



AGENDA

Wednesday August 6, 2014

*5:30 P.M., Board Chambers, County Administration Center,
700 H Street, Sacramento, California 95814*

COMMISSIONERS:

Chair: Mike Singleton
Vice-Chair: Kevin McCarty
Ron Greenwood
Gay Jones
Susan Peters
Christopher Tooker
Jimmie Yee

ALTERNATE COMMISSIONERS:

Mel Turner
Steve Cohn
Paul Green Jr.
Paul Green Jr.
Phil Serna
Vacant
Phil Serna

PUBLIC COMMENT FROM THE FLOOR

The public is encouraged to address the Commission concerning any matter not on the Agenda. Public comments are limited to three minutes. The Commission is prohibited from discussing or taking any action on any item not appearing on the posted Agenda

CONSENT CALENDAR

1. Approve the Meeting Minutes of June 4, 2014
2. Claims dated thru July 31, 2014
3. Monthly Budget Report
4. Legislation Status Report

PRESENTATION

5. SACOG - Blueprint Review

PUBLIC HEARINGS

6. Wilton Fire District Draft Municipal Service Review and Sphere of Influence Update (LAFCo 07-14) (CEQA Exempt) **CONTINUED**
7. Courtland Fire District Draft Municipal Service Review and Sphere of Influence Update (LAFCo 08-14) (CEQA Exempt)
8. Florin Resource Conservation District Draft Municipal Service Review, Sphere of Influence Update and Annexation (LAFCo 10-14) (CEQA Exempt)
9. Fiscal Year 2013-2014 Grand Jury Report Update - Herald Fire District

BUSINESS ITEMS

10. Public Member and Alternate Public Member Nomination Process and Schedule
11. CALAFCo Board of Directors Nominations (Annual Conference)

QUESTIONS/ANNOUNCEMENTS

12. Executive Officer/Staff/Commission Counsel
13. Commission Chair/Commissioners

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

SUMMARY OF RULES AND PROCEDURES

AGENDA ITEMS: The Commission may reschedule items on the agenda. The Commission will generally hear uncontested matters first, followed by discussions of contested matters, and staff announcements in that order. Anyone who wishes to address the Commission should obtain a form from either the Commission Clerk or from the table located near the entrance of the hearing chamber.

CONDUCT OF HEARINGS: A contested matter is usually heard as follows: (1) discussion of the staff report and the environmental document; (2) testimony of proponent; (3) testimony of opponent; (4) Public Testimony (5) rebuttal by proponent; (6) provision of additional clarification by staff as required; (7) close of the public hearing; (8) Commission discussion and Commission vote.

ADDRESSING THE COMMISSION: Any person who wishes to address the Commission should submit a speaker's request form at the beginning of the meeting; move to the front of the chambers when an item is called; and, when recognized by the chair, state their name, address and affiliation. Please attempt to make your statements concise and to the point. It is most helpful if you can cite facts to support your contentions. Groups of people with similar viewpoints should appoint a spokesperson to represent their views to the Commission. The Commission appreciates your cooperation in this matter.

PUBLIC COMMENT TIME LIMITS: The Sacramento Local Agency Formation Commission welcomes and encourages participation in its meetings. Rules of the Commission provide for the following limitations of discussion: The Commission will hear public comment prior to the consideration of any item. (1) a principal proponent will be allowed up to a 5-minute statement; (2) other proponents will be allowed up to 3-minute statement; (3) opponents are allowed up to 3-minute statement with the exception of spokespersons for any group who shall be permitted up to 5-minutes; (4) the principal proponent shall have up to a 3-minute rebuttal; (5) staff will provide clarification, as required.

VOTING: A quorum consists of four members of the Commission, including any alternate. No action or recommendation of the Commission is valid unless a majority (4 votes) of the entire membership of the Commission concurs therein.

OFF AGENDA ITEMS: Matters under the jurisdiction of the Commission, and not on the posted agenda, may be addressed by the general public under "Public Comment From the Floor" on the Agenda. The Commission limits testimony on matters not on the agenda to three minutes per person and not more than fifteen minutes for a particular subject. The Commission cannot take action on any unscheduled items.

SPECIAL NEEDS: Meeting facilities are accessible to persons with disabilities. Requests for assistive listening devices or other considerations should be made 48 hours in advance through the Commission Clerk at (916)874-6458.

AB 745 DISCLOSURES: The Political Reform Act requires all interested parties to disclose contributions and expenditures for "political purposes" related to proposals for changes of organization or reorganization (annexations, incorporations, etc.,) as well as contributions and expenditures in connection with Conducting Authority protest proceedings. Such contributions and expenditures must be reported to LAFCo's Executive Officer to the same extent, and subject to the same requirements, as local initiative measures under the Political Reform Act. Additional information regarding these requirements can be found on LAFCo's website at: <http://www.saclafco.org/Forms/index.htm>.

STAFF REPORTS: Staff Reports are available on line at www.SacLAFCo.org or upon request to Diane Thorpe, Commission Clerk at (916)874-6458.

VIDEO BROADCASTS: The meeting is video taped in its entirety and will be cablecast live on Metro Cable channel 14, the government affairs channel on the Comcast, and SureWest Cable Systems and is closed captioned for our hearing impaired viewers. The meeting is webcast live at <http://www.saccounty.net> . The current meeting is broadcast live and will be rebroadcast; check the Metro Cable schedule for dates and times.



***MINUTES FOR THE MEETING OF
Wednesday June 4, 2014***

The Sacramento Local Agency Formation Commission met the fourth day of June 2014, at 5:30 P.M. in the Board Chambers of the Sacramento County Administration Center, 700 H Street, Sacramento, California 95814.

PRESENT:

Commissioners:

Chris Tooker, Chair
Ron Greenwood
Gay Jones
Susan Peters
Christopher Tooker
Jimmy Yee

Absent:

Mike Singleton
Kevin McCarty

Staff:

Peter Brundage, Executive Officer
Donald Lockhart, Assistant Executive Officer
Diane Thorpe, Commission Clerk
Maila Labadie, Commission Counsel

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None

CONSENT CALENDAR

1. Approve the Meeting Minutes of April 2, 2014
2. Claims dated thru May 30, 2014
3. Monthly Budget Report
4. Legislation Status Report
5. Fiscal Year 2014/2015 Contracts:
 - a. Miller & Owen - Legal Services
 - b. Environmental Planning Partners Inc. - Environmental Services
 - c. James Marta & Company - Auditor

Motion: To approve the Consent Calendar

Moved: Commissioner Peters

Second: Commissioner Jones

Absent: Singleton and McCarty

Passed: Unanimous

PUBLID HEARING ITEMS

6. Natomas Fire Protection District (FPD) Final Municipal Service Review (MSR) and Sphere of Influence (SOI) Update (LAFC 04-14) (CEQA Exempt)

Motion: To approve the Draft Natomas FPD MSR and SOI Update

Moved: Commissioner Yee

Second: Commissioner Greenwood

Absent: Singleton and McCarty

Passed: Unanimous

7. Pacific Fruitridge Fire Protection District Final Municipal Service Review and Sphere of Influence Update (LAFc 05-14) (CEQA Exempt)

Motion: To approve the Pacific Fruitridge FPD Draft MSR and SOI Update

Moved: Commissioner Yee

Second: Commissioner Greenwood

Absent: Singleton and McCarty

Passed: Unanimous

8. Fiscal Year 2014-15 Proposed Budget

Motion: To approve the Fiscal Year 2014-15 Final Budget

Moved: Commissioner Peters

Second: Commissioner Yee

Absent: Singleton and McCarty

Passed: Unanimous

The meeting adjourned at 6:00 P.M.

Respectfully submitted,

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

Diane Thorpe
Commission Clerk

**SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
CLAIMS***

<u>Date Submitted to Auditor</u>	<u>Vendor</u>	<u>Amount</u>
6/20/2014	Alhambra Sierra Springs (Water Supplies)	\$ 16.17
6/20/2014	Colliers (June Office Lease)	\$ 4,312.32
6/20/2014	Comcast Cable	\$ 83.64
6/20/2014	Daily Journal Corp. (Legal Advertising)	\$ 51.10
6/20/2014	First Choice Services	\$ 55.90
6/20/2014	Millern & Owen	\$ 922.68
6/20/2014	Peter Brundage (Catering reimbursement)	\$ 204.20
6/20/2014	SDRMA (Insurance)	\$ 4,764.68
6/20/2014	Staples	\$ 78.51
6/20/2014	Toshiba Business Solutions (Copier Lease)	\$ 620.76
7/16/2014	Alhambra Sierra Springs (Water Supplies)	\$ 25.36
7/16/2014	CALAFCO Annual Dues	\$ 7,428.00
7/16/2014	Colliers (July Office Lease)	\$ 4,312.32
7/16/2014	Comcast Cable	\$ 88.32
7/16/2014	Donald Lockhart (Office Equipment)	\$ 258.19
7/16/2014	Environmental Planning Partners	\$ 217.50
7/16/2014	Millern & Owen	\$ 1,401.54
7/16/2014	Pitney Bowes (Postage Lease)	\$ 66.09
7/23/2014	CALAFCO Registration	\$ 75.00
TOTAL		\$ 24,982.28

APPROVED: 8/6/2014

Mike Singleton, Chair
SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

*Not including Journal Voucher and Personnel items.

Agenda Item No. 3

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

***1112 I Street, Suite #100
Sacramento, California 95814
(916) 874-6458***

August 6, 2014

TO: Sacramento Local Agency Formation Commission
FROM: Peter Brundage, Executive Officer *PB*
RE: Monthly Budget and Accounting Reports

RECOMMENDATION:

Receive and File Accounting Reports for Periods 11, 12, and 13 for FY 2013-14.

DISCUSSION:

The attached budget and accounting reports are for Accounting Periods 11, 12, and 13 for FY 2013-14. These reports summarize monthly expenditures and revenues as well as the Trial Balance for these reporting periods.

There are no significant variances to report at this time.



Library : ZSP County of Sacramento Reports
Report group: ZSCB Trial Balance Summary by BA
Report name : ZFP4816B Sum Trial Bal. by BA

Data selected by: 1009726
Data selected on: 06/11/2014 13:21:32

Fiscal year : 2014
Period : 11 May
Business Area: 067A LOCAL AGENCY FORMATI

Client: 020
Report: ZFP4816B

Business Area: 067A
Period: 11 (May

LOCAL AGENCY FORMAT I
) Fiscal Year: 2014

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Report: 4 / 119

Balance Sheet Item	Begining Balance	Period Debits	Period Credits	Ending Balance
* Cash in Treasury	673,993.78	13,632.00	7,384.93-	680,240.85
* Imprest Cash				
* Inventory				
* Due from Other Funds Year				
* Accounts Receivable Year E				
** Total Assets	673,993.78	13,632.00	7,384.93-	680,240.85
* Sales Tax Due	2.18-	2.18		
* Warrants Payable	1,896.53-	4,950.53	7,149.14-	4,095.14-
* Deposit Stale Warrants	893.39-			893.39-
* Claims Payable		7,295.64	7,295.64-	
* Due to Others				
* Suspense Clearing				
* Payroll Clearing	146.50-	684.75	538.25-	
** Total Liabilities	2,938.60-	12,933.10	14,983.03-	4,988.53-
* Reserve Fund Balance	220,933.00-			220,933.00-
* Fund Balance	121,188.10-			121,188.10-
* Revenues and Other Financi	715,023.90-		13,632.00-	728,655.90-
* Expenditures/Expenses	495,621.14	9,434.86		505,056.00
* Estimated Revenue	854,000.00			854,000.00
* Appropriations	963,531.32-			963,531.32-
* Start of System Clearing				
** Total Equity and Other Acc	671,055.18-	9,434.86	13,632.00-	675,252.32-
*** Total Liabilities & Equity	673,993.78-	22,367.96	28,615.03-	680,240.85-

Date: 06/11/2014
 Time: 13:18:18
 Period: 011
 Year: 2014

Vendor One Time Vendor	Vendor Name	EA	Per	Doc.no.	Pstg date	Reference	Check	Fund Center	Trans. currency	Status
12036	WELLS FARGO BANK	067A	011	1500051264	05/01/2014				146.50 USD	closed
12036	WELLS FARGO BANK	067A	011	1904949110	05/01/2014	MLBD-TRX 4/30/14		4544540	146.50- USD	closed
12322	COMCAST	067A	011	2022807034	05/29/2014		1101841001		83.64 USD	closed
12322	COMCAST	067A	011	1904967776	05/28/2014	8155600380732795		4544540	83.64- USD	closed
19687	SPECIAL DISIRICT RISK MGMT AUTHORITY	067A	011	2022743660	05/05/2014		1101827784		4,194.24 USD	closed
19687	SPECIAL DISIRICT RISK MGMT AUTHORITY	067A	011	1904951858	05/02/2014	AERIL 2014		4544540	4,194.24- USD	closed
28211	MEA OF CALIFORNIA INC	067A	011	1904951881	05/02/2014	10850068		4544540	638.29- USD	closed
28211	MEA OF CALIFORNIA INC	067A	011	2022743692	05/05/2014		1101827790		638.29 USD	closed
37780	DS WATERS OF AMERICA INC	067A	011	2022743718	05/05/2014		1101827791		34.36 USD	closed
37780	DS WATERS OF AMERICA INC	067A	011	1904951872	05/02/2014	4831121040114		4544540	34.36- USD	closed
901287	PETER G BRUNDAGE	067A	011	2022740992	05/02/2014		1101827525		161.87 USD	closed
901287	PETER G BRUNDAGE	067A	011	1904950668	05/01/2014	REIMB		4544540	161.87- USD	closed
901287	PETER G BRUNDAGE	067A	011	2022811262	05/30/2014		1101842446		695.94 USD	closed
901287	PETER G BRUNDAGE	067A	011	1904968877	05/29/2014	4540-1401		4544540	695.94- USD	closed
905768	DIANE THORPE	067A	011	1904968879	05/29/2014	4540-1403		4544540	689.66- USD	closed
905768	DIANE THORPE	067A	011	2022811265	05/30/2014		1101842447		689.66 USD	closed
909812	DONALD LOCKHART	067A	011	1904968883	05/29/2014	4540-1402		4544540	651.14- USD	closed
909812	DONALD LOCKHART	067A	011	2022811278	05/30/2014		1101842459		651.14 USD	closed
Sum of Business Area 067A									0.00 USD	*

Fiscal Year 2014
 From period 1
 To period 11

Fund/Group 067A LOCAL AGENCY FORMATION COMMISSION
 Funds Center/Group 4544540 LAFCO DISTRICT
 Budget Version 0

Commitment Item	Budget	Actual-GL	Actual-CO	Actual Total	Encumbrance	Pending	Available	%Consumed
10112400 COMMITTEE MEMBER	9,000.00	3,400.00		3,400.00			5,600.00	37.78
10122000 CASHT	500.00	260.10		260.10			239.90	52.02
* 10 - SALARIES AND EMPLOYEE	9,500.00	3,660.10		3,660.10			5,839.90	38.53
20200500 ADVERTISING	7,500.00	317.59		317.59			7,182.41	4.23
20202200 BOOKS/PER SUP	2,000.00	779.88		779.88			1,220.12	38.99
20202900 BUS/CONFERENCE E	12,000.00	12,164.83		12,164.83			-164.83	101.37
20203500 ED/TRAINING SVC								
20205200 INS PREMIUM	7,000.00						7,000.00	
20206100 MEMBERSHIP DUES	7,500.00	9,207.00		9,207.00			-1,707.00	122.76
20207600 OFFICE SUPPLIES	8,000.00	2,058.60		2,058.60			5,941.40	25.73
20208100 POSTAL SVC	5,000.00	500.00		500.00			4,500.00	10.00
20227500 RENT/LEASE EQ	18,000.00	6,975.11		6,975.11			11,024.89	38.75
20250500 ACCOUNTING SVC								
20253100 LEGAL SVC	60,000.00	113,470.50		113,470.50			-53,470.50	189.12
20259100 OTHER PROF SVC	728,300.00	286,696.97		286,696.97			441,603.03	39.37
20281200 DATA PROCESSING	361.32	361.31		361.31			0.01	100.00
20291000 COUNTYWIDE IT SV	1,500.00	1,230.00		1,230.00			270.00	82.00
20291100 SYSTEM DEV SVC	17,000.00	14,116.00		14,116.00	2,224.00		660.00	96.12
20291200 SYSTEM DEV SUP	1,000.00	320.70		320.70	1.30		678.00	32.20
20291600 WAN ALLOCATION	3,600.00	3,272.00		3,272.00			328.00	90.89
20291700 ALARM SERVICES		2,150.50		2,150.50			-2,150.50	
20292100 GS PRINTING SVC	2,250.00						2,250.00	
20292200 GS MAIL/POSTAGE		0.56		0.56			-0.56	
20292300 GS MESSENGER SVC	3,300.00	2,960.08		2,960.08			339.92	89.70
20292600 GS STORE CHARGES	1,000.00						1,000.00	
20293400 PUBLIC WORKS SVS								
20294300 LEASED PROP USE	50,500.00	41,873.67		41,873.67			8,626.33	82.92
20296200 GS PARKING CHGS		875.00		875.00			-875.00	
20298700 TELEPHONE SVC	3,000.00	371.98		371.98			2,628.02	12.40
20298702 CIRCUIT CHARGES		158.30		158.30			-158.30	
20298703 LAND LINE CHARGES		1,535.32		1,535.32			-1,535.32	
* 20 - SERVICES AND SUPPLIES	938,811.32	501,395.90		501,395.90	2,225.30		435,190.12	53.64
79790100 CONTINGENCY APPR	15,220.00						15,220.00	
* 79 - Appropriation for Ccn	15,220.00						15,220.00	
** Expenditure accounts	963,531.32	505,056.00		505,056.00	2,225.30		456,250.02	52.65
94941000 INTEREST INCOME	-2,500.00						-2,500.00	
* 94 - REVENUE FROM USE OF M	-2,500.00						-2,500.00	
96969900 SVC FEES OTHER	-165,000.00	-36,814.90		-36,814.90			-128,185.10	22.31
* 96 - CHARGES FOR SERVICES	-165,000.00	-36,814.90		-36,814.90			-128,185.10	22.31
97979000 MISC OTHER	-686,500.00	-691,841.00		-691,841.00			5,341.00	100.78
* 97 - MISCELLANEOUS REVENUE	-686,500.00	-691,841.00		-691,841.00			5,341.00	100.78
** REVENUE ACCOUNTS	-854,000.00	-728,655.90		-728,655.90			-125,344.10	85.32
*** Total	109,531.32	-223,599.90		-223,599.90	2,225.30		330,905.92	-202.11

Date	Year	Per	Document #	G/L Acct	BA	Cost Ctr	Amount	Text
05/19/2014	2014	011	1300528578	101000	067A		13,632.00	
Total Account Number 101000							CASH IN TREASURY-DP	13,632.00
05/01/2014	2014	011	1500051264	101200	067A		146.50-	
Total Account Number 101200							CASH IN TREASURY-WIRE TRANSFERS	146.50-
05/01/2014	2014	011	2022741835	101500	067A		83.64-	
05/09/2014	2014	011	2022764704	101500	067A		4,194.24-	
05/12/2014	2014	011	2022767636	101500	067A		638.29-	
05/13/2014	2014	011	2022772933	101500	067A		34.36-	
Total Account Number 101500							PAID WARRANTS RECONCILIATION (IN	4,950.53-
05/20/2014	2014	011	108165166	109000	067A		195.50-	
05/01/2014	2014	011	108307555	109000	067A		300.00-	
05/01/2014	2014	011	108307556	109000	067A		25.00-	
05/01/2014	2014	011	108307584	109000	067A		112.00-	
05/01/2014	2014	011	108308128	109000	067A		298.00-	
05/01/2014	2014	011	108308201	109000	067A		875.00-	
05/19/2014	2014	011	108318070	109000	067A		2.18-	
05/21/2014	2014	011	108319966	109000	067A		188.64-	
05/22/2014	2014	011	108320754	109000	067A		286.88-	
05/31/2014	2014	011	108329086	109000	067A		4.70-	
Total Account Number 109000							CASH IN TREAS-SPL	2,287.90-
05/19/2014	2014	011	108318070	530200	067A		2.18	
Total Account Number 530200							SALES TAX DUE	2.18
05/02/2014	2014	011	2022740992	5100000	067A		161.87-	
05/01/2014	2014	011	2022741835	5100000	067A		83.64	
05/05/2014	2014	011	2022743660	5100000	067A		4,194.24-	
05/05/2014	2014	011	2022743692	5100000	067A		638.29-	
05/05/2014	2014	011	2022743718	5100000	067A		34.36-	
05/09/2014	2014	011	2022764704	5100000	067A		4,194.24	
05/12/2014	2014	011	2022767636	5100000	067A		638.29	
05/13/2014	2014	011	2022772933	5100000	067A		34.36	
05/29/2014	2014	011	2022807034	5100000	067A		83.64-	
05/30/2014	2014	011	2022811262	5100000	067A		695.94-	
05/30/2014	2014	011	2022811265	5100000	067A		689.66-	
05/30/2014	2014	011	2022811278	5100000	067A		651.14-	
Total Account Number 5100000							WARRANTS PAYABLE	2,198.61-
05/01/2014	2014	011	1500051264	5150000	067A		146.50	
05/01/2014	2014	011	1904949110	5150000	067A		146.50-	MLBD - TAX PAYDATE 04/30/2014
05/01/2014	2014	011	1904950668	5150000	067A		161.87-	*SAC LAFCO, 4/2/14 MEETING - PETES RESTAURANT
05/02/2014	2014	011	1904951858	5150000	067A		4,194.24-	*ATTACH SAC LOCAL AGENCY FORM COMM
05/02/2014	2014	011	1904951872	5150000	067A		34.36-	*ATTACH SAC LOCAL AGENCY FORM COMM
05/02/2014	2014	011	1904951881	5150000	067A		638.29-	*ATTACH SAC LOCAL AGENCY FORM COMM
05/28/2014	2014	011	1904967776	5150000	067A		83.64-	*ATT SAC LOCAL AGENCY FRMATION
05/29/2014	2014	011	1904968877	5150000	067A		695.94-	*TRVL REIMB 4540-1401 BERKELEY 4/25/14
05/29/2014	2014	011	1904968879	5150000	067A		689.66-	*TRVL REIMB 4540-1403 BERKELEY 4/25/14
05/29/2014	2014	011	1904968883	5150000	067A		651.14-	*TRVL REIMB 4540-1402 BERKELEY 042514
05/02/2014	2014	011	2022740992	5150000	067A		161.87	
05/05/2014	2014	011	2022743660	5150000	067A		4,194.24	

Date	Year	Per	Document #	G/L Acct	BA	Cost Ctr	Amount	Text	
05/05/2014	2014	011	2022743692	5150000	067A		638.29		
05/05/2014	2014	011	2022743718	5150000	067A		34.36		
05/29/2014	2014	011	2022807034	5150000	067A		83.64		
05/30/2014	2014	011	2022811262	5150000	067A		695.94		
05/30/2014	2014	011	2022811265	5150000	067A		689.66		
05/30/2014	2014	011	2022811278	5150000	067A		651.14		
Total Account Number 5150000								CLAIMS PAYABLE	0.00
05/01/2014	2014	011	108308794	8025400	067A		184.70-		
05/01/2014	2014	011	108308794	8025400	067A		146.50-		
05/01/2014	2014	011	108308794	8025400	067A		92.35-		
05/01/2014	2014	011	108308794	8025400	067A		92.35-		
05/01/2014	2014	011	108308794	8025400	067A		22.35-		
05/01/2014	2014	011	108308794	8025400	067A		7.25		
05/01/2014	2014	011	108308794	8025400	067A		7.25		
05/01/2014	2014	011	108308794	8025400	067A		31.00		
05/01/2014	2014	011	108308794	8025400	067A		31.00		
05/01/2014	2014	011	108308794	8025400	067A		70.00		
05/01/2014	2014	011	108308794	8025400	067A		184.70		
05/01/2014	2014	011	108308794	8025400	067A		207.05		
05/01/2014	2014	011	1904949110	8025400	067A	4544540000	146.50	95 TAX	
Total Account Number 8025400								SD (HUMANIC) PAYROLL CLEARING	146.50
05/01/2014	2014	011	1904950668	20202900	067A	4544540000	161.87	BUS/CONF. EXP.	
05/29/2014	2014	011	1904968877	20202900	067A	4544540000	695.94		
05/29/2014	2014	011	1904968879	20202900	067A	4544540000	689.66		
05/29/2014	2014	011	1904968883	20202900	067A	4544540000	651.14		
Total Account Number 20202900								BUSINESS/CONFERENCE EXPENSE	2,198.61
05/02/2014	2014	011	1904951872	20207600	067A	4544540000	34.36	OFFICE SUPPLIES	
Total Account Number 20207600								OFFICE SUPPLIES	34.36
05/02/2014	2014	011	1904951881	20227500	067A	4544540000	638.29	RENT/LEASE EQUIP	
05/28/2014	2014	011	1904967776	20227500	067A	4544540000	83.64	RENT/LEASE EQUIPMENT	
Total Account Number 20227500								RENT/LEASES EQUIPMENT	721.93
05/01/2014	2014	011	108307584	20291000	067A	4544540000	112.00	May 2014 Countywide IT Allocation	
Total Account Number 20291000								COUNTYWIDE IT SERVICES	112.00
05/01/2014	2014	011	108307555	20291100	067A	4544540000	300.00	FY 2013/2014 May SharePoint Allocation	
Total Account Number 20291100								SYSTEMS DEVELOPMENT SERVICES	300.00
05/01/2014	2014	011	108307556	20291200	067A	4544540000	25.00	FY2013-14 May SVC Desk Allocation	
05/31/2014	2014	011	108329086	20291200	067A	4544540000	4.70		
Total Account Number 20291200								SYSTEMS DEVELOPMENT SUPPLIES	29.70
05/01/2014	2014	011	108308128	20291600	067A	4544540000	298.00	May 2014 WAN Allocation	
Total Account Number 20291600								WAN Costs	298.00
05/20/2014	2014	011	108165166	20291700	067A	4544540000	195.50	2013-2014 Alarm Allocation	

Report: ZF SL SPEC_DIST
UserID: 1009726
System: PRD/020

Split Ledger Line Item Report
067A LOCAL AGENCY FORMATI
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Date	Year	Per	Document #	G/L Acct	BA	Cost Ctr	Amount	Text
Total Account Number 20291700							ALARM SERVICES	195.50
05/22/2014	2014	011	108320754	20292300	067A	4544540000	286.88	Per. 11 - Messenger Services
Total Account Number 20292300							GS MESSENGER SERVICES	286.88
05/02/2014	2014	011	1904951858	20294300	067A	4544540000	4,194.24	LEASED PROP
Total Account Number 20294300							LEASED PROPERTY USE CHARGESGS	4,194.24
05/01/2014	2014	011	108308201	20296200	067A	4544540000	875.00	Park stamps, 1 half hr and 2 one hr books
Total Account Number 20296200							GS PARKING CHARGES	875.00
05/21/2014	2014	011	108319966	20298702	067A	4544540000	17.93	May 2014 Circuit Charges
Total Account Number 20298702							CIRCUIT CHARGES	17.93
05/21/2014	2014	011	108319966	20298703	067A	4544540000	170.71	May 2014 Land Line Charges
Total Account Number 20298703							LAND LINE CHARGES	170.71
05/19/2014	2014	011	1300528578	97979000	067A	4544540000	13,632.00-	
Total Account Number 97979000							MISCELLANEOUS OTHER REVENUES	13,632.00-

Library : ZSP County of Sacramento Reports
Report group: ZSCB Trial Balance Summary by BA
Report name : ZFP4816B Sum Trial Bal. by BA

Data selected by: 1009726
Data selected on: 07/08/2014 09:52:11

Fiscal year : 2014
Period : 12 June
Business Area: 067A LOCAL AGENCY FORMATI

Balance Sheet Item	Beginning Balance	Period Debits	Period Credits	Ending Balance
* Cash in Treasury	680,240.85	30,861.38	49,846.50-	661,255.73
* Imprest Cash				
* Inventory				
* Due from Other Funds Year				
* Accounts Receivable Year E				
** Total Assets	680,240.85	30,861.38	49,846.50-	661,255.73
* Sales Tax Due				
* Warrants Payable	4,095.14-	45,950.96	55,264.13-	13,408.31-
* Deposit Stale Warrants	893.39-			893.39-
* Claims Payable		55,264.13	55,468.33-	204.20-
* Due to Others				
* Suspense Clearing				
* Payroll Clearing				
** Total Liabilities	4,988.53-	101,215.09	110,732.46-	14,505.90-
* Reserve Fund Balance	220,933.00-			220,933.00-
* Fund Balance	121,188.10-			121,188.10-
* Revenues and Other Financi	728,655.90-		30,861.38-	759,517.28-
* Expenditures/Expenses	505,056.00	59,363.87		564,419.87
* Estimated Revenue	854,000.00			854,000.00
* Appropriations	963,531.32-			963,531.32-
* Start of System Clearing				
** Total Equity and Other Acc	675,252.32-	59,363.87	30,861.38-	646,749.83-
*** Total Liabilities & Equity	680,240.85-	160,578.96	141,593.84-	661,255.73-

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Year: 2014

Vendor	Vendor Name	BA	Per	Doc no.	Postg date	Reference	Check	Fund Center	Trans. currency	Status
One Time Vendor										
1630	DAILY JOURNAL CORP	067A	012	1904996946	06/27/2014	A2622093IN		4544540	51.10- USD	closed
1630	DAILY JOURNAL CORP	067A	012	2022896204	06/30/2014		1101863760		51.10 USD	closed
2295	MILLER & OWEN	067A	012	2022896211	06/30/2014		1101863865		922.68 USD	closed
2295	MILLER & OWEN	067A	012	1904996949	06/27/2014	30215		4544540	922.68- USD	closed
2295	MILLER & OWEN	067A	012	2022836870	06/10/2014		1101847408		293.70 USD	closed
2295	MILLER & OWEN	067A	012	1904975909	06/09/2014	30179		4544540	293.70- USD	closed
9443	CITY OF SACRAMENTO	067A	012	2022820416	06/04/2014		1101843863		200.00 USD	closed
9443	CITY OF SACRAMENTO	067A	012	2022820417	06/04/2014		1101843864		37,316.66 USD	closed
9443	CITY OF SACRAMENTO	067A	012	1904972506	06/03/2014	FINACC00016		4544540	37,316.66- USD	closed
9443	CITY OF SACRAMENTO	067A	012	1904972496	06/03/2014	LAFCO MEETING ST		4544540	200.00- USD	closed
12322	COMCAST	067A	012	1904996380	06/26/2014	8155600380732795		4544540	83.64- USD	closed
12322	COMCAST	067A	012	2022893380	06/27/2014		1101863083		83.64 USD	closed
13429	SPECIAL DIST RISK MGMT AUTHORITY	067A	012	2022896275	06/30/2014		1101863765		4,764.68 USD	closed
13429	SPECIAL DIST RISK MGMT AUTHORITY	067A	012	1904996934	06/27/2014	46838		4544540	4,764.68- USD	closed
19687	SPECIAL DISTRICT RISK MGMT AUTHORITY	067A	012	2022896292	06/30/2014		1101863767		4,312.32 USD	closed
19687	SPECIAL DISTRICT RISK MGMT AUTHORITY	067A	012	1904996932	06/27/2014	JUNE'14 LEASE		4544540	4,312.32- USD	closed
19687	SPECIAL DISTRICT RISK MGMT AUTHORITY	067A	012	1904972504	06/03/2014	MAY14LEASE		4544540	5,348.01- USD	closed
19687	SPECIAL DISTRICT RISK MGMT AUTHORITY	067A	012	2022820449	06/04/2014		1101843865		5,348.01 USD	closed
24241	FITNEY BOWES	067A	012	1904973095	06/04/2014	3014263AP14		4544540	274.47- USD	closed
24241	FITNEY BOWES	067A	012	2022826081	06/05/2014		1101844975		274.47 USD	closed
25519	DAIOHS USA INC	067A	012	2022896314	06/30/2014		1101863945		55.90 USD	closed
25519	DAIOHS USA INC	067A	012	1904996951	06/27/2014	817206		4544540	55.90- USD	closed
25519	DAIOHS USA INC	067A	012	2022826083	06/05/2014		1101845155		55.90 USD	closed
25519	DAIOHS USA INC	067A	012	1904973097	06/04/2014	800855		4544540	55.90- USD	closed
28211	MBA OF CALIFORNIA INC	067A	012	2022896325	06/30/2014		1101863771		620.76 USD	closed
28211	MBA OF CALIFORNIA INC	067A	012	1904996940	06/27/2014	11005738		4544540	620.76- USD	closed
28211	MBA OF CALIFORNIA INC	067A	012	1904978413	06/11/2014	10927505		4544540	727.49- USD	closed

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Vendor	Vendor Name	BA	Per	Doc no.	Pstg date	Reference	Check	Fund Center	Trans.	currency	Status
One Time Vendor											
28211	MBA OF CALIFORNIA INC	067A	012	2022845838	06/12/2014		1101849378		727.49	USD	closed
37780	DS WATERS OF AMERICA INC	067A	012	1904996952	06/27/2014	4831121060114		4544540	16.17-	USD	closed
37780	DS WATERS OF AMERICA INC	067A	012	2022896372	06/30/2014		1101863772		16.17	USD	closed
37780	DS WATERS OF AMERICA INC	067A	012	1904973108	06/04/2014	4831121050114		4544540	16.17-	USD	closed
37780	DS WATERS OF AMERICA INC	067A	012	2022826124	06/05/2014		1101844989		16.17	USD	closed
42181	STAPLES CONTRACT & COMMERCIAL INC	067A	012	2022896397	06/30/2014		1101863774		78.51	USD	closed
42181	STAPLES CONTRACT & COMMERCIAL INC	067A	012	1904996936	06/27/2014	8030089632		4544540	78.51-	USD	closed
42181	STAPLES CONTRACT & COMMERCIAL INC	067A	012	2022826136	06/05/2014		1101844990		125.97	USD	closed
42181	STAPLES CONTRACT & COMMERCIAL INC	067A	012	1904973114	06/04/2014	8029662412		4544540	125.97-	USD	closed
901287	PETER G BRUNDAGE	067A	012	1904997618	06/30/2014	REIMBURSEMENT		4544540	204.20-	USD	closed
Sum of Business Area 067A									204.20-	USD	*

Fiscal Year 2014
 From period 1
 To period 12

Fund/Group 067A LOCAL AGENCY FORMATION COMMISSION
 Funds Center/Group 4544540 LAFCO DISTRICT
 Budget Version 0

