

Colusa Local Agency Formation Commission

Special Meeting Agenda

Thursday – November 5, 2020

3:00 PM

Welcome to the Colusa LAFCo special meeting. This meeting will be via Zoom (conference call) only due to the COVID-19 virus. A roll call vote is required for all items on the agenda.

You may use your phone for this meeting and no computer is required. There will be video if you choose to use it.

The complete agenda, including backup materials and materials related to items on this Agenda submitted to the Commission after distribution of the Agenda Packet, is available for public inspection on the Colusa LAFCo website. www.colusalafco.org

John Benoit is inviting you to a scheduled Zoom meeting.

Topic: Colusa LAFCo Meeting

Time: Nov 5, 2020 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81649988570?pwd=T0xPKzdsaTlXazqrTHM0MWhXZHJwdz09>

Meeting ID: 816 4998 8570

Passcode: 918938

One tap mobile

+16699006833,,81649988570#,,,,,0#,,918938# US (San Jose)

+12532158782,,81649988570#,,,,,0#,,918938# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

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

Sajit Singh, (Chair, Williams, City)
Denise Carter (Vice Chair, County)
John Loudon (County)
Brandon Ash (Public)
Greg Ponciano (Colusa, City)

Alternates

Merced Corona (County Alternate)
Tom Reische (City Alternate)
_____. (Public Member Alternate)

Staff

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

2. Consider Minutes from September 3, 2020 and October 1, 2020

- a. *Consider minutes for the September 3, 2020 meeting*
- b. *Consider minutes for the October 1 2020 meeting*

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 October 2020*

5. Correspondence:

Continued PUBLIC HEARING:

6. Fire and EMS Service Review and Sphere Update

The fire and EMS report is available on the LAFCo Website www.colusalafco.org

- a) *Receive Executive Officer's Report and conduct public hearing regarding fire service in Colusa County.*
- b) *Consider Resolution 2020-0004 adopting a fire and EMS service review*
- c) *Consider Resolution 2020-0005 adopting a sphere of influence update for the Williams Rural Fire Protection District, the Arbuckle-College City Fire Protection District, the Bear Valley-Indian Valley Fire Protection District, the Sacramento River Fire Protection District, the Princeton Fire Protection District and the Maxwell Fire Protection District.*

7. Workshop:

- a) *Colusa County Waterworks District #1 (Grimes) MSR and SOI*

8. Approve meeting schedule for 2021

- a) *Approve meeting schedule for 2021*

9. Brief review of the LAFCo process

- a) *Discussion regarding the LAFCo Process*

10. Executive Officer's Report:

- a) LAFCo's record's retention policy - 2013
- b) LAFCo's fee schedule – 2010
- c) LAFCo's application forms – 2015
- d) City of Colusa applications for changes of organization

11. 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

12. Next Colusa LAFCo meeting: December 3rd, 2020

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 are 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 or j.benoit4@icloud.com

Webpage Reports, agendas, minutes and general information about LAFCO are available on the LAFCO Webpage at www.colusalafco.org

LOCAL AGENCY FORMATION COMMISSION
COLUSA COUNTY
MINUTES OF MEETING
September 3, 2020

PRESENT:

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

ALSO PRESENT:

JOHN BENOIT, Ex. Officer
SCOTT BROWNE, Legal Counsel
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 August 6, 2020**

On motion of J. Loudon, second by D. Carter, the commission approved the meeting minutes of August 6, 2020, motion carried by roll call vote.

3. **Public Comment – None**

4. **Consent Agenda**

On motion of B. Ash, second by J. Loudon, the commission approved claims for the month of August 2020; motion carried by roll call vote.

5. **Correspondence – None**

6. **Fire and EMS Service Review and Sphere Update**

John stated that he would like to set the Public Hearing for October 1, 2020. There were no comments.

On motion of S. Singh, second by D. Carter, the commission approved scheduling the public hearing for the Fire and EMS Service Review and Sphere Update for October 1, 2020; motion carried by roll call vote.

