colusa Local Agency Formation Commission

## CLAIMS

For March 2019

Authorize payment of the following claims:

FY 2018-2019 EXPENSES:

Claims for March 2019:

Mar 7, 2019	Frontier Phone Mar 7, 2019	\$ 42.36
Apr 1, 2019	Staff Svcs and Exp. – Mar 2019	\$ 7,155.54
2.16-18-3.15.19	Legal Svcs. P. Scott Browne	\$ 2,000.00
<b>TOTAL:</b>		<b>\$ 9,197.90</b>

**DATED:** April 4, 2019

**APPROVED:** April 4, 2019

\_\_\_\_\_  
Denise Carter, Chair or John Loudon, Vice-Chair  
Colusa Local Agency Formation Commission

Attest:

\_\_\_\_\_  
John Benoit  
Executive Officer

Colusa LAFCO

Shadow Accounting  
2018-2019

EXPENSE	Executive Off. Cont 53180	Clerical Support 53180	Workers Comp 51035	Atty Contract 24000.00	Insurance 53100 1818.00	Office Supplies 53170 375.00	Postage 53171 500.00	Copies 53170 1500.00	Membership 53150 926.00
CALAFCO Dues 18-19	48000.00	3657.00	50.00	24000.00	1818.00	375.00	500.00	1500.00	926.00
SDRMA Insurance 18-19					-1698.00				-925.00
Staff Servissess June 2018	-4000.00	-175.00					-12.64	-101.60	
Frontier Phone June 7, 2018									
Browne Legal Svcs 5.16.2018-6.15.2018				-2000.00					
Conf. Registration Reische & Loudon									
Staff Svcs July 2018	-4000.00						-3.09	-10.00	
Front ph July 7, 2018									
Browne Legal Svcs 6.15 -7.16, 2018				-2000.00					
Staff Svcs August 2018	-4000.00	-200.00					-2.60	-13.80	
Browne legal 7.16.18 to 8.15.18				-2000.00					
Pioneer Rev. notice MSR-Soi Levee, Rec									
Front ph Aug 7, 2018									
Browne Legl 8.16-18 to 9.15.18				-2000.00					
Front Ph Sept 7, 18									
Staff Svcs September 18	-4000.00	-175.00						-5.00	
Staff Svcs October 2018	-4000.00	-200.00						-10.00	
Calafco Conf. Reimb Mary Winters									
Calafco Conf. Reimb John Loudon									
Browne Legal 9.16.18-10.15.18				-2000.00					
Front Phone Oct 7, 2018									
CSDA Dues for 2019 Membership									-500.00
Browne legal 11.16.18				-2000.00					
Front phone Nov 7, 2018									
Staff Svcs November 2018	-4000.00	-175.00					-2.63	-47.00	
Staff Svcs December 2018	-4000.00	-175.00					-2.84	-21.60	
Browne Legal 12.16.18				-2000.00					
Front Ph Dec 7, 2018									
Front Ph Jan 7, 2019									
Browne Legal 1.16.19				-2000.00					
Staff Svcs Jan 2019	-4000.00						-1.42	-16.50	
Browne Legal 2.16.19				-2000.00					
Staff Svcs Februry 2019	-4000.00	-175.00					-1.40	-21.00	
Dist. Intention Dissolution legal 2.9.19									
Front Ph Feb 7, 2019									
Worker's Comp			-29.19						
Indirect overhead 1.1.19									
Workers comp 2.01.19			-4.17						
Staff Svcs March 2019	-4000.00	-175.00					-1.42	-14.00	
Browne legal 3.16.19				-2000.00					
Front Ph -Mar 7, 2019									
<b>Total Expended in FY 18-19</b>	<b>-40000.00</b>	<b>-1450.00</b>	<b>-33.36</b>	<b>-20000.00</b>	<b>-1698.00</b>	<b>0.00</b>	<b>-28.04</b>	<b>-260.50</b>	<b>-1425.00</b>
<b>Total Remaining in FY 18-19</b>	<b>8000.00</b>	<b>2207.00</b>	<b>16.64</b>	<b>4000.00</b>	<b>120.00</b>	<b>375.00</b>	<b>471.96</b>	<b>1239.50</b>	<b>-499.00</b>









# LAFCOs & Involuntary Dissolutions and Consolidations – Strategies for Responding and Staying Engaged

*By Gary B. Bell and Matthew T. Summers, Colantuono, Highsmith & Whatley, PC*

Across the state, Local Agency Formation Commissions are increasing their oversight of special districts and have even initiated or pursued involuntary dissolutions or consolidations of several districts. District Boards and Managers should be prepared for this possibility and consider strategies to respond to these efforts.

Local Agency Formation Commissions (“LAFCOs”), created under the Cortese-Knox-Hertzberg Local Government Reorganization Act, are tasked by the Legislature with ensuring orderly growth and rational organization of local governments. Special Districts have not been an area of focus for some LAFCOs. That changed following a 2017 Little Hoover Commission report that called on LAFCOs to complete municipal service reviews for all special districts to specifically identify candidate districts for involuntary dissolutions or consolidations.