Commitment Item	Budget	Actual-GL	Actual-CO	Actual Total	Encumbrance	Pending	Available	Consumed
10112400 COMMITTEE MEMBER	9,000.00	3,400.00		3,400.00			5,600.00	37.78
10122000 OASDHI	500.00	260.10		260.10			239.90	52.02
* 10 - SALARIES AND EMPLOYEE	9,500.00	3,660.10		3,660.10			5,839.90	38.53
20200500 ADVERTISING	7,500.00	368.69		368.69			7,131.31	4.92
20202200 BOOKS/PER SUP	2,000.00	779.88		779.88			1,220.12	38.99
20202900 BUS/CONFERENCE E	12,000.00	12,369.03		12,369.03			-369.03	103.08
20203500 ED/TRAINING SVC								
20205200 INS PREMIUM	7,000.00	4,764.68		4,764.68			2,235.32	68.07
20206100 MEMBERSHIP DUES	7,500.00	9,207.00		9,207.00			-1,707.00	122.76
20207600 OFFICE SUPPLIES	8,000.00	2,681.69		2,681.69			5,318.31	33.52
20208100 POSTAL SVC	5,000.00	500.00		500.00			4,500.00	10.00
20227500 RENT/LEASE EQ	18,000.00	8,407.00		8,407.00			9,593.00	46.71
20250500 ACCOUNTING SVC								
20253100 LEGAL SVC	60,000.00	114,686.88		114,686.88			-54,686.88	191.14
20259100 OTHER PROF SVC	728,300.00	326,701.63		326,701.63	7,512.00		394,086.37	45.89
20281200 DATA PROCESSING	361.32	361.31		361.31			0.01	100.00
20291000 COUNTYWIDE IT SV	1,500.00	1,342.00		1,342.00			158.00	89.47
20291100 SYSTEM DEV SVC	17,000.00	14,416.00		14,416.00	2,224.00		360.00	97.88
20291200 SYSTEM DEV SUP	1,000.00	346.00		346.00			654.00	34.60
20291600 WAN ALLOCATION	3,600.00	3,570.00		3,570.00			30.00	99.17
20291700 ALARM SERVICES		2,346.00		2,346.00			-2,346.00	
20292100 GS PRINTING SVC	2,250.00						2,250.00	
20292200 GS MAIL/POSTAGE		0.56		0.56			-0.56	
20292300 GS MESSENGER SVC	3,300.00	3,246.96		3,246.96			53.04	98.39
20292600 GS STORE CHARGES	1,000.00						1,000.00	
20293400 PUBLIC WORKS SVS								
20294300 LEASED PROP USE	50,500.00	51,534.00		51,534.00			-1,034.00	102.05
20296200 GS PARKING CHGS		875.00		875.00			-875.00	
20298700 TELEPHONE SVC	3,000.00	371.98		371.98			2,628.02	12.40
20298702 CIRCUIT CHARGES		176.23		176.23			-176.23	
20298703 LAND LINE CHARGE		1,707.25		1,707.25			-1,707.25	
* 20 - SERVICES AND SUPPLIES	938,811.32	560,759.77		560,759.77	9,736.00		368,315.55	60.77
79790100 CONTINGENCY APPR	15,220.00						15,220.00	
* 79 - Appropriation for Con	15,220.00						15,220.00	
** Expenditure accounts	963,531.32	564,419.87		564,419.87	9,736.00		389,375.45	59.59
94941000 INTEREST INCOME	-2,500.00						-2,500.00	
* 94 - REVENUE FROM USE OF M	-2,500.00						-2,500.00	
96969900 SVC FEES OTHER	-165,000.00	-36,814.90		-36,814.90			-128,185.10	22.31
* 96 - CHARGES FOR SERVICES	-165,000.00	-36,814.90		-36,814.90			-128,185.10	22.31
97979000 MISC OTHER	-686,500.00	-722,702.38		-722,702.38			36,202.38	105.27
* 97 - MISCELLANEOUS REVENUE	-686,500.00	-722,702.38		-722,702.38			36,202.38	105.27
** REVENUE ACCOUNTS	-854,000.00	-759,517.28		-759,517.28			-94,482.72	88.94
*** Total	109,531.32	-195,097.41		-195,097.41	9,736.00		294,892.73	-169.23

Report: ZF_SL_SPEC_DIST
UserID: 1009726
System: PRD/020

Split Ledger Line Item Report
067A LOCAL AGENCY FORMATI
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06/02/2014	2014	012	1300529829	101000	067A		28,361.38	
06/02/2014	2014	012	1300529830	101000	067A		2,500.00	
Total Account Number 101000 CASH IN TREASURY-DP							30,861.38	
06/06/2014	2014	012	2022834917	101500	067A		83.64-	
06/10/2014	2014	012	2022843386	101500	067A		5,348.01-	
06/11/2014	2014	012	2022846684	101500	067A		55.90-	
06/11/2014	2014	012	2022847003	101500	067A		651.14-	
06/12/2014	2014	012	2022850996	101500	067A		16.17-	
06/12/2014	2014	012	2022851031	101500	067A		125.97-	
06/13/2014	2014	012	2022854230	101500	067A		695.94-	
06/13/2014	2014	012	2022854274	101500	067A		161.87-	
06/13/2014	2014	012	2022854452	101500	067A		274.47-	
06/16/2014	2014	012	2022858160	101500	067A		37,316.66-	
06/20/2014	2014	012	2022875745	101500	067A		200.00-	
06/23/2014	2014	012	2022881859	101500	067A		293.70-	
06/23/2014	2014	012	2022881893	101500	067A		727.49-	
Total Account Number 101500 PAID WARRANTS RECONCILIATION (IN							45,950.96-	
06/06/2014	2014	012	108165167	109000	067A		195.50-	
06/05/2014	2014	012	108309852	109000	067A		112.00-	
06/05/2014	2014	012	108309877	109000	067A		298.00-	
06/05/2014	2014	012	108310558	109000	067A		300.00-	
06/05/2014	2014	012	108310568	109000	067A		24.00-	
06/25/2014	2014	012	108352080	109000	067A		286.88-	
06/27/2014	2014	012	108353182	109000	067A		189.86-	
06/30/2014	2014	012	108355843	109000	067A		1.30-	
06/30/2014	2014	012	108356537	109000	067A		2,488.00-	
Total Account Number 109000 CASH IN TREAS-SPL							3,895.54-	
06/04/2014	2014	012	2022820416	5100000	067A		200.00-	
06/04/2014	2014	012	2022820417	5100000	067A		37,316.66-	
06/04/2014	2014	012	2022820449	5100000	067A		5,348.01-	
06/05/2014	2014	012	2022826081	5100000	067A		274.47-	
06/05/2014	2014	012	2022826083	5100000	067A		55.90-	
06/05/2014	2014	012	2022826124	5100000	067A		16.17-	
06/05/2014	2014	012	2022826136	5100000	067A		125.97-	
06/06/2014	2014	012	2022834917	5100000	067A		83.64-	
06/10/2014	2014	012	2022836870	5100000	067A		293.70-	
06/10/2014	2014	012	2022843386	5100000	067A		5,348.01-	
06/12/2014	2014	012	2022845838	5100000	067A		727.49-	
06/11/2014	2014	012	2022846684	5100000	067A		55.90-	
06/11/2014	2014	012	2022847003	5100000	067A		651.14-	
06/12/2014	2014	012	2022850996	5100000	067A		16.17-	
06/12/2014	2014	012	2022851031	5100000	067A		125.97-	
06/13/2014	2014	012	2022854230	5100000	067A		695.94-	
06/13/2014	2014	012	2022854274	5100000	067A		161.87-	
06/13/2014	2014	012	2022854452	5100000	067A		274.47-	
06/16/2014	2014	012	2022858160	5100000	067A		37,316.66-	
06/20/2014	2014	012	2022875745	5100000	067A		200.00-	
06/23/2014	2014	012	2022881859	5100000	067A		293.70-	
06/23/2014	2014	012	2022881893	5100000	067A		727.49-	
06/27/2014	2014	012	2022893380	5100000	067A		83.64-	
06/30/2014	2014	012	2022896204	5100000	067A		51.10-	
06/30/2014	2014	012	2022896211	5100000	067A		922.68-	
06/30/2014	2014	012	2022896275	5100000	067A		4,764.68-	

Date	Year	Per	Document #	G/L	Acct	BA	Cost	Ctr	Amount	Text
06/30/2014	2014	012	2022896292	5100000	067A				4,312.32-	
06/30/2014	2014	012	2022896314	5100000	067A				55.90-	
06/30/2014	2014	012	2022896325	5100000	067A				620.76-	
06/30/2014	2014	012	2022896372	5100000	067A				16.17-	
06/30/2014	2014	012	2022896397	5100000	067A				78.51-	
Total Account Number 5100000				WARRANTS PAYABLE					9,313.17-	
06/03/2014	2014	012	1904972496	5150000	067A				200.00-	*ATTCH SAC LAFCO, COMM MCARTY MEETING ATTENDANCE
06/03/2014	2014	012	1904972504	5150000	067A				5,348.01-	*ATTCH SAC LAFCO, MAY OFFICE LEASE + 2013 OP EXPEN
06/03/2014	2014	012	1904972506	5150000	067A				37,316.66-	*ATTCH SAC LAFCO, SAC8002001A
06/04/2014	2014	012	1904973095	5150000	067A				274.47-	*ATTCH SAC LAFCO
06/04/2014	2014	012	1904973097	5150000	067A				55.90-	*SAC LAFCO, C6187
06/04/2014	2014	012	1904973108	5150000	067A				16.17-	*ATTCH SAC LAFCO
06/04/2014	2014	012	1904973114	5150000	067A				125.97-	*ATTCH SAC LAFCO
06/09/2014	2014	012	1904975909	5150000	067A				293.70-	*SAC LAFCO, SA111
06/11/2014	2014	012	1904978413	5150000	067A				727.49-	*ATTCH SAC LAFCO, 360243
06/26/2014	2014	012	1904996380	5150000	067A				83.64-	*SAC LAFCO, 8155 60 038 0732795
06/27/2014	2014	012	1904996932	5150000	067A				4,312.32-	*ATTCH SAC LAFCO, JUNE 2014 OFFICE LEASE
06/27/2014	2014	012	1904996934	5150000	067A				4,764.68-	*ATTCH SAC LAFCO, MEMBER# 7505
06/27/2014	2014	012	1904996936	5150000	067A				78.51-	*ATTCH SAC LAFCO, 414542
06/27/2014	2014	012	1904996940	5150000	067A				620.76-	*ATTCH SAC LAFCO, CUST#360243
06/27/2014	2014	012	1904996946	5150000	067A				51.10-	*ATTCH SAC LAFCO, CUST#1124105243
06/27/2014	2014	012	1904996949	5150000	067A				922.68-	*SAC LAFCO, FILE#SA111
06/27/2014	2014	012	1904996951	5150000	067A				55.90-	*SAC LAFCO, ACCT#C6187
06/27/2014	2014	012	1904996952	5150000	067A				16.17-	*ATTCH SAC LAFCO
06/30/2014	2014	012	1904997618	5150000	067A				204.20-	*SAC LAFCO, VINCE'S RISTORANTE 6/4/14
06/04/2014	2014	012	2022820416	5150000	067A				200.00	
06/04/2014	2014	012	2022820417	5150000	067A				37,316.66	
06/04/2014	2014	012	2022820449	5150000	067A				5,348.01	
06/05/2014	2014	012	2022826081	5150000	067A				274.47	
06/05/2014	2014	012	2022826083	5150000	067A				55.90	
06/05/2014	2014	012	2022826124	5150000	067A				16.17	
06/05/2014	2014	012	2022826136	5150000	067A				125.97	
06/10/2014	2014	012	2022836870	5150000	067A				293.70	
06/12/2014	2014	012	2022845838	5150000	067A				727.49	
06/27/2014	2014	012	2022893380	5150000	067A				83.64	
06/30/2014	2014	012	2022896204	5150000	067A				51.10	
06/30/2014	2014	012	2022896211	5150000	067A				922.68	
06/30/2014	2014	012	2022896275	5150000	067A				4,764.68	
06/30/2014	2014	012	2022896292	5150000	067A				4,312.32	
06/30/2014	2014	012	2022896314	5150000	067A				55.90	
06/30/2014	2014	012	2022896325	5150000	067A				620.76	
06/30/2014	2014	012	2022896372	5150000	067A				16.17	
06/30/2014	2014	012	2022896397	5150000	067A				78.51	
Total Account Number 5150000				CLAIMS PAYABLE					204.20-	
06/27/2014	2014	012	1904996946	20200500	067A	4544540000			51.10	ADVERTISING
Total Account Number 20200500				ADVERTISING/LEGAL NOTICES					51.10	
06/30/2014	2014	012	1904997618	20202900	067A	4544540000			204.20	BUS/CONF. EXP.
Total Account Number 20202900				BUSINESS/CONFERENCE EXPENSE					204.20	
06/27/2014	2014	012	1904996934	20205200	067A	4544540000			4,764.68	INS PREMIUM
Total Account Number 20205200				INSURANCE - PREMIUM					4,764.68	

Date	Year	Per	Document #	G/L Acct	BA	Cost Ctr	Amount	Text
06/04/2014	2014	012	1904973095	20207600	067A	4544540000	274.47	OFFICE SUPPLIES
06/04/2014	2014	012	1904973097	20207600	067A	4544540000	55.90	OFFICE SUPPLIES
06/04/2014	2014	012	1904973108	20207600	067A	4544540000	16.17	OFFICE SUPPLIES
06/04/2014	2014	012	1904973114	20207600	067A	4544540000	125.97	OFFICE SUPPLIES
06/27/2014	2014	012	1904996936	20207600	067A	4544540000	78.51	OFFICE SUPPLIES
06/27/2014	2014	012	1904996951	20207600	067A	4544540000	55.90	OFFICE SUPPLIES
06/27/2014	2014	012	1904996952	20207600	067A	4544540000	16.17	OFFICE SUPPLIES
Total Account Number 20207600 OFFICE SUPPLIES							623.09	
06/11/2014	2014	012	1904978413	20227500	067A	4544540000	727.49	RENT/LEASE EQUIPMENT
06/26/2014	2014	012	1904996380	20227500	067A	4544540000	83.64	RENT/LEASE EQUIPMENT
06/27/2014	2014	012	1904996940	20227500	067A	4544540000	620.76	RENT/LEASE EQUIPMENT
Total Account Number 20227500 RENT/LEASES EQUIPMENT							1,431.89	
06/09/2014	2014	012	1904975909	20253100	067A	4544540000	293.70	LEGAL SERVICES
06/27/2014	2014	012	1904996949	20253100	067A	4544540000	922.68	LEGAL SERVICE
Total Account Number 20253100 LEGAL SERVICES							1,216.38	
06/30/2014	2014	012	108356537	20259100	067A	4544540000	2,488.00	
06/03/2014	2014	012	1904972496	20259100	067A	4544540000	200.00	OTHER PROF SERV
06/03/2014	2014	012	1904972506	20259100	067A	4544540000	37,316.66	DON LOCKHART 12/14/13-3/7/14
Total Account Number 20259100 OTHER PROFESSIONAL SERVICES							40,004.66	
06/05/2014	2014	012	108309852	20291000	067A	4544540000	112.00	June 2014 Countywide IT Allocation
Total Account Number 20291000 COUNTYWIDE IT SERVICES							112.00	
06/05/2014	2014	012	108310558	20291100	067A	4544540000	300.00	FY 2013/2014 June SharePoint Allocation
Total Account Number 20291100 SYSTEMS DEVELOPMENT SERVICES							300.00	
06/05/2014	2014	012	108310568	20291200	067A	4544540000	24.00	FY2013-14 June SVC Desk Allocation
06/30/2014	2014	012	108355843	20291200	067A	4544540000	1.30	
Total Account Number 20291200 SYSTEMS DEVELOPMENT SUPPLIES							25.30	
06/05/2014	2014	012	108309877	20291600	067A	4544540000	298.00	June 2014 WAN Allocation
Total Account Number 20291600 WAN Costs							298.00	
06/06/2014	2014	012	108165167	20291700	067A	4544540000	195.50	2013-2014 Alarm Allocation
Total Account Number 20291700 ALARM SERVICES							195.50	
06/25/2014	2014	012	108352080	20292300	067A	4544540000	286.88	Per. 12 - Messenger Services
Total Account Number 20292300 GS MESSENGER SERVICES							286.88	
06/03/2014	2014	012	1904972504	20294300	067A	4544540000	5,348.01	LEASED PROP
06/27/2014	2014	012	1904996932	20294300	067A	4544540000	4,312.32	LEASED PROP
Total Account Number 20294300 LEASED PROPERTY USE CHARGESGS							9,660.33	
06/27/2014	2014	012	108353182	20298702	067A	4544540000	17.93	June 2014 Circuit Charges

Report: ZF_SL_SPEC_DIST
UserID: 1009726
System: PRD/020

Split Ledger Line Item Report
067A LOCAL AGENCY FORMATI
Period: 012 Fiscal Year: 2014

Date: 07/03/2014
Time: 12:42:44
Page: 4

Date	Year	Per Document #	G/L Acct	BA	Cost Ctr	Amount	Text
Total Account Number 20298702						CIRCUIT CHARGES	17.93
06/27/2014	2014	012 108353182	20298703	067A	4544540000	171.93	June 2014 Land Line Charges
Total Account Number 20298703						LAND LINE CHARGES	171.93
06/02/2014	2014	012 1300529829	97979000	067A	4544540000	28,361.38-	
06/02/2014	2014	012 1300529830	97979000	067A	4544540000	2,500.00-	
Total Account Number 97979000						MISCELLANEOUS OTHER REVENUES	30,861.38-

Library : ZSP County of Sacramento Reports
Report group: ZSCB Trial Balance Summary by BA
Report name : ZFP4816B Sum Trial Bal. by BA

Data selected by: 1006614
Data selected on: 07/24/2014 15:34:32

Fiscal year : 2014
Period : 13 1. Special period
Business Area: 067A LOCAL AGENCY FORMATI

Balance Sheet Item	Beginning Balance	Period Debits	Period Credits	Ending Balance
* Cash in Treasury	661,255.73		177,208.48-	484,047.25
* Imprest Cash				
* Accrued Interest Receivabl		670.00		670.00
* Inventory				
* Due from Other Funds Year				
* Accounts Receivable Year E				
** Total Assets	661,255.73	670.00	177,208.48-	484,717.25
* Sales Tax Due				
* Warrants Payable	13,408.31-			13,408.31-
* Deposit Stale Warrants	893.39-			893.39-
* Claims Payable	204.20-			204.20-
* Due to Others				
* Suspense Clearing				
* Payroll Clearing				
** Total Liabilities	14,505.90-			14,505.90-
* Reserve Fund Balance	220,933.00-			220,933.00-
* Fund Balance	121,188.10-			249,278.35-
* Revenues and Other Financi	759,517.28-	760,187.28	128,090.25-	
* Expenditures/Expenses	564,419.87	177,208.48	670.00-	
* Estimated Revenue	854,000.00		741,628.35-	
* Appropriations	963,531.32-	963,531.32	854,000.00-	
* Start of System Clearing				
** Total Equity and Other Acc	646,749.83-	1,900,927.08	1,724,388.60-	470,211.35-
*** Total Liabilities & Equity	661,255.73-	1,900,927.08	1,724,388.60-	484,717.25-

Date	Year	Per	Document #	G/L Acct	BA	Cost Ctr	Amount	Text
06/30/2014	2014	013	108361009	109000	067A		177,208.48-	
Total Account Number 109000				CASH IN TREAS-SPL			177,208.48-	
06/30/2014	2014	013	108372443	1300000	067A		670.00	FY 2013/14 -4TH QTR INT
Total Account Number 1300000				ACCRUED INTEREST RECEIVABLE			670.00	
06/30/2014	2014	013	108373532	7400000	067A		109,531.32-	CLOSE ACCOUNT TO FUND BALANCE/BUDGETARY FB
06/30/2014	2014	013	108374299	7400000	067A		18,558.93-	SD Close
06/30/2014	2014	013	108374308	7400000	067A		18,558.93	SD Close
Total Account Number 7400000				FUND BALANCE UNRESERVED/UNDESIGN			109,531.32-	
06/30/2014	2014	013	108374299	8010000	067A		760,187.28	SD Close
06/30/2014	2014	013	108374308	8010000	067A		760,187.28-	SD Close
Total Account Number 8010000				REVENUES AND OTHER FINANCING SOU			0.00	
06/30/2014	2014	013	108374299	8020000	067A		741,628.35-	SD Close
06/30/2014	2014	013	108374308	8020000	067A		741,628.35	SD Close
Total Account Number 8020000				EXPENDITURES (EXPENSES) AND OTHE			0.00	
06/30/2014	2014	013	108373532	8030000	067A		854,000.00-	CLOSE ACCOUNT TO FUND BALANCE/BUDGETARY FB
Total Account Number 8030000				ESTIMATED REVENUES AND OTHER FIN			854,000.00-	
06/30/2014	2014	013	108373532	8036000	067A		963,531.32	CLOSE ACCOUNT TO FUND BALANCE/BUDGETARY FB
Total Account Number 8036000				APPROPRIATIONS AND ESTIMATES OTH			963,531.32	
06/30/2014	2014	013	108361009	20259100	067A	4544540000	177,208.48	LAFCO Payrolls & Misc Costs
Total Account Number 20259100				OTHER PROFESSIONAL SERVICES			177,208.48	
06/30/2014	2014	013	108372443	94941000	067A	4544540000	670.00-	FY 2013/14 -4TH QTR INT
Total Account Number 94941000				INTEREST INCOME			670.00-	

Fiscal Year 2014
 From period 1
 To period 13

Fund/Group 067A LOCAL AGENCY FORMATION COMMISSION
 Funds Center/Group *
 Budget Version 0

Commitment Item	Budget	Actual-GL	Actual-CO	Actual Total	Encumbrance	Rending	Available	%Consumed
10112400 COMMITTEE MEMBER	9,000.00	3,400.00		3,400.00			5,600.00	37.78
10122000 CASHEI	500.00	260.10		260.10			239.90	52.02
* 10 - SALARIES AND EMPLOYEE	9,500.00	3,660.10		3,660.10			5,839.90	38.53
20200500 ADVERTISING	7,500.00	368.69		368.69			7,131.31	4.92
20202200 BOOKS/PER SUP	2,000.00	779.88		779.88			1,220.12	38.99
20202900 BUS/CONFERENCE E	12,000.00	12,369.03		12,369.03			-369.03	103.08
20203500 ED/TRAINING SVC								
20205200 INS FERMIM	7,000.00	4,764.68		4,764.68			2,235.32	68.07
20206100 MEMBERSHIP DUES	7,500.00	9,207.00		9,207.00			-1,707.00	122.76
20207600 OFFICE SUPPLIES	8,000.00	2,681.69		2,681.69			5,318.31	33.52
20208100 POSTAL SVC	5,000.00	500.00		500.00			4,500.00	10.00
20227500 RENT/LEASE EQ	18,000.00	8,407.00		8,407.00			9,593.00	46.71
20250500 ACCOUNTING SVC								
20253100 LEGAL SVC	60,000.00	114,686.88		114,686.88			-54,686.88	191.14
20259100 OTHER PROF SVC	728,300.00	503,910.11		503,910.11			224,389.89	69.19
20281200 DATA PROCESSING	361.32	361.31		361.31			0.01	100.00
20291000 COUNTYWIDE IT SV	1,500.00	1,342.00		1,342.00			158.00	89.47
20291100 SYSTEM DEV SVC	17,000.00	14,416.00		14,416.00			2,584.00	84.80
20291200 SYSTEM DEV SUP	1,000.00	346.00		346.00			654.00	34.60
20291600 WAN ALLOCATION	3,600.00	3,570.00		3,570.00			30.00	99.17
20291700 ALARM SERVICES		2,346.00		2,346.00			-2,346.00	
20292100 GS PRINTING SVC	2,250.00						2,250.00	
20292200 GS MAIL/POSTAGE		0.56		0.56			-0.56	
20292300 GS MESSENGER SVC	3,300.00	3,246.96		3,246.96			53.04	98.39
20292600 GS STORE CHARGES	1,000.00						1,000.00	
20293400 PUBLIC WORKS SVS								
20294300 LEASED PROP USE	50,500.00	51,534.00		51,534.00			-1,034.00	102.05
20296200 GS PARKING CHGS		875.00		875.00			-875.00	
20298700 TELEPHONE SVC	3,000.00	371.98		371.98			2,628.02	12.40
20298702 CIRCUIT CHARGES		176.23		176.23			-176.23	
20298703 LAND LINE CHARGES		1,707.25		1,707.25			-1,707.25	
* 20 - SERVICES AND SUPPLIES	938,811.32	737,968.25		737,968.25			200,843.07	78.61
79790100 CONTINGENCY AFR	15,220.00						15,220.00	
* 79 - Appropriation for Con	15,220.00						15,220.00	
** Expenditure accounts	963,531.32	741,628.35		741,628.35			221,902.97	76.97
94941000 INTEREST INCOME	-2,500.00	-670.00		-670.00			-1,830.00	26.80
* 94 - REVENUE FROM USE OF M	-2,500.00	-670.00		-670.00			-1,830.00	26.80
96969900 SVC FEES OTHER	-165,000.00	-36,814.90		-36,814.90			-128,185.10	22.31
* 96 - CHARGES FOR SERVICES	-165,000.00	-36,814.90		-36,814.90			-128,185.10	22.31
97979000 MISC OTHER	-686,500.00	-722,702.38		-722,702.38			36,202.38	105.27
* 97 - MISCELLANEOUS REVENUE	-686,500.00	-722,702.38		-722,702.38			36,202.38	105.27
** REVENUE ACCOUNTS	-854,000.00	-760,187.28		-760,187.28			-93,812.72	89.01
*** Total	109,531.32	-18,558.93		-18,558.93			128,090.25	-16.94

Fiscal Year 2014
 From period 1
 To period 13

Fund/Group 067A LOCAL AGENCY FORMATION COMMISSION
 Funds Center/Group 4544540 LAFCD DISTRICT
 Budget Version 0

Commitment Item	Budget	Actual-GL	Actual-CD	Actual Total	Encumbrance	Pending	Available	%Consumed
10112400 COMMITTEE MEMBER	9,000.00	3,400.00		3,400.00			5,600.00	37.78
10122000 CASEHI	500.00	260.10		260.10			239.90	52.02
* 10 - SALARIES AND EMPLOYEE	9,500.00	3,660.10		3,660.10			5,839.90	38.53
20200500 ADVERTISING	7,500.00	368.69		368.69			7,131.31	4.92
20202200 BOOKS/PER SUP	2,000.00	779.88		779.88			1,220.12	38.99
20202900 BUS/CONFERENCE E	12,000.00	12,369.03		12,369.03			-369.03	103.08
20203500 ED/TRAINING SVC								
20205200 INS PREMIUM	7,000.00	4,764.68		4,764.68			2,235.32	68.07
20206100 MEMBERSHIP DUES	7,500.00	9,207.00		9,207.00			-1,707.00	122.76
20207600 OFFICE SUPPLIES	8,000.00	2,681.69		2,681.69			5,318.31	33.52
20208100 POSTAL SVC	5,000.00	500.00		500.00			4,500.00	10.00
20227500 RENT/LEASE EQ	18,000.00	8,407.00		8,407.00			9,593.00	46.71
20250500 ACCOUNTING SVC								
20253100 LEGAL SVC	60,000.00	114,686.88		114,686.88			-54,686.88	191.14
20259100 OTHER PROP SVC	728,300.00	503,910.11		503,910.11			224,389.89	69.19
20281200 DATA PROCESSING	361.32	361.31		361.31			0.01	100.00
20291000 COUNTYWIDE IT SV	1,500.00	1,342.00		1,342.00			158.00	89.47
20291100 SYSTEM DEV SVC	17,000.00	14,416.00		14,416.00			2,584.00	84.80
20291200 SYSTEM DEV SUP	1,000.00	346.00		346.00			654.00	34.60
20291600 WAN ALLOCATION	3,600.00	3,570.00		3,570.00			30.00	99.17
20291700 ALARM SERVICES		2,346.00		2,346.00			-2,346.00	
20292100 GS PRINTING SVC	2,250.00						2,250.00	
20292200 GS MAIL/POSTAGE		0.56		0.56			-0.56	
20292300 GS MESSENGER SVC	3,300.00	3,246.96		3,246.96			53.04	98.39
20292600 GS STORE CHARGES	1,000.00						1,000.00	
20293400 PUBLIC WORKS SVS								
20294300 LEASED PROP USE	50,500.00	51,534.00		51,534.00			-1,034.00	102.05
20296200 GS PARKING CHGS		875.00		875.00			-875.00	
20298700 TELEPHONE SVC	3,000.00	371.98		371.98			2,628.02	12.40
20298702 CIRCUIT CHARGES		176.23		176.23			-176.23	
20298703 LAND LINE CHARGES		1,707.25		1,707.25			-1,707.25	
* 20 - SERVICES AND SUPPLIES	938,811.32	737,968.25		737,968.25			200,843.07	78.61
79790100 CONTINGENCY AFR	15,220.00						15,220.00	
* 79 - Appropriation for Con	15,220.00						15,220.00	
** Expenditure accounts	963,531.32	741,628.35		741,628.35			221,902.97	76.97
94941000 INTEREST INCOME	-2,500.00	-670.00		-670.00			-1,830.00	26.80
* 94 - REVENUE FROM USE OF M	-2,500.00	-670.00		-670.00			-1,830.00	26.80
96969900 SVC FEES OTHER	-165,000.00	-36,814.90		-36,814.90			-128,185.10	22.31
* 96 - CHARGES FOR SERVICES	-165,000.00	-36,814.90		-36,814.90			-128,185.10	22.31
97979000 MISC OTHER	-686,500.00	-722,702.38		-722,702.38			36,202.38	105.27
* 97 - MISCELLANEOUS REVENUE	-686,500.00	-722,702.38		-722,702.38			36,202.38	105.27
** REVENUE ACCOUNTS	-854,000.00	-760,187.28		-760,187.28			-93,812.72	89.01
*** Total	109,531.32	-18,558.93		-18,558.93			128,090.25	-16.94

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
1112 I Street #100
Sacramento, California 95814
(916) 874-7458

August 6, 2014

TO: Sacramento Local Agency Formation Commission

FROM: Peter Brundage, Executive Officer

RE: Legislative Update

CONTACT: Don Lockhart, AICP, Assistant Executive Officer (916) 874-2937
Don.Lockhart@SacLAFCo.org

RECOMMENDATION

Information only, no action is recommended.

BACKGROUND

This memo is part of the ongoing effort to keep your Commission informed regarding various LAFCo related legislative matters.

An ad-hoc legislative committee appointed by the CALAFCO Board of Directors has identified several bills of interest. CALAFCO has taken a formal position on these bills, as noted.

DISCUSSION

Below are listed the proposed legislation that may be of interest to your Commission.

AB 1521(Fox D) Local government finance: property tax revenue allocations: vehicle license fee (VLF) adjustments.

Introduced: 1/16/2014

Status: 2/6/2014-Referred to Com. on L. GOV.

Location: Sen Appropriations Committee Hearing Date: 08/04/14

Summary: Beginning with the 2004-05 fiscal year, current law requires that each city, county, and city and county receive additional property tax revenues in the form of a vehicle license fee adjustment amount, as defined, from a vehicle license fee property tax compensation fund that exists in each county treasury. Current law requires that these additional allocations be funded from ad valorem property tax revenues otherwise required to be allocated to educational entities. This bill would modify these reduction and transfer provisions, for the 2014-15 fiscal

year and for each fiscal year thereafter, by providing for a vehicle license fee adjustment amount calculated on the basis of changes in assessed valuation.

CALAFCO: SUPPORT

AB 1527(Perea D) Public water systems: drinking water.

Introduced: 1/17/2014

Status: 2/6/2014-Referred to Com. on E.S. & T.M.

Location: 2/6/2014-A. E.S. & T.M.

03/17/14 From committee chair, with author's amendments: Amend, and re-refer to Com. on E.S. & T.M. Read second time and amended.

03/18/14 Re-referred to Com. on E.S. & T.M.

03/20/14 Re-referred to Com. on RLS. pursuant to Assembly Rule 96.

Sen Appropriations Committee Hearing Date: 08/04/14

Summary: Would require the State Department of Public Health, in administering programs to fund improvements and expansions of small community water systems, and other water systems, as specified, to promote service delivery alternatives that improve efficiency and affordability of infrastructure and service delivery, as specified. This bill contains other related provisions and other existing laws.

CALAFCO Comments: **WATCH:** This bill requires funding for construction project feasibility studies to include studies of service delivery alternatives if at least 1 service agency services a disadvantaged community; also requires the DPH to make a determination to include the viability of these service delivery alternatives and to consider LAFCo studies and determinations from the previous 5 years, to consult with LAFCo Executive Officer and consider other applicable local/regional studies related to the delivery of drinking water.

AB 1729 (Logue R) Local government: agricultural land.

Introduced: 2/14/2014

Status: 2/18/2014-From printer. May be heard in committee March 20.

Location: 2/14/2014-A. PRINT

03/20/14 Referred to Com. on APPR.

03/20/14 From committee chair, with author's amendments: Amend, and re-refer to Com. on APPR. Read second time and amended.

03/24/14 Re-referred to Com. on APPR.

Summary: Current law establishes the California Land Conservation Act of 1965, otherwise known as the Williamson Act, for purposes of preserving agricultural land within the state. Current law authorizes a city or a county, for this purpose, to contract with a landowner to limit the use of agricultural land located in an agricultural preserve designated by the city or county. This bill would make technical, nonsubstantive changes to the authorization provisions.

AB 1961(Eggman D) Land use: planning: Sustainable Farmland Strategy.

Introduced: 2/19/2014

Status: 2/20/2014-From printer. May be heard in committee March 22.

Location: 2/19/2014-A. PRINT

03/03/14 Referred to Coms. on L. GOV. and AGRI

03/25/14 From committee chair, with author's amendments: Amend, and re-refer to Com. on L. GOV. Read second time and amended.

03/26/14 Re-referred to Com. on L. GOV.

05/23/2014-Failed Deadline pursuant to Rule 61(b)(8). (Last location was A. APPR. SUSPENSE FILE on 5/23/2014)

Summary: Would require each county with significant agricultural land resources, as defined, to develop, on or before January 2, 2018, a sustainable farmland strategy. The bill would require the Sustainable Farmland Strategy to include, among other things, a map and inventory of all agriculturally zoned land within the county, a description of the goals, strategies, and related policies and ordinances, to retain agriculturally zoned land where practical and mitigate the loss of agriculturally zoned land to nonagricultural uses or zones, and a page on the county's Internet Web site with the relevant documentation for the goals, strategies, and related policies and ordinances, as specified.

AB 2156 (Achadjian R) Local agency formation commissions: studies.

Introduced: 2/20/2014

Status: 2/21/2014-From printer. May be heard in committee March 23.

Location: 2/20/2014-A. PRINT

03/06/14 Referred to Com. on L. GOV.

03/24/14 From committee chair, with author's amendments: Amend, and re-refer to Com. on L. GOV. Read second time and amended.

03/25/14 Re-referred to Com. on L. GOV.

5/23/2014-In Assembly. Ordered to Engrossing and Enrolling. Enrolled.

06/02/14 Enrolled and presented to the Governor at 3 p.m.

06/04/14 Approved by the Governor.

06/04/14 Chaptered by Secretary of State - Chapter 21, Statutes of 2014.

Summary: Would include joint powers agencies and joint powers authorities among the entities from which a local agency formation commission is authorized to request land use information, studies, and plans, for purposes of conducting specified studies. The bill would specifically define "joint powers agency" and "joint powers authority" for purposes of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

AB 1739 (Dickinson) Groundwater basin management: sustainability.

Current Text: Amended: 4/22/2014 pdf html

Introduced: 2/14/2014

Location Sen Appropriations Committee Hearing Date: 08/11/14

Summary: Would require a sustainable groundwater management plan to be adopted, except as provided, for each high or medium priority groundwater basin by any groundwater management agency, defined as a special district authorized to provide water for beneficial uses or with specific authority to conduct groundwater management, a city, a county, a city and county, or certain joint powers authorities. This bill would require a sustainable groundwater management plan to meet certain requirements.