7. **Election for the 2020-2021 Calafco Board of Directors**

John stated that this item is to authorize the Chair to vote for members of the Calafco Board of Directors on behalf of Colusa LAFCo.

On motion of D. Carter, second by S. Singh, the commission moved to authorize the Chair to vote for members of the Calafco Board of Directors on behalf of Colusa LAFCo; motion carried by roll call vote.

8. Executive Officer's Report

- a. SB 414 did not pass the Assembly Appropriations Committee – John stated that this is the water district the state is trying to set up; would circumvent Lafco and be a very expensive process for us. According to Calafco it will be back next year.
- b. Update City of Colusa Reorganization (2019-0001) – annexation of CIP land; in process. There is a lot of information, including a signed application form, still needed before it can be processed.
- c. Proposed Wilson annexation and Subdivision to the City of Colusa located on 5th Street in Colusa – John stated that because we do not want to create islands, we should consider including additional properties in that area. The City met with landowners and there was some interest in annexation. The city is working on it.
- d. City of Colusa MSR and SOI update (last adopted in 2011) – Time to update.
- e. City of Williams MSR and SOI (last adopted 2013) – Will follow the City of Colusa update

J. Loudon stated that the tax-sharing agreement has been approved by the county. The city has also approved the agreement. John responded that when the city submits their application, the agreement will be included. However, they do need maps and descriptions. The tax-sharing agreement is usually what holds up an application. Because it has been completed, the Lafco process should go quickly, notwithstanding the state-mandated timelines, which do slow the process down. John is concerned about the fire district with this project.

9. Commissioner Reports – Discussion – J. Loudon stated that the City and County are going to start meeting on the SOI since the CIP annexation.

S. Singh stated that he talked with the City of Williams Planner regarding the MSR and SOI and put it on the calendar.

10. Next Colusa LAFCo meeting: October 1, 2020

Meeting adjourned 3:21 p.m.

LOCAL AGENCY FORMATION COMMISSION
COLUSA COUNTY
MINUTES OF MEETING
October 1, 2020

PRESENT:

JOHN LOUDON, Chair, County Member
DENISE CARTER, County Member
SAJIT SINGH, City Member

ALSO PRESENT:

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

1. Call to Order/Roll Call

The meeting was called to order at 3:04 p.m. There was a quorum present.

2. Consider Minutes from September 3, 2020 – continued to next Lafco meeting

3. Public Comment – None

4. Consent Agenda

On motion of D. Carter, second by J. Loudon, the commission approved claims for the month of September 2020; motion carried by roll call vote.

5. Correspondence – None

6. Fire and EMS Service Review and Sphere Update

The Executive Officer's memo regarding the Fire and EMS Service Review and Sphere Update is included in today's agenda packet. John has emailed the MSR and SOI out three times and has received no comments. He recommends approval.

D. Carter stated that the county population (page 14, 2.2) needs to be more current. Denise feels that the demographics pages (14 & 15) need to be updated. She stated that she will send John the demographics for 2019/2020. John will update the report. S. Singh stated that the City of Williams had received a grant from Homeland Security in the amount of \$700,000 to provide additional firefighters. J. Loudon stated that the City of Colusa received funding for a new fire engine. D. Carter suggested that John try to get 2018/2019 budget information for the districts.

After further discussion, the commission agreed to postpone approval of the Fire and EMS MSR and SOI. This agenda item will be continued to the November 5, 2020 Lafco meeting.

7. Executive Officer's Report

- a. Colusa County Waterworks District #1 (Grimes) MSR and SOI – John stated that the MSR and SOI were sent and that he received a response. This item will be included on the November 5th agenda.
- b. Lafco's record's retention policy - 2013 – This policy needs to be updated, including retention of CEQA emails.
- c. Lafco's fee schedule – 2010 – John stated that we may want to tighten up the fee schedule.
- d. Lafco's application forms - 2015 – Time to revise.
- e. City of Colusa applications for changes of organization – there are two applications; however, John has not yet received either one.