Every five years, each LAFCO must complete a municipal service review and evaluate the sphere of influence for every

special district. (Government Code, §§ 56425 & 56430.) This includes reviewing the scope and quality of services provided by the district and how those services integrate into the community and other agencies’ services. Districts are well-served to participate in this process, as it provides an opportunity to demonstrate to LAFCO and other observers the strength and depth of the district’s programs and stewardship of its financial resources.

Recently, several LAFCOs and counties have taken up the Little Hoover Commission’s charge and initiated involuntary dissolutions of special districts, including healthcare

districts lacking hospitals and fire protection districts with volunteer firefighters. Civil grand juries have also sparked several involuntary dissolution attempts, citing perceived inefficiencies. It begins with a concern that a district is not serving its community well. A proactive approach to help avoid this, besides providing high quality services, is to try to ensure that residents and community members understand which agency provides those services. Websites, board meetings, and community events all are opportunities to improve direct connections between a district's residents and its services, board members, and staff. Resident support is critical for a district fighting an involuntary dissolution, as sufficient resident protests can block a dissolution.

An involuntary dissolution formally begins in two ways. First, LAFCO itself can adopt a resolution initiating a dissolution. (Government Code, § 56375.) A LAFCO initiated proposal must stem from a municipal service review or other evaluation of local governments and their organization. In the resolution, LAFCO must find involuntary dissolution or consolidation will cause lower or similar costs of providing public services and will promote greater public accountability and stewardship of taxpayer resources. (Government Code, § 56881.) Effective participation in the municipal service review process and strong special district representation on the LAFCO, for those counties with special district representatives, can avoid surprise resolutions initiating dissolutions.

Second, a county, city, or other local government can adopt a resolution of application, asking LAFCO to approve the involuntary dissolution. (Government Code, § 56654.) The resolution must include a comprehensive plan for providing services via successor entities.

(Government Code, § 56653.) The other agency must provide at least twenty-one days' notice to LAFCO and the affected agencies before adopting the resolution. (Government Code, § 56654.)

Next, the affected agencies, including the county and any other proposed successor agencies, negotiate a property tax exchange agreement. (Revenue and Taxation Code, § 99.) Under this section, the county assessor and county auditor-controller provide information about existing property tax allocations and revenues to the affected agencies. The County is then empowered to negotiate with those agencies to determine how the agencies will exchange property tax revenues among themselves. However, when "a jurisdictional change would affect the service area or service responsibility of one or more special districts, the board of supervisors shall, on behalf of the district or districts, negotiate any exchange of property tax revenues." (Id., § 99, subd. (b)(5).) If the affected parties cannot agree, then the dissolution cannot proceed. (Greenwood Addition Homeowners Ass'n. v. City of San Marino (1993) 14

Cal.App.4th 1360, 1377.) However, the county resolution binds a special district, so the district has no veto, unlike a city. (Revenue and Taxation Code, § 99, subd. (b)(5).)

Once the property tax exchange agreement is approved and any remaining elements of the application are complete, LAFCO must issue a certificate of filing and set the matter for a public hearing within ninety days. (Government Code, § 56658.) LAFCO has broad discretion to approve or reject the dissolution. (Government Code, § 56881.) If approved, LAFCO may impose terms on a broad range of subjects listed in Government Code section 56886, including how a district's assets should be distributed; whether any special fees, assessments, and taxes it imposes will continue; how its employees will be treated; and how and by whom successor services will be provided to the public. (Government Code, § 56886.)

LAFCO approval is not the final step. Instead, LAFCO approval sets the stage for a protest hearing. During this noticed, public hearing, LAFCO accepts

*continued on page 38*



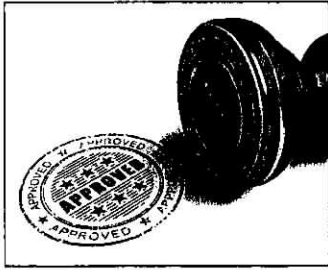
## Do Software. **BETTER.**

Our quality solutions are designed to fit your district's accounting and utility billing needs.

- Robust integrated applications
- Experienced teams
- Personalized training and support

Schedule a  
**FREE demo today.**  
800.228.9851 • sales@caselle.com

 **CASELLE**<sup>®</sup>  
Commitment to Community



written protests against dissolution by voters and property owners in the District. The rules for the protest hearing vary depending on who initiated the dissolution. The default rule is written protests by 25% of voters or 25% of landowners owning

at least 25% of the area's assessed value force an election to confirm the dissolution in inhabited areas. (Government Code, § 57077.1, subd. (b).) However, a special statute designed to ease district dissolution requires a majority protest by 50% of voters to force an election if an affected local agency, such as the county, initiated the dissolution and it follows a prior LAFCO determination under Government Code sections 56378 (special study), 56425 (sphere of influence change), or 56430 (municipal service review). (Government Code, § 57077.1, subd. (c).) If the protest threshold is met or exceeded, then the dissolution is dead; if not then LAFCO may dissolve the district without an election. This special statute is one of the key reasons districts need to be vigilant in participating in LAFCO service reviews, to prevent misinformation and avoid early determinations that could facilitate easier dissolutions.