As of 08/01/2014: There is a proposed set of amendments to combine with SB 1168, As proposed LAFCo involvement would be removed. Any new agencies formed would not be done as independent special districts and would not engage LAFCo involvement. The Board of Supervisors could initiate the formation of a groundwater maintenance district, or a combination of local agencies could form an agency through an MOU, JPA or other legal agreement. The process would require public notices and a public hearing.

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
1112 I Street #100
Sacramento, California 95814
(916) 874-7458

August 6, 2014

TO: Sacramento Local Agency Formation Commission

FROM: Peter Brundage, Executive Officer

RE: SACOG – Blueprint Review

CONTACT: Don Lockhart, AICP, Assistant Executive Officer (916) 874-2937
Don.Lockhart@SacLAFCo.org

RECOMMENDATION

Information only, no action is recommended.

BACKGROUND

This will be a brief presentation by Mike McKeever, Chief Executive Officer of the Sacramento Area Council of Governments (SACOG).

Your Commission's role in boundary oversight, as well as agriculture and open space resource preservation is inherently linked to the SACOG Blueprint efforts.

This evenings brief presentation is part of the ongoing effort to keep your Commission apprised of related regional planning efforts.

Update on Blueprint Implementation

August 6, 2014
Sacramento LAFCo



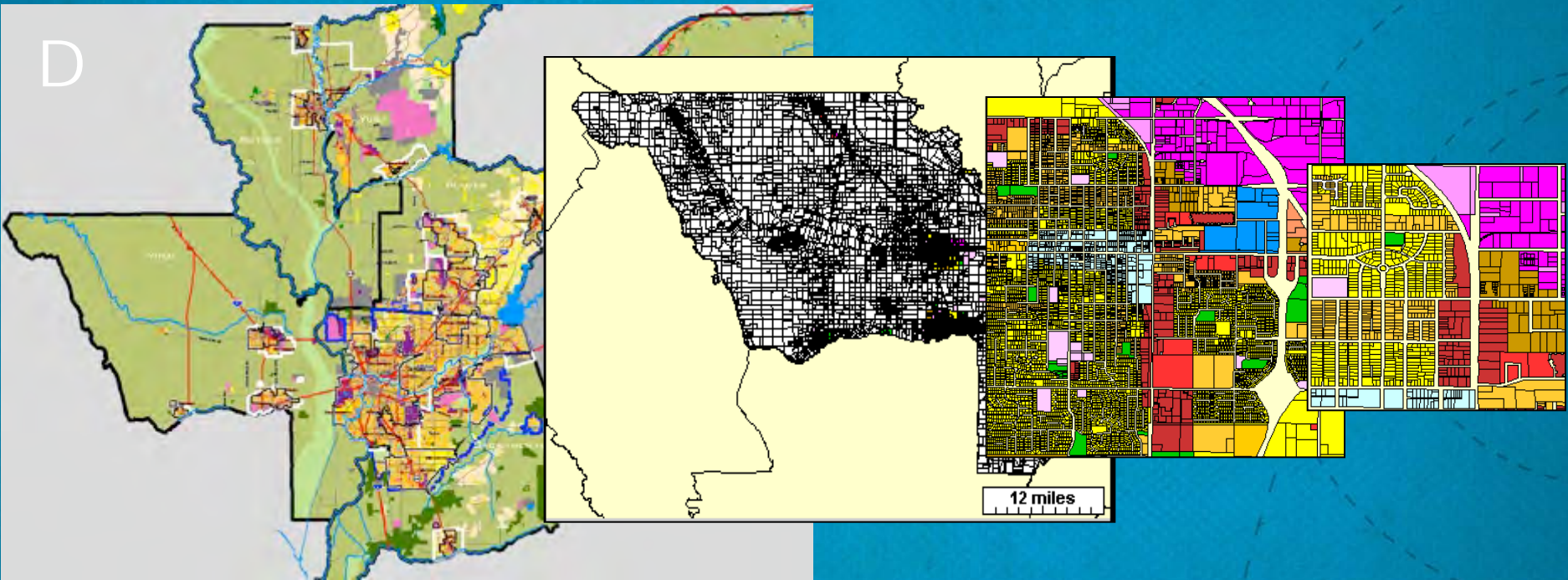
- LAFCo Blueprint Link:

- Ensure the orderly formation of local governmental agencies
- Preserve agricultural and open space lands
- Discourage sprawl

Blueprint Process: Key Elements

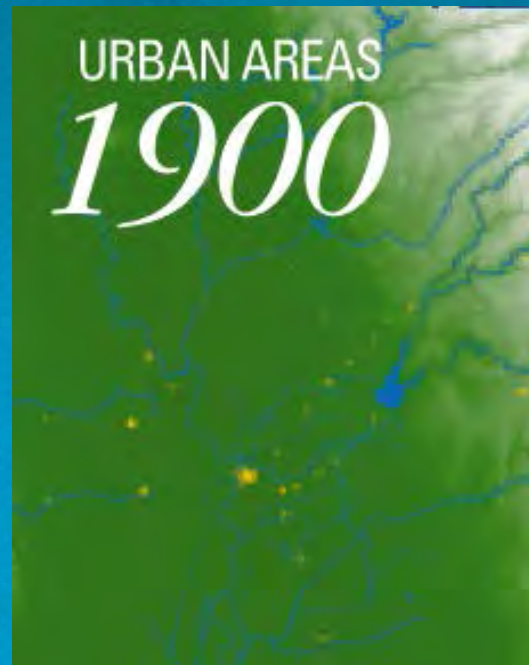
- Focus on implementation/action
- Information-based planning: use state-of-the-art data, forecasts and models
- Citizen democracy: educate, involve and listen to broad range of citizens and stakeholders

Blueprint: Information-based planning



Regional → Jurisdiction → Neighborhood

Urbanization: 1900–2050?



Broad Public Outreach

- Valley Vision led
- 8,000 Participants & Broad Representation Across the Region
- Neighborhood, County and Regional Scale Workshops



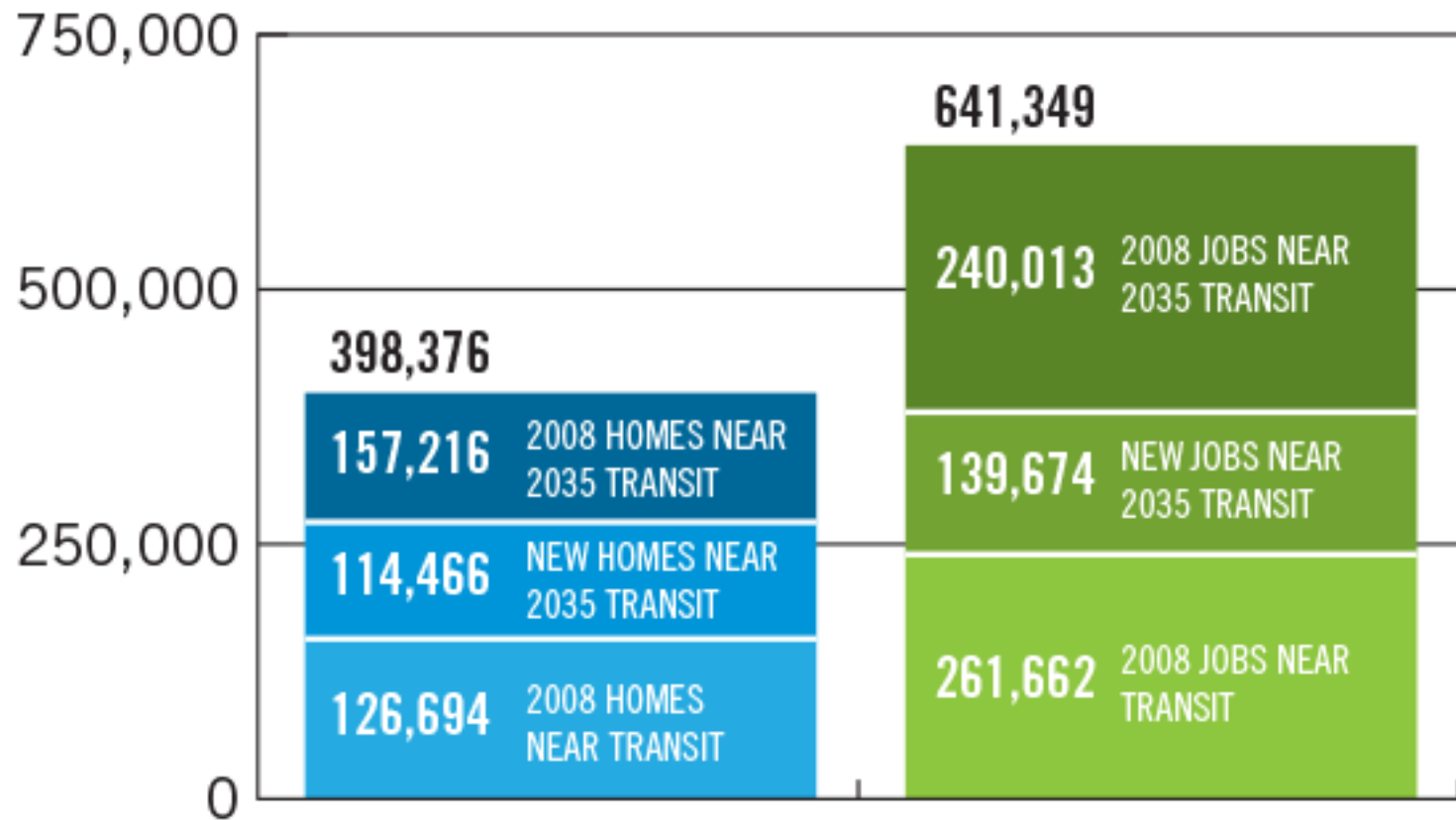
Regional Forum 2004 — 1400 people



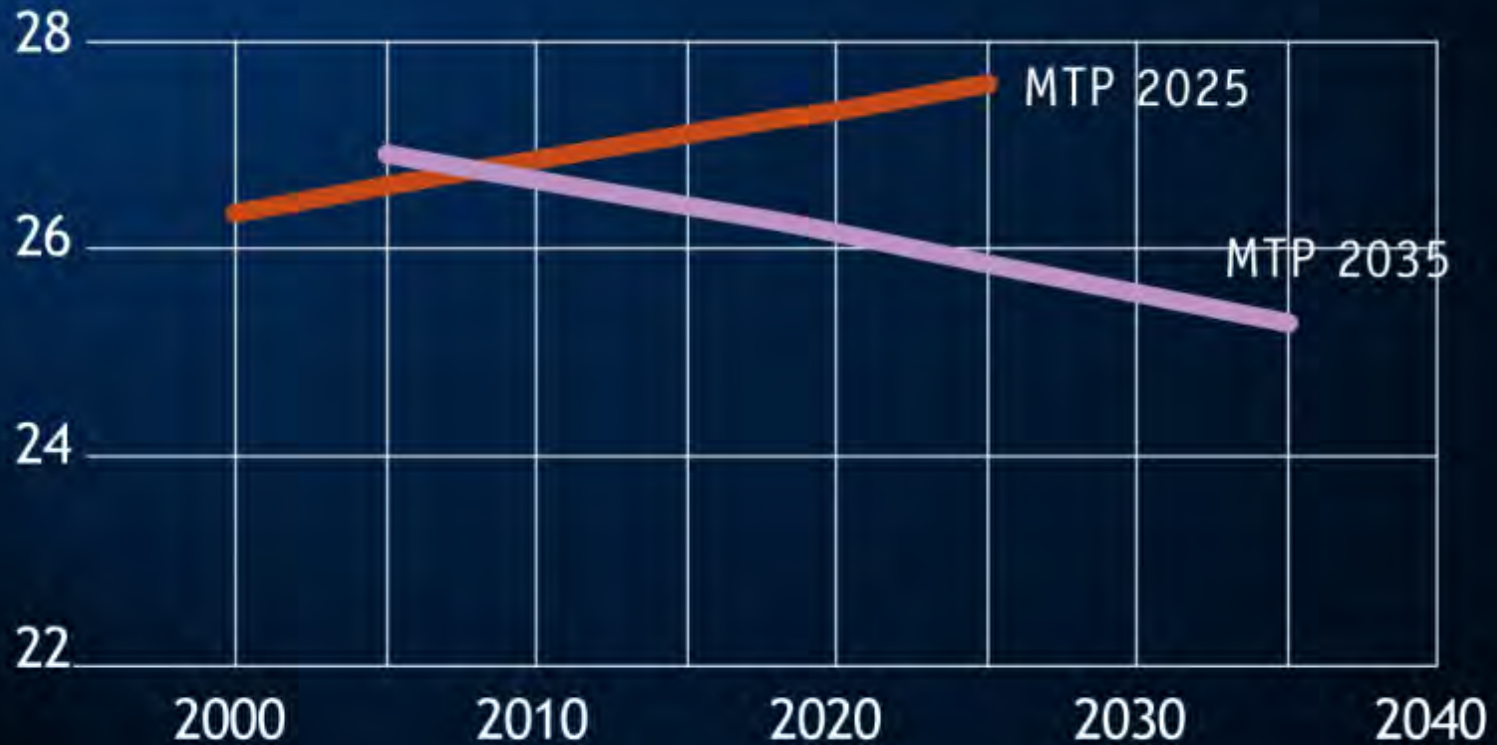
Blueprint Principles

- Transportation Choices
- Housing Choices
- Compact Development
- Use Existing Assets
- Mix Land Uses
- High Quality Design
- Protect Natural Resources

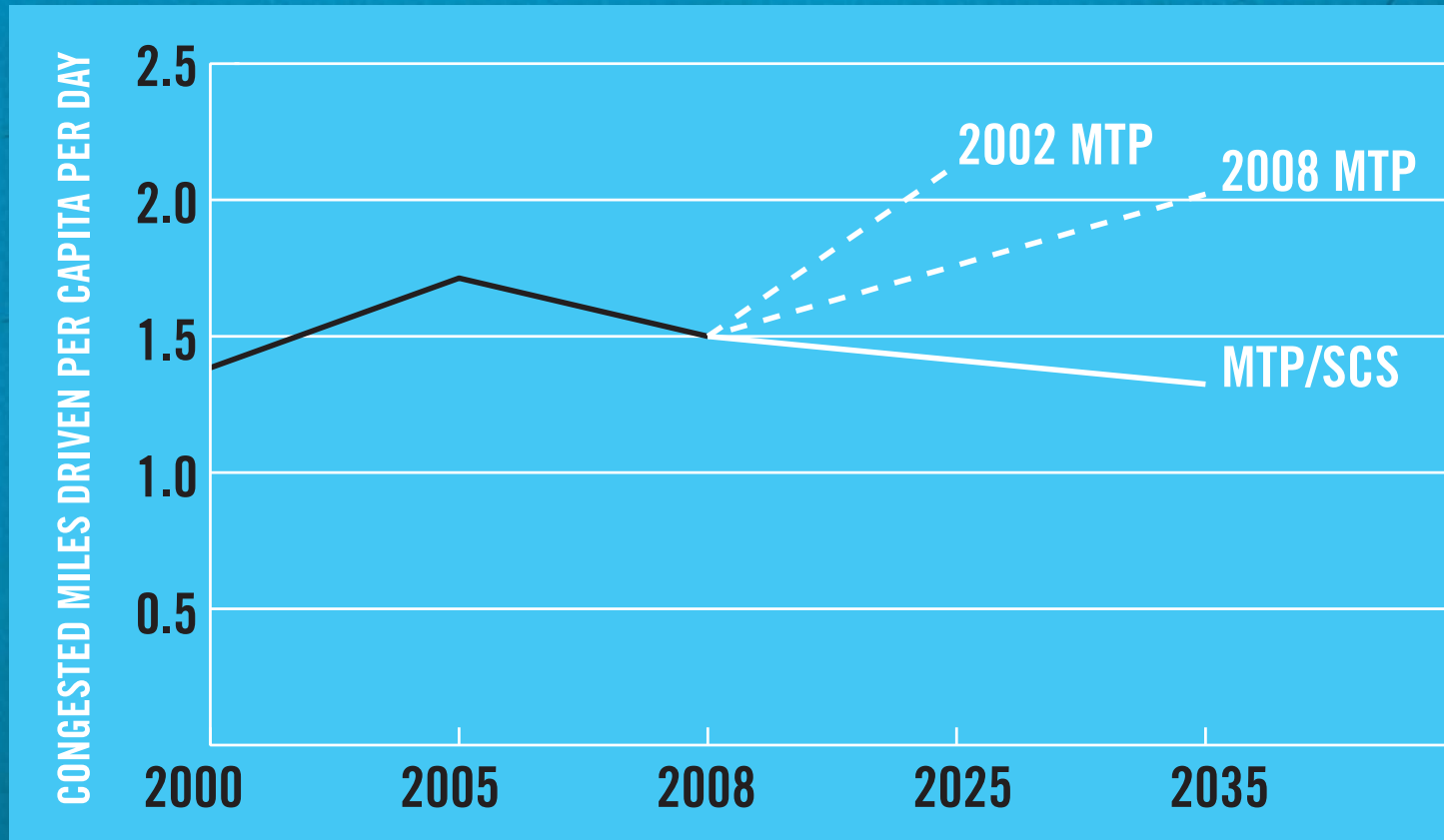
Share of new homes and jobs near high-frequency transit



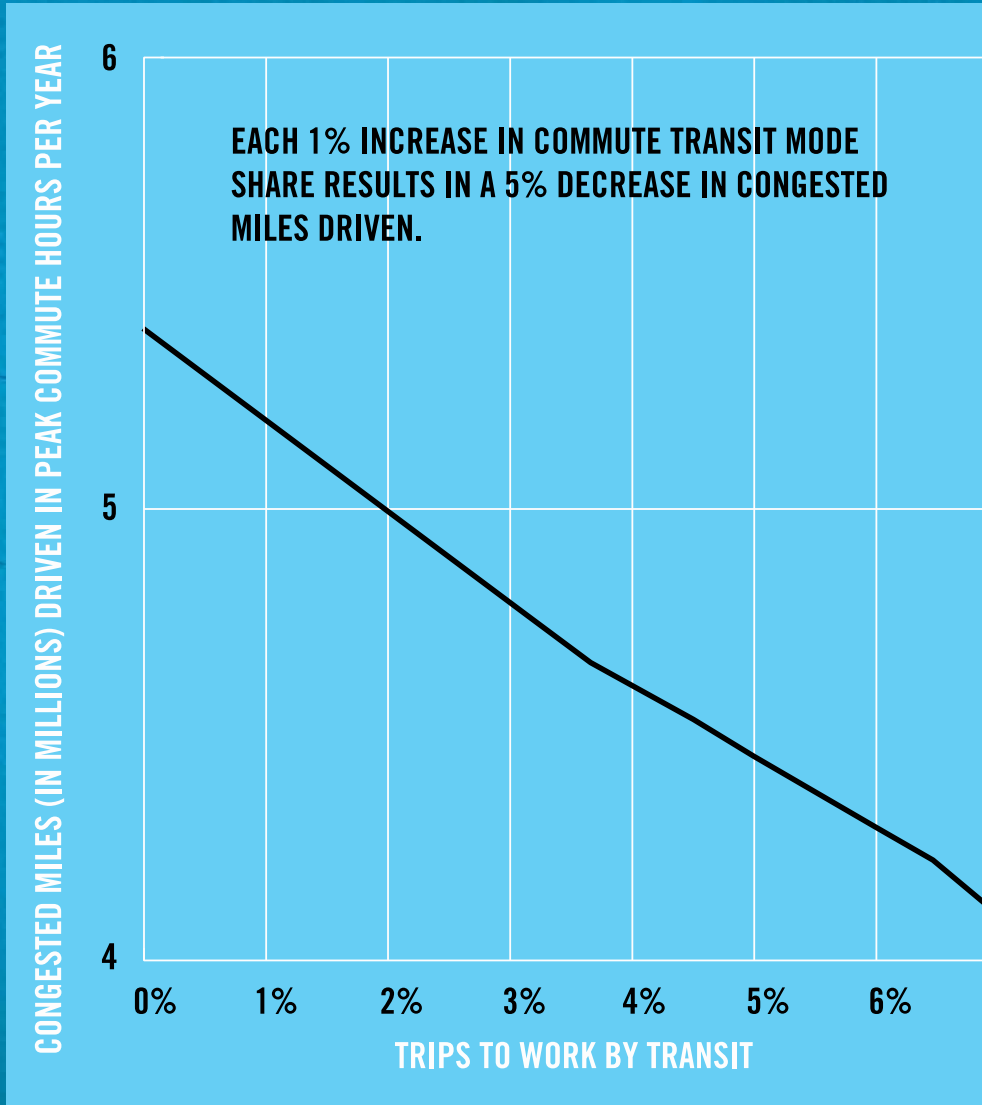
Total Weekday Vehicle Miles Traveled Per Capita



An absolute reduction in the amount of heavy congestion typical residents will experience in their daily lives.



Small increases in transit use help reduce congestion



Reduced impacts on farmland. For every 1,000 new residents:

1988–2005

333

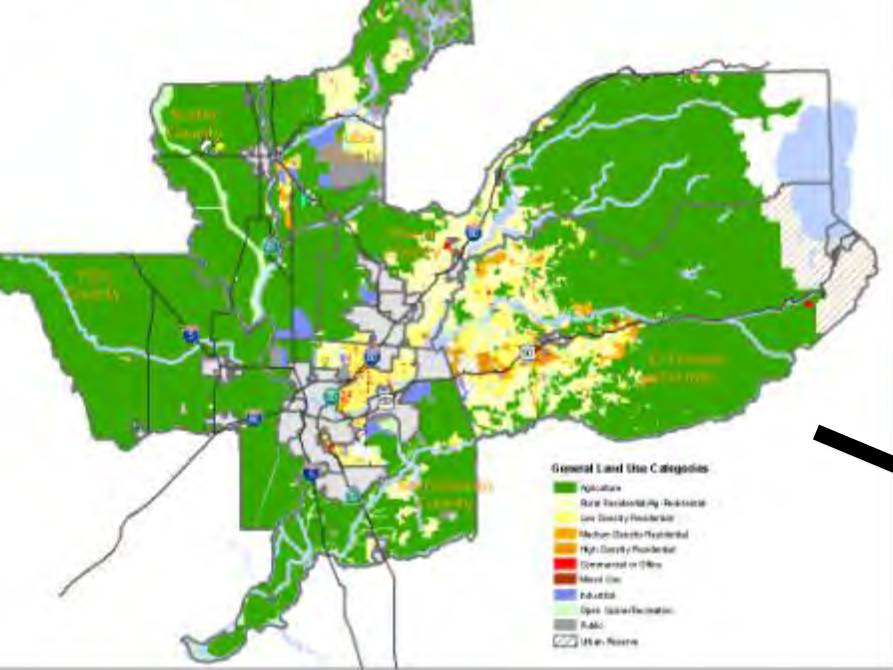
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2005–2035

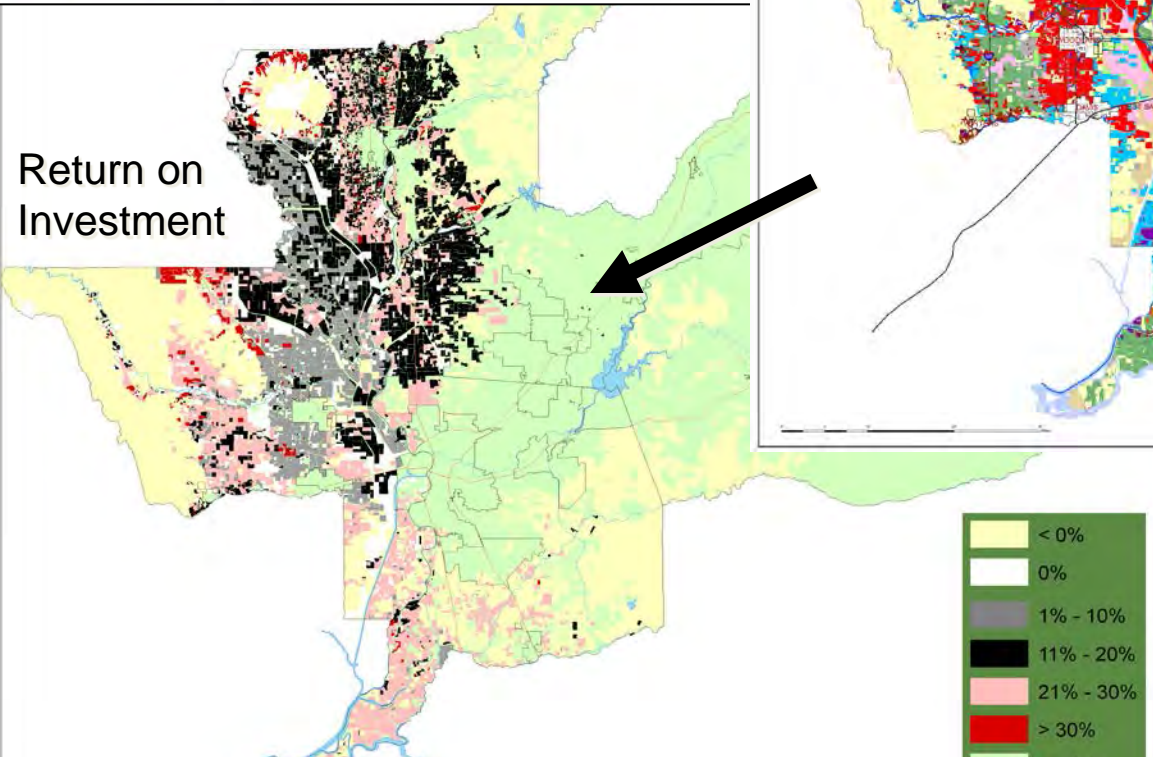
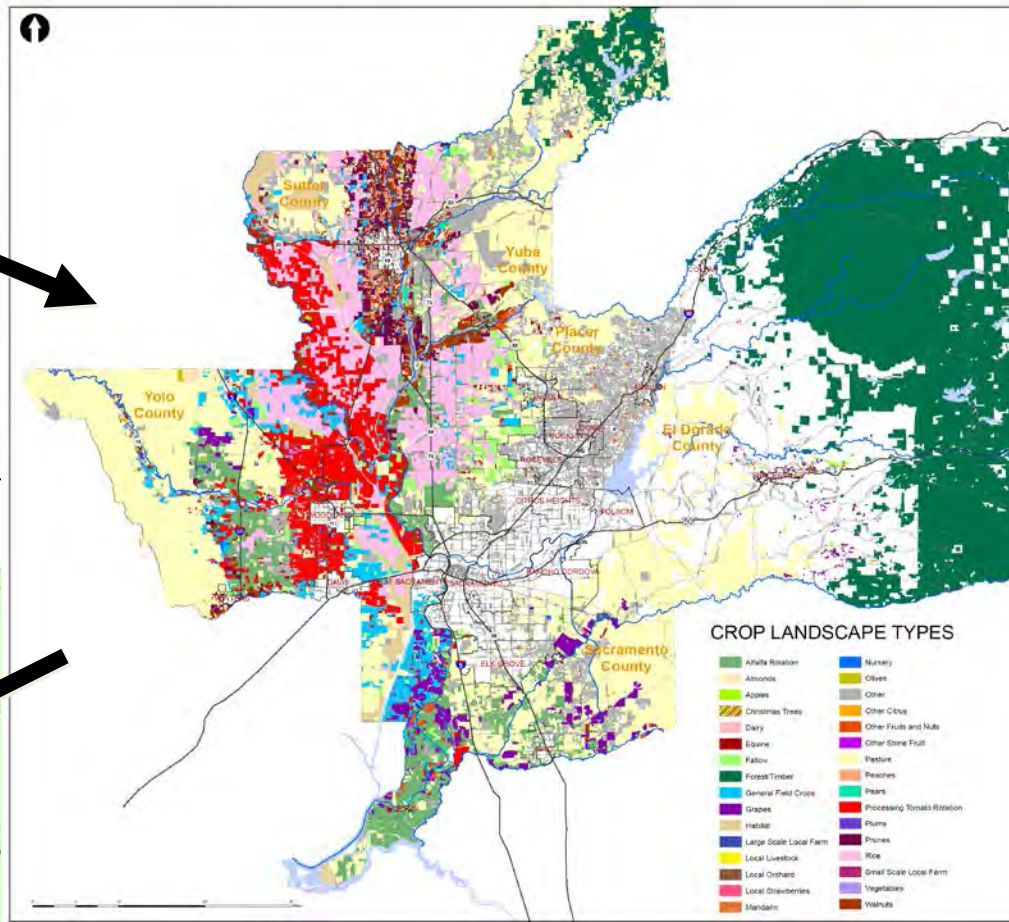
42

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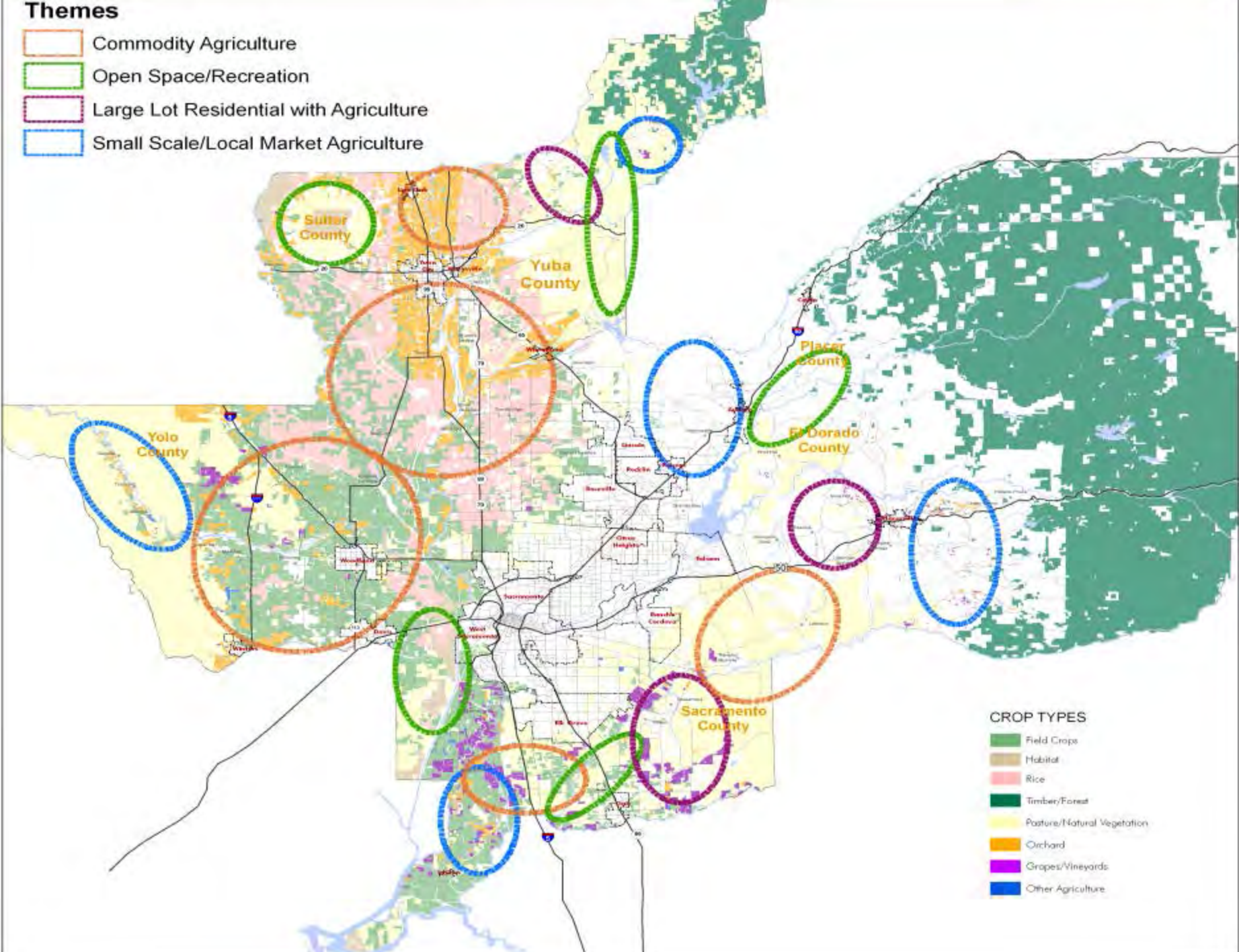


Regional Crop Inventory

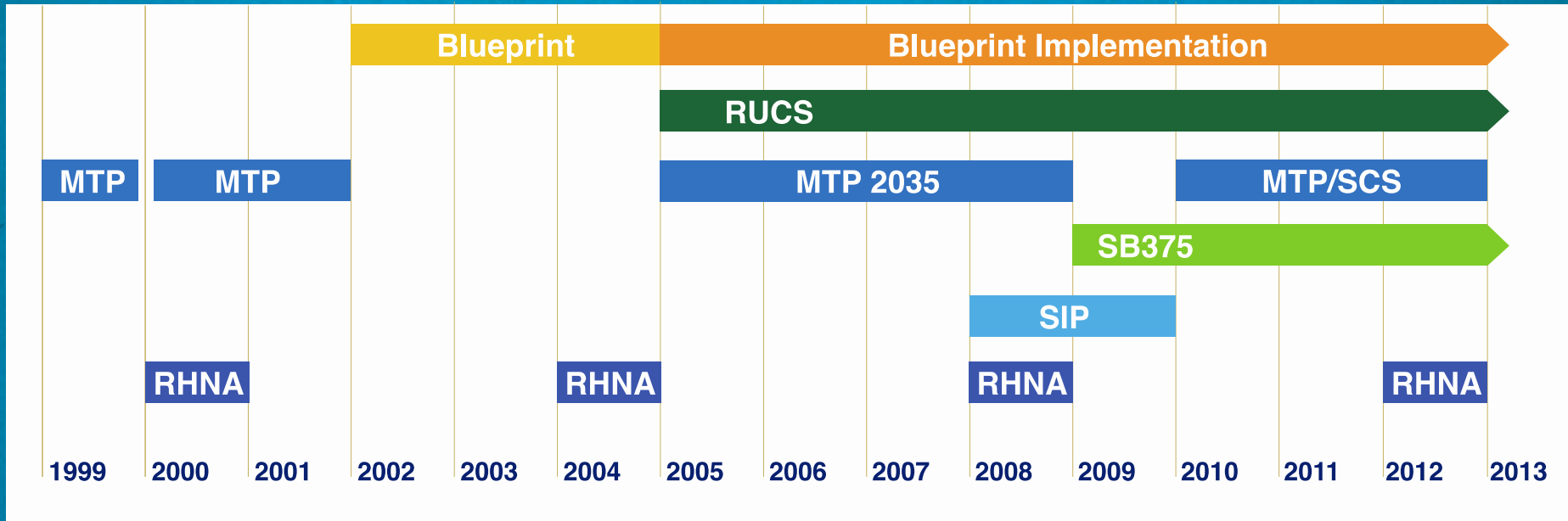


Themes

- Commodity Agriculture
- Open Space/Recreation
- Large Lot Residential with Agriculture
- Small Scale/Local Market Agriculture

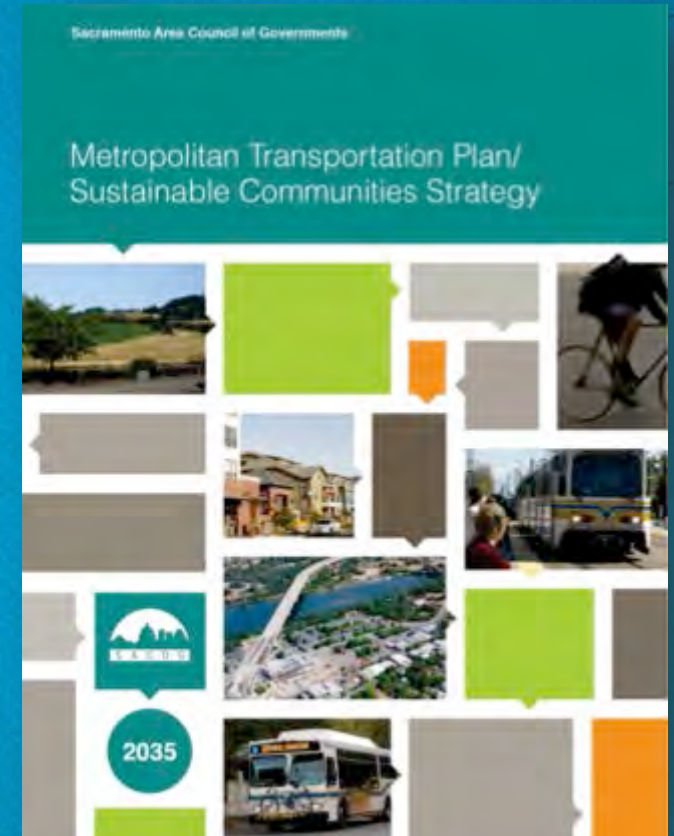


SACOG Major Planning Initiatives



2035 MTP/SCS Highlights (adopted 2012)

- Do more with less
- Per capita VMT, GHG, and heavy congestion declines
- Sweet spot for transit, Finally!
- Rural Urban Connections Strategy
- Research commitments to further improve future plans



Focus of Next MTP/SCS (adopt in 2016)

- Implementation
- Fix it first
- Timing Land Use & Transportation Investments



SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

1112 I Street #100

Sacramento, California 94814

(916) 874-6458

August 6, 2014

TO: Sacramento Local Agency Formation Commission

FROM: Peter Brundage, Executive Officer

RE: **COURTLAND FIRE PROTECTION DISTRICT DRAFT MUNICIPAL SERVICE REVIEW AND SPHERE OF INFLUENCE UPDATE (08-14)**

CONTACT: Donald J. Lockhart AICP, Assistant Executive Officer
Donald.Lockhart@SacLAFCo.org 874-2937

Attached is the Draft Municipal Service Review (MSR) for the Courtland Fire Protection District. It is being circulated for public review and comment for 30 days. The Final Municipal Service Review will be brought before your Commission for consideration after this period.