8. Commissioner Reports – Discussion – None

9. Next Colusa LAFCo meeting: November 5, 2020

Meeting adjourned 3:26 p.m.

Colusa Local Agency Formation Commission

CLAIMS

October 2020

Authorize payment of the following claims:

FY 2020-2021 EXPENSES:

Claims for October 2020:

Nov 1, 2020	Staff Svcs and Exp. –Oct 2020	\$ 7,036.88
9.16-20-10.15.20	Legal Svcs. P. Scott Browne	\$ 2,000.00
Oct 7, 2020	Frontier Phone Oct 2020	\$ 48.86
Sept 21, 2020	Colusa County A-87 costs	\$ 1,734.00
October 1, 2020	CSDA Associate Member Dues 20/00.0021	\$ 500.00

TOTAL: \$ 11,319.74

DATED: Nov 5, 2020

APPROVED: Nov 5, 2020

Sagit Singh , Chair or Denise Carter , Vice-Chair
Colusa Local Agency Formation Commission

Attest:

John Benoit
Executive Officer

Expenditure Category City Coding	Executive Off. Cont 7338	Clerical Support 7320	Workers Comp 7016	Lgl Services 7321	Insurance 7315	Office Supplies 7339	Postage 7322	Copies 7322
	\$48,000.00	\$3,657.00	\$50.00	\$24,000.00	\$2,325.00	\$375.00	\$500.00	\$750.00
SDRMA Insurance 20-21 pre-paid					-\$2,325.00			
CALAFCo Dues 20-21								
Staff SVCS June 2020 Browne Ending 6.15.20	-\$4,000.00	-\$175.00					-\$4.26	-\$50.80
Frontier Phone June 7, 2020				-\$2,000.00				
Staff SVCS July 2020 Browne Ending 7.15.20	-\$4,000.00							-\$10.00
Frontier Phone July 7, 2020				-\$2,000.00				
Browne Ending 8.15.20								
Staff Svcs Aug 2020 Frontier Ph. August 2020	-\$4,000.00	-\$175.00					-\$1.84	-\$15.00
Staff Svcs September 2020 Browne ending 9.15.2020	-\$4,000.00	-\$175.00						-\$10.00
Frontier Ph Sept 2020				-\$2,000.00				
Pioneer Rev Lgl Fire MSR and SOI Staff Svcs October 2020	-\$4,000.00	-\$175.00						-\$15.00
Browne Ending 10.15.2020				-\$2,000.00				
CSDA Dues 2020-2021								
Frontier Ph Oct , 2020								
Colusa County A-87 costs 20-21								

Total Expended in FY 18-19	-\$20,000.00	-\$700.00	\$0.00	-\$10,000.00	-\$2,325.00	\$0.00	-\$6.10	-\$100.80
Total Remaining in FY 18-19	\$28,000.00	\$2,957.00	\$50.00	\$14,000.00	\$0.00	\$375.00	\$493.90	\$649.20



#5

**CALAFCO 2020 Virtual Regional Roundtable
Northern Region Agenda Guideline
Wednesday, December 9, 2020
9:00 a.m. – 10:30 a.m.**

<https://us02web.zoom.us/j/87294178834?pwd=T1Z2eG03NnRiVlloeDBmVFZZazM2dz09>

Meeting ID: 872 9417 8834

Passcode: 967732

Phone: 669-900-6833

Everyone in attendance will be asked by the host to identify themselves upon entry into the meeting from the waiting room. This is to preserve the integrity of the region's meeting.

1. Welcome and introductions in large group

Self-introductions with identification of LAFCo, position and tenure (ie: Commissioner, EO, Clerk, etc.)