Districts should expect more oversight and scrutiny by LAFCOs in the future, through municipal service reviews and possible dissolutions and consolidations. Districts wishing to prevent the possibility of an involuntary dissolution have several tools available to stay engaged with their community and their local LAFCO. Most important, visibly providing high-quality services to their residents helps ensure that communities understand the value of their special districts and the benefits of locally elected control of services and associated revenues — creating a basis to call on those residents to submit a majority protest to stop the dissolution. Participating in LAFCO, including by working with LAFCO staff during municipal service reviews and by serving on the commission to ensure a special district vote regarding the proposal, allows districts to ensure their voices are heard in the process. However, once a dissolution or consolidation is confirmed through the protest procedures or an election, challenging the LAFCO decision in court may be an uphill battle, steep to climb.

For more information, please attend CSDA's webinar on April 3, 2019 at 10AM, "Cradle to Grave: Special District LAFCO Involvement."

MAXIMIZE YOUR MEMBERSHIP



# VISIT CSDA'S ONLINE COMMUNITIES



Connect  
Communicate  
Engage

**Webinar: Making Connections in  
CSDA's Online Communities  
May 2, 2019 and November 15, 2019**

[WWW.CSDA.NET](http://WWW.CSDA.NET)

**COLUSA LOCAL AGENCY FORMATION COMMISSION**

**MEMORANDUM**

April 4, 2019

**To:** Local Agency Formation Commission Commissioners

**From:** John Benoit, Executive Officer

**RE:** Proposed Budget for FY 2019-2020

**Attachment:** Budget Resolution 2019-0002

Since the passage of AB-2838 in 2000, LAFCO has become independent (as a result of legislative mandate) from the County. Before, operational costs of LAFCO were entirely paid by the County including costs staff time, legal services, miscellaneous office expenses, and insurance. The Legislature took the recommendation of the Commission on Local Governance for the 21<sup>st</sup> Century and concluded that LAFCO costs were to be paid by both the City and County and LAFCOs were to become entirely independent and by Special Districts if seated on LAFCO. In the latter case costs are to be split in equal thirds. Many costs have become more apparent since LAFCO is independent. Although in Colusa County LAFCO remains in the County's A-87 program, LAFCO's participation in this program is limited to accounting/auditing/financial services.

Since 2001 the legislature has given the Commission discretion over it's own budget including Legal Services (Attorney), Executive Officer Services, Office Expenses, and the amount of funds allocated for MSR's and SOI's.

In the attached sheet, I have provided a "Proposed" budget based on the costs to provide LAFCO in light of various mandates. The Budget Committee has reviewed the proposed budget. This budget relies on carryover to be balanced.

**The overall goal of this budget is to conduct LAFCO business in a proactive manner involving the Community and to meet the overall requirements of the Cortese-Knox-Hertzberg Act at a reasonable cost.**

Municipal Service Reviews and Sphere of Influence updates continue in the upcoming year. Colusa LAFCO as most other LAFCO's is updating its service reviews and sphere updates, as necessary. To perform these updates Colusa LAFCO has set forth a policy to incrementally complete the MSR/SOI reports and updates without the need for substantial additional special funding.

Hopefully, the County will continue developing a comprehensive mapping and update system since this data has been received. There are several data layers required for LAFCO. Most importantly is the District Boundary Layer and the Sphere of Influence Layer, which should be prepared by LAFCO, who oversees boundaries in Colusa County. Other layers of importance to LAFCO include, roads, parcels, land use, zoning, flooding, agricultural capability, for example. Over the years, staff has encountered numerous errors in district mapping upon comparing original boundary descriptions with maps being used by county departments.

This year LAFCO has began scanning all its files. The files have been purged and need to be scanned into electronic format. These files are not very accessible to the public and in the event of records requests it becomes very expensive to comply. Electronic copies will be much easier to work with and can be accessible to the public. There are about 15-20 boxes of entire files that need to be scanned electronically. This effort will continue into the next fiscal year.

#### **SUMMARY OF PROPOSED EXPENSES:**

**Note: Most budgets remain essentially the same as the previous year with a few minor exceptions.**

1. **The CALAFCO Dues have been increased from \$926.00 to \$1,077.00, a 16.25 % increase. For A-87, LAFCO budgeted \$2,666.00 in FY 18-19. The actual cost has yet to be determined therefore \$2,666.00 is budgeted until a different figure is given to LAFCO by the County Auditor. A-87 costs are ultimately determined by the Board of Supervisors, based upon its operational and overhead costs. CSDA membership remains at \$500.00 therefore, the total for the membership category is \$1,577.00**
2. **The Special Districts Risk Management Authority has indicated there will be a 5% increase in insurance this year so the amount budgeted is to be increased to \$1,783.00.**
3. **There is an increase of \$10,000 for the Reserve Fund based on the Commission's desire to increase the reserve fund.**

**Transportation/Travel & Training** The committee recommending \$6,500 combined for these two items, a substantial reduction from years past. This represents funding for 3 or 4 commissioners to attend the annual conference. Estimated costs for each Commissioner to attend the CALAFCO Annual Conference on October 30-November 1<sup>st</sup> in Sacramento is approximately \$1,000 each including transportation, lodging, and conference registration. The justification for this expense is LAFCO Commissioners need to be informed decision makers. Commissioners need the tools to carry out their statutory responsibilities in a responsible manner. Training and interaction with Commissioners from other LAFCO's will assist those Commissioners in attendance to bring back ideas to be shared with the remainder of the Commission. Training is necessary to remain informed of changes in LAFCO law and procedures. This item also includes funds for a portion of Staff's expense to represent Colusa LAFCO at CALAFCO Activities.

