

APPENDIX A

SAMPLE LAFCo PETITION FORM

**SACRAMENTO AGENCY FORMATION COMMISSION
APPLICATION INFORMATION FORM**

FOR OFFICIAL USE ONLY

Control No.

- | | | |
|--|--|--|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Reorganization | <input type="checkbox"/> Consolidation |
| <input type="checkbox"/> Detachment
Reconsideration | <input type="checkbox"/> Formation | <input type="checkbox"/> |
| <input type="checkbox"/> Incorporation
Disincorporation | <input type="checkbox"/> Dissolution | <input type="checkbox"/> |
| <input type="checkbox"/> Exercise of Latent Powers | <input type="checkbox"/> Sphere of Influence Evaluation/Update | |
| <input type="checkbox"/> Other | | |
- _____

To Be Completed by Applicant

1. SUBJECT PROPERTY: (For large areas, parcel book page numbers may be listed.)

Parcel No.(s):

Parcel Size:

Name of Project:

Address or Location:

2. LEGAL OWNER/S OR CHIEF PETITIONER/S: (Include a maximum of three petitioners)

Address: _____

City: _____ Zip Code: _____ Phone: _____

CHIEF PETITIONER: _____

Address: _____

City: _____ Zip Code: _____ Phone: _____

3. APPLICANT/REPRESENTATIVE _____

Address: _____

City: _____ Zip Code: _____ Phone: _____

4. AUTHORITY TO FILE APPLICATION

- Ownership Power of Attorney* Contract to Purchase*
- Long Term Lease (20 years or more)* Petition
- Resolution of Application

* Attach evidence of authority or petition.

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and agree to pay any fees and expenses required to prepare necessary environmental documentation and planning studies to process this application. In addition, I hereby petition the Sacramento County local Agency Formation Commission for approval of a proposed change of organization or reorganization.

The undersigned hereby petition(s) the Local Agency Formation Commission of Sacramento County for approval of a proposed change of organization or reorganization, and stipulate(s) as follows:

1. This proposal is made pursuant to Part 3, Division 3, Title 5 of the California Government Code (commencing with Section 56000. Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000).
2. The specific change(s) of organization proposed (i.e., annexation, detachment, reorganization, et cetera) is/are:
(List each request separately.)

3. The boundaries of the territory(ies) included in the proposal are as described in Exhibit(s) attached hereto and by this reference incorporated herein.
4. The territory(ies) included in the proposal is/are _____ inhabited (12 or more registered voters) _____ uninhabited.
5. This proposal is/is not consistent with the sphere of influence of the affected city and/or districts. _____

6. Justification for each application (Use extra sheets if necessary. A justification must be provided for each request.): _____

7. The persons signing this petition have signed as _____ Registered Voters _____ Owners of Land. (Check One.)

8. If the formation of a new district(s) is included in the proposal:

(a) The principal act(s) under which said district(s) is/are proposed to be formed is/are: _____

(b) The proposed name(s) of the new district(s) is/are: _____

(c) The boundaries of the proposed new district(s) are as described in Exhibit(s) _____, _____ heretofore incorporated herein.

9. If an incorporation is included in the proposal:

(a) The name proposed for the new city is: _____

(b) Provisions are requested for the appointment of:

(i) City Manager ___Yes___No

(ii) City Clerk and City Treasurer ___ Yes ___No

10. If the proposal includes consolidation of special districts, the proposed name of the consolidated district is: _____

Wherefore, petitioner(s) or owner(s) request(s) that proceedings be taken in accordance with the provisions of Section 56000, et seq. of the Government Code and herewith affix signature(s) as follows:

Owner/Chief Petitioner (not to exceed three):

DATE PRINTED NAME SIGNATURE RESIDENCE ADDRESS

1. _____

2. _____

3. _____

APPLICANT'S REPRESENTATIVE

DATE

- * Note: Applications may not be accepted without signature of legal owner(s) or official agent(s) with Power of Attorney or Chief Petitioners. An incomplete application cannot be processed. Adopted LAFCO rules and procedures require that specific material be submitted in conjunction with the application. The required items are indicated on the attached instructions.