2. CALAFCO update from Board Member and EO regional representative in large group

3. Breakout groups discussions

1. *What are the 3 biggest challenges your LAFCo faced the past 9 months and how were they overcome?*
2. *What are 2 positive things that have resulted from the last 9 months for your LAFCo?*
3. *How has your LAFCo budget been impacted in the current FY and what do you anticipate for the next FY because of the economic downturn?*
4. *How might you use a "shared services" model with other LAFCos in your region to gain fiscal and human resources efficiencies?*
5. *Do you have any cities or districts that are in severe fiscal distress as a result of the Pandemic and/or fires and if so, are you reaching out to them?*

4. Report out by breakout rooms in large group

5. Large group discussion:

In this new world of inter-related and regional challenges and even crisis, does LAFCo have a new and evolving role to play as political boundaries are increasingly less useful and natural boundaries (watersheds, air quality basins, fire terrain, SGMA basins, flood plains, etc) become more so?

6. Other comments by individual LAFCos

7. Feedback for CALAFCO

8. Wrap up and thank you

**Resolution 2020-0004 of the
Colusa Local Agency Formation Commission**

*Approving a Municipal Service Review of Fire and EMS Services Provided within Colusa County and
Adopting Written Determinations Thereon*

WHEREAS, California Government Code Section 56425 requires that a Local Agency Formation Commission ("LAFCO") adopt and periodically review Sphere of Influence Plans for all agencies in its jurisdiction; and,

WHEREAS, California Government Code Section 56430 requires that a LAFCO conduct a review of the municipal services provided by and within an agency prior to updating or adopting its Sphere of Influence Plan; and,

WHEREAS, the Sphere of Influence Plan is the primary planning tool for LAFCO and defines the probable physical boundaries and service area of a local agency as determined by LAFCO; and,

WHEREAS, on June 3rd, 2004, the Commission adopted its Work Plan and included a schedule for initiation of Municipal Service Reviews (MSRs) and Spheres of Influence; and

WHEREAS, the Commission adopted Resolution 2004-03 on March 4th, 2004 establishing guidelines for conducting MSRs, which applies to this MSR for services provided by fire protection agencies within Colusa County; and,

WHEREAS, at the time and in the manner provided by law, the Executive Officer gave notice of the date, time, and place of a public hearing by the Commission for fire and EMS services provided within Colusa County, including approval of the report and adoption of the written determinations contained therein; and,

WHEREAS, the Commission hereby determines that the hearing draft of the Municipal Service Review for fire and EMS services provided within Colusa County and written determinations contained therein will provide information for updating the Sphere of Influence for fire protection districts and cities within Colusa County, and is otherwise consistent with the purposes and responsibility of the Commission for planning the logical and orderly development and coordination of local governmental agencies so as to advantageously provide for the present and future needs of the county and its communities; and,

WHEREAS, in making this determination, the Commission has considered the documentation on file in this matter; and,

WHEREAS, the Commission has heard all interested parties desiring to be heard and has considered the proposal and report by the Executive Officer and all other relevant evidence and information presented at said hearing;

NOW, THEREFORE, the Local Agency Formation Commission of Colusa County hereby resolves, orders and determines the following:

- 1) The Municipal Service Review for Fire and EMS Services provided in Colusa County, attached hereto as Exhibit A, is approved and the written determinations presented in the Municipal Service Review report are hereby adopted.
- 2) LAFCO staff is further ordered to proceed as appropriate with update to the Sphere of Influence Plan for Fire Protection and EMS services.

- 3) LAFCO staff is further ordered to forward copies of this resolution containing the adopted Municipal Service Review to all fire agencies within Colusa County and specifically, the City of Colusa, the Williams Fire JPA, the Arbuckle-College City Fire Protection District, the Bear Valley-Indian Valley Fire Protection District, the Sacramento River Fire Protection District, the Princeton Fire Protection District and the Maxwell Fire Protection District.

The foregoing resolution was duly passed by the Local Agency Formation Commission of Colusa County at a regular meeting held on November 5, 2020, by the following roll call vote:

Ayes:

Noes:

Absentions:

Absent:

Signed and approved by me after its passage this 5th day of November, 2020.