**Note: A decision as to the actual number of Commissioners anticipating attendance at the conference is needed before the final budget is approved.**

**Worker's Comp:** Approximately \$50.00 is needed to cover the costs of Worker's comp for the Public Member and Public Member alternate.



**Executive Officer - Staff Services** The Committee is recommending \$48,000 for this item. This is the same as for the previous sixteen years. This translates to an average of \$4,000 per month for LAFCO administrative activities. Since the LAFCO set-up work is completed, costs of administering the MSR's and SOI's and environmental reviews for the SOI's will be included (unless an Environmental Impact Report is required necessitating an independent consultant). Notwithstanding a very complex reorganization (application), controversial service review, sphere of influence or incorporation project for Colusa LAFCO, this amount should cover LAFCO administration and potentially may allow time to work on the Municipal Services Reviews and Sphere Studies if project activity is lower than expected thereby possibly resulting in a larger rollover to the next fiscal year in those line-item budgets.

Note: project related cost overruns relating to an application would normally be fee supported if an augmentation is needed in this category as well as office expenses. A project proponent will pay all project related costs including legal costs.

**Clerical Support:** The Committee is recommending \$3,657 for clerk or clerical services. A LAFCO Clerk is necessary to record meetings to produce an accurate record and provide other miscellaneous duties. Assistance is needed in production and distribution of packets and miscellaneous analyst duties.

**Webhosting:** Budgeting in this category has been eliminated since staff manages the LAFCO webpage. Website costs (URL Registration, for example) are paid from the office expense category.

**Legal Services** The Committee is recommending \$24,000 for this item. Since LAFCO has become independent, separate LAFCO Counsel is necessary to represent LAFCO's interest. This cost is fixed rate for normal legal services. LAFCO Counsel is needed to provide legal direction at meetings of the Commission and to protect LAFCO's interests where required. Project related legal costs would be billed to the project proponent through LAFCO's fee structure. Should the Commission wish to amend Counsel's contract, the contract information is as follows.

**Liability Insurance:** LAFCO is required to have insurance as an independent agency. Seven years ago, the Board of Supervisors made a final determination that LAFCO should have independent insurance. Therefore, LAFCO's bought insurance through the SDRMA. This year's cost is estimated to be \$1,783.00.

**Office Supplies** This item covers copy costs, postage, and misc. office supplies. Expenses for FY 2019-2020 are expected to remain the same for postage, copies and office expenses at \$2,375.00. The Committee is recommending a minimal budget remain to cover expenses related to MSR's and SOI studies and to process additional projects. Copy and Postage expenses for MSR's and SOI's are included in this line-item budget.

**Memberships** As a condition of having SDRMA Insurance, a \$500.00 membership fee is required in the CSDA. In FY 2019-2020 the CALAFCO membership cost is \$1079.00, a 16.5% increase.

Note: A decision as to the actual number of Commissioners anticipating attendance at the conference is needed as soon as possible. Two years ago three Commissioners attended the annual conference in San Diego and Last year two Commissioners attended the conference in Yosemite. This budget includes enough funds for up to 4 Commissioners to attend the Annual Conference in Sacramento and to pay for a portion of staff expenses to attend the Annual Conference and staff workshop. This category also includes funds for incidental mileage expenses related to LAFCO operations.

**Legal Notices/Publications** The Committee is recommending \$750.00 for this item. Legal notices are required by state law and must be prepared for Municipal Service Reviews and Sphere of Influence Updates, all public hearings before the Commission and protest hearings. Public hearing notices are required for many LAFCO actions. Cost overruns in this category will be fee supported.

**Communications** The Committee is recommending \$1,400 to cover communications. This amount will provide phone access to LAFCO by agencies and the public.

**Special Projects:** This line item is reserved for one-time projects requested by the Commission or staff. The LAFCO files need to be categorized and scanned into electronic format. This is a special one time project with the goal to minimize the amount space for retained files per LAFCO's record retention policy and to scan all the files for easy accessibility. Staff will begin the process of categorizing and scanning the files immediately in accordance with LAFCO's adopted records retention policy. The estimated amount to perform this function next year is \$5,000.00.

**Sphere of Influence Updates and Municipal Service Reviews** The Committee is recommending a budget of \$32,000, to cover the costs of working on Municipal Service Reviews and Spheres of Influence in accordance with the adopted work program as well as \$5,000.00 to cover the costs of G.I.S. Mapping.

Note: Given budgetary and time constraints, this work most likely will have to be completed by staff over several years. The use of consultants will require budget estimates significantly higher than stated. In addition, staff will have to review the consultant's work to ensure accuracy. It has been the experience of many LAFCO's that the Executive Officer has to re-write work prepared by consultants adding even more cost.

**Contingency** The Contingency fund for FY 2019-2020 is proposed to be \$10,000 and the reserve fund to be \$60,000, an increase of \$10,000. The justification of the General Reserve is to provide LAFCO with the funds necessary to initiate projects in accordance with its Bylaws and Policies for which funding does not exist. If, for some reason, LAFCO were to have a cost overrun or unanticipated expenses such as litigation during the fiscal year, LAFCO would have to formally request a loan from the Board of Supervisors. The Board of Supervisors has no obligation to fund such a loan.