The Draft MSR is the result of collaboration with the Courtland FPD Administration. Your staff would like to recognize the CFPD for their ongoing assistance.

The Draft Municipal Service Review (MSR) makes the following preliminary determinations:

- Regarding growth and population projections for the affected area, the Commission determines that the Courtland Fire Protection District is capable of providing service that includes the growth and population projections for the affected territory for the next five years.
- Regarding infrastructure needs or deficiencies, the Commission determines that the Courtland Fire Protection District currently has no immediate unmet infrastructure needs or existing deficiencies at the current levels of coverage and service response.
- The Courtland Fire Protection District is an effective fire district as it relates to emergency responses related to fire, medical aid and other critical services. The Courtland Fire Protection District serves a rural population effectively and efficiently.
- Regarding financing constraints and opportunities, the Commission determines that the Courtland Fire Protection District has no serious financing constraints at this time. Regarding cost

avoidance opportunities, the Commission determines that the District uses its best efforts to take advantage of all reasonable cost avoidance and grant funding opportunities.

- Regarding opportunities for rate restructuring, the Commission determines that the District's Tax Rate Area method of financing is reasonable for providing emergency services. The District is a non-enterprise entity which does not charge fees for services, e.g., plan check and inspection fees for new development, due to the limited level of activity.
- Regarding opportunities for shared facilities, the Commission determines that the District shares facilities with other agencies and continually reviews new opportunities to do so. The District participates with the Sacramento Fire/ EMS Communication Center.
- Regarding government structure options, including advantages and disadvantages of consolidation or reorganization of service providers, the Commission determines that the District currently provides services primarily to a clearly defined geographic area which is primarily rural and agricultural in nature.
- Regarding evaluation of management efficiencies, the Commission determines the District operates with a high degree of efficiency and professional cooperation with the community and other private/ public agencies. This cooperation is exemplified by the active participation in the quarterly South County Chiefs meetings.
- Regarding local accountability and governance, the Commission determines that the District's Board of Directors represents an adequate level of Special District accountability and governance. The District is an independent District governed by a three member Board of Directors elected at-large from the service territory.

DRAFT
MUNICIPAL SERVICE REVIEW

And

SPHERE OF INFLUENCE UPDATE

Courtland Fire Protection District

August 6, 2014

LAFC #08-14

Prepared By:

Sacramento Local Agency Formation Commission
112 I Street, Suite #100
Sacramento, California 95814
(916) 874-6458
FAX: (916) 874-2939

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

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**CORTESE -KNOX -HERTZBERG
LOCAL GOVERNMENT REORGANIZATION ACT OF 2000**

Introduction

The Cortese-Knox-Hertzberg Local Government Reorganization (CKH) Act of 2000 requires that each Local Agency Formation Commission (LAFCo) prepare a Municipal Service Review and Spheres of Influence Updates for all cities and independent special districts within its jurisdiction.

A *Sphere of Influence* is defined by Government Code 56425 as:

A plan for the probable physical boundary and service area of a local agency or municipality.

A *Municipal Service Review* is defined by Government Code Section 56430 as: A means of identifying and evaluating public services.

A Municipal Service Review may be conducted prior to, or in conjunction with, the update of a Sphere of Influence, as necessary.

MUNICIPAL SERVICE REVIEW

Purpose

The Municipal Service Review is intended to provide adequate information for the Commission to make decisions related to both current Spheres of Influence (SOI) and SOI Amendments to determine logical service providers and boundaries, to initiate additional studies in the event that the Commission determines that adequate services are not being provided.

In addition to MSR's, annexations, reorganizations, consolidations, and incorporations require detailed master service plans, fiscal analysis and environmental analysis and other special studies as may be required for these types of action.

Requirements

The Commission shall include a written statement of its determinations with respect to each of the following:

- Growth and population projections for the affected area.
- Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies.
- Financial ability of agencies to provide services.

- Status of, and opportunities for, shared facilities.
- Accountability for community service needs, including governmental structure and operational efficiencies.
- Any other matter related to effective or efficient service delivery, as required by Commission policy.

SPHERE OF INFLUENCE

Purpose

In order to carry out its purposes and responsibilities for planning and shaping logical and orderly development as well as the coordination of local governmental agencies so as to most advantageously provide for the present and future needs of the County and its communities, the Sacramento Local Agency Formation Commission must develop and determine the Sphere of Influence of each local governmental agency within the County.

Requirements

When adopting, amending or updating a Sphere of Influence, the Commission shall, according to Government Code, do all of the following:

- Require districts to file written statements specifying the functions or classes of services provided.
- Establish the nature, location and extent of any functions or classes of services provided by the districts.

In determining the Sphere of Influence of each local agency, the Commission shall consider and prepare determinations with respect to each of the following:

- The present and planned land uses in the area, including agricultural and open space lands.
- The present and probable need for public facilities and services in the area.
- The present capacity of public facilities and adequacy of public services that the agency provides, or is authorized to provide.
- The existence of any social or economic communities of interest in the area if the Commission determines they are relevant.

OVERVIEW

Introduction

Sacramento County has an estimated population of approximately 1.4 million people. Public and municipal services are provided by the County, cities, and special districts. The local government structure in Sacramento County is somewhat unique because a significant amount of development has occurred in the unincorporated area from 1950 to the present. Consequently, municipal services to the unincorporated areas are primarily provided by the County, and/or dependent and independent Special Districts. During the past 15 years there have been three incorporations of urbanized areas: City of Citrus Heights, City of Elk Grove, and the City of Rancho Cordova. For the most part, the new cities continue to use the county and special districts for some municipal service providers. Only the Cities of Sacramento, Folsom and Galt (except fire and emergency services) provide the full array of municipal services.

Most of the fire districts in Sacramento County were formed during the 1940's. However, Galt, Elk Grove, Natomas, Rancho Cordova, and Rio Linda can trace establishment back to the 1920's. With the exception of the town of Freeport, fire and emergency services are provided either by cities or special districts for the entire county. Note: The Town of Freeport receives fire service primarily from the City of Sacramento, however, it does not lie within either a city or fire protection district boundary.

FIRE DISTRICTS

Fire protection is an indispensable municipal service with which all areas in the County, regardless of their rural or urban nature, should be provided. Fire service is provided in the County of Sacramento by the Cities of Folsom and Sacramento, and eleven fire protection districts. The Board of Supervisors governs one district: Natomas Fire Protection District, ex officio. The other districts (which include the Cosumnes Community Services District) are independent special districts and are governed by elected Boards of Directors. There is one remaining area in the County that is not within any organized fire protection agency (see map). It contains the unincorporated community of Freeport. In addition to the eleven districts and two municipalities, Folsom State Prison provides fire protection services within Folsom State Prison and does not provide public protection. Finally, Sacramento International Airport provides rescue and fire support but does not provide emergency medical services.

Fire districts are formed and regulated pursuant to the Health and Safety Code, Section 13801 et seq. The enabling legislation authorizes fire districts to provide fire protection and ambulance and rescue services.

Seventy years ago, when the incorporated area was significantly less urbanized than it is today, fire protection was provided strictly on a volunteer basis. By 1940, increases in population and its attendant growth in fire and fire-related problems, created a need for more organized and widespread fire protection. Thus, the fire district system began to develop in the unincorporated area and professional fire fighting forces became full-time necessity. Districts developed from 1921 (Galt) through 1951 (North Highlands). However, in the more rural south County and Delta, the fire service remains largely staffed by volunteers. This is the case with Courtland FPD.

At the time of formation, fire districts normally encompassed the general area associated with each suburban or rural community. With the post-World War II rise in population and attendant

development, the old central establishments in these communities frequently gave way to large shopping centers. The old, large, rural parcels in the unincorporated areas became new housing tracts, while county roads became freeways or other major thoroughfares. New developments did not follow district boundaries.

Numerous attempts toward reorganizing the historical fire district formation have been made in the past. Such endeavors include studies conducted by the Spink Corporation (1968-69), Fire Service Area Study Committee (1970-72), Sacramento Local Agency Formation Commission (1977), and the Local Government Reorganization Commission (1979-81).

As a result of these studies, several political consolidations occurred: Alta Mesa-Wilton (1980); Arden-Carmichael (1983); Arden and Carmichael as American River (1983); North Highlands- Citrus Heights (1984); American River-Arcade (1986); Rio Linda and Elverta (1987); Citrus Heights and Rancho Cordova as Sacramento County (1989); Rio Linda-Elverta with American River (1990); Sloughhouse with American River (1990); Fair Oaks with Sacramento County (1993); Florin with American River (1997); American River with Sacramento County to form Sacramento Metropolitan Fire District (2000); Fruitridge with Pacific to form Fruitridge Pacific Fire Protection District (2006); Elk Grove Community Services District with Galt Fire Protection District to form Cosumnes Community Services District (2006).

General Background

Fire Districts are formed and regulated pursuant to the California State Health and Safety Code, Section 13801, et. seq. The enabling legislation authorizes fire districts to provide fire protection, ambulance and rescue services. Fire districts in Sacramento County can be described as belonging to two broad categories: rural and urban. The definitions of rural and urban used here are developed in light of planning and zoning parameters, and in recognition of the development forces that have and are occurring in Sacramento County. The rural fire districts are generally found in the southern portion of the County and within the area known as the "Northwest Territories" located north of the City of Sacramento. Except for the unincorporated town of Freeport, fire districts serve the entire County.

Uniform Fire Code

In July of 1972 the Sacramento County Board of Supervisors adopted a Uniform Fire Code. This ordinance provides that one fire code will be used for all fire agencies within the County. This code replaced and improved the various individual district codes that govern conditions hazardous to life and property from fire and explosion. The Uniform Fire Code does not standardize the operations of fire districts countywide, but it does speak to what the public can do with regard to inflammable/explosive material. State law requires that public buildings be inspected yearly for fire safety. Each district is responsible for inspection procedures, and these vary from district to district. Fire prevention in all districts is handled as an educational basis.

Communication

The Sacramento Regional Fire/EMS Communications Center (SRFECC) provides fire and emergency medical dispatch services to the Sacramento region. The SRFECC is a Joint Powers Authority (JPA)

that is managed by the following fire agencies: Cosumnes Community Services District, Folsom Fire Department, Sacramento Fire Department, and Sacramento Metropolitan Fire District. For more information, please visit the following website: <http://www.srfecc.ca.gov/>

Agency Cooperation-Mutual Aid and Automatic Response

All fire protection districts and city fire departments within Sacramento County have mutual aid and response agreements. When a call for service is received, the nearest available response unit is dispatched regardless of jurisdictional boundary.

ISO Rating

The Insurance Service Office (ISO) is used to rate a fire district's ability to defend against major fires that might occur in the area it serves. The ISO rating procedure evaluates three principal features of fire protection as well as their weight of importance: water supply (40%), fire department staffing (50%), and communications (10%). The ISO devised a system that insurance companies use to compute fire insurance coverage and rates. The rating classes are numbered 1 through 10; the highest number represents the least protection with the highest fire insurance premium rates.

Some of the factors which are considered in the establishment of fire rating zones are: water supply, building codes and structural conditions of buildings, the distance of structures from the nearest fire station, the type of equipment and number of firefighters available at the station, and factors and distances between residences and local street access circulation.

When two numbers are included in an ISO rating, the first number refers to the rating for "watered" areas (areas with a water distribution system and hydrant system,) while the second number refers to "unwatered" areas. In rural areas of Sacramento County, ISO ratings are found to be higher e.g. 9, while urban districts are rated in a range running from 2 to 6 for watered areas.

Finances

Independent special districts that provide fire protection and emergency medical services are funded primarily from property taxes and they are considered a non-enterprise district. City fire departments are typically funded by the city's General Fund that includes both property taxes, sales taxes, and a variety of other revenue sources.

The passage of Proposition 13 put a lid on the amount of revenues that non-enterprise districts could raise to finance needed services. Proposition 13 limited property taxes to one (1) percent of the assessed value. This one (1) percent is allocated to the county, cities, special districts, and school districts based on the districts share of revenue it received just prior to the adoption of

Proposition 13. This change removed the discretionary authority of special districts to raise tax rates to generate additional revenues for both on-going and new programs to increase service levels, or for that matter to keep up with inflation.

District Summary Profile

Agency: Courtland Fire Protection District

Address: 154 Magnolia Ave
PO Box 163
Courtland, CA 95615

Facility Locations: Station 91 - 154 Magnolia Ave, Courtland
Station 92 - 1125 Hood Franklin Road, Hood

Website: www.courtlandfire.com

Telephone: (916) 775-1210

Administrator Name: Chief David Welch

Name of Contact: David Welch

Contacts email address: chiefdave9101@live.com

Services Provided: Fire Suppression and emergency medical response

Number of Employees: 24 Volunteers

Agency Size: 33 Square Miles

Agency Population: Estimated at 2500 Residents

Introduction

Background Info

The Courtland Fire Protection District was founded in 1941 to provide fire protection to the town of Courtland and the surrounding community. It eventually took over emergency medical services in the district as well. After merging with the Hood Fire Department, its territory expanded north to protect the community of Hood and its surrounding farmland.

Setting

The Courtland Fire Protection District is located on the western edge of Sacramento County, situated along and around the Sacramento River as well as the northern third of Grand Island and the entirety of Sutter Island and Randall Island. It consists almost entirely of rural farmland, as well as the unincorporated communities of Courtland and Hood.

The Courtland Fire Protection District covers territory bounded to the west by Yolo County and the Clarksburg Fire Department. Our northern border ends just south of the Freeport Bridge and the Sacramento City Fire Department service area southerly boundary. (Note: The Town of Freeport receives fire service primarily from the City of Sacramento, however, it does not lie within either a city or fire protection district boundary.) The Walnut Grove Fire Department marks our southern border, and the Cosumnes CSD Fire Department marks our eastern border just west of Interstate 5.

Management and Staffing Structure

The District employs 24 Volunteer Firefighters and a single Volunteer Chief. The District pays its employees on a per call basis and has no salaried positions. Our organizational structure consists of a 3 member Board of Directors who appoints a Chief, who is entrusted with the appointment of Officers and employing of Firefighters. This structure and pay system is similar to the surrounding rural Fire Departments.

Growth and Population Projections

The level of demand on the District for services is acceptable with current equipment and manpower. Our last financial year saw a call volume of 158 calls, or less than one call for every two days. Our District has previously been able to successfully manage multiple incidents in a single day, as well as up to two incidents at a time. Our projected demand for services anticipates minimal increases, due to stagnant population growth, but our capability could handle a 100% increase to up to 1 call a day. There have been occasions with multiple calls at each end of district with no issues on responding and taking care of the emergencies that have arisen. The CFPD has also responded on many occasions to mutual aid requests from other districts with more than adequate manpower and equipment and while maintaining an adequate resource reserve to cover the district.

The District population is expected to remain statistically stable for the foreseeable future. The only future growth we anticipate is based in industry, through the possible implementation of the BDCP Water Conveyance.

As currently proposed, the BGCP would bring construction to the district 24 hours a day with traffic quadrupling the amount of trucks and service vehicles. We have a plan with the finance director of this project to include financing our district to allow for a full/part time department in the event of project approval. Then the state would be allocating funding for payroll and equipment needed for the project.

More immediate is the construction of a wine tasting venue and several breweries that could bring in tourism, but few permanent residents. At times our residential population grows with the seasonal farm jobs increasing the number from around 2500 to around 4000.

Facilities and Programs

Facilities

Station 91 - 154 Magnolia Ave, Courtland

2 Type II Engines

1 Patrol /Grass Engine

Diesel and Gasoline Fuel Pumps

Station 92 - 1125 Hood Franklin Road, Hood

1 Type II Engine

1 Water Tender

1 Squad Truck

Capacity of Present and Planned Public Facilities

The District's present service capacity is adequate for the region it covers, as response times fit within National Fire Protection Association (NFPA) 1720 compliance. This widely recognized industry standard specifies requirements for effective and efficient organization and deployment of fire suppression operations, emergency medical operations and special operations to the public by both volunteer and combination fire departments to protect citizens, property and the occupational safety and health of the fire service personnel. Provisions cover functions and objectives of fire department emergency service delivery, response capabilities and resources, including staffing levels, response times, and levels of service. General criteria for managing resources and systems, such as health and safety, incident management, training, communications and pre-incident planning are also included.]

The District is capable of responding to up one to two calls a day without any difficulty. The majority of the District is rural farmland and is expected to remain so in the foreseeable future. Minor commercial growth is expected within the next five years which should not stress the District's current capabilities.

Based on the projected population growth in the District, our facilities and services should remain adequate for the future.

Infrastructure Needs or Deficiencies

The District conducts weekly inspections of all equipment and facilities in its jurisdiction to maintain quality and identify equipment in need of replacement or repair. The District currently has no areas of deferred maintenance as equipment is either repaired immediately or as soon as necessary parts are available. Most of these repairs are handled in house or are donated by local mechanics.

Infrastructure and equipment is maintained to extend useful service-life for as long as possible. Any replacement equipment or infrastructure is financed through Grant funding or donations, supplemented by District tax revenue only when necessary.

Currently there are no deficiencies that have resulted in any violations. One engine is partially open cab, and can therefore not field a full complement of firefighters and will need to be replaced. However, these seats are not used for safety reasons. Similarly, one of our stations requires new bathrooms to become ADA compliant, the labor of which will be handled in house.

Programs

Fire Safety programs are carried out at the local elementary school at the beginning of every school year aimed at teaching children about fire safety. The District also takes part in an activity day at the school to enforce fire safety and to talk about the fire service. These two programs cover the entire school, up to several hundred kids.

Financial Information

Revenue

The vast majority of our revenue comes from property taxes. Donations are occasionally garnered from the population. We average between \$100,000 and \$120,000 in yearly income, and the property tax rate is on average 8.16%. We do not charge associated fees for our services or inspections, so our budget relies heavily on property taxes. State Proposition 13 severely impacts our main source of income in that it limits property taxes on our main tax base; family farms that have remained with the same families for generations. As such, we rely heavily on grants for major purchases. Another option at our disposal is a Special Assessment, which should add several tens of thousands of dollars to our budgets every year.

The attached budget work sheets show what CFPD has set aside for equipment management and this year we will be putting in a long term equipment replacement program together we will be taking the cost of a new Engine and divide by 10 and will have a fund set aside each year to reach this goal.

Expenditures

Our service levels compared to other local fire departments are similar relative to our call volumes. Our assets and equipment consist of 3 type II Fire Engines, a Water Tender, a Rescue Squad and a Patrol/Grass Engine. Each truck has the required amount of hose and firefighting equipment, as well as two sets of extrication gear, two ditch pumps, and two exhaust fans; one set per each main truck at each station. The District also maintains two river pumps as well as a fuel pump and tank at Station 91 for the trucks. We have a 1988 FMC Engine type II needing replacement now, 2004 Freightliner type 111 expected life 15 yrs, 2008 Freightliner type 111 expected life 15 yrs, 2006 Freightliner Water Tender expected life 15 yrs, 1991 International Grass Rig needs replacement soon, the 2006 F450 Rescue Squad has a 15 year life expectancy.

The District has neither proposed nor incurs standing debt, as well as no existing liabilities. All previous debt has been paid and all future expenditures are within budget or are through grants. Our budget is planned to spend the entirety of our earnings, so we leave little as a contingency or in emergency reserves. The CFPD last conducted an audit in 2012.

Status and Opportunities for Innovation and Shared Facilities

The District is currently has Mutual Aid agreements with all of our surroundings departments and districts, specifically with Walnut Grove Fire, Clarksburg Fire in Yolo County, Consumes Fire Department and Sacramento City Fire. The District also has an agreement with Consumes CSD Fire for the use of their Ambulance units in medical situations. Through these agreements, we also are able to provide the use of our Water Tender and engines should they be needed in the surrounding districts. The District is not aware of any overlapping territory on our borders, though the town of Freeport and parts of Interstate 5 have been variously claimed by different departments to both belong and not belong to the District.

The District also does not feel any of its territory can be better administered by another. Of the only two areas of note, Sutter Island is only accessible from one road within the district and is therefore

impractical for another to handle. The extreme northern end of the district, meanwhile, can take some time to reach but still falls within NFPA 1720 guidelines, and can often be reached before units from Sacramento City Fire. The District does feel that it might be beneficial if coverage from Station 92 be extended along Hood Franklin Road, as vehicle accidents on the road and grass fires in the neighboring fields can often receive a response from that station faster than it can from its current CCSD coverage in Elk Grove.

Current cost avoidance practices within the District consist mostly of in house repairs and maintenance, handled either by firefighters or donated by mechanics. We also take part in regional grants for increased purchasing power, gaining needed supplies such as modern radios to fall into line with neighboring departments. The District also takes part in shared training opportunities with neighboring districts as available.

Accountability for Community Service Needs

The District is governed by a three member Board of Directors, elected to office for four year terms, by Registered Voters living in district. The Board meets publically at Station 91 during the second Wednesday of every month at 6:30 PM unless otherwise posted. The meeting times are posted at the Post Offices within the District and at the stations, and are open to the public. The Agenda is posted in advance on the website and Facebook page. The Board members are not compensated for their services.

Public participation is welcomed at the meetings but few members of the public attend. The meeting place is accessible to the public as it is in the middle of the main town of the District and is in the evening after people can get home from work. Currently the District has a public website where they can contact the Chief for assistance or information about the District or the Board meetings, and can request any public information about the Board of the District. The District also holds public education events at the local elementary school.

Issues, Concerns, and Opportunities

The district is a non-discriminatory entity and does not discriminate in its hiring processes based on race, age, or sex.

We follow State and Federal Employment Laws. We are a part of NCSIDIA Northern California Special District Insurance Assoc. which covers all Equipment, Land, Buildings and Workers Compensation.

Additional

The Town of Freeport receives fire service primarily from the City of Sacramento, however, it does not lie within either a city or fire protection district boundary. The service responsibility for the unincorporated Town of Freeport should be clarified. The Courtland FPD is capable of providing service. However, to do so without adequate compensation may present a fiscal burden.

Other Funding

We have to rely on Grants as they become available to assist in purchasing equipment and safety gear. With our minimal budget that relies totally on property tax we are not able to purchase say New Engines, and other vital Equipment.

Cal-Fire Grants have been very helpful with the purchase of Structure Gear, Wild land Gear, and compatible Paging Equipment. This Grant is a 50/50 match so we do have to spend from our reserve account each year.

Office of Traffic Safety (OTS) Grant

CFPD was able to purchase new Hurst Extrication Equipment with this Grant. The Chief was the Lead on this Regional Grant that included 5 Districts.

Federal Assistance to Firefighters Grants Program (AFG)

The CFPD applies annually, and has not yet been successful. This would be for new Engines that need to be updated and also SCBA equipment.

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
1112 I Street, Suite #100
Sacramento, California 95814
(916) 874-6458

August 6, 2014

TO: Sacramento Local Agency Formation Commission

FROM: Peter Brundage, Executive Officer

RE: **Florin Resource Conservation District Municipal Service Review, Sphere of Influence Update, and Annexation (LAFC 10-14) (CEQA Exempt)**

RECOMMENDATIONS:

1. Approve the CEQA Exemption as adequate and complete for this project;
2. Approve the Municipal Service Review for the Florin Resource Conservation District;
3. Amend the Sphere of Influence for the Florin Resource Conservation District to include the Susan Gaines-Mitchell building located at 2450 Florin Road, Sacramento, Ca.;
4. Adopt Resolution No. 2014-07-0806-10-14 approving the Municipal Service Review, Sphere of Influence Amendment, and annexation of the Susan Gaines-Mitchell Building located at 2450 Florin Road into the boundary of the Florin Resource Conservation District; and
5. Direct the Executive Officer to hold the Conducting Authority (Protest Hearing).

DISCUSSION:

Applicant:

Florin Resource Conservation District
9257 Elk Grove Boulevard
Elk Grove, Ca 95624

Mark Madison, General Manager

Project Description and Location

The Florin Resource Conservation District has submitted an application to amend its Sphere of Influence and annex approximately 5.7 acres located at Florin Road and 25th Street (2450 Florin Road) in the City of Sacramento. This real property includes an office building containing approximately 53,400 square feet and is leased to the County of Sacramento's Department of Human Assistance.

The District purchased this parcel in 1998 and financed the purchase by using Certificate of Participation. Since this parcel is not within the District's boundary it is subject to real property taxes.

Because this parcel is not located in the District, FRCD pays approximately \$73,000 in property taxes annually that are allocated to other special districts, school districts, the City of Sacramento, and the County of Sacramento. The District has also not paid its property taxes since FY 2009-10, and is in default.

Currently, the lease revenue from this building is not sufficient to cover all associated expenses related to operating and maintaining the building. At the time of purchase the Pro Forma budget indicated that the District would break even during the term of the lease, however, annual expenses have exceeded the lease income.

The District has approached the County of Sacramento to renegotiate the lease payment to cover the actual costs. The County of Sacramento has declined and has no obligation to amend its current lease with the District. The District is attempting to minimize its tax liability as a cost saving measure.

District Formation

The Florin Resource Conservation District was formed by a majority vote in June 1953 (under the provisions of Division 9 of the Public Resources Code) to assist landowners with the use and conservation of their soil, water, and other resources; and to deal specifically with the problems of flooding from Morrison Creek. A Memorandum of Understanding between the Florin RCD and the USDA Soil Conservation Service took effect in 1954.

The District is an independent special district located in the Florin area in the central portion of Sacramento County. The District comprises approximately 96,693 acres of residential, industrial, commercial and agricultural land in the central part of Sacramento County, including the City of Elk Grove.

In February 1997, the Florin Resource Conservation District formed a nonprofit corporation, the Florin Resource Conservation District Economic Development Corporation (EDC). The EDC was created for the purchase and management of the Susie Gaines-Mitchell building, located on Florin Road in Sacramento. This building is currently leased to Sacramento County and is used by the Department of Human Assistance to serve the south Sacramento area. The Susie Gaines-Mitchell building is outside the Florin RCD boundaries and service area. The District has

submitted an application to annex this site into their District Boundary in order to eliminate paying real property taxes.

Also, in December 1999, the District purchased the Elk Grove Water Works (through an Eminent Domain Action) and presently operates the utility as the Elk Grove Water Service (EGWS). EGWS has a \$14.5 million annual budget and a staff of 24 permanent employees and six temporary employees. EGWS provides water service to approximately 12,000 homes and businesses in Elk Grove. This area was annexed into the District boundary in December 1999.

Services Provided by FRCD

FRCD-Resource Conservation Services

The FRCD receives no property tax and has no income other than grants to conduct resource conservation activities, these activities are performed only occasionally and voluntarily by EGWD staff and board members. Until February, 2014, the FRCD co-owned a property with two other local RCDs, the Sloughhouse RCD and the Lower Cosumnes RCD. Lease payments from this property were split evenly between the RCDs and, combined with occasional grant funding, these payments formed the entire annual budget for the FRCD's resource conservation function. There has been no source of revenue for conservation activities since the sale of the co-owned property.

The FRCD's 2012-2017 Strategic Plan (Appendix A) identifies the following potential activities:

- Cooperative programs with other RCDs and other organizations
- Ag waiver programs
- Greenprint
- Farm and Ranch Cleanup
- Pollinator Habitat
- Organic Farming Initiatives
- Groundwater Banking
- Invasive Species

The FRCD has for many years made environmental education its primary focus, sponsoring events such as Range Camp, the California Envirothon, CARCD's Speak Off and World Water Monitoring Day. Board directors and EGWD staff serve on the Elk Grove Unified School District's Service Learning program, identifying and promoting activities that enhance and apply classroom curriculum to community service.

Because the FRCD has no paid staff, all work is performed by the voluntary efforts of the EGWD board and staff, mostly on educational partnerships with the Elk Grove Unified School District. Annual events may include Project WET (a water education training program for

teachers), the California Envirothon, World Water Monitoring Day and service learning projects.

The FRCD fosters relationships with other environmental groups, including the USDA/NRCS, Laguna Creek Watershed Council, the Stone Lakes National Wildlife Refuge and the Sacramento Tree Foundation. Assistance is available in volunteer work, project sponsorship and project administration.

With appropriate funding, the FRCD would be able to provide all of the services traditionally associated with resource conservation districts. These tasks include: soil conservation planning, erosion control, water development and distribution, control of runoff water, improvement of land capabilities, wildlife habitat improvement, and demonstration projects in soil conservation. Any assistance of this type is outside the skill set of the EGWD volunteers, and interested parties are referred to the staff of the California Association of Resource Conservation Districts, which is located in Sacramento and employs a watershed coordinator, or to the local NRCS/USDA office.

When the FRCD first organized, it was mainly involved in setting up drainage systems for large farms to preclude the danger of flooding from Morrison Creek. The FRCD has also been concerned with the groundwater overdraft in the area. Past programs have included wildlife preservation, habitat rehabilitation, creek restoration and tree planting projects.

FRCD-Elk Grove Water District

The FRCD provides water service as the Elk Grove Water District. This is not a separate district or legal entity but it is like a separate division within FRCD which provides water services including administration, customer service, operations and maintenance, planning and engineering services, plan review, construction management and inspection, and regulatory compliance for safe, reliable, and efficient delivery of water to our 12,000 service connections representing a current population of over 35,000 customers.

FRCD-Economic Development Corporation-Susan Gaines Mitchell Building

FRCD through its Economic Development Corporation also owns and operates the Susan Gaines Mitchell building which is leased by the County of Sacramento for use by the Department of Human Assistance. This building is considered an investment property and it is not located within the FRCD boundary.

Budget Information

The Florin Resource Conservation District basically operates three independent and distinct programs: resource conservation, water service, and a building lease. Revenue and expenses for each program are not comingled and each function operates independently from each other but fall under the umbrella of the FRCD. However, the impacts of default on the Certificates of Participation for the building lease and failure to repay back taxes are not certain and there could be negative impacts on the water service customers. (The District is operating at a loss for several years related to the Susan Gaines-Mitchell building). Even with the reduction in

property taxes, it does not appear that the District will be able break even over the remaining life of the contractual lease.

If the District fails to renegotiate lease terms, creditors could initiate bankruptcy or other courses of action that could impact the overall District financial viability. In addition, FRCD will need to cure the property tax default.

The following table summarizes the revenue, expenses and income and losses related to these activities:

FY 2012-13 Summary of Revenue and Expenses			
Service	Revenue	Expenses	Income/(Loss)
Resource Conservation	14,279	21,579	(7,300)
Water Delivery	14,312,791	12,984,516	1,328,275
Building Lease	1,292,417	1,662,955	(370,538)

Note: the loss related to the building lease does not include accumulated property taxes that are due and payable including interest and penalties. The District currently owes approximately \$700,000 in back taxes.

Other Service Providers

The Florin Resource Conservation District covers an area that is served by numerous municipal service providers. These service providers are important to the residents living in this area but they are not critical to meet the mission of Florin Resource Conservation District.

Municipal Service Review

The combined Municipal Service Review for Florin Resource Conservation District is attached to this report. The Municipal Service Review summarizes the three services provided by FRCD. It has been routed to all affected agencies for review and comment. With the exception of the City of Sacramento, no comments were received.

I recommend that the Sacramento Local Agency Formation Commission adopts the following findings and determinations:

The foregoing recitals; and each of them, are true and correct.

- a. The Sacramento Local Agency Formation Commission adopts the recommendations set forth in the Municipal Service Review and Sphere of Influence Update for the Florin Resource Conservation District as set forth in Exhibit "A" attached hereto and incorporated herein.

- b. Florin Resource Conservation District provides efficient and adequate water service and resource conservation programs to its customers within its service territory. The Sphere of Influence shall be amended to include the 5.7 acre parcel located at 2450 Florin Road, Sacramento, California, within the District boundaries.
- c. The Sacramento Local Agency Formation Commission makes the following written determinations as to the Municipal Service Review:

1. Regarding growth in population expected for the District area:

The Commission determines that the District is capable of continuing to provide water service and resource conservation programs in the future. The District has adequate water supply to serve existing residents and the anticipated population growth within its service area. The District utilizes both groundwater and surface water to meet the demands of its customers. The service population demand is not expected to grow significantly. New growth will primarily result from reuse and infill development activity. Water pressure, water quality, and water quantity meet federal and state requirements for safe drinking water.

2. Regarding present and planned capacity of public facilities, and adequacy of public services, including infrastructure needs or deficiencies:

The Commission determines that the Florin Resource Conservation District currently provides adequate services and facilities throughout its service area. However, the District recognizes that continued water line replacement, water meters, and infrastructure replacement are required and necessary to sustain current levels of service and meet future demands. The District has established a rate structure and capital improvement program to facilitate a sustainable water system.