Sajit Singh, Chair
Colusa LAFCO

Attest:

John Benoit, Executive Officer
LOCAL AGENCY FORMATION COMMISSION,
Colusa County

Resolution No. 2020-0005

COLUSA LOCAL AGENCY FORMATION COMMISSION

A Resolution Making Determinations and Approving a Fire and EMS services Sphere of Influence Update for the Williams Rural Fire Protection District, the Arbuckle-College City Fire Protection District, the Bear Valley-Indian Valley Fire Protection District, the Sacramento River Fire Protection District, the Princeton Fire Protection District and the Maxwell Fire Protection District

WHEREAS, Government Code Section 56425 requires each Local Agency Formation Commission to adopt and periodically review and update a Sphere of Influence for each local governmental agency within its jurisdiction; and

WHEREAS, the Colusa Local Agency Formation Commission, in compliance with the aforementioned requirement, is providing a “plan for the probable physical boundaries and service area” for fire and emergency medical services provided by the Williams Rural Fire Protection District, the Arbuckle-College City Fire Protection District, the Bear Valley-Indian Valley Fire Protection District, the Sacramento River Fire Protection District, the Princeton Fire Protection District and the Maxwell Fire Protection District; and

WHEREAS, the Commission has set the hearing date of October 1, 2020 and November 5, 2020 for the update for fire and emergency medical services provided by the Williams Rural Fire Protection District, the Arbuckle-College City Fire Protection District, the Bear Valley-Indian Valley Fire Protection District, the Sacramento River Fire Protection District, the Princeton Fire Protection District and the Maxwell Fire Protection District, and has noticed this hearing at the times and as otherwise prescribed by Government Code Section 56427, et seq.; and

WHEREAS, the Commission has heard and adopted a Municipal Services Review of fire and emergency medical services provided by the Williams Rural Fire Protection District, the Arbuckle-College City Fire Protection District, the Bear Valley-Indian Valley Fire Protection District, the Sacramento River Fire Protection District, the Princeton Fire Protection District and the Maxwell Fire Protection District, and adopted Resolution 2020-0004 on November 5, 2020 in accordance with Gov. Code section 56430; and

WHEREAS, the Commission has reviewed and considered the proposed Sphere of Influence update report and the proposed Sphere of Influence Update Map which are attached hereto and incorporated herein; and

WHEREAS, Colusa LAFCO has prepared and published a Notice of Exemption pursuant to the requirements of the California Environmental Quality Act since the Sphere of Influence Update will not contain additional territory (Section 21000 et seq. of the Public Resources Code); and

WHEREAS, the Commission has considered those factors determined by it to be relevant to the proposed Sphere of Influence Update, including, but not limited to, those factors specified in Government Code Section 56425, et seq., and has heard from interested parties and considered requests for amendment and/or revision of the proposed updated sphere boundary, if any;

NOW, THEREFORE, BE IT RESOLVED that the Colusa Local Agency Formation Commission does hereby find and determine as follows:

1. That the Sphere of Influence update with respect to for fire and emergency medical services provided by the Williams Rural Fire Protection District, the Arbuckle-College City Fire Protection District, the Bear Valley-Indian Valley Fire Protection District, the Sacramento River Fire Protection District, the Princeton Fire Protection District and the Maxwell Fire Protection District, complies with the provisions of Government Code Section 56000, et seq.
2. That no significant objections have been received regarding the establishment of this Sphere of Influence Update.
3. That, pursuant to Government Code Section 56425, the Commission makes and adopts those determinations set forth in the Sphere of Influence Update Study are attached hereto and incorporated herein as set forth in Attachment "A".
4. The Sphere Influence Update for the Glenn-Colusa Fire Protection District is the responsibility Glenn LAFCO. The Sphere of Influence update for territory within this district yet within Colusa County is solely the responsibility of Glenn LAFCO.
5. The Commission has reviewed and considered a Notice of Exemption prepared for this Sphere of Influence Update and makes a specific finding that there is no substantial evidence in light of the whole record before Colusa Local Agency Formation Commission and no unusual circumstances existing that this Sphere of Influence Update for fire and emergency medical services provided by the Williams Rural Fire Protection District, the Arbuckle-College City Fire Protection District, the Bear Valley-Indian Valley Fire Protection District, the Sacramento River Fire Protection District, the Princeton Fire Protection District and the Maxwell Fire Protection District, may have a significant adverse effect on the environment.