**Colusa County A-87** Estimated A-87 costs include costs for the County Treasurer/Technology/Auditor's functions. The County's cost requirement next year is not known at this time and varies significantly. The County's A-87 program allocates



costs among county departments from two years ago. Estimated costs based on the County's figure is estimated to be \$2,666.00 at this time.

### **SUMMARY OF ANTICIPATED FEE DEPOSITS AND INTEREST**

LAFCO may need to increase appropriations in various budgets if unanticipated revenue is realized through project applications. In the past, LAFCO has estimated the revenue for fee deposits and interest. The fee deposits do not become revenue until actual work is completed. Based on the amount of revenue received in a prior fiscal year, there may be reductions in City-County contributions the following year. This has been the case for the past three years.

### **CARRYOVER**

This year LAFCO will not expend its entire budget. LAFCO has relied upon carryover to fund the next year's budget. An estimated unexpended general reserve and unexpended funds of approximately \$106,200.00. Most of this amount will be dedicated to maintaining the General Reserve and Contingency Funds.

### **WORK PROGRAM:**

For FY 2019-2020 (see MSR and SOI status Spreadsheet)

1. Process LAFCo Applications as they are received.
2. Revise and Update LAFCo's Policies, Standards and Procedures
3. Review Cemetery Districts (Last Reviewed in 2007)
4. Review Park and Recreation Districts last reviewed in 2011

### **RECOMMENDATION**

1. Consider the above budget justification report, discuss and amend report and (or) the proposed budget as necessary.
2. Adopt LAFCO Resolution 2019-0002 approving a proposed budget for FY 2019-2020.

**COLUSA LAFCO**

Status: Service Reviews and Spheres of Influence, Policies and Bylaws: March 2019