3. Regarding financial ability of the Florin Resource Conservation District to provide services:

The Commission determines that Florin Resource Conservation District has sufficient rates to finance operations and maintenance costs, meet water quality standards, and capital improvements as set forth in the District Master Plan. The District complies with the requirements of Proposition 218 to establish rates.

4. Regarding status of and opportunities for, shared facilities:

The Commission determines that Florin Resource Conservation District has mutual aid agreements with adjacent water service providers and participates in several Joint Power Agreements that facilitate cooperation and management of water resources including ground water.

5. Regarding accountability for community service needs, including governmental structure and operational efficiencies:

The Commission determines that the District encourages public participation at its Board meetings and provides many different public education programs and outreach efforts to the community it serves. The District has a five-member Board. Directors are elected at large by the voters of the District.

6. Regarding other information as requested by the Commission:

The Commission determines that the District is managed effectively and efficiently with the exception of the Susan Gaines Mitchell Building.

Note: The District is attempting to address the funding issues related to its investment property.

Sphere of Influence Factors

This is not a typical Sphere of Influence Amendment. The District is proposing to annex a non-contiguous parcel that is owned by the District but the District will not provide other direct services to this parcel i.e. the District will neither provide water service or resource conservation programs to this parcel. This is a financial consideration for the benefit of the Florin Resource Conservation District in order to minimize expenditures related to the Susan Gaines Mitchell building.

Based on the Public Resource Code, the District may annex non-contiguous parcels.

.Susan Gaines-Mitchell Building Sphere of Influence and Annexation

In 1998, the FRCD purchased the Susan Gaines-Mitchell Building with the expectation that rental revenues would help fund conservation programs. The FRCD formed the Economic Development Corporation to manage the operations and financing of this building. The building is leased to the County of Sacramento for use by the Department of Human Assistance.

The Department of Human Assistance provides the following programs at this location:

- Job training and employment
- Homeless programs

- Welfare and general Assistance

- CAL Works

- Child immunization

- Medi-Cal
- Food Stamp Programs
- Substance abuse and mental health programs

The District purchased the land, building, and furnishings for \$12,609,698 in 1998 and refinanced during 2003 with Certificates of Participations in the amount of \$16,366,933.50. On January 16, 1998, FRCD entered into an amended lease with the County of Sacramento. Currently, the assessed value of the land and building is \$4,900,000.

The lease term was for fifteen (15) years and provided that the County of Sacramento shall have two (2) successive five (5) year options to renew the lease. The annual lease payments are established under the terms and conditions of the lease.

The Tenant (County of Sacramento) is responsible for paying for gas, electricity, and janitorial service for the interior of the leased premises.

The Landlord (FRCD) is responsible for debt service and all other operating, maintenance and capital expenditures including but not limited to real property taxes, water, sewer, garbage, phones, alarm, paint, heating and air conditioning repairs or replacement, roof, landscape maintenance, asphalt repair and striping, pest control, etc.

Currently, lease revenues do not cover operating expenditures, therefore this investment is operating at a loss. In addition, FRCD has not paid property taxes or assessment for almost five (5) years. The FRCD is required to pay property taxes because this facility is not located within its District boundary. The Public Resource Code permits the District to annex non-contiguous territory. The FRCD has submitted an application for this site to reduce its property tax liability. However, annexation will not eliminate the property, interest, and penalties that are due and payable. The pro forma budget in the bond prospectus indicated that this lease would breakeven during the term of the lease.

Non-payment of taxes for five (5) years could result in a tax sale. Also, non-payment of taxes results in non-compliance with the terms and conditions of the bond covenants.

The District has not been successful in renegotiating the lease payment to make up the annual shortfall.

Analysis of Property Tax Impacts to Affected Agencies

The current assessed value:	Land	\$1,230,000
	Building	<u>3,670,000</u>
	Total	\$4,900,000
Property Taxes Allocated to Affected Agencies		\$54,600.00

Loss of General Obligation Bonds	7,676.76
Total Direct Assessments	<u>10,852.28</u>
Total Tax Bill	73,129.04

The total estimated savings to Florin Resource Conservation District is estimated to be \$62,276.76. In Fiscal Year 2013-14 the property tax revenue for affected agencies was \$54,600. This would result in a permanent loss of property tax revenue as set forth in the table below. The payment for General Obligation Bonds for Los Rios Community College and Sacramento City Unified School Districts in the amount of \$7,676.76 would be distributed to the remaining parcels in subsequent years. This would result in a small increase to those parcels which are impacted by these respective General Obligation Bonds. The following table illustrates the amount of property tax revenue for each affected agency:

Affected Agencies Share of Property Tax Revenue

Los Rios Community College	1,627.19
Sacto City Unified	14,052.58
County Wide Equal	58.44
County General	9,335.41
Juvenile Hall	24.68
Regional Occup Center	42.86
Infant Dev-Phys Handicapped	2.60
Infant Dev-Retarded	2.60
Children's Institutions	199.99
County Supt-Administration	115.58
Sacto-Yolo Mosquito	387.00
City of Sacramento	14,042.67
Dev Center Handicapped	64.93
ERAF - Community College	1,635.34
ERAF- K- 12	<u>13,008.13</u>
Sub-Total	\$54,600.00
G.O. Bonds	<u>7,676.76</u>
Total Estimated Savings	\$62,276.76

In addition to real property taxes the District is required to pay for several direct assessments. The District will continue to be obligated to pay these assessments even if the property is annexed into the District.

Direct Levy Assessments:

SAFCA O & M Assessment No. 1	\$1,408.96
SAFCA Capital Assessment	5,534.96
Florin Road Property Business Improvement	3,469.98
Maintenance Area No. 9	<u>438.88</u>
Total	\$10,852.28

Service Related Impacts

There are no other service related impacts to the proposed annexation. The only impacts from the proposed annexation are related to the loss of property taxes to affected agencies as described above. The FRCD will not provide any other services to the parcel proposed for annexation. However, the facility use does serve a public benefit to both city and unincorporated residents.

Issues and Concerns

The City of Sacramento has submitted a letter in response to LAFCo's request to affected agencies. The City of Sacramento has requested four (4) conditions for the proposed annexation:

1. The City shall receive its share of back taxes;
2. The District shall continue to pass through the City's share of property tax that was in existence prior to annexation;
3. The District shall stipulate that it will not provide water and soil conservation services within the City of Sacramento boundaries; and
4. The District shall make application to LAFCo for detachment of subject property from FRCD in the event that the District sells the property or leases the property to a non-government entity.

The loss of property tax revenue in the amount of \$14,000 to the City of Sacramento does not appear to be significant. This is an annual permanent loss of revenue, however, in light of the current economic conditions, property values have been increasing as well as property tax revenue to local jurisdictions.

The Commission may approve the annexation with or without conditions to mitigate financial impacts. In past reorganizations, the Commission has imposed revenue neutrality payments to mitigate the loss of property tax revenue for a limited terms e.g. Incorporations and the Cosumnes River Reorganization.

Summary of Findings

The Government Code also requires that a written statement of findings be made regarding each of the previously considered factors. The following section summarizes these findings.

Absent major reorganization of the RCD's, the maximum possible service area of the Florin RCD is coterminous with its present boundary.

The Florin Resource Conservation District provides resource conservation services including: erosion control, water development and distribution, soil conservation planning, improvement of

land capabilities, and wildlife conservation, and the District owns and operates the Susan Gaines Mitchell Building.

The primary land use occurring or planned within the District boundary are: low density residential use with medium density residential and commercial/office use near major streets, rural housing in agricultural areas, industrial use in the northern portion of the district around Mather Air Park and the surrounding areas, heavy commercial and intensive

Industrial uses in western sector of the District along Stockton Boulevard between Mack Road are and 14th Avenue.

EXECUTIVE SUMMARY AND RECOMMENDATION

The Florin Resource Conservation District is a resource conservation district organized and operating under the California Public Resources Code 9001, to operate programs and activities in furtherance of the following statutory purposes: the control of runoff, the prevention or control of soil erosion, the development and distribution of water, and the improvement of land capabilities. The District was formed in 1953.

The District provides soil conservation programs, provides domestic water service, and owns a building currently leased by the County of Sacramento.

In 1998, the District acquired the Susan Gaines-Mitchell building located at 2450 Florin Road in the City of Sacramento. The District has entered into a lease with the County of Sacramento for the Department of Human Assistance. This parcel is not located within the District's boundary and is therefore subject to real property taxation. (It was purchased as an investment property).

The District paid real property taxes until FY 2009-10. However, it is no longer able to pay property taxes due to insufficient lease revenue and the absence of other legally available revenue.

The annual property taxes are approximately \$73,000 per year. Currently, the property will be subject to a property tax sale beginning on or about July 2015. Annexation of the Susan Gaines Mitchell building would exempt this parcel from future taxation but the annexation would not cure the current property tax defaults, including interest and penalties.

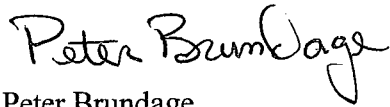
The District's Principal Act provides that it can annex non-contiguous territory into the District's boundary (Public Resource Code Section 9153).

In addition, on September 27, 1999, the Sacramento County superior Court issued a judgment in related to an Eminent Domain action approving that Florin Resource Conservation District was entitled to acquire the Elk Grove Water Works, a privately held water company. The Florin Resource Conservation District began operating a water distribution system for the portion of their service territory within the City of Elk Grove.

The District application proposes to amend its Sphere of Influence and annex the Susan Gaines Mitchell building into the District boundary in order to reduce its property tax expense. This savings will improve the District's cash flow, however, it will not resolve the fact that there will be still insufficient cash flow to operate the building at a breakeven point. The District will still need to work with bondholders to either refinance the building or extend payments on the bonds. Basically, the District's lease revenue is currently not sufficient to cover debt service, operating expenses, repairs, and capital improvements to sufficiently operate the building.

Respectfully,

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

A handwritten signature in black ink that reads "Peter Brundage". The signature is written in a cursive, slightly slanted style.

Peter Brundage
Executive Officer

Legal Description and Maps

Metes and Bounds for Proposed Area of Annexation

All that portion of Section 6, Township 7 North, Range 5 East, Mount Diablo Meridian, located within the City and County of Sacramento, State of California and being more particularly described as follows:

Beginning at a point on the north line of said Section 6 also being the centerline of Florin Road, as shown on that certain Record of Survey Entitled "Portion of Section 1, Township 7 North, Range 4 East, M.D.B. & M., A Portion of Section 6, Township 7 North, Range 5 East, M.D.B&M.", recorded in the office of the Sacramento County Recorder in Book 20 of Surveys, Map No. 11, said Point of Beginning being further described as the Northeast Corner of that certain parcel of land described in the lease executed by Dorothy S. Edwards and Fred E. Edwards, Lessors to Standard Oil Company of California, Western Operations, Inc., Lessee on June 10, 1959 recorded in the office of said Recorder on September 11, 1959 in Book 3877 of Official Records, Page 623, from which Point of Beginning the Northwest Corner of said Section 6 bears South $89^{\circ}37'30''$ West, 190.00 feet;

Thence from said Point of Beginning, along the north line of said Section 6 and the centerline of Florin Road, North $89^{\circ}37'30''$ East, 494.10 feet to the Northwest Corner of Lot 4, Gardendale and the intersection of centerlines of Florin Road and 24th Street as shown on said Record of Survey;

Thence along the centerline of said 24th Street South $00^{\circ}00'50''$ East, 500.00 feet;

Thence parallel with the centerline of said Florin Road, South $89^{\circ}37'30''$ West, 684.10 feet to the centerline of 24th Street Bypass as shown on said Record of Survey;

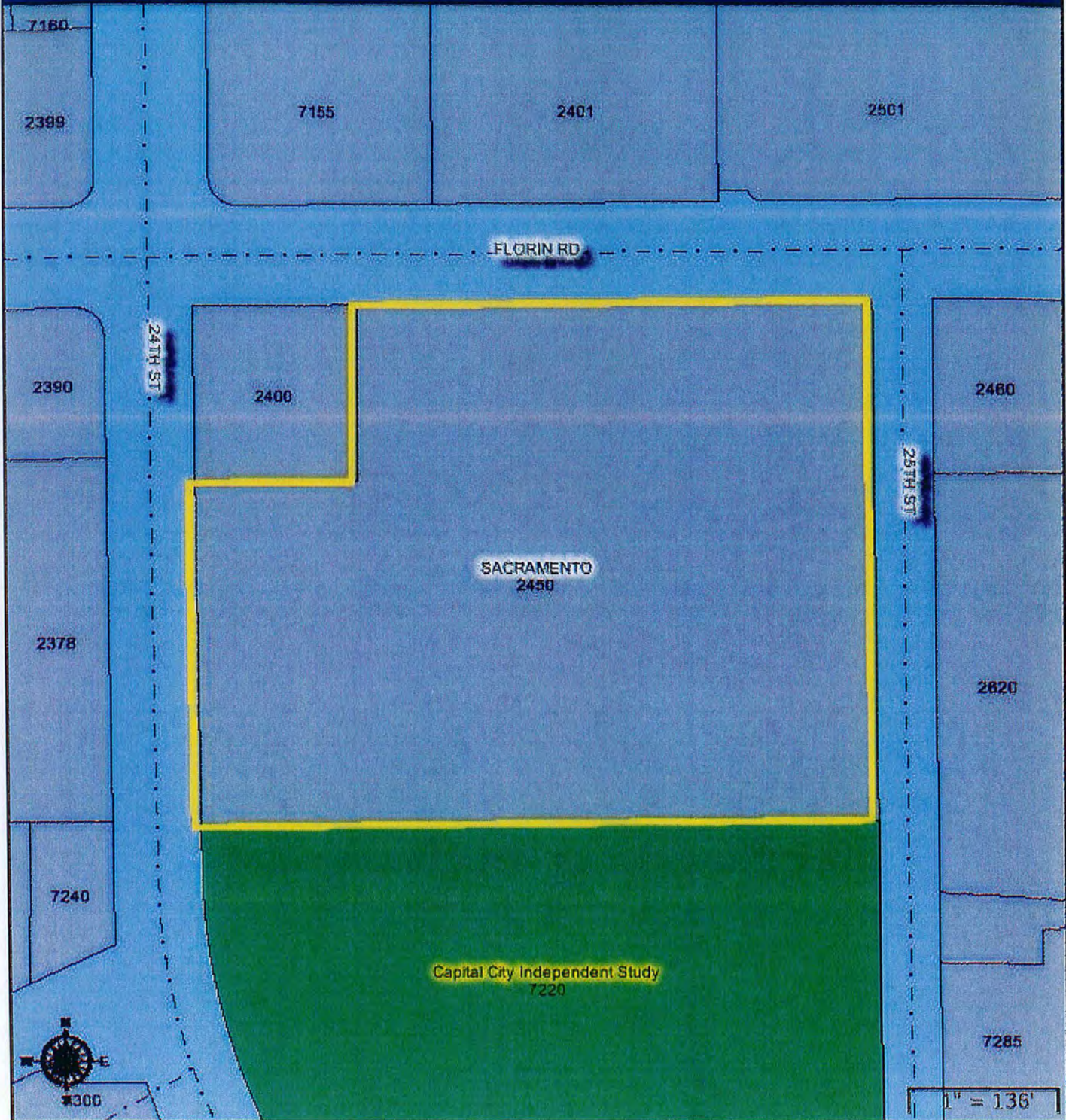
Thence along the centerline of said 24th Street Bypass, North $00^{\circ}00'50''$ West, 300.00 feet to the southwest corner of the hereinabove mentioned lease;

Thence along the south boundary of said lease, North $89^{\circ}37'30''$ East, 190.00 feet to the southeast corner of said lease;

Thence along the east boundary of said lease, North $00^{\circ}00'50''$ West, 200.00 feet to the Point of Beginning.

Assessor Parcel Viewer

1999



Street Names



Parcel Lines



Major Streets



Freeways



City Boundaries



CITRUS HEIGHTS

ELK GROVE

FOLSOM

GALT

ISLETON

CITY OF RANCHO CORDOVA

CITY OF SACRAMENTO

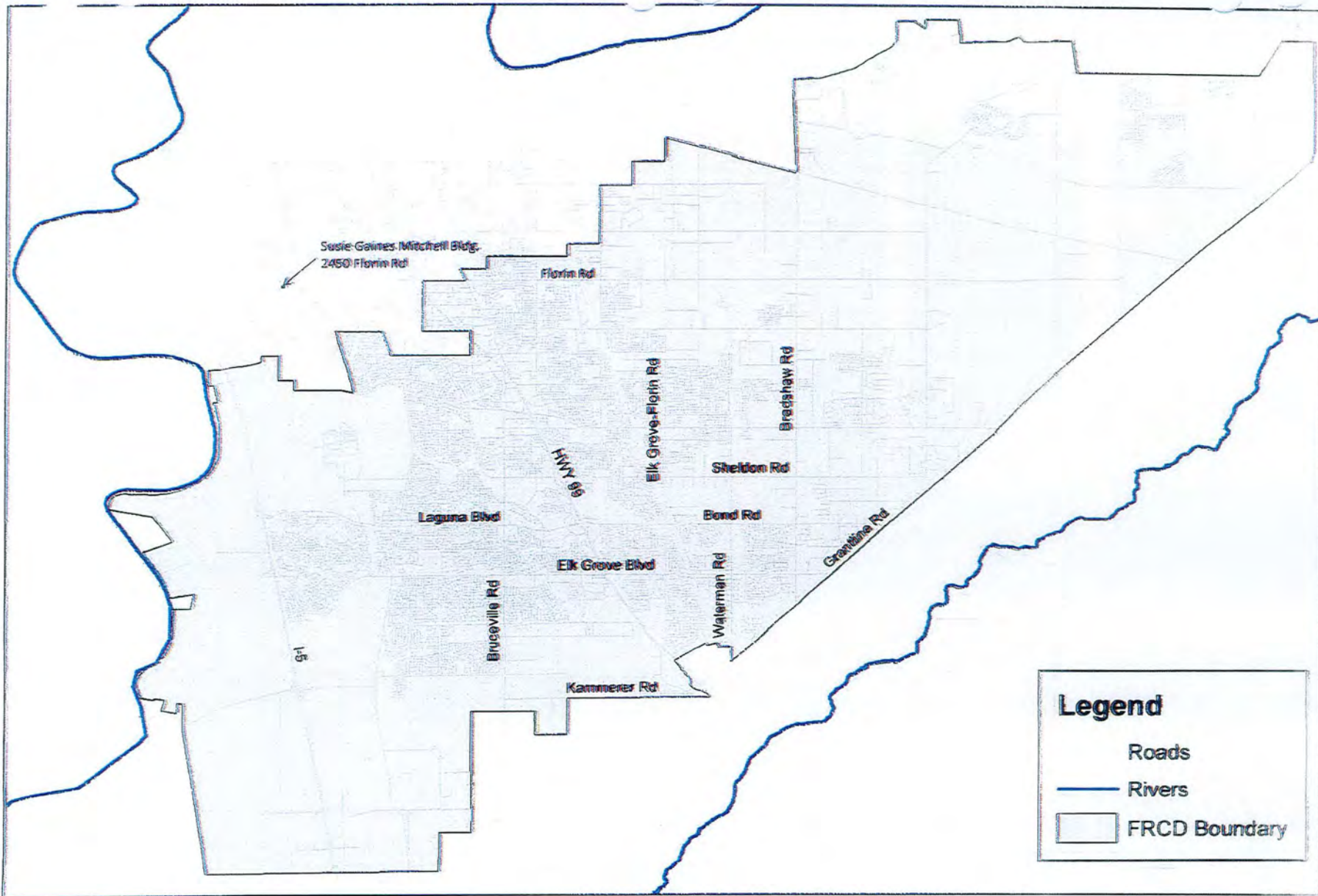




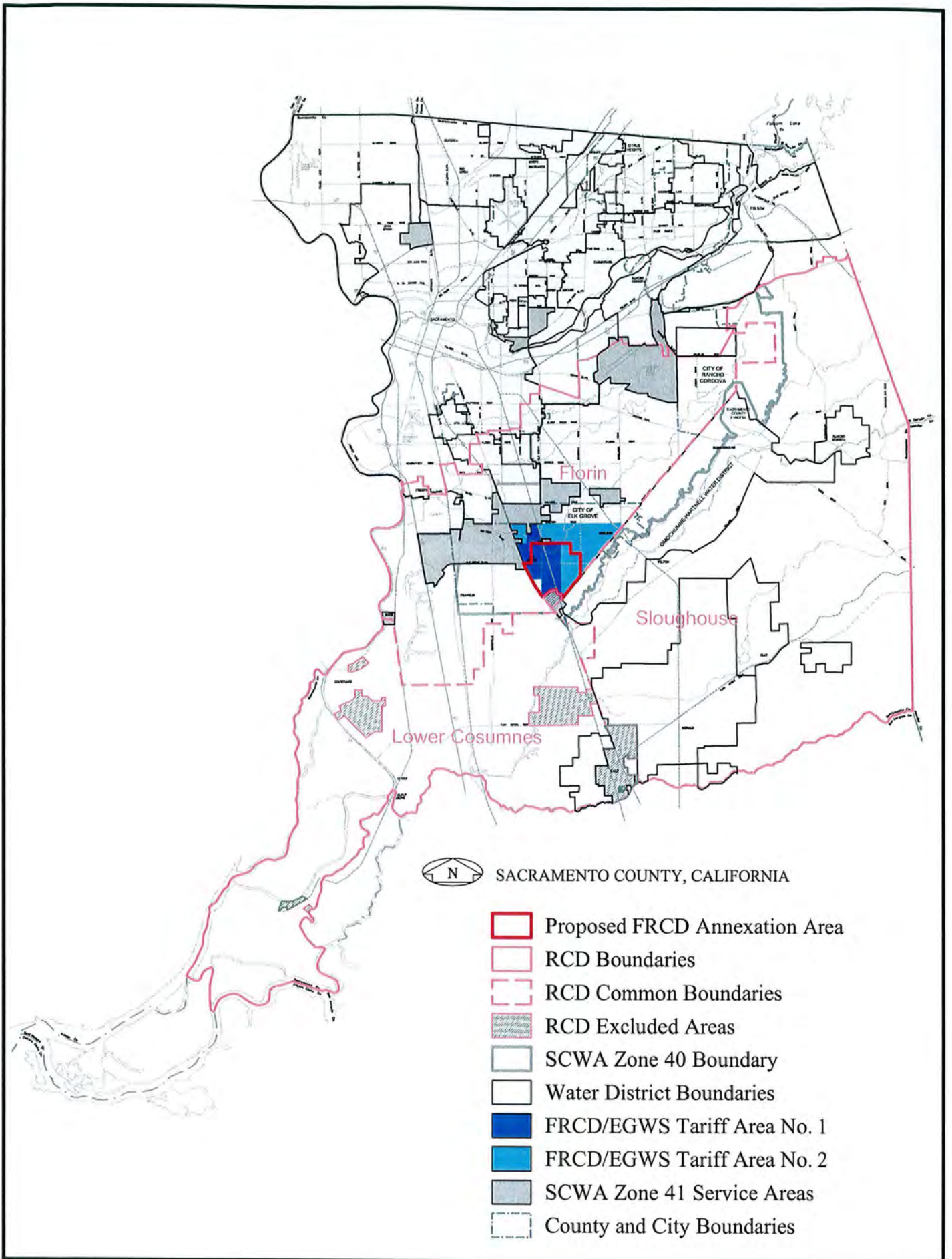
Exhibit B
FRCD - Map of Annexed Property

Gross Acreages:	
FRCD Boundary	96,692.5 acres
Susie Gaines Mitchell Bldg	5.7 acres

Legend

-  Roads
-  Rivers
-  FRCD Boundary





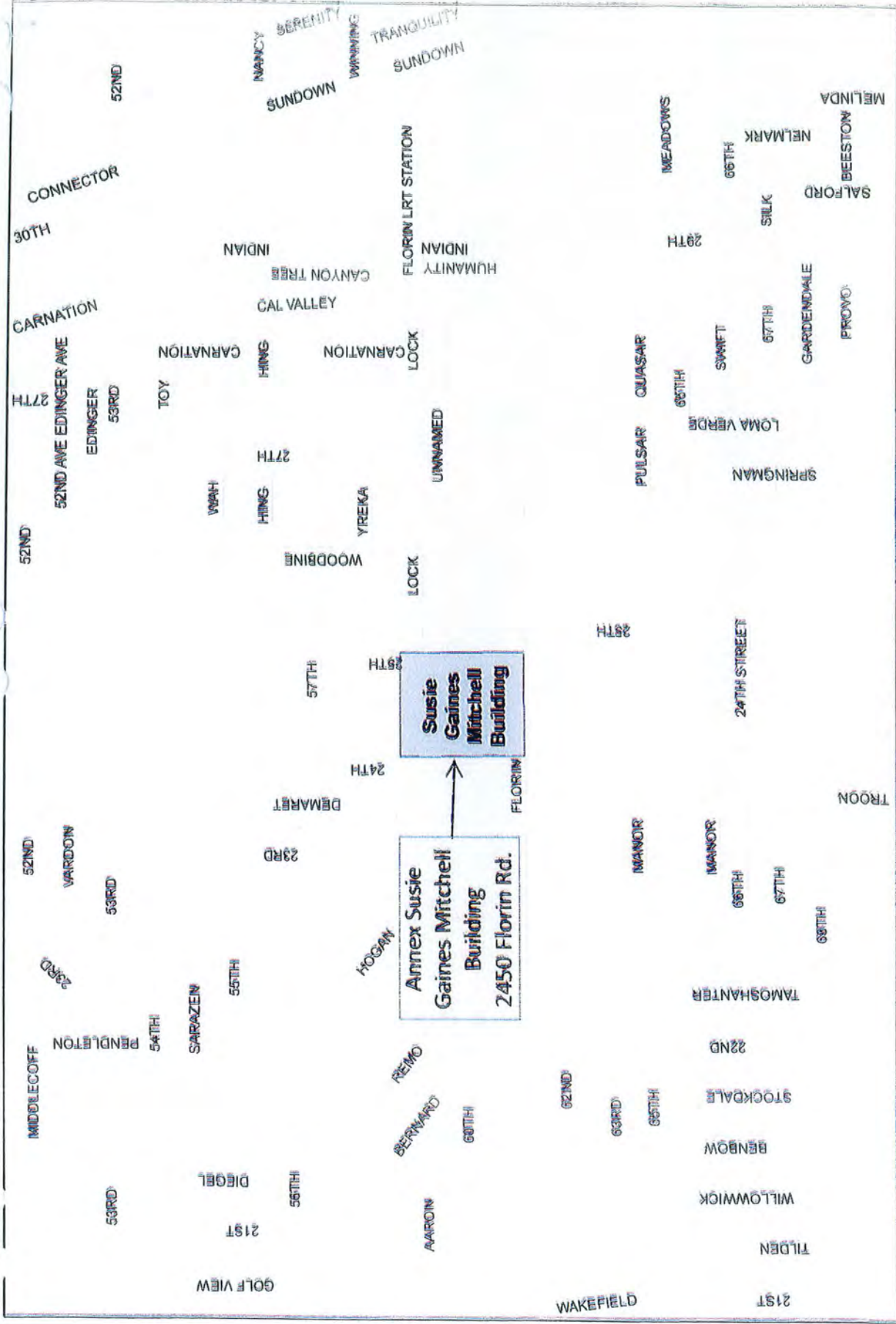


Exhibit B-1
Florin Resource Conservation District Boundary
Map of Proposed Annexed Property

RESOLUTION No. LAFC 2014-07-0806-10-14

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

***MAKING DETERMINATIONS FOR
THE FLORIN RESOURCE CONSERVATION DISTRICT MUNICIPAL SERVICE REVIEW,
AMENDING THE SPHERE OF INFLUENCE, AND APPROVING THE ANNEXATION OF
2450 FLORIN ROAD (APN047-0013-005)***

WHEREAS, the Executive Officer presented the Municipal Service Review for Florin Resource Conservation District on August 6, 2014 for consideration of the Final Municipal Service Review and Sphere of Influence Update, and annexation of the Susan Gains-Mitchell Building; and

WHEREAS, at said hearing, the Sacramento Local Agency Formation Commission reviewed and considered the Executive Officer's Report and Recommendation, each of the policies, priorities and factors set forth in Government Code Sections 56425 and 56668 et. seq. and Sacramento LAFCo policies, procedures and guidelines; and

WHEREAS, during the public hearing, an opportunity was given to all interested persons, organizations and agencies to present oral and written testimony and any other information concerning the proposal and related matters; and

WHEREAS, the Sacramento Local Agency Formation Commission adopts this Resolution Making Determinations Sphere of Influence Amendment, and annexation.

NOW, THEREFORE, IT IS HEREBY RESOLVED AND ORDERED by the Sacramento Local Agency Formation Commission Makes the following determinations as to the Florin Resource Conservation District Municipal Service Review:

- a. The Sacramento Local Agency Formation Commission adopts the recommendations set forth in the Municipal Service Review and Sphere of Influence Update for the Florin Resource Conservation District as set forth in Exhibit "A" attached hereto and incorporated herein.
- b. Florin Resource Conservation District provides efficient and adequate water service and resource conservation programs to its customers within its service territory. The Sphere of Influence shall be amended to include the 5.7 acre parcel located at 2450 Florin Road, Sacramento, California, within the District boundaries.
- c. The Sacramento Local Agency Formation Commission makes the following written determinations as to the Municipal Service Review:

1. Regarding growth in population expected for the District area:

The Commission determines that the District is capable of continuing to provide water service and resource conservation programs in the future. The District has adequate water supply to serve existing residents and the anticipated population growth within its service area. The District utilizes 100 percent groundwater to meet the demands of its customers. The service population demand is not expected to grow significantly. New growth will primarily result from reuse and

infill development activity. Water pressure, water quality, and water quantity meet federal and state requirements for safe drinking water.

2. Regarding present and planned capacity of public facilities, and adequacy of public services, including infrastructure needs or deficiencies:

The Commission determines that the Florin Resource Conservation District currently provides adequate services and facilities throughout its service area. However, the District recognizes that continued water line replacement, water meters, and infrastructure replacement are required and necessary to sustain current levels of service and meet future demands. The District has established a rate structure and capital improvement program to facilitate a sustainable water system.

3. Regarding financial ability of the Florin Resource Conservation District to provide services:

The Commission determines that Florin Resource Conservation District has sufficient rates to finance operations and maintenance costs, meet water quality standards, and capital improvements as set forth in the District Master Plan. The District complies with the requirements of Proposition 218 to establish rates.

4. Regarding status of and opportunities for, shared facilities:

The Commission determines that Florin Resource Conservation District has mutual aid agreements with adjacent water service providers and participates in several Joint Power Agreements that facilitate cooperation and management of water resources including ground water.

5. Regarding accountability for community service needs, including governmental structure and operational efficiencies:

The Commission determines that the District encourages public participation at its Board meetings and provides many different public education programs and outreach efforts to the community it serves. The District has a five-member Board. Directors are elected at large by the voters of the District.

6. Regarding other information as requested by the Commission:

The Commission determines that the District is managed effectively and efficiently with the exception of the Susan Gaines Mitchell Building.

Note: The District is attempting to address the funding issues related to this facility.

SPHERE OF INFLUENCE AMENDMENT AND ANNEXATION

WHEREAS, the Resolution Making Application was submitted by the Florin Resource Conservation District to the Commission pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 and all amendments thereto, which commences at Government Code Section 56000 et. seq. and all references in the Resolution shall be to the Government Code unless otherwise noted;

WHEREAS, the Executive Officer has examined the Application and executed his Certificate of Sufficiency in accordance with law;

WHEREAS, at the times and in the substantial form and manner provided by law, the Executive Officer has given notice of public hearing(s) by this Commission upon the Proposal;

WHEREAS, a public hearing on the Application and the Proposal was held by the Commission on August 6, 2014;

WHEREAS, the Executive Officer has reviewed all available information and prepared reports, including recommendations, and presented the findings, reports and related information to the Commission, which were then considered by the Commission; and

WHEREAS, at the public hearing(s) the Commission heard and received all oral and written testimony, objections, all oral and written evidence, which was made, presented, or filed, and persons present were given an opportunity to hear and be heard with respect to any matter relating to these hearing(s).

NOW, THEREFORE, the SACRAMENTO LOCAL AGENCY FORMATION COMMISSION hereby finds, determines, resolves and orders the Sphere of Influence Amendment and Annexation of the property located at 2450 Florin Road, Sacramento, California into the Florin Resource Conservation District.

1. The Commission has considered Government Code Sections 56425 and 56668 and all relevant factors in reaching its conclusions regarding the proposal.
2. Notice as required by law has been given.
3. The Affected Territory is uninhabited and located in an urbanized area, specifically 2450 Florin Road, Sacramento, Ca. The Affected Territory contains approximately 5.70 acres is described in the attached map exhibits and legal description.
4. The Affected Territory is not located within the Florin Resource Conservation District Sphere of Influence.
5. The Florin Resource Conservation District has acquired the Susan Gaines Mitchell Building during 1998 and leases said facility to the County of Sacramento.

6. In accordance with Section 56430, the Commission has conducted a review of the services provided by Florin Resource Conservation District and makes determinations that Florin Resource Conservation District will not provide any services to the parcel located at 2450 Florin Road. This is a non-contiguous annexation into FRCD.
7. The Commission determines that this project, the Sphere of Influence Amendment and Annexation is Categorically Exempt from CEQA pursuant to Section 15320 of the Public Resources Code.
8. The establishment of a Sphere of Influence Amendment and Annexation of the Affected Territory will provide tax exempt status for this parcel owned by FRCD.
9. The Sphere of Influence Amendment does not overlap other similar service providers and said Sphere of Influence is consistent with Cortese-Knox-Hertzberg Local Government Reorganization Act and Sacramento LAFCo policies.
10. Subject to the terms and conditions set forth herein, the annexation proposed by the Resolution and Proposal submitted, is hereby approved as follows:
 - a. The Affected Territory known as the Susan Gaines Mitchell Building located at 2450 Florin Road, Sacramento, Ca. containing 5.70 acres more or less is annexed to the Florin Resource Conservation District, shown on Exhibit "A" and described in the attached legal description.
 - b. The boundaries of the Florin Resource Conservation District shall be amended to include subject territory.
 - c. The Florin Conservation District shall not provide any water or soil conservation services to this parcel.
11. The Commission has reviewed the following factors and made the following determinations:
 - a. The proposal is consistent with the services provided by Florin Resource Conservation District as set forth in their Municipal Service Review.
 - b. The proposal meets will assist the district in meeting its objectives to operate efficiently and effectively by providing social services and human assistance to both city and county residents. The proposal is consistent and compatible with the surrounding land uses.
 - c. The Proposal will not adversely affect the surrounding area, nor affect other governmental services provided by the City of Sacramento or the County of Sacramento or other special districts.
 - d. The proposal contains definite and certain boundaries. It does create a non-contiguous boundary as permitted by the Public Resource Code
12. The effective date of the reorganization shall be upon filing the Notice of Completion by the Executive Officer with the Sacramento County Clerk.
13. The Commission authorizes the Executive Officer to hold the Conducting Authority for all matters related to the Proposal.