PASSED AND ADOPTED at a regular meeting of the Colusa Local Agency Formation Commission in the County of Colusa, State of California, on the 5th day of November 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Sajit Singh, Chair
Colusa Local Agency Formation Commission

Attest:

John Benoit, Executive Officer
Colusa LAFCO

Colusa Local Agency Formation Commission

2021

LAFCO Regular Meeting Schedule

3:00 p.m.

Board of Supervisors Room
546 Jay Street
Colusa, California

January 7th

July 1st

February 4th

August 5th

March 4th

September 2nd

April 1st

October 7th

May 6th

November 4th

June 3rd

December 2nd

Regular meetings of the Commission are scheduled for the first Thursday of every month at 3:00 p.m. in the Board of Supervisor's Chambers, 546 Jay St, Colusa, California. The Commission may, at its own discretion, meet at a different time or place from time to time, provided that public notice of such time and place is given in accordance with the Open Meeting Law, Government Code Section 54954 and applicable provisions of the LAFCO Act.

The Chair or Executive Officer may call a special meeting of the Commission. The Chair shall call a special meeting if requested by two or more Commissioners. Any special meetings of the Commission shall be called in the manner provided by Section 54956 of the Government Code. The order calling the special meeting shall specify the time and place of the meeting and the business to be conducted and no other business shall be conducted at that meeting. The special meeting may be called for any day prior to the date established for the next regular meeting of the Commission.

ANNEXATIONS
LOCAL AGENCY FORMATION COMMISSION (LAFCO) PROCESS

1. Pre-Application

Meet with the LAFCO Executive Officer to review the annexation proposal, LAFCO's application requirements, and to determine whether any "red flags" must be addressed such as a Sphere of Influence Amendment.

If for a County Service Area, Board of Supervisors must adopt resolution of application

2. Application

Submit signed resolution and signed application to LAFCO

Must include map and geographic description prepared by a Public Land Surveyor to be approved by the County Surveyor and corrected as necessary.

Prepare property tax exchange agreement (could take up to 105 days, or more)

Include plan for providing services (and fiscal analysis, if required)

Include showing of General Plan consistency, Rezoning and CEQA documentation including a Notice of Exemption or Notice of Determination

Include CEQA documentation and Pre-annexation and annexation agreement.

LAFCO fee deposit

3. LAFCO Review

Acceptance of Resolution or Petition of application

Send referral letters to the Assessor, Auditor, Elections and affected agencies for specific information

Review application for completeness once submitted (30 days allowed)

Prepare Certificate of Filing – Public Notice for hearing – 21 day published hearing notice, as applicable. Notify all affected agencies and meet Public notice requirements.

Executive Officer prepares report and recommendation 5-days prior to the hearing.

LAFCO adopts a resolution with terms and conditions to be met.

Public Protest Hearing on applications without 100% consent) to determine whether the proposed annexation must be terminated, approved with or without an election, to determine the proposal's outcome.

4. Post-Hearing

Record Certificate of Completion (Effective date is the date the certificate is recorded unless LAFCO has established a different effective date.)

File annexation with the State Board of Equalization (in most cases)

Notify all affected agencies.

Public notice requirements

5. Timeline (minimums)

30-day minimum application review once a complete application has been received and signed. May take longer for map and description review and will take longer for PT Exchange Agreement. Without an adequate map the public notice list will not be accurate.

21-day public notice for application

After 30 days may record certificate of completion provided all terms and conditions are met, a request for reconsideration has not been received and conducting authority proceedings have been waived.

6 The Commission may amend any proposal