Name of Agency	Service Review completed	Sphere of influence completed	
<b>AGENCIES FORMED DURING THE PAST 10 YEARS</b>			
Cortina CSD*	Resolution 2015-012 Aug 6, 2015	Resolution 2015-0013 Aug 6, 2015	
Arbuckle Parks and Rec. Dist	Formed July 6, 2006	Resolution 2006-0005 July 6, 2006	
<b>WATER AND OR WASTEWATER SERVICE DISTRICTS</b>			
Maxwell PUD*	Resolution 2006-07 Dec 7, 2006	Resolution 2007-0006 November 1, 2007	
Princeton Water Works District*	Resolution 2016-0007 10.6.16	Resolution 2016-0008 10.6.2016	
Colusa County Waterworks #1 (grimes)	Resolution 2009-0001 Feb 5, 2009	Resolution 2009-0002 February 5, 2009	
Arbuckle Public Utility District	Reso 2013-0001 March 7, 2013	Reso 2013-0002 March 7, 2013	
<b>FIRE AND EMS DISTRICTS</b>			
Arbuckle-College City Fire	Resolution 2007-05 Aug 2, 2007	Resolution 2011-0005 December 8, 2011	Pending
Bear Valley-Indian Valley Fire	Resolution 2007-05 Aug 2, 2007	Resolution 2011-0005 December 8, 2011	Pending
Glenn-Colusa Fire Protection District	Resolution 2007-05 Aug 2, 2007	Resolution 2011-0005 December 8, 2011	Glenn Co Responsibility
Maxwell Fire Protection District	Resolution 2007-05 Aug 2, 2007	Resolution 2011-0005 December 8, 2011	Pending
Princeton Fire Protection District	Resolution 2007-05 Aug 2, 2007	Resolution 2011-0005 December 8, 2011	Pending
Sacramento River Fire Protection	Resolution 2007-05 Aug 2, 2007	Resolution 2012-0005 March 1, 2012	Pending
Williams Fire Protection Authority	Resolution 2007-05 Aug 2, 2007	Resolution 2011-0005 December 8, 2011	Pending
City of Colusa Fire	Resolution 2007-05 Aug 2, 2007	Resolution 2011-0005 December 8, 2011	Pending
<b>MOSQUITO ABATEMENT</b>			
Colusa Mosquito Abatement District	Resolution 2018-0001 March 1, 2018	Resolution 2018-0002 Mar 1, 2018	
<b>CEMETERY DISTRICTS</b>			
Antelope-Black Mountain Cemetery District	Resolution 2007-0009 Dec 6, 2007	Resolution 2007-0010 December 6, 2007	
Arbuckle Cemetery District	Resolution 2007-0009 Dec 6, 2007	Resolution 2007-0010 December 6, 2007	
College City Cemetery District	Resolution 2007-0009 Dec 6, 2007	Resolution 2007-0010 December 6, 2007	
Colusa Cemetery District	Resolution 2007-0009 Dec 6, 2007	Resolution 2007-0010 December 6, 2007	
Cypress Hill Cemetery District	Resolution 2007-0009 Dec 6, 2007	Resolution 2007-0010 December 6, 2007	
Grand Island Cemetery District	Resolution 2007-0009 Dec 6, 2007	Resolution 2007-0010 December 6, 2007	
Maxwell Cemetery District	Resolution 2007-0009 Dec 6, 2007	Resolution 2007-0010 December 6, 2007	
Princeton Cemetery District	Resolution 2007-0009 Dec 6, 2007	Resolution 2007-0010 December 6, 2007	
Stonyford-Indian Valley	Resolution 2007-0009 Dec 6, 2007	Resolution 2007-0010 December 6, 2007	
Williams Cemetery District	Resolution 2007-0009 Dec 6, 2007	Resolution 2007-0010 December 6, 2007	
<b>HOLHOUSE WATER DISTRICTS</b>			
Holthouse Water District	Resolution 2008-0004 March 6, 2008	Resolution 2007-0007 March 6, 2008	
Colusa County Water District	Resolution 2009-0011 August 6, 2009	Resolution 2009-0012 August 6, 2009	
Davis Water District*	Resolution 2015-0001 Feb 5, 2015	Resolution 2015-0002 Feb 5, 2015	
Glenn Valley Water District*	Resolution 2015-0004 March 5, 2015	Resolution 2015-0003 3/5/2015	
Glenn Colusa I. D.	Resolution 2007-08 Nov 1, 2006	Resolution 2008-0005 March 6, 2008	
La Grande Water District	Resolution 2009-0003 March 5, 2009	Resolution 2009-0004 March 5, 2009	
Maxwell ID	Resolution 2017-0004 Sept 9, 2017	Resolution 2017-0005 September 7, 2017	
Westside Water District	Resolution 2008-0003 March 6, 2008	Resolution 2008-0006 March 6, 2008	
4M water district	Resolution 2016-0002 Feb 4, 2016	Resolution 2016-0003 Feb 4, 2016	
<b>CITIES</b>			
City of Colusa	Resolution 2010-0003 March 4, 2010	Resolution 2012-0003 Feb 2, 2012	
City of Williams	Resolution 2013-0005 August 1, 2013	Resolution 2014-0002 March 6, 2014	
<b>RECLAMATION &amp; FLOOD CONTROL DISTRICTS</b>			
Reclamation District 108	Resolution 2018-0007 Sept 6, 2018	Resolution 2018-0008 September 6, 2018	
Reclamation District 479	Resolution 2018-0007 Sept 6, 2018	Resolution 2018-0008 September 6, 2018	
Reclamation District 1004	Resolution 2018-0007 Sept 6, 2018	Resolution 2018-0008 September 6, 2018	
Reclamation District 2047	Resolution 2018-0007 Sept 6, 2018	Resolution 2018-0008 September 6, 2018	
Sacramento River Westside Levee District	Resolution 2018-0007 Sept 6, 2018	Resolution 2018-0008 September 6, 2018	
Cortina Creek Flood Control and Floodwater Conservation District	Resolution 2018-0007 Sept 6, 2018	Resolution 2018-0008 September 6, 2018	
Knights Landing Ridge Drainage District	Resolution 2018-0007 Sept 6, 2018	Resolution 2018-0008 September 6, 2018	
Colusa County Flood Control and Water Conservation District	Resolution 2018-0007 Sept 6, 2018	Resolution 2018-0008 September 6, 2018	
<b>PARK AND RECREATION DISTRICTS</b>			
Arbuckle Park and Recreation District	Reso 2010-0010 January 27, 2011	Resolution 2010-0011 Jan 27, 2011	
Maxwell Park and Recreation District	Reso 2010-0010 January 27, 2011	Resolution 2010-0011 Jan 27, 2011	
Stonyford Park and Recreation District	Reso 2010-0010 January 27, 2011	Resolution 2010-0011 Jan 27, 2011	
<b>COUNTY SERVICE AREAS</b>			
County Service Area #1 - Century Ranch	Resolution 2012-0008 Dec 6, 2012	Resolution 2012-0009 December 6, 2012	
County Service Area #2 - Stonyford	Resolution 2012-0008 Dec 6, 2012	Resolution 2012-0009 December 6, 2012	
<b>RESOURCE CONSERVATION</b>			
Colusa RCD	Resolution 2014-0008 Dec 4, 2014	Resolution 2014-0009 December 4, 2014	
<b>POLICY UPDATE</b>			
BYLAWS	Resolution 2009-0009 5.7.09	Amended 1 time since 2009 update	
	Resolution 03-04 11.6.2003	Amended 5 times since 2003	

**Resolution 2019-0002**  
**of the**  
**Colusa Local Agency Formation Commission**  
**Colusa County, California**

*A Resolution of Colusa LAFCO Adopting a Proposed Budget for 2019-2020*

WHEREAS, Colusa LAFCO is required by Government Code Section 56381(a) to adopt annually, following a noticed public hearing, a proposed budget by May 1<sup>st</sup> and a final budget by June 15<sup>th</sup>; and,

WHEREAS, the Commission has prepared a proposed budget for public review; and,

WHEREAS, the Executive Officer has given notice of hearing in the form and manner specified by law for adoption of the proposed budget and upon the date, time and place specified in said notice of hearing, the Commission heard, discussed and considered all oral and written testimony submitted including, but not limited to, the approved budget priorities for Fiscal Year 2019-2020 and the Executive Officer's report and recommendations; and

WHEREAS, the Commission has considered the attached Budget in light of the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000;

NOW THEREFORE, the Colusa Local Agency Formation Commission does hereby determine, resolve, and order the following:

1. That Colusa LAFCO hereby adopts the attached proposed 2019-2020 proposed budget (see Exhibit A).
2. Directs the Executive Officer to transmit the proposed budget to the Auditor and all parties specified in Government Code Section 56381 (a) as promptly as possible.