BE IT FURTHER RESOLVED by the Sacramento Local Agency Formation Commission, the Executive Officer is directed to initiate appropriate proceedings in compliance with this Resolution and State law and that the Executive Officer of this Commission is authorized and directed to:

1. Initiate the Conducting Authority protest proceeding before the Sacramento Local Agency Formation Commission pursuant to Government Code Section 57000 et. seq.;
2. Prepare a Certificate of Completion and make the filings as required under State law;
3. Mail a certified copy of this Resolution to the Clerk of the Florin Resource Conservation District and to those affected governmental agencies whose boundaries are affected by the Resolution;
4. File a certified copy of this Resolution with the Clerk of the Board of Supervisors of the County of Sacramento; and
5. Request the County Surveyor to prepare the official legal description of the Affected Territory to be filed with the Clerk of the Commission.

BE IT FURTHER RESOLVED that Resolution No. **L AFC 2014-07-0806-10-14** was adopted by the **SACRAMENTO LOCAL AGENCY FORMATION COMMISSION**, on the **6th day of August 2014** , by the following vote, to wit:

	Motion	2nd	Aye	No	Absent	Abstain
Susan Peters	_____	_____	_____	_____	_____	_____
Ron Greenwood	_____	_____	_____	_____	_____	_____
Kevin McCarty	_____	_____	_____	_____	_____	_____
Mike Singleton	_____	_____	_____	_____	_____	_____
Jimmie Yee	_____	_____	_____	_____	_____	_____
Gay Jones	_____	_____	_____	_____	_____	_____
Christopher Tooker	_____	_____	_____	_____	_____	_____
Commission Vote Tally			Aye _____	No _____	Absent _____	Abstain _____
Passed			Yes _____	No _____		

By:

Mike Singleton, Chair
SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

ATTEST:

Diane Thorpe
Commission Clerk

Attachments: Exhibit A – Florin Resource Conservation District Final MSR and SOI Update

Legal Description and Maps

Metes and Bounds for Proposed Area of Annexation

All that portion of Section 6, Township 7 North, Range 5 East, Mount Diablo Meridian, located within the City and County of Sacramento, State of California and being more particularly described as follows:

Beginning at a point on the north line of said Section 6 also being the centerline of Florin Road, as shown on that certain Record of Survey Entitled "Portion of Section 1, Township 7 North, Range 4 East, M.D.B. & M., A Portion of Section 6, Township 7 North, Range 5 East, M.D.B&M.", recorded in the office of the Sacramento County Recorder in Book 20 of Surveys, Map No. 11, said Point of Beginning being further described as the Northeast Corner of that certain parcel of land described in the lease executed by Dorothy S. Edwards and Fred E. Edwards, Lessors to Standard Oil Company of California, Western Operations, Inc., Lessee on June 10, 1959 recorded in the office of said Recorder on September 11, 1959 in Book 3877 of Official Records, Page 623, from which Point of Beginning the Northwest Corner of said Section 6 bears South $89^{\circ}37'30''$ West, 190.00 feet;

Thence from said Point of Beginning, along the north line of said Section 6 and the centerline of Florin Road, North $89^{\circ}37'30''$ East, 494.10 feet to the Northwest Corner of Lot 4, Gardendale and the intersection of centerlines of Florin Road and 24th Street as shown on said Record of Survey;

Thence along the centerline of said 24th Street South $00^{\circ}00'50''$ East, 500.00 feet;

Thence parallel with the centerline of said Florin Road, South $89^{\circ}37'30''$ West, 684.10 feet to the centerline of 24th Street Bypass as shown on said Record of Survey;

Thence along the centerline of said 24th Street Bypass, North $00^{\circ}00'50''$ West, 300.00 feet to the southwest corner of the hereinabove mentioned lease;

Thence along the south boundary of said lease, North $89^{\circ}37'30''$ East, 190.00 feet to the southeast corner of said lease;

Thence along the east boundary of said lease, North $00^{\circ}00'50''$ West, 200.00 feet to the Point of Beginning.

**FLORIN RESOURCE CONSERVATION DISTRICT
MUNICIPAL SERVICE REVIEW**

May 21, 2014

Sacramento Local Agency Formation Commission

1112 I Street, Suite #100

Sacramento, CA 95814

(916) 874-6458

FAX (916) 874-2939

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

COMMISSIONERS

Jimmie Yee, County of Sacramento

Susan Peters, County of Sacramento

Mike Singleton, City of Galt

Kevin McCarty, City of Sacramento

Chris Tooker, Public member

Ron Greenwood, Special Districts

Gay Jones, Special Districts

STAFF

Peter Brundage, Executive Officer

Donald J. Lockhart, AICP, Assistant Executive Officer

Diane Thorpe, Commission Clerk

Nancy Miller, Commission Counsel

EXECUTIVE SUMMARY

The Florin Resource Conservation District (FRCD) has served Sacramento County for over 60 years and those services have evolved from raising game birds and loaning farm equipment to the provision of potable water to portions of the City of Elk Grove. The traditional resource conservation activities are funded almost exclusively through grant funding and because the FRCD has no employees, most work completed under the FRCD sphere is performed by volunteers.

In addition to the Elk Grove Water District, the FRCD owns a property on Florin Road in Sacramento, which is leased to the County of Sacramento for its Human Assistance Department. Its location in South Sacramento is ideal for its purpose.

MUNICIPAL SERVICE REVIEW REQUIREMENTS

The Cortese-Knox-Hertzberg Local Government Reorganization (CKH) Act of 2000 requires that each Local Agency Formation Commission (LAFCo) prepare Municipal Service Reviews and update Spheres of Influence for all cities and special districts within its jurisdiction.

A Sphere of Influence is defined by Government Code 56076 as:

...a plan for the probable physical boundaries and service area of a local agency, as determined by the commission.

A Municipal Service Review may be conducted prior to, or in conjunction with, the update of a Sphere of Influence.

The Commission shall include a written statement of its determination with respect to each of the following:

- Growth and population projections for the affected area;

- Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs and deficiencies;
- Financial ability of agencies to provide services;
- Status of, and opportunities for, shared facilities;
- Accountability for community service needs, including governmental structure and operational efficiencies; and
- Any other information as requested by the Commission.

FLORIN RESOURCE CONSERVATION DISTRICT/

ELK GROVE WATER DISTRICT PROFILE

Date: May 22, 2014

Agency Name: Florin Resource Conservation District (FRCD) & Elk Grove Water District (EGWD)

Address: 9257 Elk Grove Blvd., Elk Grove, CA 95624

Website: www.egwd.org

Telephone: (916) 685-3556 **FAX:** (916) 685-5376

Administrator Name: Mark J. Madison

Title: General Manager

Name of Contact: Ellen Carlson

Contact's E-mail Address: ecarlson@egwd.org

Agency's Principal Act: Division 9 of the California Public Resources Code

Services Provided: The FRCD provides resource conservation services in part of the southern portion of Sacramento County and retail water service within a 13 square mile area of the city of Elk Grove. The FRCD also owns the Susie Gaines Mitchell building in the City of Sacramento, which is leased to and used by the County of Sacramento's Human Assistance Department. For purposes of customer relations, the water service function of the FRCD is called the Elk Grove Water District (EGWD). It has approximately 12,000 service connections representing a current population of over 35,000 customers. The EGWD is not a separate district. Because the FRCD has two distinct functions—resource conservation and water service—this Municipal Services

Review describes the two services separately.

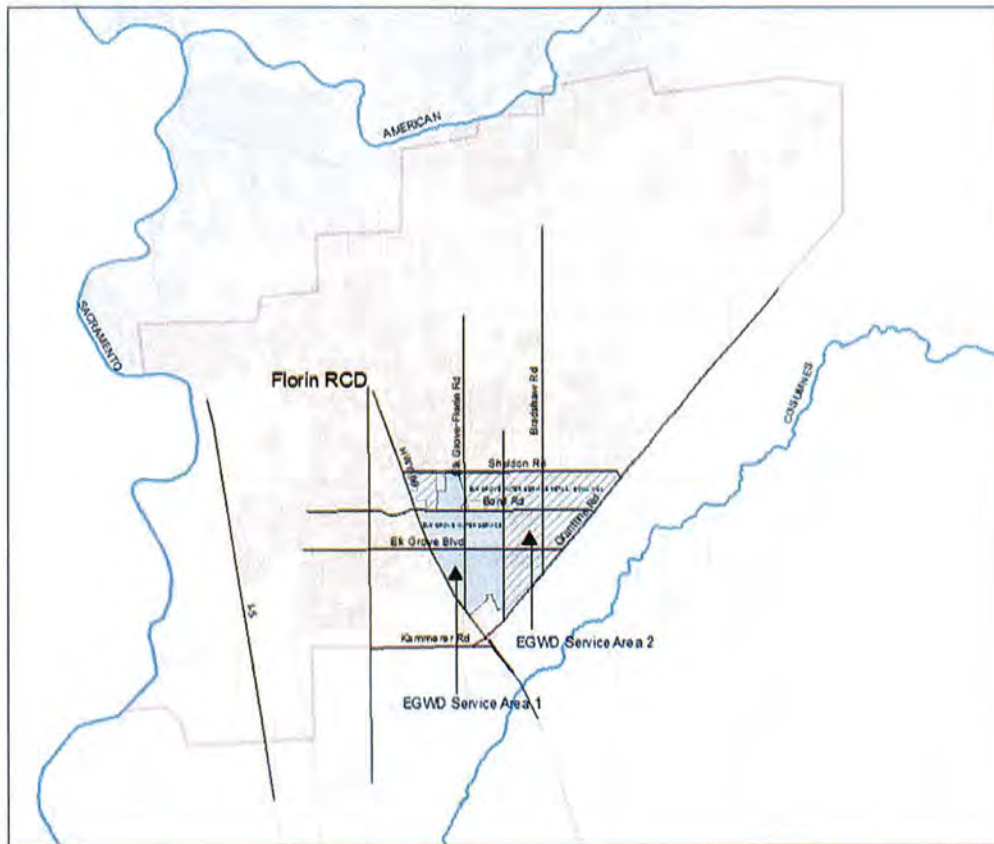
Latent Powers:	None
Governing Body:	5 member, elected, board of directors
Total Number of Employees:	FRCD: 0 EGWD: 29
# Represented 0	# Unrepresented 29 (EGWD)
Acreage/ sq. Miles within FRCD:	96,692.5 acres/151 sq. miles
Acreage/ sq. Miles EGWD:	8,009 acres/ 12.51 sq. miles
Total Population within FRCD:	280,014
Total Population within EGWD:	Approximately 35,000
Total Registered Voters within FRCD:	136,287
Total Registered Voters within EGWD:	unknown

INTRODUCTION

Background Information

The FRCD is an independent special district. The Elk Grove Water District (EGWD) is the name used by the FRCD to describe its retail water function. The EGWD is not a separate district.

- **FRCD Mission:** The FRCD assists, manages, and/or produces beneficial resource conservation programs within the FRCD service area by building alliances, generating community interest and input, and organizing activities and projects.
- **EGWD Mission:** The EGWD is committed to supplying its customers with high quality, safe water along with outstanding customer service for current and future generations.
- **Setting:** The FRCD is located in the southern part of Sacramento County, generally located west of Grant Line Road and east of the Sacramento River. The water service is located in the City of Elk Grove.



History

The FRCD was formed in 1953 to provide resource conservation services in south Sacramento County. In 1998, the FRCD acquired the property now known as the Susie Gaines Mitchell building located at 2450 Florin Road in the City of Sacramento. The FRCD leases this building to the County of Sacramento. In 1999, the FRCD purchased the Elk Grove Water Works, a private California corporation, and began providing water service in a 13 square mile area in the City of Elk Grove. For purposes of customer relations, the FRCD refers to the water service function of the FRCD as the Elk Grove Water District (EGWD). The EGWD is not a separate district. The function and services of the EGWD are also described in this Municipal Service Review.

Services Provided - FRCD

Because the FRCD receives no property tax and has no income other than grants to conduct

resource conservation activities, these activities are performed only occasionally and voluntarily by EGWD staff and board members. Until February, 2014, the FRCD co-owned a property with two other local RCDs, the Sloughouse RCD and the Lower Cosumnes RCD. Lease payments from this property were split evenly between the RCDs and, combined with occasional grant funding, these payments formed the entire annual budget for the FRCD's resource conservation function. There has been no source of revenue for conservation activities since the sale of the co-owned property.

The FRCD's 2012-2017 Strategic Plan (Appendix A) identifies the following potential activities:

- Cooperative programs with other RCDs and other organizations
- Ag waiver programs
- Greenprint
- Farm and Ranch Cleanup
- Pollinator Habitat
- Organic Farming Initiatives
- Groundwater Banking
- Invasive Species

The FRCD has for many years made environmental education its primary focus, sponsoring events such as Range Camp, the California Envirothon, CARCD's Speak Off and World Water Monitoring Day. Board directors and EGWD staff serve on the Elk Grove Unified School District's Service Learning program, identifying and promoting activities that enhance and apply classroom curriculum to community service.

Because the FRCD has no paid staff, all work is performed by the voluntary efforts of the EGWD board and staff, mostly on educational partnerships with the Elk Grove Unified School District. Annual events may include Project WET (a water education training

program for teachers), the California Envirothon, World Water Monitoring Day and service learning projects.

The FRCD fosters relationships with other environmental groups, including the USDA/NRCS, Laguna Creek Watershed Council, the Stone Lakes National Wildlife Refuge and the Sacramento Tree Foundation. Assistance is available in volunteer work, project sponsorship and project administration.

With appropriate funding, the FRCD would be able to provide all of the services traditionally associated with resource conservation districts. These tasks include: soil conservation planning, erosion control, water development and distribution, control of runoff water, improvement of land capabilities, wildlife habitat improvement, and demonstration projects in soil conservation. Any assistance of this type is outside the skill set of the EGWD volunteers, and interested parties are referred to the staff of the California Association of Resource Conservation Districts, which is located in Sacramento and employs a watershed coordinator, or to the local NRCS/USDA office.

When the FRCD first organized, it was mainly involved in setting up drainage systems for large farms to preclude the danger of flooding from Morrison Creek. The FRCD has also been concerned with the groundwater overdraft in the area. Past programs have included wildlife preservation, habitat rehabilitation, creek restoration and tree planting projects.

Services Provided - EGWD

The EGWD provides water purveyor services including administration, customer service, operations and maintenance, planning and engineering services, plan review, construction management and inspection, and regulatory compliance for safe, reliable, and efficient delivery of water to our 12,000 service connections representing a current population of over 35,000 customers.

Management and Staff Structure - FRCD

Management Structure The governing body of the FRCD is a five member, elected board of directors. The general manager reports to and takes direction from the board of directors. The general manager supervises the EGWD staff, the organization of which is discussed in

the EGWD section.

Employment Structure The FRCD has no employees.

Type and Purpose of contracts and consultants

The General Counsel, Auditor and IT functions are contracted positions. The District periodically contracts with specialized services such as employee training and weed management. Partial funding for these contractors comes from lease payments received from the previous tenant of the building co-owned with the other two RCDs.

Awards and Recognition

In 2013, the District received the District Transparency Certificate of Excellence by the Special District Leadership Foundation (Appendix B).

Management and Staff Structure - EGWD

Management Structure The governing body of the EGWD is the same five members, elected board of directors as governs the FRCD. The general manager reports to and takes direction from the board of directors. The general manager supervises the EGWD staff, the organization of which is further described below.

Employment Structure EGWD employs an average of 30 full time positions. The organization chart is shown on the next page.

Ongoing Training and Personnel Policies

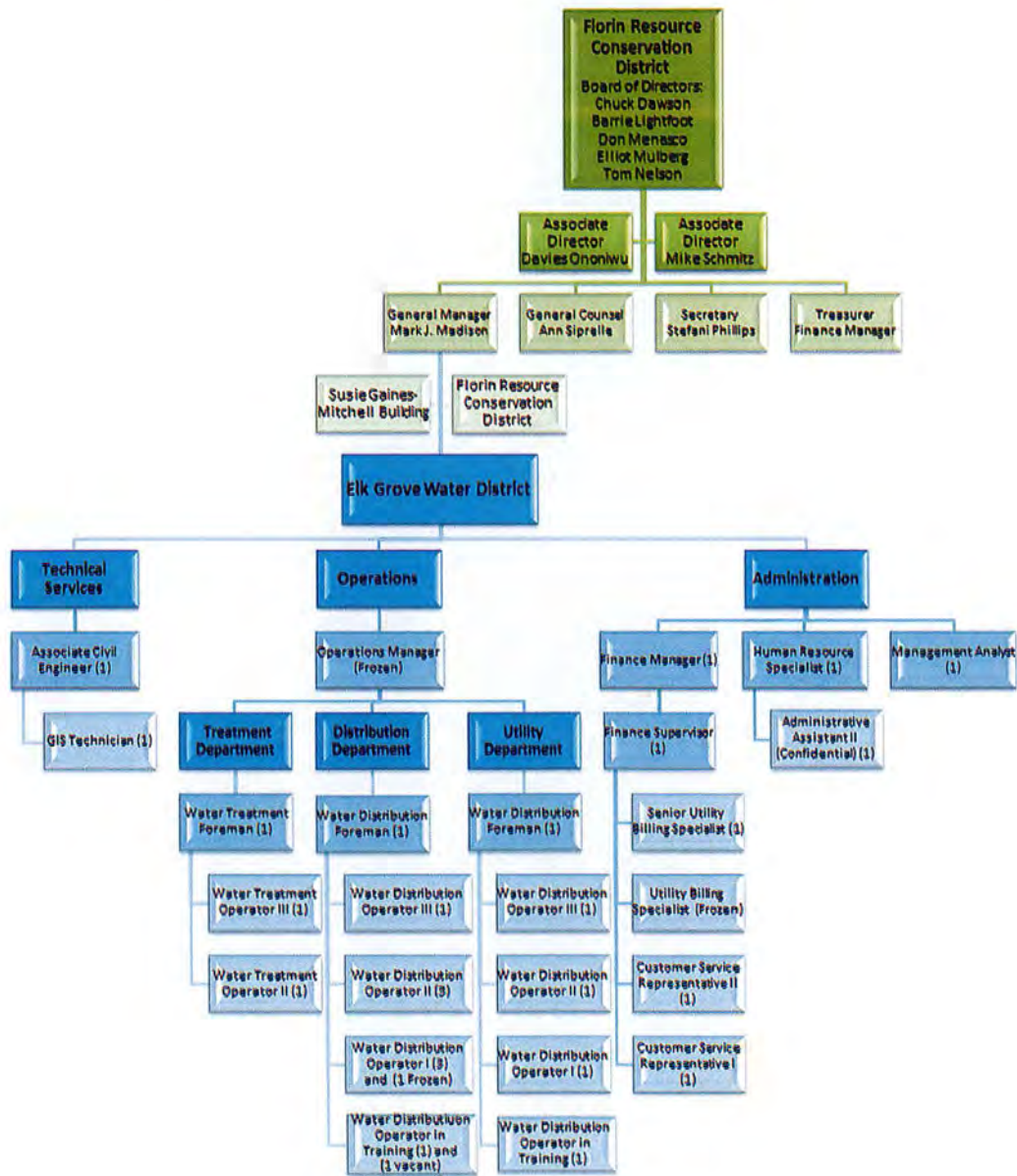
Operational employees are required to complete all training and certification required for their jobs' grade level. Monthly training is provided to all staff on subjects such as workforce safety and customer service. Employees are also encouraged to further their education and the District offers a reimbursement program for those who successfully complete courses pertinent to their job function. An employee policy manual is reviewed annually by a committee of board members and staff, approved by the board of directors and reissued to staff.

Salaries and Pay Scales

Salaries are compared against other agencies and the Association of California Water Agencies salary survey to ensure that they are fair and competitive. The organization is a member of the CalPERS retirement system.

Organization Structure

The EGWD organization is very similar to other district water agencies in this area.



Municipal Service Review Information and Determination

- **Growth and Population Projections - FRCD**

Demand for services is almost wholly restricted to requests from the Elk Grove Unified School District for activities within the partnership already described. The FRCD has no plans to expand its boundaries beyond the current annexation proposal.

Most of the FRCD is within an urban area, which is unusual for normally rural-based RCDs. The potential for growth is predominantly in the Vineyard and Mather areas as most of the District is already fully developed.

Growth and Population Projections - EGWD

To meet service demand in 2012, EGWD produced over 1.8 billion gallons of water for its customers and purchased an additional 8 million gallons from Sacramento County Water Agency (SCWA) under a long term agreement.

Balancing expected growth with the full implementation of SB x7 7 (the 20% by 2020), EGWD expects to produce or purchase 9,580 acre-feet/year by the year 2020.

EGWD is divided into two service areas. Service Area 1 receives water produced by EGWD and Service Area 2 receives water purchased under a long term contract from SCWA. Service Area 1 is fully developed, serving about 7,930 accounts and very little growth is predicted. Service Area 2 provides water to about 4,115 accounts and, as documented in the City of Elk Grove's General Plan, some additional development can be expected. The General Plan quotes a projected City-wide growth of 9.6%, determined by the Sacramento Area Council of Governments.

- **Facilities and Programs**

- **FRCD Facilities** The FRCD has no administrative facility. All FRCD activities are housed at the EGWD administrative office and meetings are conducted at the neighboring Cosumnes Community Services District board room. The FRCD does own a property and building at 2450 Florin Road, Sacramento, California. This

property is leased to Sacramento County which it uses for human assistance purposes.

Present and Planned Capacity of Public Facilities N/A

Infrastructure Needs or Deficiencies/ Capital Improvement Program N/A

LAFCo Determination

Regarding growth in population expected for the District area:

The Commission determines that the District is capable of continuing to provide water service and resource conservation programs in the future. The District has adequate water supply to serve existing residents and the anticipated population growth within its service area. The District utilizes 100 percent groundwater to meet the demands of its customers. The service population demand is not expected to grow significantly. New growth will primarily result from reuse and infill development activity. Water pressure, water quality, and water quantity meet federal and state requirements for safe drinking water.

EGWD Facilities

Summary of Facilities All facilities are in Elk Grove.

Name	Location	Size (Acres)	Amenities/Special Features	Description
Railroad Water Treatment and Storage Facility, Maintenance and Operations Center	APN: 134-0050-080	1.26	Water treatment and storage facility	well, 4.0 mg storage capacity
EGWD Administration Office	APN: 127-0170-005	.58	Customer services	Administrative, customer services
Hampton Water Treatment Plant	APN: 134-710-039	.40	none	well and plant
School Street well	APN: 125-253-002	.075	pump house	well
Marval well	APN: 116-134-013	.075	pump house and chlorine shed	well
Polhemus well	APN: 125-0201-016	.075	none	well
Williamson well	APN: 125-410-061	.075	none	well
Dino well	APN: 134-0100-082	.075	none	well
Webb well	APN: 134-301-007	.09	none	well

Facilities Map Maps are included in the FY 2014-2018 Capital Improvement Program document (Appendix C).

Present and Planned Capacity of Public Facilities - EGWD

- **Current and projected service capacity**

In 1995, Elk Grove Water Works entered into an agreement with Sacramento County Water Agency to purchase wholesale water for Service Area 2. This agreement was restated and amended in June, 2002, by the FRCD after it assumed ownership of the water service. The District purchases about 3,300 acre feet of

water from Sacramento County each year. The term of the agreement is 50 years, so no changes to this source of supply are anticipated.

The District's wells serving Service Area 1 produce more than 5,400 acre feet annually. No additional water to support Service Area 1 production has been purchased from SCWA in the past three years.

Adequacy of services and facilities to serve current and future population

EGWD provides water to its customers in two (2) service areas. Service Area 1 is supplied by pumped groundwater from water wells owned and operated by EGWD. Service Area 2 is supplied by water purchased from SCWA. Service Area 1 is fully built out and EGWD has sufficient source capacity to serve this area now and into the future. Service Area 2 is not fully built out. However, a Water Agreement between SCWA and FRCD/EGWD established that new development would be supplied through the Zone 40 conjunctive use program. New development in Service Area 2 is required to pay the Zone 40 Development Fee for new building permits, and a monthly user fee for Zone 40 capital projects, to support the Zone 40 conjunctive use program. Zone 40's conjunctive use water supply is considered a reliable future source as demonstrated by the 2010 SCWA Urban Water Management Plan.

- **Performance Measures used by the District to determine service adequacy**

EGWD follows performance standards established by the American Water Works Association, the California Department of Public Health, the Association of California Water Agencies and other industry regulators. EGWD communicates its performance levels annually through the Consumer Confidence Report, periodic newsletters, and the District's Web site. Performance feedback is actively received through customer surveys, public forums at board meetings, phone calls and letters to the District and email/other Web communication.

Infrastructure Needs or Deficiencies/ Capital Improvement Program

- **District's Capital Improvement Program**

The District's Capital Improvement Program details improvement strategies for the years 2014-2018 and is included as Appendix C.

- **Deferred maintenance strategy**

It is EGWD's policy not to defer necessary maintenance and generally uses its operational crew to attend to three divisions of work: distribution, utility and treatment.

- **Policies and practices for depreciation and replacement of infrastructure**

The distribution work crew is designated for the maintenance and support of the District's infrastructure. Major projects, such as the meter retrofit or the transmission pipeline installation, are generally under the supervision of the utility foreman and his staff.

- **Financing new or upgraded infrastructure and deferred maintenance**

The Board has a "pay as you go" strategy for infrastructure and maintenance, thereby avoiding additional debt. Refer to the attached reserve fund policy for details regarding the funding of infrastructure and other projects.

- **Infrastructure deficiencies**

EGWD has no permit or regulatory violations. Any infrastructure deficiencies are prioritized and addressed in the District's Capital Improvement Program.

- **Evidence of compliance with applicable regulatory standards**

EGWD is in compliance with all applicable regulatory standards. EGWD reports its water quality tests monthly to the California Department of Public Health and

provides an annual Consumer Confidence Report, as required, to all water customers within its service area. EGWD is an active member of the American Water Works Association, with staff participating on national committees to further develop industry standards and to incorporate those standards fully within the District.

- **Programs - FRCD**

Name	Locations	Size	Description
Envirothon	varies	5-10 students	High school environmental competition
Elk Grove Greener Gardens DIY Expo and Garden Tour	Elk Grove	community wide	water efficient landscaping event

Programs – EGWD

Meter Retrofit Program This state-mandated program is nearing completion , well in advance of the 2025 deadline. The District has used a combination of grant funding and capital improvement funding for this project. In addition, EGWD is combining the meter retrofit program with a project to replace backyard water mains with new street side services.

Distribution System Program The District’s Capital Improvement Program includes several improvements to the distribution system, namely one well destruction, several well rehabilitations, water main replacements and a new water main to connect the Hampton Water Treatment Facility and the Railroad Water Treatment and Storage Facility

Integrated Regional Water Management Plan EGWD is a member of the Regional Water Authority and participates in regional planning for water sustainability. This includes participation in the Integrated Regional Water Management Plan, which coordinates planning efforts of the greater Sacramento region to avoid competing and duplication of projects and maximum benefit to all water interests.

California Department of Public Health The District complies with all CDPH requirements for drinking water systems, including water quality sampling and monthly reporting and the annual Drinking Water Consumer Confidence Report.

- **Financial Information - FRCD**

Budget Until recently, the entire budget for the FRCD, aside from occasional grant funding, was the rental income for property jointly owned with two other RCDs. The maximum annual budget was \$6,000. For 2013-2014, the FRCD budget contained approval only to finance a team's participation in the Envirothon. Because the Envirothon was cancelled, the FRCD instead made a contribution to the Elk Grove Greener Gardens DIY Expo and Garden Tour. Other expenses to the FRCD budget include legal consultation and minor incidental expenses, such as postage.

Revenue Until February 2014, the entire FRCD's annual budget, aside from occasional grant funding, was its share of rent paid on property co-owned with the Sloughhouse RCD and the Lower Cosumnes RCD. However, the property has been sold and the FRCD has no assured source of revenue at this time.

Rates, Fees, Charges and Assessments The FRCD charges no rates or fees for any services.

Expenditures Expenditures to the FRCD budget primarily include consultant fees and incidental items.

Assets, Liabilities, Debt, Equity, and Reserves The FRCD Comprehensive Annual Financial Report for the Years ended June 30, 2013 and 2012 (CAFR) is provided for reference as Appendix D.

- **Book Value of Assets**

Assets are included on pages 29 and 30 of the CAFR (Appendix D)

- **List of equipment, land, and other fixed assets.** None.

- **Summary of long term debt and liabilities.**

Long term debt is addressed on pages 31 and 32 of the attached CAFR (Appendix D)

- **Agency's bond rating and reason for rating.**

The FRCD has a bond rating of BBB+. The Standard and Poor's Ratings Services letter detailing the bond rating information is attached as Appendix E.

- **Policies and procedures for investment practices**

The Investment Policy Guidelines of the FRCD are attached as Appendix F.

- **Policies and procedures for establishing and maintaining reserves/retained earnings**

Dollar limit of reserves/retained earnings: N/A

Ratio of undesignated, contingency, and emergency reserves to annual gross revenue: N/A

Summary of Revenue Sources - FRCD

Fiscal Year	2009/10	2010/11	2011/12	2012/13	Projected
Property Taxes					
Interest	66	55	28	17	
Rental Income	12,000	12,000	11,333	9,533	8,000
HPTR					
In-Lieu Fees					
State & Federal Grants	8,936				
Recreation Fees & Grants					
Miscellaneous				4,729	6,537
Fund Balance Available					
Total	21,002	12,055	11,361	14,279	14,537

Summary of Expenditures -FRCD

Fiscal Year	2009/10	2010/11	2011/12	2012/13	Projected
Salaries & Wages					
Services & Supplies	18,961	1,198	3,894	21,579	32,000
Long-Term Debt					
Capital Improvements ¹					
Equipment					
Election costs					
Contingency ²					
Total	18,961	1,198	3,894	21,579	32,000

- Identify Sources of Funding

- Fixed or Variable?

Summary of Financial and Operational Information - FRCD

2012/2013	
Population	280,014
Area Served	96,692.5 acres
Developed Real Estate	
Undeveloped Real Estate	
Service Standard Ratios ¹	N/A
Full Time Employees	0
Average Part-time Employees	0
Total Annual Budget	
Per Capita Spending	
Total Annual Administrative Costs	
% Annual Administrative Costs to Total	

Estimated Deferred Maintenance	N/A
Average Capital Improvements (5 Years)	N/A
Reserve Amount	
Operational Cost per Employee	N/A
Average Property Tax Rate	1%

- For example, Park acres per 1000 residents

LAFCo Determination

Regarding present and planned capacity of public facilities, and adequacy of public services, including infrastructure needs or deficiencies:

The Commission determines that the Florin Resource Conservation District currently provides adequate services and facilities throughout its service area. However, the District recognizes that continued water line replacement, water meters, and infrastructure replacement are required and necessary to sustain current levels of service and meet future demands. The District has established a rate structure and capital improvement program to facilitate a sustainable water system.

Financial Information - EGWD

Budget The EGWD Fiscal Year 2013-2014 Budget is included in this report as Appendix G. The District finance staff were recently awarded the Certificate of Achievement for Excellence in Financial Reporting for the fourth year in a row.

Revenue See the attached budget for revenue information. Almost all revenue is gathered through collection of rates for water services provided.

Rates, Fees, Charges and Assessments The District completed a comprehensive cost of service analysis and water rate study report in 2013. This report is attached at Appendix H.

Expenditures The EGWD has established rates and fees sufficient to fund short and long-term operations, maintenance, and capital improvement costs. Several Certificates of Participation were issued to make major and necessary improvements after the District became a public agency in 1999 and the rates satisfy the repayment of these Certificates of Participation. The cost of service has been analyzed thoroughly in establishing rates in order to provide rate payers the best quality for the exact cost necessary.

Assets, Liabilities, Debt, Equity, and Reserves

- **Book Value of Assets**

See the attached Comprehensive Annual Financial Report (CAFR) (Appendix D) for information on assets, liabilities, debt, equity and reserves. Capital Assets are detailed on pages 29 and 30.

- **List of equipment, land, and other fixed assets.**

Major assets are addressed in the FY 2014 – 2018 Capital Improvement Program (Appendix C).

- **Summary of long term debt and liabilities.**

The FRCD/EGWD last issued Capital Improvement Certificates of Participation in March of 2005. The attached Comprehensive Annual Financial Report contains further information regarding financing and debt on pages 31 and 32. Details of each debt are

located on pages 33 through 37.

Agency's bond rating and reason for rating.

The District has a bond rating of BBB+. The Standard and Poor's Ratings Services letter detailing the bond rating information is attached as Appendix E.

- **Policies and procedures for investment practices**

Investment policy guidelines for the FRCD and the EGWD are attached as Appendix F.

- **Policies and procedures for establishing and maintaining reserves/retained earnings.**

On August 22, 2012, the Board of Directors passed a resolution adopting a revised policy regarding reserve funds. A copy of the reserve policy is attached as Appendix I. Reserve monies are placed into one of six funds:

- Operating Reserve Fund – target balance: 120 Days of Annual Operations and Maintenance Budget
- Capital Improvement Reserve Fund – target balance: Annual Capital Improvement Program Budget
- Capital Replacement Reserve Fund – target balance: Annual Capital Replacement Budget
- Elections and Special Studies Reserve Fund – target balance: \$120,000
- Future Years Capital Improvement Reserve Fund – target balance: 75% of the balance of the unrestricted reserves funds not allocated to the Operating Reserve Fund, Capital Improvement Reserve Fund, Capital Replacement Reserve Fund and the Elections Special Studies upon conclusion of the annual audit.
- Future Years Capital Replacement Reserve Fund – target balance: 25% of the balance of the unrestricted reserves funds not allocated to the Operating Reserve Fund, Capital Improvement Reserve Fund, Capital Replacement Reserve Fund and the Elections Special Studies upon conclusion of the annual audit.

Summary of Revenue Sources - EGWD

The EGWD seven year financial summary is on page 64 of the CAFR in the statistical section entitled Pledged Revenue Coverage – Water Service Fund.

Fiscal Year	2009/10	2010/11	2011/12	2012/13	Projected
Property Taxes					
Interest					
Rental Income					
HPTR					
In-Lieu Fees					
State & Federal Grants			198,000		
Recreation Fees & Grants					
Miscellaneous (Charges for Services)	13,642,267	13,981,562	14,420,788	14,312,791	14,015,530
Fund Balance Available					
Total	13,642,267	13,981,562	14,618,788	14,312,791	14,015,330

Summary of Expenditures - EGWD

Fiscal Year	2009/10	2010/11	2011/12	2012/13	Projected
Salaries & Wages	3,024,955	2,927,357	2,777,271	2,882,423	3,098,867
Services & Supplies	4,612,283	5,484,812	4,600,543	4,298,196	4,678,283
Long-Term Debt	3,362,040	3,557,252	3,680,913	3,718,678	3,092,804
Capital Improvements ¹	2,421,726	1,190,646	2,388,053	2,077,833	1,179,716

Equipment	474,970	186,045	39,944	7,386	7,008
Contingency					
Total	13,895,974	13,346,112	13,486,724	12,984,516	12,056,678

Summary of Financial and Operational Information - EGWD

2013/2014	
Population	about 35,000
Area Served	12,000 homes and businesses
Developed Real Estate	N/A
Undeveloped Real Estate	N/A
Service Standard Ratios ¹	N/A
Full Time Employees	30
Average Part-time Employees	0
Total Annual Budget	14,266,032
Per Capita Spending	355
Total Annual Administrative Costs	7,187,247
% Annual Administrative Costs to Total	50%
Estimated Deferred Maintenance	none
Average Capital Improvements (5 Years)	2,149,800
Reserve Amount	13,045,495
Operational Cost per Employee	475,534
Average Property Tax Rate	1% (FRCD does not receive tax revenue)

- For example, Park acres per 1000 residents

Financial Information - FRCD Office Building Enterprise Fund

Budget The FRCD Office Building Budget for Fiscal Year 2013-2014 contains \$1,121,400 in rental income and 2,093,841 in expenditures including \$618,828 in depreciation and amortization expenses.