PASSED AND ADOPTED by the Colusa Local Agency Formation Commission at a special meeting of said Commission held on April 4, 2019 by the following roll call vote:

AYES: -

NOES: -

ABSTAINS: -

ABSENT: -

Signed and approved by me after its passage this 4<sup>th</sup> day of April 2019.

\_\_\_\_\_  
Denise Carter, Chair  
Colusa LAFCO

Attest:

\_\_\_\_\_  
John Benoit, Executive Officer  
Colusa LAFCO

EXHIBIT "A"  
PROPOSED 2019-2020 Budget 04060

REV, CATEGORICAL and CARRYOVER ESTIMATES	2015-2016 Budget	2016-2017 Budget	FINAL 2017-2018 Budget	FINAL 2018-2019 Budget	Actual 18-19 Exp. To Feb 1, 2019	PROPOSED 2019-2020 Budget
City and County Contributions	\$ (100,000.00)	\$ (92,555.00)	\$ (92,555.00)	\$ 93,542.00	\$92,564.50	\$ (97,810.00)
Carryover Prior-Year	\$ (80,000.00)	\$ (94,091.00)	\$ 103,000.00	\$ (95,000.00)	\$126,746.92	\$ (100,000.00)
Categoricals	\$	\$	\$	\$	\$	\$
Processing Fees	\$ (5,000.00)	\$ (5,000.00)	\$	\$ (5,000.00)	\$	\$ (5,000.00)
Municipal Service Review Fees	\$	\$	\$	\$	\$	\$
City of Colusa SO/MSR	\$ (1,069.00)	\$ (1,069.00)	\$	\$ (1,200.00)	\$	\$ (1,200.00)
Interest	\$	\$	\$	\$	\$	\$
<b>TOTAL REVENUE AND CARRYOVER EST. &amp; Contribs</b>	\$ (186,069.00)	\$ (192,715.00)	\$ 10,445.00	\$ (101,200.00)	\$	\$ (204,010.00)
<b>EXPENDITURES</b>						
Workers Comp	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$29.19	\$ 50.00
Executive Officer Contract	\$ 48,000.00	\$ 48,000.00	\$ 48,000.00	\$ 48,000.00	\$36,000.00	\$ 48,000.00
Clerical Support	\$ 2,100.00	\$ 2,100.00	\$ 3,657.00	\$ 3,657.00	\$1,275.00	\$ 3,657.00
Legal Services (attorney contract)	\$ 21,000.00	\$ 21,000.00	\$ 24,000.00	\$ 24,000.00	\$18,000.00	\$ 24,000.00
Liability Insurance	\$ 1,705.00	\$ 1,705.00	\$ 1,741.50	\$ 1,818.00	\$1,698.00	\$ 1,783.00
Office Supplies	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$0.00	\$ 375.00
Postage	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$26.82	\$ 500.00
Copies	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	\$246.50	\$ 760.00
Memberships	\$ 785.00	\$ 840.00	\$ 899.00	\$ 926.00	\$1,425.00	\$ 1,579.00
Transportation and Travel	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00	\$ 4,000.00	\$556.60	\$ 4,000.00
Training	\$ 2,000.00	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00	\$2,914.99	\$ 2,500.00
Legal Notices and Publications	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$110.00	\$ 760.00
Communications	\$ 1,100.00	\$ 1,100.00	\$ 1,250.00	\$ 1,250.00	\$683.28	\$ 1,400.00
Special Projects - File Scanning	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 5,000.00	\$0.00	\$ 5,000.00
Sphere of Influence Updates	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$5,635.00	\$ 16,000.00
Municipal Service Reviews	\$ 15,000.00	\$ 15,000.00	\$ 16,000.00	\$ 16,000.00	\$7,162.80	\$ 16,000.00
Mapping	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$3,064.00	\$ 5,000.00
A-87/Administration Fees	\$ 2,964.00	\$ 2,045.00	\$ 2,092.00	\$ 2,666.00	\$1,554.00	\$ 2,666.00
<b>TOTAL EXPENDITURE BUDGET</b>	\$ 126,069.00	\$ 132,715.00	\$ 135,564.50	\$ 134,742.00	\$80,380.98	\$ 134,010.00
CONTINGENCY	\$	\$	\$	\$	\$	\$
RESERVE FUND	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$0.00	\$ 10,000.00
<b>TOTAL Funds needed for expenditures-Cont and Reserv</b>	\$ 186,069.00	\$ 192,715.00	\$ 195,564.50	\$ 194,742.00	\$	\$ 204,010.00
<b>FY 18-19 Estimated Revenue, Interest &amp; Carryover</b>	\$	\$	\$	\$	\$	\$
<b>Amount to be apportioned to the Cities and the County</b>	\$ 100,000.00	\$ 92,555.00	\$ 92,564.50	\$ 93,542.00	\$	\$ 97,810.00

#7

# Colusa Local Agency Formation Commission

March 15, 2019

Jesse Cain, City Manager      **VIA EMAIL ONLY**  
City of Colusa  
425 Webster St.  
Colusa, CA 95932

RE:    SW Annexation application to the City of Colusa

Dear Mr. Cain:

LAFCo received an application for the annexation for 684-acres more or less to the City of Colusa. The application will require an amendment to the Sphere of Influence also as shown in Attachment 7 of that application. It is my understanding the Council will initiate this annexation and required Sphere of Influence Amendment application by Resolution on March 19<sup>th</sup> 2019 per the City Council's Agenda Packet.

This application may not be processed until formally initiated by the City. Since a Sphere of Influence amendment is included along with this application, an agreement between the City and County must be formalized as required in Government Code Section 56425. This section of the Government Code requires a City-County meeting prior to submitting an application to LAFCo. In the event no agreement is reached then an application may be submitted. Please review Section 56425 (a through d). It appears no agreement or decision has been made. Therefore, LAFCo may not consider a Sphere of Influence amendment until such time as this issue is resolved and the annexation properly initiated. **LAFCo advises the conclusion of an agreement between the City and County prior to the passage of the proposed resolution under Item #14 before the Council on March 19<sup>th</sup>.**

A property tax sharing agreement has not yet been completed. LAFCo will require a substantially similar property tax sharing resolutions to be adopted by both the City and the County.

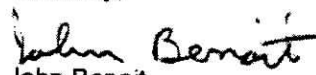
LAFCo is very concerned about the complete reliance on a combination of other EIR's, some of which are over 10 years old. LAFCo will need to review those EIR's to make sure that they are sufficient. LAFCo has not had the opportunity to review the Environmental Documentation specific to this project.

Once the City and County have reached an agreement per GC 56425 and a project is clearly defined; LAFCo would like the opportunity to review the environmental documentation specific to this annexation/sphere amendment and prepare comments as required by CEQA.

These are initial comments. LAFCo reserves the right to provide additional comments and requests for information regarding this project.

**In conclusion, LAFCo requests compliance with Government Code Section 65425 prior to the City Council adopting the resolution of application under Item 14 Council Agenda for March 19<sup>th</sup> 2019.**

Sincerely,

  
John Benoit  
Executive Officer

cc: Denise Carter, LAFCo Chair; LAFCo Commissioners; Community Development Director

C/o John Benoit Executive Officer P O Box 2694, Granite Bay, CA 95746  
(530) 458-0593 ph    (916) 797-7631 fax    email: lafco@countyofcolusa.com

**COLUSA LAFCO  
EXECUTIVE OFFICER PERFORMANCE EVALUATION**

**Date:** APRIL 4, 2019      **Name:** JOHN BENOIT

**Rating Period:** MARCH 2018-MARCH 2019

A=Superior B=Very Good C=Satisfactory D=Needs Improvement F=Unacceptable  
(Please note the "Superior" should not be viewed as a "perfect" rating since no one is perfect. It simply means the individual is superior to most in similar positions.)

<b>Item</b>	<b>Rating</b>	<b>Comments</b>
Communication Skills	_____	_____
Organization of Work	_____	_____
Accuracy of Work	_____	_____
Resourcefulness	_____	_____
Knowledge of LAFCO	_____	_____
Knowledge of County	_____	_____
Willingness to Learn and Adapt	_____	_____
Leadership	_____	_____
Other	_____	_____

---

---

*ESTABLISH GOALS FOR UPCOMING YEAR (use reverse side for additional goals)*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

---

---

Signature (Chairperson) \_\_\_\_\_

Signature of person being evaluated \_\_\_\_\_



## Explanation of Terms

**Communication Skills:** How well does the Executive Officer (EO) communicate verbally and orally? Are staff reports clear and well written? Does the EO speak clearly and to the point? Can the EO react quickly and appropriately to new issues and questions?

**Organization of Work:** How well organized is the EO? Is the EO good at prioritizing tasks? Does the work get done in a timely manner? Does the EO appropriately delegate tasks to others to assist in getting the work done?

**Accuracy of Work:** Are the documents prepared by the EO accurate and complete, taking into account limitations on time and access to information? Are oral statements accurate?

**Resourcefulness:** Given the limitations on LAFCo staffing and funding, is the EO good at stretching those resources to achieve his or her objectives?

**Knowledge of LAFCo:** How well does the EO know how LAFCo's are supposed to operate? Does the EO demonstrate knowledge of the Cortese-Knoz-Hertzberg Local Government Reorganization Act? Does the EO know about the technical details needed to complete a change of organization?

**Knowledge of County:** How familiar is the EO with the county, its communities, agencies and leaders.

**Willingness to Learn and Adapt:** Given that LAFCo has to deal with so many different issues, is the EO good at quickly learning the essentials needed to address a new issue? Can the EO adapt to new personalities and problems?

**Leadership:** Because of the limited nature of Commission member participation, for LAFCo to be effective, the EO must lead the agency. How well does the EO work with the Commission in strengthening the agency and its effectiveness? How well does the EO manage staff and consultants? Is the EO proactive in informing the Commission of issues, developing LAFCo policies and addressing community issues?

**Other:** What other qualities of the EO or performance concerns does the Commission want to address.