Revenue The revenues consist of the rental income from the County of Sacramento for leasing of the building for the Department of Human Assistance operations for the South Sacramento area of the County of Sacramento.

Expenditures The FRCD Office Building has major expenditures to operate and maintain the building as per the First Amended and Restated Lease Agreement between the FRCD and the County of Sacramento dated May 1, 1998. Certificates of Participation were issued, and refinanced in 2003, to buy the building.

Assets, Liabilities, Debt, Equity, and Reserves

- **Book Value of Assets**

See the attached Comprehensive Annual Financial Report (CAFR) (Appendix D) for information on assets, liabilities, debt, equity and reserves. Capital Assets are detailed on pages 29 and 30.

- **Summary of long term debt and liabilities.**

The FRCD/EGWD last issued Capital Improvement Certificates of Participation in March of 2005. The attached Comprehensive Annual Financial Report contains further information regarding financing and debt on pages 31 and 32. Details of each debt are located on pages 33 through 37.

- **Agency's bond rating and reason for rating.** The District has a bond rating of BBB+. The Standard and Poor's Ratings Services letter detailing the bond rating information is attached as Appendix E. The outstanding Certificates of Participation for the Office Building are not rated.

- **Policies and procedures for investment practices**

Investment policy guidelines for the FRCD and the EGWD are attached as Appendix F.

- **Policies and procedures for establishing and maintaining reserves/retained earnings.**

On August 22, 2012, the Board of Directors passed a resolution adopting a revised policy regarding reserve funds. A copy of the reserve policy is attached as Appendix I. Reserve monies are placed into one of six funds:

- Operating Reserve Fund – target balance: 120 Days of Annual Operations and Maintenance Budget
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- Future Years Capital Replacement Reserve Fund – target balance: 25% of the balance of the unrestricted reserves funds not allocated to the Operating Reserve Fund, Capital Improvement Reserve Fund, Capital Replacement Reserve Fund and the Elections Special Studies upon conclusion of the annual audit.

Summary of Revenue Sources – FRCD Office Building Enterprise Fund

The FRCD Office Building Enterprise fund seven year financial summary is contained (but not separated) in the information on page 47 of the CAFR in the statistical section entitled Change in Net Position.

Fiscal Year	2009/10	2010/11	2011/12	2012/13	Projected
Property Taxes					
Interest					
Rental Income	1,414,572	1,532,453	1,414,572	1,292,417	1,121,400
HPTR					
In-Lieu Fees					
State & Federal Grants					
Recreation Fees & Grants					
Miscellaneous (Charges for Services)					
Fund Balance Available					
Total	1,414,572	1,532,453	1,414,572	1,292,417	1,121,400

Summary of Expenditures - FRCD Office Building Enterprise Fund

Fiscal Year	2009/10	2010/11	2011/12	2012/13	Projected
Salaries & Wages					
Services & Supplies	145,992	443,848	404,743	430,677	380,020
Long-Term Debt	1,558,044	1,243,248	1,236,427	1,232,278	1,027,477
Capital					

Improvements ¹					
Equipment					
Contingency ²					
Total	1,704,036	1,687,096	1,641,170	1,662,955	1,407,497

LAFCo Determination

Regarding financial ability of the Florin Resource Conservation District to provide services:

The Commission determines that Florin Resource Conservation District has sufficient rates to finance operations and maintenance costs, meet water quality standards, and capital improvements as set forth in the District Master Plan. The District complies with the requirements of Proposition 218 to establish rates.

4. **Status of and Opportunities for Innovation and Shared Facilities - FRCD**

- **Existing and/or potential shared facilities, infrastructure, and staff. Joint power agreements or other agreements for sharing resources with other agencies.**

The FRCD signed a cooperative working agreement with the Natural Resources Conservation Service, USDA and co-owned a property with two other RCD's until 2014.

- **Existing and/or potential joint use planning.** None
- **Existing and/or potential duplication with existing or planned facilities or services with other agencies.** None.
- **Availability of any excess capacity to serve customers or other agencies.** None
- **Economies of scale in shared purchasing power, and any other cost-sharing opportunities that can be implemented by joint use or sharing resources.** None.
- **Duplication (overlap), or gaps in services or boundaries.** None
- **Ongoing cost avoidance practices.** The FRCD has no active programs, so there are minimal costs. There has not been any contractual hiring for many years.
- **Opportunities to reduce overhead and operational costs.** Costs to the FRCD are primarily for legal advice and election costs and these costs are fixed. Funding for these costs comes from the rent revenues previously received from the tenant of the building co-owned with two other RCDs.
- **Opportunities to reduce duplication of infrastructure.** N/A
- **Areas outside agency boundary which could be efficiently served by existing or proposed agency facilities.** None.

- **Areas within agency boundary which could be more efficiently served by another agency.** None.
- **Compatibility of service plans with those of other local agencies.** All are compatible.

Status of and Opportunities for Innovation and Shared Facilities - EGWD

- **Existing and/or potential shared facilities, infrastructure, and staff. Joint power agreements or other agreements for sharing resources with other agencies.**

In 2005, EGWD reentered into an agreement with Sacramento County Water Agency (SCWA), under which SCWA provides "...a permanent supply of wholesale treated groundwater and/or surface water..." SCWA and EGWD maintain several intertie points at which water can be transferred to the EGWD.

SCWA entirely surrounds EGWD, and therefore, there are no other neighboring water agencies to share additional resources.

EGWD maintains professional relationships with several organizations, including:

- The City of Elk Grove
- Cosumnes Community Services District
- The Water Forum
- Association of California Water Agencies
- American Water Works Association
- Regional Water Authority
- Sacramento Central Groundwater Authority
- California Association of Resource Conservation Districts

- California Special Districts Association
- California Urban Water Conservation Council

- **Existing and/or potential joint use planning.**

EGWD works cooperatively with the Regional Water Authority, the Integrated Regional Water Management Plan and the Sacramento Central Groundwater Authority to identify regionally beneficial projects and priorities.

- **Existing and/or potential duplication with existing or planned facilities or services with other agencies.**

EGWD has not identified any existing or potential duplication with existing or planned facilities or services with other agencies.

- **Availability of any excess capacity to serve customers or other agencies.**

EGWD maintains the required amount of water storage for firefighting, but does not produce an excess that could be made available to customers or other agencies. During an emergency and especially during non-peak periods, EGWD can evaluate its water supply versus demand, and on a case-by-case basis may be able to provide water for a limited period of time to SCWA through one or more of its interties.

- **Economies of scale in shared purchasing power, and any other cost-sharing opportunities that can be implemented by joint use or sharing resources.**

Economies of scale have been observed primarily in conservation programs. For example, membership in the Regional Water Authority enables EGWD to take advantage of reduced prices in bulk conservation items, such as showerheads for distribution, fliers and brochures and mass marketing programs, such as television announcements or radio time. Likewise, EGWD has partnered with the City of Elk Grove to share costs of water efficiency advertisements and outreach.

- **Duplication (overlap), or gaps in services or boundaries.**

There is no duplication, gaps or overlap in services or boundaries. There are no opportunities to reduce infrastructure by eliminating duplication.

- **Ongoing cost avoidance practices.**

The FRCD and the EGWD maintain and abide by numerous policies and practices to reduce costs and maintain customer charges as low as possible. Specifically, there are two adopted policies which govern the purchase of goods and services (Appendix J), and the bidding of public works construction projects (Appendix K). These policies are strictly compliant with public contract law and maintain a competitive procedure to ensure that expenditures made by the Districts are as economical as possible. The EGWD has been successful in obtaining over \$330,000 in grant funding which has assisted in the installation of meters throughout the EGWD. The EGWD generally completes most work using in-house personnel, however many professional type services are solicited due to the specialized nature of that work. In 2011, the District adopted an Employee Cost Control Program (Appendix L) that includes many elements aimed at controlling employee costs over the long-term. This program has been very successful and is credited with helping to temper rate adjustments over the next five years. It should also be noted that the District completed a Source Capacity Improvement Program which saved several million dollars on replacement wells needed to improve the water supply production. This Program also has saved over a half a million dollars in supplemental water that would have otherwise been purchased to supply our customers during peak summertime periods.

- **Opportunities to reduce overhead and operational costs.**

The FRCD/EGWD actively continues to seek cost reduction measures in all operational areas of the District. The District also continues to actively pursue all types of grant opportunities and this will be especially important to the FRCD, which has limited sources of revenue.

- **Opportunities to reduce duplication of infrastructure.** None.

- **Areas outside agency boundary which could be efficiently served by existing or proposed agency facilities.** None.

- **Areas within agency boundary which could be more efficiently served by another agency.** None.
- **Compatibility of service plans with those of other local agencies.**

The EGWD service plan is compatible with the plans of other local agencies. Every year, EGWD works with the City of Elk Grove and the Cosumnes Community Services District to coordinate capital improvement projects. Examples of this cooperation include EGWD's moving a water line to make way for the City's new pedestrian overpass project and the coordinating of the installation of a new water main with the City's plan to lay the new surface of a major road.

LAFCo Determination

Regarding status of and opportunities for, shared facilities:

The Commission determines that Florin Resource Conservation District has mutual aid agreements with adjacent water service providers and participates in several Joint Power Agreements that facilitate cooperation and management of water resources including ground water.

5. Accountability for Community Service Needs, including Governmental Structure and Operational Efficiencies

a. Composition of the agency's governing board.

- Number of Directors: 5
- Nature/Length of Terms: 4 year staggered terms
- Is governing body landowner or population based? Landowner based
- Are Directors elected or appointed? Elected, although mid-term vacancies have been filled by appointment
- Are elections or appointments at large or by district? At large

EGWD is governed by the FRCD's elected (at large) five member board of

directors. Board members serve staggered four year terms. In addition to the elected board, the FRCD/EGWD has two associate directors, who have no voting privileges, but volunteer their service to the FRCD/EGWD. According to Section 9314 of Division 9 of the Public Resources Code, the board can be appointed by the county's board of supervisors; however, for several years the FRCD has instead held elections for board seats.

To qualify as a director, candidates must be:

- A registered voter, **and**
- Reside within the district, **or**
- Have two or more years' experience as an associate director, **or**
- Be a designated agent of a resident landowner within the district.

At present, all FRCD/EGWD directors live within the FRCD boundaries; two live within the EGWD boundaries

b. Compensation and benefits provided to the governing board, including any benefits that continue after term of service.

The directors of the governing board receive no compensation or benefits for their service. Directors may be reimbursed for reasonable and necessary expenses incurred in attendance at meetings or otherwise engaged in the business of the district. (California Public Resource Code Section 9303).

c. Governing board meeting locations and frequency

The Board of Directors meets on the fourth Wednesday of every month. The December meeting may be combined with an annual meeting of neighboring RCDs.

d. Rules, procedures, and programs for public notification of agency operations, meetings, programs, etc.

- Public participation encouragement

The Board Secretary adheres to Brown Act requirements to ensure that ample public notice is provided for each meeting. Notice of all public meetings is advertised in the local newspaper (the Elk Grove Citizen), on the EGWD Web site (www.egwd.org), and an agenda posted both at the EGWD administrative office and at the meeting's site.

- Public meetings accessibility

Meetings are normally held at the Cosumnes Community Services District's board room, 8820 Elk Grove Blvd., Elk Grove, which is a larger facility than any of EGWD's space. All meetings are open to the public, unless previously noticed as a closed session. Meetings are usually held at 6:30 in the evening.

e. Public education/outreach efforts, (i.e., newsletters, bill inserts, Web site, etc.)

Public education and outreach efforts are organized both inhouse and through EGWD's membership in the Regional Water Authority. Inhouse communications include regular updates to the EGWD Web site, a periodic newsletter (the Water Drop) and the annual Consumer Confidence Report. EGWD staff participates in two local festivals each year, the Elk Grove Western Festival and the Elk Grove Harvest Festival, during which the staff promotes water education and conservation awareness at the EGWD booth.

f. Level of public participation, and ways that staff and Directors are accessible to the public.

During a recent rate study, community participation was actively recruited for the Community Advisory Committee (CAC), a group of rate-paying citizens who reviewed each step of the cost of service and rate making process. The end proposal submitted to the Board of Directors was endorsed by the CAC.

The Board of Directors is available to the public through the directors' emails, found on the EGWD Web site. Every public meeting reserves time early on the

agenda for public comment on items not on the agenda and time for comment as each agenda item is discussed. Public comments are limited to 3 minutes and speakers are requested to complete a Speaker Card and to present it to the Board Secretary before taking the podium. Having the Speaker Card enables the Board and EGWD staff to follow up on any issues raised that are not immediately addressed during the public's comments. The Board may also appoint up to five associate directors, who must be registered voters or landowners within the FRCD and demonstrate expertise in an area of interest to the Board. Associate directors participate in meetings and on committees but do not vote.

Staff are available to the public throughout the work day and an emergency number is posted on the administrative office's front door, on the customer bills and on the Web site so that the public can reach staff at any time day or night. Some staff members have email addresses posted on the EGWD Web site and all staff members carry business cards to provide customers for reference in future or follow-up contacts.

g. Public access to information and agency reports.

Under the California Public Records Act, Government Code sections 6250-6276.48, the public may review or obtain copies of most EGWD records. EGWD/FRCO Policy No. 31 (Appendix M) details the public's ability to access information and agency reports. The public is invited to review all available information during regular business hours and staff will research and make available information that is not readily available upon request. A small fee may be charged to cover the cost of photocopying documents. Agency reports are available by:

- Coming into the EGWD administration building,
- Email request to the FRCO Board or EGWD staff,
- Telephone request to the EGWD staff,
- Downloading a copy available on the Web site in an Adobe Acrobat (pdf) format

h. Opportunities to eliminate service islands, peninsulas and other illogical service areas.

The FRCO/EGWD does not identify any opportunities to eliminate service islands, peninsulas and other illogical service areas at this time..

LAFCo Determination

Regarding accountability for community service needs, including governmental structure and operational efficiencies:

The Commission determines that the District encourages public participation at its Board meetings and provides many different public education programs and outreach efforts to the community it serves. The District has a five-member Board. Directors are elected at large by the voters of the District.

6. Issues, Concerns and Opportunities

Issues or concerns related to operations (financial, managerial, legal, organizational, etc.)

- Compliance with Environmental Justice requirements

The FRCD is in complete compliance. EGWD's policy is to provide fair treatment and meaningful involvement of all people and a safe, healthful environment for both the public and employees.

- Compliance with regulatory reporting requirements

The FRCD is in complete compliance. EGWD strictly complies with all local, state and Federal regulatory and reporting requirements, including the annual Consumer Confidence Report.

- Compliance with regulatory agencies and public health and safety issues

The FRCD is in complete compliance. EGWD is in full compliance with its regulatory agencies and public health and safety issues. EGWD follows OSHA requirements for a safe workplace.

LAFCo Determination

Regarding other information as requested by the Commission:

The Commission determines that the District is managed effectively and efficiently.

APPENDICES

- FRCD/EGWD 2012-2017 Strategic Plan
- District Transparency Certificate of Excellence
- FY 2014-2018 Capital Improvement Program
- FRCD Comprehensive Annual Financial Report for the Years ended June 30, 2013 and 2012
- Standard and Poor's Rating Services FRCD rating letter
- FRCD Investment Policy Guidelines FY 2012-2013
- EGWD Fiscal Year 2013-2014 Operating Budget
- EGWD 2013 Water Rate Study Report
- Resolution adopting EGWD Reserve and Capital Investment Policy
- FRCD Policy No. 3, Purchases of Goods and Services from Outside Vendor
- FRCD Policy No. 8, Bidding Policy and Procedures for Public Works Construction Contracts
- Resolution adopting policies concerning Employee Benefits and Work Schedules
- FRCD Policy No. 31, Public Record Act Requests

RECEIVED

JUL 15 2014

SACRAMENTO LOCAL AGENCY
FORMATION COMMISSION

City of
SACRAMENTO

COMMUNITY
DEVELOPMENT
DEPARTMENT

**CITY OF SACRAMENTO
CALIFORNIA**

300 RICHARDS BLVD. ,
3RD FLOOR
SACRAMENTO, CA
95811

PH: 916-808-8860

July 15, 2014

Donald Lockhart, AICP, Assistant Executive Officer
Sacramento Local Agency Formation Commission
1112 I Street, Suite #100
Sacramento, CA 95814

Subject: Florin Resources Conservation District – Annexation (LAFC #10-14)

Dear Mr. Lockhart,

The City of Sacramento has reviewed the application materials that propose Sphere of Influence Amendment and concurrent annexation of a single, non-contiguous 5.69 acre parcel (APN: 047-0013-005) located at 2450 Florin Road (the southeast corner of 24th Street / Florin Road). The parcel has a 52,000 square foot building leased (through 2023) to the County (Susie Gaines-Mitchell Building – County Dept. of Human Assistance).

Florin Resource Conservation District (FRCD) was established in 1953 as a resource conservation district whose purpose is to control runoff, prevent and control soil erosion, development and distribution of water, and improve land capabilities. In December 1999, FRCD purchased the Elk Grove Water Works (now operating as the Elk Grove Water District is a department of the FRCD which operates and maintains a 100+ year old water system serving approximately 36,000 customers within the City of Elk Grove).

The subject parcel is located within the City of Sacramento, in Council District 8. The City is a full-service provider. No actual municipal services are proposed to be provided by FRCD. The sole rationale for the proposed annexation is to render the property exempt from future property tax.

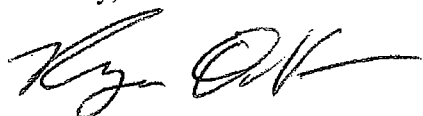
The City of Sacramento opposes the proposed annexation because the action would negatively impact City revenues, would create ambiguous service provider information, and is poor public policy.

If LAFCo grants the application request, the City of Sacramento respectfully requests the following conditions of approval:

1. Property Tax Revenue – Back Taxes: The City shall receive its share of back taxes.
2. Property Tax Revenue – Ongoing Revenue: The District shall pass-through the City's share of property tax revenue that was in existence prior to annexation.
3. Water & Conservation Service: The District shall stipulate that it will not be the (water & soil conservation) service provider within the City of Sacramento boundaries.
4. Subsequent Detachment: The District shall make application to LAFCo for detachment of the subject property *in the event that the District sells the property or leases the property to a non-governmental entity*.

If LAFCo imposes these conditions, then the proposal would have minimal fiscal or service impacts on the City of Sacramento. However, even if these conditions are met, the City of Sacramento feels that the non-contiguous annexation for the sole purpose of tax avoidance is not good public policy.

Sincerely,



Ryan DeVore
Interim Director, Community Development Department

Cc: Kevin McCarty, City Council District 6 (LAFCo Commissioner)
Matthew Bryant, Council District 8
Fran Halbakken, Office of the City Manager
David Kwong, Planning Director
Tom Pace, Long Range Planning Manager
Scot Mende, Principal Planner

RECEIVED

JUN 13 2014

RESOLUTION NO. 02.26.14.01

SACRAMENTO LOCAL AGENCY
FORMATION COMMISSION

**A RESOLUTION OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD
OF DIRECTORS PETITIONING THE LOCAL AGENCY FORMATION COMMISSION
TO INITIATE PROCEEDINGS TO AMEND THE FLORIN RESOURCE
CONSERVATION DISTRICT SPHERE OF INFLUENCE AND CONCURRENTLY
ANNEX A NONCONTIGUOUS PARCEL (APN 047-13-005)**

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code §§56000, et seq.) provides for the encouragement of orderly formation and development of local agencies based upon local conditions and circumstances and to shape the development of said local agencies so as to advantageously provide for the present and future needs of the users of its services; and

WHEREAS, the Florin Resource Conservation District ("District") is a resource conservation district organized and operating under the California Public Resources Code §§9001, et seq. to develop and operate programs and activities in furtherance of the following statutory purposes: the control of runoff, the prevention or control of soil erosion, the development and distribution of water, and the improvement of land capabilities; and

WHEREAS, the District's boundaries were initially established in 1953 and amended three times, in 1955, 1959, and 2004; and

WHEREAS, the District wishes to annex a single, noncontiguous parcel of land located at 2450 Florin Road in the City of Sacramento, owned by the District and leased to Sacramento County for its Department of Human Assistance, also known as the "Susie Gaines-Mitchell Building;" and

WHEREAS, the Susie Gaines-Mitchell Building has been owned by the District and leased to Sacramento County's Department of Human Assistance since 1998; and

WHEREAS, because the Susie Gaines-Mitchell Building is not within the District's boundaries, it is subject to property tax even though it is owned by the District and leased to governmental agencies and used exclusively for public purposes; and

WHEREAS, the District's lease with the County dated May 1, 1998 requires the District to manage and maintain the Susie Gaines-Mitchell Building and to pay any property taxes that may be assessed against it; and

WHEREAS, the County's monthly payments under the lease are insufficient to pay for maintenance, repairs and property taxes on the Susie Gaines-Mitchell Building, and the District has no other legally available funds with which to make such payments; and

WHEREAS, the County has extended the term of the lease to 2024; and

WHEREAS, the County Assessor began to assess property taxes on the Susie Gaines-Mitchell Building for the first time in 2005-2006; and

WHEREAS, the District paid property taxes on the property for four years, until 2009-10, but thereafter was unable to pay the property taxes due to insufficient lease revenue and the absence of other legally available funds; and

WHEREAS, the amount of property taxes assessed against the Susie Gaines-Mitchell Building in 2013-14 totaled \$73,129.04 in two equal installments.

WHEREAS because property taxes have gone unpaid for five years, the Susie Gaines-Mitchell Building will be subject to a property tax sale beginning on or about July, 2015; and

WHEREAS, due to inaccurate projections of expenses and revenues related to the property and the terms of the County lease, the District does not currently have and does not expect ever to have legally available funds sufficient to pay the past due property taxes or property taxes imposed in the future; and

WHEREAS, annexation of the Susie Gaines-Mitchell Building would exempt it from future property taxes under California Constitution Article XIII(3)(b), so long as the District owns it; and

WHEREAS, the District is attempting to negotiate a "work-out" with investors who purchased the bonds that financed the District's original purchase of the Susie Gaines-Mitchell Building; and

WHEREAS, annexation of the Susie Gaines-Mitchell Building would prevent future tax liabilities from further eroding the security of the bondholders' investment; and

WHEREAS, Government Code Section 56119 permits a special district to annex noncontiguous property if the district's enabling act authorizes it to include noncontiguous territory within its boundaries and the property is not within the boundaries of another district; and

WHEREAS, the District's enabling act authorizes a resource conservation district to include noncontiguous territory within its boundaries (Public Resources Code Section 9153), and the Susie Gaines-Mitchell Building is not within the boundaries of any other resource conservation district; and

WHEREAS, the annexation of the Susie Gaines-Mitchell Building will not change the District's provision of water service or the nature or extent of its resource conservation activities; and

WHEREAS, it is desired to provide that the proposed reorganization be subject to the following terms and conditions: That the annexation be effective immediately upon the filing of the Certificate of Completion; and

WHEREAS, the District will prepare a Municipal Services Review.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Florin Resource Conservation District that the District hereby petitions the Sacramento Local Agency Formation Commission to initiate proceedings to amend the Florin Resource Conservation District sphere of influence and concurrently annex a noncontiguous parcel (APN 047-13-005).

PASSED AND ADOPTED by the Board of Directors of the Florin Resource Conservation District on this 26th day of February, 2014 by the following vote:

AYES: Dawson, Menasco, Mullberg, and Lightfoot
NOES: 0
ABSTAIN: 0
ABSENT: Tom Nelson

B.C. Lightfoot
Chair, Florin Resource Conservation District

ATTEST:

Stefani Dillig
Secretary, Florin Resource Conservation District

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
1112 I Street, Suite #100
Sacramento, California 95814
(916) 874-6458

August 6, 2014

TO: Sacramento Local Agency Formation Commission

FROM: Peter Brundage, Executive Officer *PB*

RE: **Fiscal Year 2013-2014 Grand Jury Report Update - Herald Fire Protection District**

RECOMMENDATION

1. Receive and File Status Report on the Sacramento County Grand Jury Findings related to the Herald Fire Protection District.
2. As required, staff will also prepare a Draft Response to the Sacramento Grand Jury for Commission approval at the September 3, 2014 Commission Meeting.
3. Staff will continue to work on the Municipal Service Review, review and evaluate the Herald Fire Protection District response to the Sacramento Grand Jury, and will work with the Herald Fire Protection District to assist the District in resolving issues raised by the Sacramento Grand Jury.

DISCUSSION

On June 28, 2014, the Sacramento Grand Jury issued its FY 2013-14 Grand Jury Report. This report contained an investigation of the Herald Fire Protection District. Summary of Findings and Recommendations:

Finding No.1: The District lacks adequate internal accounting controls sufficient to ensure against misappropriation.

Recommendation No.1: The District should establish adequate internal accounting controls, as identified in this report, to ensure verification of the District's finances against waste or misappropriation of District assets.

Finding No. 2: since 2008, the District's finances have not been audited in accordance with generally accepted auditing standards, as required by law.

Recommendation No. 2: The county auditor should conduct an immediate audit of the District's financial statements and conduct all future annual audits of the District's finances, as required by law.

Finding No. 3: The District has not adopted or implemented personnel policies compliant with the Firefighters Procedural Bill of Rights Act with respect to punitive actions against full-time firefighter employees, and District staff lacks knowledge of the Act's requirements.

Recommendation No. 3: The District should adopt policies and practices compliant with the Firefighters Procedural Bill of Rights Act and provide training to all staff regarding the Act's requirements.

Finding No. 4: The District has failed to timely review and update as appropriate District Governance policies.

Recommendation No. 4: The District should comprehensively review and update as appropriate all district governance policies, including the District's Master Plan.

Recommendation No. 5: The Sacramento Local Agency Formation Commission should conduct a Municipal Service Review of the District and evaluate the viability of consolidating the District's fire and emergency services with another fire district.

CONCLUSION

Currently, staff is conducting a Municipal Service Review for the Herald Fire Protection District. However, prior to completion of the MSR, LAFCo staff would like to review and evaluate the responses of the Herald Fire Protection District as set forth in the Sacramento Grand Jury Final Report.

Staff will also prepare a draft response to the Sacramento Grand Jury for Commission approval at the September 3rd Commission meeting as to the Grand Jury Recommendation No. 5.

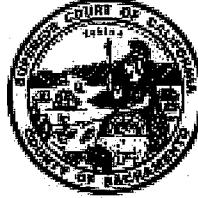
Staff will continue to work on the Municipal Service Review, review and evaluate the Herald Fire Protection District response to the Sacramento Grand Jury, and will work with the Herald Fire Protection District to assist the District in resolving issues raised by the Sacramento Grand Jury.

Sacramento County Grand Jury



Consolidated Final Report 2013-14

www.sacgrandjury.org



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
Grand Jury

**Michael Arkelian,
Foreperson**

Clifford T. Blakely

Diane Brown

Henry W. Crowle

Cheryl J. Franzi

Stephanie Hill-Draughn

Michael Kovarik

Steven Kruse

Corinne Mau

John McKinney

Jeanette Monahan

Paul D. Palmer

Carol Perri

Alwyne Pipkins

Donald W. Prange Sr.

Vincent Scally

Ned Seale

Charlotte Siggins

Marilyn Ulbricht

June 28, 2014

The Honorable Russell L. Hom
Advisor Judge to the Grand Jury
729 Ninth Street, Department 22
Sacramento, CA 95814

Dear Judge Hom:

Pursuant to Penal Code section 933(a), the 2013-2014 Sacramento County Grand Jury is pleased to submit its final report. This report represents the work of the 19 grand jurors, residents of Sacramento County who have dedicated a year of their lives toward making local government more open, efficient and productive.

During the past year, the Grand Jury inspected the three county and two state penal institutions within the county and for each of them wrote detailed reports with observations and suggestions for improvement. The Grand Jury also reviewed over 30 citizens' complaints and conducted several self-generated investigations regarding various governmental entities within the county. This final report is the result of more than 100 hours of interviews and many more hours reviewing source materials, engaging in weekly committee meetings, discussing issues and writing individual reports.

The Grand Jury would like to thank you, Supervising Deputy County Counsel Lisa Travis and Chief Assistant District Attorney Stephen Grippi for your support and much-appreciated advice throughout the past year. We also wish to thank the Superior Court's Internet Technology Department for enabling us to institute a much-needed state-of-the-art computer system for our members, which will greatly assist future grand jurors for years to come. Finally, we would like to extend a special thank you to our Grand Jury coordinator, Becky Castaneda. She is the glue of the body and makes things happen efficiently and gracefully.

I can speak for all the jurors in saying that it has been an honor to serve our community for the past year. We hope that our efforts have helped to improve our local government and make Sacramento County a better place in which to live.

Sincerely,

Michael Arkelian

Michael Arkelian, Foreman
2013-2014 Sacramento County Grand Jury

INVESTIGATION:

A Firestorm Raging in Herald

Herald Fire Protection District

SUMMARY

For decades, the Herald Fire Protection District (District) has provided vital fire, rescue and emergency medical services to the Herald community in southeast Sacramento County. The largely volunteer fire department, governed by an elected Board of Directors and strongly supported by the local volunteer firefighters' association, civic organizations and area residents, and has become an integral part of the fabric of this rural farming community. But for the last two years, the District has been torn apart by the residents' intensely vocal criticism of its management of public funds and firefighter personnel, and its lack of transparency with the public. This dissension threatens the District's capability to provide these vital services and its ability to maintain needed support from this close-knit community.

Responding to the residents' allegations, the Sacramento County Grand Jury investigated whether the District's elected Board of Directors is meeting its fiduciary responsibilities to oversee the District's financial affairs, whether the fire chief is properly managing the firefighter personnel, and whether the District board is effectively and transparently adopting and implementing sound governance policies.

As a result of its investigation, the grand jury finds that the board is not responsibly overseeing the District's financial affairs, the fire chief is not properly managing District personnel, and the board is not transparently implementing sound governance policies, particularly with respect to its financial affairs.

With respect to fiscal oversight and management, the District for many years had a bank account that the board intentionally did not disclose to the Sacramento County Department of Finance, as required by law. The District also failed to disclose the existence of this account to auditors hired by the District to audit its finances. For these and other reasons, audits of the District's finances have not been conducted in accordance with generally accepted auditing standards, as required by law. The District's financial accounting system lacks adequate internal controls to ensure against waste and misappropriation of funds.

With respect to personnel management, the District and the fire chief have failed to adopt and implement policies that by law provide firefighter personnel the due process protections in

disciplinary proceedings. District policies do not provide full-time firefighters the opportunity for an administrative appeal of a punitive action, as required by the Firefighters Procedural Bill of Rights Act. The fire chief and his administrative staff have repeatedly demonstrated their lack of knowledge of the Act's requirements.

Finally, the board has not dealt transparently with the public regarding the District's business. As noted, the District failed to disclose the existence of all district bank accounts, as required by law, and failed to disclose one account even to auditors it had hired to audit the District's financial records. Even when subpoenaed, District staff was unable or unwilling to produce the District's financial records for review. At public meetings and in response to requests for information about District finances, board members had not been forthcoming or candid with District residents.

To address and correct these deficiencies, the grand jury recommends that the county auditor conduct an immediate audit of the District's financial statement, according to generally accepted auditing standards; that the District establish adequate internal accounting controls; that the fire chief adopt and implement personnel policies compliant with the Firefighters Procedural Bill of Rights Act and ensure that staff are knowledgeable of the Act's requirements; and that the District explore the feasibility of consolidating its fire and emergency services with a nearby fire district.

Unfortunately, deliberate actions and inactions by the board and administrative staff are undermining the efforts of the proud and dedicated firefighters who serve this community. The vast majority are volunteers who put in long hours to acquire and hone the needed knowledge, skills and abilities to provide essential fire and emergency services to Herald citizens. They do a remarkable job for little pay.

The grand jury believes the fabric of the Herald community is endangered and in crisis because of the District board and fire chief's mismanagement of District affairs. We urge the board and District management to address these issues immediately and in a transparent manner in order to recapture the trust of the community it serves.

BACKGROUND

The Herald Fire Protection District has been a source of community pride for more than six decades when local citizens came forward and volunteered as firemen. Many locals eagerly stepped up to help the District obtain costly, needed fire equip-

The grand jury recommends that the county auditor conduct an immediate audit of the District's financial statement; that the District establish adequate internal accounting controls; that the fire chief adopt and implement personnel policies compliant with the Firefighters Procedural Bill of Rights Act; and that the District explore the feasibility of consolidating its fire and emergency services with a nearby fire district.

ment. In November 1947, one such organization, the Herald Garden Club, a local women's civic group, purchased a 1929 Chevy Standard Oil delivery truck and had it converted into the first District fire engine. Nearly 40 years later, in 1986, the local "Herald Day" reported that because of the dedicated men and women in the Herald Fire Protection District, "the citizens of Herald were in good hands."

In 2012, many community members were in an uproar about the perceived state of affairs in the District. Once-loyal civic organizations questioned the integrity and management practices of the District, its Board of Directors and its management personnel.

For many years, the District has owned two buildings in the Herald area – the Herald Community Barn and Hendrickson Hall, located adjacent to Station No. 87 – which the District uses for training classes and rents to local civic groups for meetings and to the general public for social gatherings such as weddings and *quinceañeras*. In spring 2012, the District raised the issue of increasing rental fees for the buildings, which caused a well-publicized outcry from Herald citizens and local civic organizations. In October 2012, the District board formally proposed raising the rental fees, which provoked the locals to demand an explanation for the fee increases and a transparent accounting of the District's handling of the building funds. Some citizens and civic organizations demanded answers and an accounting at several District board meetings and through Public Records Act requests. However, the citizenry was dissatisfied with the District's responses to their records requests and demands for justification for the fee increase. The unhappy locals conveyed their concerns to the area media and complained in writing to this grand jury.

Prompted by the community's complaints, the Sacramento County Grand Jury initiated an investigation of the District's fiscal practices with respect to its building funds and accounts. This initial inquiry quickly led the grand jury to identify and investigate a number of related issues, including the District's overall governance and management, its fiscal practices, and its personnel policies and practices. The investigation focused on the following issues:

- 1) Does the District Board of Directors effectively manage the District's fiscal affairs? And does the District have in place sufficient internal accounting controls and provide for accurate and adequate financial audits?
- 2) Has the fire chief adopted and implemented sound, legal personnel policies and practices, including those that comply

with the Firefighters Procedural Bill of Rights Act?

- 3) Is the District's Board of Directors effectively and transparently implementing sound governance policies and practices?

After investigating these issues, the grand jury concludes that the citizens of Herald are rightly concerned that the Herald Fire Protection District is failing to provide effective governance of the District's business, is failing to maintain sound fiscal and accounting practices, and is failing to implement sound, legal personnel practices. The grand jury recommends that the District Board of Directors address these concerns and correct these fundamental problems.

APPROACH

The grand jury reviewed the following documents, records and material for this investigation:

- California Government Code sections for special districts;
- Sacramento County Financing Guidelines for special districts;
- Herald Fire Protection District Master Plan (2004);
- Sacramento Local Agency Formation Commission (LAFCo) *Municipal Service Review and Sphere of Influence Update Report on Herald Fire Protection District* (2005);
- The Firefighters Procedural Bill of Rights (California Government Code sections §3250-3262);
- District call logs, financial ledgers, credit card and bank records;
- District audited financial statements;
- Board of Directors policies;
- Fire District employee policies; and
- Fire District website.

For a historical and current understanding of the day-to-day operations, the grand jury interviewed former and current firefighters, members of the Board of Directors, District administrative staff, members of the Herald Volunteer Firefighters Association (HVFFA), accounting firms retained by the District to conduct financial audits, and one complainant. Members of the grand jury also visited the two Herald fire stations. To educate ourselves about the laws and guidelines for California special districts, jury members conferred with the county counsel, the District Attorney's Office, the Department of Finance (DOF), the California Attorney General's Office, current and former fire chiefs of surrounding fire districts, and members of the California Special Districts Association (CSDA).

Grand jurors also attended several board meetings to observe the District board and staff and assess how meetings were

The grand jury concludes that the citizens of Herald are rightly concerned that the Herald Fire Protection District is failing to provide effective governance of the District's business, is failing to maintain sound fiscal and accounting practices, and is failing to implement sound, legal personnel practices.

conducted, the materials provided to the public, interaction between board members and District staff, and interaction between District personnel and the public in attendance.

During the investigation, District personnel in several instances only partially complied with grand jury requests for documentation. Many incomplete documents were submitted and some did not match records, witness testimony or documents the grand jury obtained through other sources.

DISCUSSION

Herald Fire Protection District Overview

The Herald Fire Protection District (the District) is a special district established in 1946 to provide local fire, rescue and emergency medical services to the unincorporated Herald community and surrounding rural areas. Encompassing 96 square miles located in rural southeastern Sacramento County, the District is governed by an elected five-member Board of Directors. The board's core functions are to establish and periodically review and update governance policy for the fire district; monitor the performance of the District fire chief; and oversee an annual operating budget of approximately \$800,000, which is based on revenues derived from local property taxes and grants.

The District is staffed by approximately 20 to 25 volunteer firefighters and several full-time, part-time and intermittent paid employees, including a fire chief, assistant fire chief, two captains and an administrative assistant. The fire chief is a full-time, salaried employee and reports directly to the Board of Directors. The fire chief oversees all administrative and managerial activities, including personnel actions, development of employee policies, and firefighter training exercises.

The District operates two fire stations. Station No. 87 was built in 1975 with the help of a federal grant. It is located on Ivie Road and houses a fire truck bay, a communications dispatch center, sleeping quarters, and the District's administrative office, and serves the western part of the District. This station is staffed daily from 8 a.m. to 4:30 p.m. by two full-time firefighters, the fire chief, and an administrative assistant. Station No. 88, located on Clay Station Road, was partially built by volunteer firefighters. At the present time, it is an unmanned station except during wildland fire season and serves the eastern part of the District. The firefighting staff responds to an average 400 calls per year.

In addition to these two stations, the District has mutual-aid agreements for emergency services with neighboring Sacra-

mento County fire districts, the State of California Department of Forestry and Fire Protection, Sacramento Fire/EMS Emergency Communications Center for dispatch services, Sacramento Municipal Utilities District for emergency responses to decommissioned Rancho Seco, and Cosumnes Community Services District for ambulance services.

The District also owns and manages two buildings next to Station No. 87, the Herald Community Barn and Hendrickson Hall. The District uses these buildings for training classes and also rents them to local civic groups for meetings and to the general public for social gatherings such as weddings and *quinceañeras*.

For many years, the District has received support from the Herald Volunteer Firefighters Association (HVFFA), which has played an integral role in the District. This volunteer civic organization raises funds to support the District's firefighters, and over the years has sponsored numerous events to raise funds to purchase needed fire and medical equipment for the District.

Herald Fire Protection District Fiscal Management

The District's Buildings Account Controversy

In October 2012, when the Board of Directors formally proposed increasing rental fees for the two District-owned buildings, a handful of citizens and civic organizations protested the increase and demanded justification and an accounting of the building funds. Some citizens filed Public Records Act requests with the District seeking to open the books on the building fund accounts. After the District continued to ignore citizens' repeated requests, a formal complaint was filed with the 2013-14 Sacramento County Grand Jury.

In its investigation into the citizens' complaint, the grand jury uncovered, among other things, an unauthorized bank account the District shared with the HVFFA at the Farmers and Merchants Bank. The grand jury further discovered that the District had for many years improperly used that account to conduct official District business related to the two buildings including rents, cash receipts and building-related services. This practice shielded the existence of these funds and transactions from public knowledge, review and accountability. The board did not disclose this "unauthorized off balance sheet" account to the Department of Finance because it believed, erroneously, that the building rental income would reduce property tax revenues disbursed to the District by the DOF.

This account was a comingled account, used jointly by the Dis-

trict and the HVFFA. The District deposited revenues from building rentals, and the HVFFA deposited funds from its fund-raising activities. The District administrative assistant controlled the checkbook and wrote most of the checks while making the majority of deposits into the account. All the while the HVFFA retained sole signature authority. In contracting to use this comingled account, the District had agreed to pay the HVFFA a fee equal to 10 percent of the deposited funds. In July 2012, however, the HVFFA withdrew their funds and opened a separate account at another bank. The District continued to maintain the account until November 2013 when the board voted to close it and deposit the funds with the Sacramento County treasurer.

From the time the District shared the HVFFA account until it was closed, the District neither disclosed its existence to the Sacramento County DOF nor deposited the funds with the county treasurer, as required by state law. Moreover, the District maintained a revolving/petty cash fund with this account without disclosing its existence to the DOF, as required by state law. Along with this nondisclosure, the petty cash fund did not have the checks and balances with a third party, such as the DOF, reviewing and verifying receipts prior to being replenished. Finally, the District omitted the account from financial statements provided to auditors hired by the District to conduct biennial financial audits, as required by state law.

The District shared a bank account with the Firefighters' Association and maintained a revolving/petty cash fund, neither of which was disclosed to the Sacramento County Department of Finance, as required by state law.

Audits of the District's Accounts and Records

State law provides that the county auditor shall make an annual audit of a special district's accounts and records, but further provides that a special district may, by unanimous request of its governing board and unanimous approval of the Board of Supervisors, replace the annual audit with a biennial audit covering a two-year period. Between 2008 and 2011, in lieu of the county auditor's annual audits, the District contracted with a private accounting firm to make biennial audits of the District's accounts and records. The biennial audits of the District's financial statements for 2008 through 2011 were not conducted in accordance with generally accepted auditing standards. Important steps not performed include, among others:

- A proper study and evaluation of the existing internal control environment;
- A determination that expenditures were properly docu-

mented, authorized and incurred, and represent proper charges to the District; and

- A verification of all assets and liabilities of the District.

Review of these biennial audits and the District's accounts and records also revealed a lack of accounting controls and several areas of weakness in the control environment over financial accounting. The most significant weaknesses include the following:

- Receiving unrecorded District cash from citizens of Herald for reservation deposits and associated rental of facilities owned by the District.
- Mixing unrecorded District cash with cash belonging to the HVFFA in the same bank account legally owned and controlled by the HVFFA.
- Receiving unreported cash from citizens of Herald for donations to, or fundraisers for, the HVFFA without accounting for the cash receipts through the District accounting records, systems or reports.
- Lack of asset reconciliations between financial reports and the supporting detail.
- Lack of sufficient accounting detail is maintained to reconcile credit card charges.
- No segregation of duties related to cash receipts, recording and depositing cash, and reconciling the bank accounts. The same person performs all of these functions with no oversight or independent review by District management.
- Payroll input and paycheck distribution are performed by the same person without oversight by District management.
- The administrative assistant physically controlled the HVFFA checkbook. Checks had been written payable to "cash," then personally endorsed and cashed at a bank.
- The administrative assistant has a District credit card, receives the billing statement and submits the statement to the DOF for payment. Oversight includes only a copy of the statement, without supporting evidence, presented to the Board of Directors for a cursory review.

Review of the District's fiscal control environment also revealed other weaknesses in the District's practices, including the following:

- Until December 2013, the District paid a salaried employee unreported cash compensation for non-firefighter services that the employee provided the District. The District intentionally excluded these payments from the employee's earnings so as to understate the income reported on his Form W-2, Wage and Tax Statement.
- The District engaged in material asset purchase transactions

by trading or bartering without any documentation to record the receipt or disposition of assets. In one case, a used school bus was donated to the District and later bartered to a local contractor who fabricated and installed storage shelving on a District vehicle, all without supporting documentation.

- The fire chief authorized District employees and volunteers to fill their personal vehicles with gas from the pumps at the fire station as a form of expense reimbursement. This was done without documentation or proper classification in the District's accounting records.
- The District purchases tools and equipment used in the normal course of conducting its business. The District does not maintain a current listing of District-owned tools and equipment and cannot account for missing, lost or stolen assets.

In September 2013, in response to citizen demand, the District retained a private accounting firm to audit the District's building account. However, in November 2013, the accounting firm terminated its services and declined to perform the audit because the District had failed to provide supporting documentation for the account. The board did not publicly disclose the fact that the accounting firm had declined to perform the audit until April 2014.

Herald Fire Protection Personnel Policies and Practices

State law, codified in the Firefighters Procedural Bill of Rights Act, provides any full-time firefighter and fire chief employed by a public agency certain procedural protections when he or she is subjected to punitive action. Among these procedural protections is an opportunity for an administrative appeal of a disciplinary decision. The District, a public agency, employs several full-time firefighters as well as a fire chief, all of whom are entitled to these procedural protections.

The District has a policy, adopted by the fire chief but not by the board, that sets forth the procedural requirements for punitive action against a firefighter. The policy provides the fire chief with the authority to impose punitive action. Confusingly, the policy melds two separate policies: one that addresses punitive actions taken by the District against a firefighter, and the other that addresses a grievance initiated by the firefighter against the District. The one provides that a firefighter may appeal a punitive action to the fire chief or the District board; the other provides that the firefighter may request review only from the fire chief, and does not expressly provide the opportunity for an administrative appeal. Compounding the confusion and inconsistency, the fire chief has asserted that under the District policy, he has the authority to decide whether or not a firefighter may

appeal, either to him or to the board. In at least one instance, the fire chief denied a terminated firefighter the right to appeal his decision to terminate the firefighter.

District policy for punitive actions not only fails to provide the procedural protections required by the Firefighters Procedural Bill of Rights Act, but District staff responsible for initiating punitive actions are unfamiliar with the state law's requirements. The District administrative assistant, who assists the fire chief in preparing and initiating punitive actions, acknowledged that she is unaware of the Act or its requirements. And the fire chief's interpretation and application of the punitive action policy that he adopted shows that he has limited understanding of the Act's requirements as well.

The fire chief's interpretation and application of the District's punitive action policy raises concerns not only about the fire chief's imposition of punitive action against subordinate firefighters, but also his application of the policy to himself. For example, District policy provides that no individual while on Herald Fire Protection District premises will share any website or material that may be offensive. Over several months, in at least three instances, the fire chief viewed photos of nude and scantily-clad women on his work computer, which were then emailed from his district email account to another firefighter employee, who claimed to be offended. Although the fire chief acknowledged that he had viewed these photos on his work computer and that only he had access to his work computer and email account, he denied sending the photos to his employee. It is readily apparent that the fire chief may have violated the District's policy prohibiting misuse of the work computer. He has interpreted the District disciplinary policy that he is obliged to enforce in a manner that insulates his own conduct and protects him from punitive action.

The Board's Development of Governance Policies

Since its establishment in 1946, the board has adopted numerous District policies. Under its present governance policy, the board is responsible for adopting policies that pertain to the District, but the fire chief is responsible for adopting policies that pertain to firefighting staff and operations. The board does not approve policies adopted by the fire chief.

Many of these policies have not been reviewed and updated in more than 10 years. For example, the board's Master Plan was last updated in 2004. Also, board policy currently provides that the board may remove a director from the board; and the board, in fact, attempted to remove a director from the board in 2013. This policy remains on the books, notwithstanding that the

current board agrees that it lacks authority to remove a director and that the policy is invalid. And, as noted, the District's punitive action policy, adopted by the fire chief, is not compliant with state law.

LAFCo is a countywide commission that is responsible for the consolidation or reorganization of special districts, including fire protection districts. State law requires LAFCo to conduct Municipal Service Reviews of special districts every five years. As part of an MSR, LAFCo evaluates the special district's Master Plan. The Sacramento LAFCo has not conducted an MSR of the District since 2005.

FINDINGS AND RECOMMENDATIONS

Finding 1. The District lacks adequate internal accounting controls sufficient to ensure against misappropriation.

Recommendation 1. The District should establish adequate internal accounting controls, as identified in this report, to ensure verification of the District's finances against waste or misappropriation of District assets.

Finding 2. Since 2008, the District's finances have not been audited in accordance with generally accepted auditing standards, as required by law.

Recommendation 2. The county auditor should conduct an immediate audit of the District's financial statements and conduct all future annual audits of the District's finances, as required by law.

Finding 3. The District has not adopted or implemented personnel policies compliant with the Firefighters Procedural Bill of Rights Act with respect to punitive actions against full-time firefighter employees, and District staff lacks knowledge of the Act's requirements.

Recommendation 3. The District should adopt policies and practices compliant with the Firefighters Procedural Bill of Rights Act and provide training to all staff regarding the Act's requirements.

Finding 4. The District has failed to timely review and update as appropriate District governance policies.

Recommendation 4. The District should comprehensively review and update as appropriate all District governance policies, including the District's Master Plan.

Recommendation 5. The Sacramento Local Agency Formation Commission should conduct a Municipal Services Review of the District and evaluate the viability of consolidating the District's fire and emergency services with another fire district.

REQUEST FOR RESPONSES

Penal Code sections §933 and §933.05 require that specific responses to the findings and recommendations contained in this report be submitted to the Presiding Judge of the Sacramento County Superior Court by Oct. 1, 2014, from:

- The Herald Fire Protection District Board of Directors, response to **Findings 1, 2, 3 and 4** and their related **Recommendations**.
- The Herald Fire Protection District fire chief, response to **Findings 1 and 3** and their related **Recommendations**.
- Sacramento County Department of Finance, response to **Finding 2** and its related **Recommendation**.
- Sacramento Local Agency Formation Commission, response to **Finding 4** and its related **Recommendations**.

Mail or hand-deliver a hard copy of the response to:

Robert C. Hight, Presiding Judge
Sacramento County Superior Court
720 9th Street, Dept. 47
Sacramento, CA 95814

In addition, email the response to:

Becky Castaneda, Grand Jury Coordinator, at
castanb@saccourt.com.

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
1112 I Street, Suite #100
Sacramento, California 95814
(916) 874-6458

August 6, 2014

TO: Sacramento Local Agency Formation Commission

FROM: Peter Brundage, Executive Officer

RE: Appointment of Public Member and Alternate Public Member to Sacramento LAFCo

CONTACT: Donald J. Lockhart AICP, Assistant Executive Officer
Donald.Lockhart@SacLAFCo.org 874-2937

RECOMMENDATION

1. Commission selects a Nomination Sub-Committee to recommend candidates for appointment of the Public Member and Alternate Public Member vacant seats for Commission approval.
2. Approve the attached Public Notice to fill vacancies for the Public and Alternate Public seat.
3. Direct the Executive Officer to solicit nominations subject to the following procedure.
 - a. Advertise the position of Public Member and Alternate Public Member as vacant seats on the Commission as set forth in Cortese-Knox-Hertzberg.
 - b. Direct applicants to forward a letter of application and resume to the Commission Clerk by **September 17, 2014**.
 - c. The Nomination Sub-Committee reviews resumes and selects candidates to be interviewed, as necessary.
 - d. The Nomination Sub-Committee makes a recommendation to the Commission to fill the vacancies.
 - e. Commission approves or denies the Nomination Sub-Committees recommendations to fill vacant seats.

DISCUSSION

The terms of both the public member and alternate public member end on December 31, 2014. The appointment of the public member and alternate public member must be approved by the Commission. Government Code 56325(d) provides that the vacancies must be approved by the affirmative vote of at least one of the members selected by each of the other appointing authorities. In other words the appointments must be confirmed by at least one county, one city, and one special district representative.

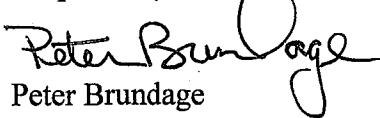
On February 2, 2011, the Commission adopted a Policy regarding the tenure of both the Public Member, and the Alternate Public Member. At the recommendation of the appointment Sub-Committee, your Commission adopted the following policy:

No Public Member, and no Alternate Public Member, appointed by the other six members of the Commission, shall be appointed to serve more than two consecutive terms. A Public Member, or Alternate Public Member, appointed to complete less than one (1) calendar year of an unexpired term shall be eligible to serve up to two consecutive terms in addition to the partial unexpired term.

The incumbent Public Member will continue to serve until the new nominations are approved by the Commission. However, the incumbent is precluded from reappointment, pursuant to the above noted policy.

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

Respectfully Submitted,



Peter Brundage
Executive Officer

DL:dl

(Public Member Appointment Aug_2014)

PUBLIC NOTICE

VACANCY OF PUBLIC MEMBER AND ALTERNATE PUBLIC MEMBER POSITIONS
ON THE SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

NOTICE is hereby given that on January 1, 2015, vacancies will exist for the two positions which represent the public at large, the Public Member Commissioner and the Alternate Public Member, on the Sacramento Local Agency Formation Commission (LAFCo). The Commission hereby solicits applications of interested persons for each of these positions. A copy of the Application may be downloaded from the LAFCo website (www.saclafco.org) or obtained by calling Diane Thorpe, LAFCo Commission Clerk, at 874-6458.

Applications must be received no later than 4:00 P.M. on September 17, 2014.

The Commission appoints both the public member Commissioner and the Alternate Public Member Commissioner on the Sacramento Local Agency Formation Commission. The term of office is four years, beginning January 1, 2015 and ending December 30, 2019. **The prospective candidate may not be associated with, nor employed by, the County of Sacramento, any city government of any city within the County of Sacramento, nor any special district located within the County of Sacramento.**

LAFCo is a state-mandated, regulatory body responsible for the discouragement of urban sprawl and the encouragement of the orderly formation and development of local governmental agencies based upon local conditions. The Commission hears incorporation proposals, proposals for city and special district boundary changes, i.e., annexations, detachments, reorganizations, consolidations, and mergers and amendments to Sphere of Influence proposals.

LAFCo is composed of seven Commissioner Members and five Alternate Commissioner Members. The composition of the Commission consists of the following classes: two members are members of the Sacramento County Board of Supervisors; two members are selected by the independent Special Districts located within the County of Sacramento; one member, appointed by the Mayor, serves on the City Council of the City of Sacramento; one member, appointed by the City Selection Committee, is a member of a City Council other than the City of Sacramento, located within the County of Sacramento; and one Public Member is appointed by the Commission from applications submitted upon the announcement of vacancy.

The Alternate Commissioner sits as a voting Commissioner for the regular member when he/she is unable to attend. The Commission meets for approximately one to three hours on the first Wednesday of each month at 5:30 P.M. in the Board of Supervisors' Chambers of the Sacramento County Administration Center, 700 H Street, Sacramento. Special meetings are called from time to time. A stipend of \$100 per meeting is paid for meeting attendance.

Anyone interested in submitting an application for either the Public Member position or the Alternate Public Member position should forward a completed copy of the application as soon as possible. **Applications must be received no later than 4:00 P.M. on September 17, 2014.** A person may apply for each of the two distinctly separate positions; a separate application form will be required for each position. Forward applications to:

Diane Thorpe, Commission Clerk
SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
1112 I Street, Suite 100
Sacramento, CA 95814
commissionclerk@saclafco.org

The Commission has named a subcommittee to review all applications and conduct interviews (if necessary). Commission action for the appointment of these two offices will occur at the meeting of November 5, 2014. If you have questions, please call the Commission Clerk at (916) 874-6458.

Sacramento Local Agency Formation Commission
1112 I Street, Ste. 100, Sacramento, CA 95814
(916) 874-6458 FAX: (916-874-2939)
commissionclerk@saclafco.org

**APPLICATION FOR PUBLIC MEMBER/
ALTERNATE PUBLIC MEMBER**

Name: _____

Residence Address: _____

Telephone Number: _____

E-Mail Address: _____

Employer: _____

Business Address: _____

Business Telephone Number and Fax Number: _____

I am applying for the position of (check as appropriate):

Public Member

Alternate Public Member

=====

On a separate piece of paper, not to exceed one (1) page, please respond to the following:

1. Briefly describe your experience in local government and/or with local community organizations.
2. Briefly describe your employment experience.
3. Briefly describe your educational background.
4. Explain why you are interested in serving on the Sacramento Local Agency Formation Commission, and how your appointment would be of benefit to the Commission and the community.
5. Provide any other information you feel would help the Commission in its deliberations.

=====

If appointed, I commit to attending meetings and fulfilling the responsibilities associated with the appointment.

Signed: _____ Dated: _____

Please return completed application to the Sacramento Local Agency Formation Commission. *Applications must be received no later than 4:00 p.m. on **September 17, 2014.***

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

**1112 I Street, Suite #100
Sacramento, California 95814
(916) 874-6458**

August 6, 2014

TO: Sacramento Local Agency Formation Commission

FROM: Peter Brundage, Executive Officer

RE: CALAFCO Board Nominations

CONTACT: Donald J. Lockhart AICP, Assistant Executive Officer
Donald.Lockhart@SacLAFCo.org 874-2937

RECOMMENDATION:

1. Your Commission may nominate any Regular or Alternate Commissioner to run for their respective seat (City, County, Special District and Public Member). Nominations for the CALAFCO Board of Directors are due by Monday, September 15, 2014.
2. Delegate the Executive Officer - unless another Commissioner will be attending the annual conference - to vote for the CALAFCO Board of Directors for the Central Region, at the business meeting to be held at the annual conference in Ontario on Thursday, October 16, 2014.

DISCUSSION:

On July 9, 2010, the CALAFCO membership approved the creation of Board of Director representation by regions for the CALAFCO Board of Directors. Four regions were created (North, South, Central and Coastal.) There are a total of four representatives from each region. Each region is be represented by a city, county, special district and public member. The CALAFCO Board has a total of 16 directors.

Nominations are now open for the Fall Board elections. Sacramento LAFCo is within the Central Region. The Central Region has two seats open for nominations: County and, Special District.

Commissioner Gay Jones currently serves on the CALAFCO Board, in the position of Secretary. Your Commission may nominate candidates to fill the two open positions for the Central Region. Either regular or alternate commissioners may serve on the CALAFCO Board. The nominations deadline for the new directors is Monday, September 15, 2014.

The CALAFCO annual conference will be held in Ontario from October 15 through October 17. The voting will occur during the annual business meeting, to be held on Thursday, October 16, 2014.

The nominations announcement and forms for the CALAFCO Board of Directors nomination are attached. If any Sacramento LAFCo Commissioner or Alternate would like to run, the Sacramento LAFCo Chair must complete the Nomination Form and Candidate Resume Form. Nominations will be submitted to:

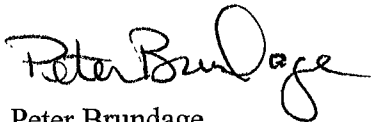
CALAFCO Recruitment Committee
c/o Executive Director
CALAFCO
1215 K Street, Suite 1650
Sacramento, CA 95814
(FAX: 916.442.6535)
info@calafco.org

Voting Delegate

The CALAFCO Bylaws require each member LAFCo to designate a Voting Delegate to vote on behalf of their Commission. The voting delegate may be a commissioner, alternate commissioner, or executive officer attending the conference. I recommend that the Commission designate the Executive Officer to vote on behalf of Sacramento LAFCo, unless another Commissioner will be attending the annual conference.

Respectfully,

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION



Peter Brundage
Executive Officer

Attachments

DL/dl 2014 Nom. Report

12 June 2014

**2013-2014
Board of Directors**

Chair

MARY JANE GRIEGO
Yuba LAFCo

Vice Chair

JOHN LEOPOLD
Santa Cruz LAFCo

Secretary

STEPHEN TOMANELLI
Riverside LAFCo

Treasurer

GAY JONES
Sacramento LAFCo

JULIE ALLEN

Tulare LAFCo

ROBERT BERGMAN

Nevada LAFCo

JAMES CURATALO

San Bernardino LAFCo

LARRY R. DUNCAN

Butte LAFCo

JULIANA INMAN

Napa LAFCo

MICHAEL KELLEY

Imperial LAFCo

DR. WILLIAM KIRBY

Placer LAFCo

MICHAEL R. MCGILL

Contra Costa LAFCo

EUGENE MONTANEZ

Riverside LAFCo

THEODORE NOVELLI

Amador LAFCo

JOSH SUSMAN

Nevada LAFCo

ROGER WELT

Santa Barbara LAFCo

Staff

PAMELA MILLER
Executive Director

MARJORIE BLOM
Executive Officer

CLARK ALSOP
Legal Counsel

STEPHEN LUCAS
Deputy Executive Officer

SAMUEL MARTINEZ
Deputy Executive Officer

DAVID CHURCH
Deputy Executive Officer

JENI TICKLER
Executive Assistant

To: Local Agency Formation Commission
Members and Alternate Members

From: Elliot Mulberg, Committee Chair
Mary Jane Griego, Committee Vice Chair
Board Recruitment Committee
CALAFCO Board of Directors



RE: Nominations for 2014/2015 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 Recruitment Committee is accepting nominations for the following seats on the CALAFCO Board of Directors:

<u>Northern Region</u>	<u>Central Region</u>	<u>Coastal Region</u>	<u>Southern Region</u>
City Member	District Member	District Member	City Member
Public Member	County Member	County 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 16, 2014 at the DoubleTree by Hilton in Ontario, CA.

Please inform your Commission that the CALAFCO Recruitment Committee is accepting nominations for the above-cited seats until Monday, September 15, 2014.

Incumbents are eligible to run for another term. Nominations received by September 15th will be included in the Recruitment Committee's Report and on the ballot, copies of which will be distributed to LAFCo members October 1 and made available 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 Monday, September 15, 2014. Completed absentee ballots must be returned by October 13. If returned by the deadline absentee ballots will be used in the case of a run-off election.

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.

1215 K Street, Suite 1650
Sacramento, CA 95814

Voice 916-442-6536
Fax 916-442-6535

www.calafco.org

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 Monday, September 15, 2014.***

Here is a summary of the deadlines for this year's nomination process:

- **June 12** - Nomination Announcement and packet sent to LAFCo membership and posted on the CALAFCO website.
- **September 15** - Completed Nomination packet due
- **September 15** - Request for an absentee/electronic ballot
- **October 1** - Distribution of the Recruitment Committee Report (includes all completed/submitted nomination papers)
- **October 1** - Distribution of requested absentee/electronic ballots.
- **October 13** - Absentee ballots due to CALAFCO
- **October 16** - Elections

Returning the nomination form prior to the deadline ensures your nominee is placed on the ballot.

Please forward nominations to:

CALAFCO Recruitment Committee c/o Executive Director
California Association of Local Agency Formation Commissions
1215 K Street, Suite 1650
Sacramento, California 95814
FAX: 916-442-6535

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 above address.

Attached please find a copy of the CALAFCO Board of Directors Nomination and Election Procedures. Members of the 2014/2015 CALAFCO Recruitment Committee are:

Chair - Elliot Mulberg elliott@mulberg.com	Associate Member and former CALAFCO Board member 916-217-8393
Vice Chair- Mary Jane Griego mgriego@calafco.org	Yuba LAFCo (Northern Region) 530-749-7510
Julie Allen jallen@calafco.org	Tulare LAFCo (Central Region) 559-288-9411
Juliana Inman jinman@calafco.org	Napa LAFCo (Coastal Region) 707-226-5304
Michael Kelley mkelley@calafco.org	Imperial LAFCo (Southern Region) 760-482-4308

Former CALAFCO Board Member and Associate Member Elliot Mulberg has agreed to once again assist CALAFCO with the election process. We appreciate and value his expertise. Questions about the election process can be directed to him at elliott@mulberg.com or 916-217-8393.

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 A RECRUITMENT COMMITTEE

- a. Following the Annual Membership Meeting the Board shall appoint a Committee of four members of the Board. The Recruitment Committee shall consist of one member from each region whose term is not ending.
- b. The Board shall appoint one of the members of the Recruitment Committee to serve as Chairman. The CALAFCO Executive Officer shall appoint a CALAFCO staff member to serve as staff for the Recruitment Committee in cooperation with the CALAFCO Executive Director.
- c. Each region shall designate a regional representative to serve as staff liaison to the Recruitment Committee.
- d. Goals of the Committee are to encourage and solicit candidates by region who represent member LAFCoS across the spectrum of geography, size, and urban-suburban-rural population, and to provide oversight of the elections process.

2. ANNOUNCEMENT TO ALL MEMBER LAFCoS

- a. No later than three months prior to the Annual Membership Meeting, the Recruitment Committee Chair shall send an announcement to each LAFCo for distribution to each commissioner and alternate. The announcement shall include the following:
 - 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 Recruitment 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 Nominations Committee action."
 - iv. The names of the Recruitment Committee members with the Committee Chair's LAFCo address and phone number, and the names and contact information for each of the regional representatives.
 - 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 Recruitment Committee Chair shall send an announcement to the Executive Director for distribution to each member LAFCo and for publication in the newsletter and on the website. The announcement shall include the following:

**Key Timeframes for
Nominations Process**

<u>Days*</u>	
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 Recruitment Committee. Nominations received after the closing dates shall be returned to the proposing LAFCo marked "Received too late for Recruitment Committee action."
 - iii. The names of the Recruitment Committee members with the Committee Chair's LAFCo address and phone number, and the names and contact information for each of the regional representatives.
 - 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 RECRUITMENT COMMITTEE

- a. The Recruitment 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 Recruitment 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.
- b. At the close of the nominations the Recruitment 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 Recruitment committee shall tally ballots at each caucus and provide the Recruitment Committee the names of the elected Board members and any open seats. In the event of a tie, the staff and Recruitment Committee member shall immediately conduct a run-off ballot of the tied candidates.
- c. Make available sufficient copies of the Committee Report for each Voting Member 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 Annual Conference Planning Committee to provide "CANDIDATE" ribbons to all candidates attending the Annual Conference.
- 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 Recruitment Committee shall serve as the Presiding Officer for the purpose of the caucus election.
- h. Following the regional elections, in the event that there are open seats for any offices subject to the election, the Recruitment 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.

4. ELECTRONIC BALLOT FOR LAFCO IN GOOD STANDING NOT ATTENDING ANNUAL MEETING
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 Recruitment Committee.

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

- a. The Recruitment Committee Chairman, another member of the Recruitment Committee, or the Chair's designee (hereafter called the Presiding Officer) shall:
 - i. Review the election procedure with the membership.
 - ii. Present the Recruitment 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 LAFcos 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. 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 majority 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.
 3. In case of tie votes:
 - 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.
 - 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 Recruitment Committee Chair shall announce and introduce all Board Members elected at the Regional Caucuses at the annual business meeting.
- 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 2007, 8 February 2008, 13 February 2009, 12 February 2010, 18 February 2011, and 29 April 2011. They supersede all previous versions of the policies.

CALAFCO 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: Sam Martinez,
San Bernardino LAFCo
smartinez@lafco.sbcounty.gov

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: David Church, San Luis Obispo
LAFCo
dchurch@slolafco.com

Central Region

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

CONTACT: Marjorie Blom, Stanislaus LAFCo
blomm@stancounty.com

**Board of Directors
2014/2015 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 15, 2014**
to be considered by the Recruitment Committee. Send
completed nominations to:
CALAFCO Recruitment Committee
CALAFCO
1215 K Street, Suite 1650
Sacramento, CA 95814

Date Received _____

Board of Directors 2014/2015 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:

Available via travel and tele-conferencing for board and committee meetings, conferences and workshops

Other Related Activities and Comments:

STATEMENT OF QUALIFICATIONS

Gay Jones

EXPERIENCE

- 2000 - Present: Director for Sacramento Metropolitan Fire District.
- 2006 - Present: Commissioner for Sacramento Local Agency Formation Commission (LAFCO).
- 2006 - Present: Board Member for California Association of LAFCO (CALAFCO).
- 2013 - Present: Executive Board Member, CALAFCO.
- 2004 - 2006: Alternate Commissioner for Sacramento LAFCO.
- 1981 - 2006: Sacramento Fire Department (Captain, Ret.).
- 1973 - 1979: United States Peace Corps.

EDUCATION AND CERTIFICATIONS

- Master's Degree, California State University, Sacramento.
- Bachelor of Science, Lewis and Clark College.
- Associate Degree, American River Community College.
- Chief Officer Certification, California State Board of Fire Service.
- Special District Leadership and Management Certification, Special District Institute.

COMMUNITY ACTIVITIES

- Chair, Butterfield Riviera-East Community Association (BRECA).
- Member, American River Parkway Coalition.
- Member, Eppie's Great Race Committee.
- Chair, Cordova Community Planning Advisory Council.

NOTICE OF DEADLINE

Nominations must be received by **September 15, 2014** to be considered by the Recruitment Committee. Send completed nominations to:
CALAFCO Recruitment Committee
CALAFCO
1215 K Street, Suite 1650
Sacramento, CA 95814

Board of Directors 2014/2015 Candidate Resume Form

Nominated By: Sacramento LAFCo Date: August 6, 2014

Region (please check one): Northern Coastal Central Southern

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

Candidate Name Gay Jones

Address 1112 "I" Street; Suite 100

Phone Office (916)874-6458 Mobile (916)208-0736

e-mail h2ogay@pacbell.net @ _____

Personal and Professional Background:

2000 – Present: Director, Sacramento Metropolitan Fire District

1981 – 2006: Sacramento Fire District (Captain, Ret.)

1973 – 1979: United States Peace Corps.

Master Degree: California State University, Sacramento

LAFCo Experience:

2012: Chair, Sacramento LAFCO

2006 – Present: Special District Commission Sacramento LAFCO

2004-2006: Alternate Special District Commission Sacramento LAFCO

CALAFCO or State-level Experience:

2006 – Present: Director, CALAFCO Board of Directors

**Board of Directors
2014/2015 Nominations Form**

Nomination to the CALAFCO Board of Directors

In accordance with the Nominations and Election Procedures of CALAFCO,

Sacramento LAFCo of the Central Region

Nominates Gay Jones

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

August 6, 2014

Date

NOTICE OF DEADLINE

Nominations must be received by **September 15, 2014**
to be considered by the Recruitment Committee. Send
completed nominations to:
CALAFCO Recruitment Committee
CALAFCO
1215 K Street, Suite 1650
Sacramento, CA 95814

Availability:

Other Related Activities and Comments:

NOTICE OF DEADLINE

Nominations must be received by **September 15, 2014** to be considered by the Recruitment Committee. Send completed nominations to:
CALAFCO Recruitment Committee
CALAFCO
1215 K Street, Suite 1650
Sacramento, CA 95814