APPENDIX B

SAMPLE METES AND BOUNDS LEGAL DESCRIPTION

**DESCRIPTION OF ANNEXATION PARCEL
FOR RIVER WEST DEVELOPMENTS**

All that certain real property situate in Sacramento County, California described as follows:

PARCEL 1

The Northwest Quarter Section of 10, the Southwest Quarter of Section 10, and all of Section 15, all of the foregoing being in said Township 7 North, Range 6 East, of Mount Diablo Base and Meridian.

PARCEL 2

The Southeast Quarter of Section 9 Township 7 North, Range 6 East MDB and M.

Excepting therefrom all that portion of said Southeast Quarter of Section 9 heretofore conveyed April 15, 1915, to Charles E. Mildred and others, trustees, recorded in Book 428 of Deeds, Page 196, of said Sacramento County Records, described as follows:

Beginning at a point in the East Line of Section 16, Township 7 North Range 6 East which is 2,665.5 feet, more or less, North of the Southeast Corner of said Section 16 said point of beginning being 5 feet North of the Centerline of the Tangent of the Central California Traction Company's Spur to the California Vineyards Company's Packing House proceed East; thence South 89 degrees 51 minutes West 2,640 feet; more or less parallel to the tangent of the Central California Traction Company's Spur and 5 feet North thereof to a fence line marking the Westerly Boundary of the California Vineyard Company's Land; thence following the said fence line North 2,960 feet, more or less, to the center of an avenue in the vineyard; thence North 89 degrees 41 minutes East 2,640 feet, more or less, along the Centerline of said avenue to the East Line of said Section 9; thence following the Section Lines South 2,967 feet, more or less, to the point of beginning.

APPENDIX C
SAMPLE MAPS

APPENDIX C

MAPS

- A. Maps - All maps must be folded to 8-1/2" x 11" size.
1. Ten copies (minimum size 24" x 30") of a map that is drawn to scale. (1" to -20' for areas 5 acres or less; 1" to 50' for 5 to 50 acres; 1" to 100' for parcels over 50 acres in size). The map shall show the exterior property lines of the subject property and the exterior property lines of all properties that are located within 500 feet of the subject parcel(s). In any case, the exterior property lines of the closest properties shall be included.

Other required information should be shown as follows:
 - a. Net and gross acreage.
 - b. The names of any special districts that currently provide service to the subject property. (This information can be obtained through the LAFCo office.)
 - c. A project name.
 2. One copy of a map (minimum 24" x 30") that indicates the following:
 - a. The existing Land Use Categories (General Plan), Land Use Designation (Specific Plan) if available, and Land Use Zones for all properties, including those which are directly adjacent to the subject property(ies) (See Attachment A).
 - b. Any uses which are proposed by the applicant.
 - c. All streets, highways, railroads, streams, 100-year flood plains, drainage canals or other important physical features.
 - d. Any structures that are located on the subject property or within 50 feet of the subject parcels.
 - e. Existing drainage, utility, road and other easement.
 3. One copy of each applicable Assessor's Parcel map, clearly marked with cross-hatching, is required to be submitted with the application. This map will be filed with the Recorder, Assessor and State Board of Equalization.
 4. 8-1/2" x 11" reductions of all submitted maps and exhibits. Draw all plans to engineering scale; show site dimension, north arrow and visual scale. Fold all maps to 8-1/2" x 11" size. Clearly mark the boundaries of the subject site.

4 pages of maps

APPENDIX D

SCHEDULE OF FEES

**SACRAMENTO
FEE SCHEDULE**

Fees

1.	Annexation/Detachment	0-4.9 acres: \$400 5-9.9 acres: \$550 10-19.9 acres: \$700 20-49.9 acres: \$1,300 50-99.9 acres: \$1,500 100-149.9 acres: \$1,600 150-199.9 acres: \$1,700 200+ acres: \$1,700 plus \$1/per acre
2.	Reorganization	Sum of individual applications
3.	Consolidation	\$1,500
4.	Formation	\$2,000
5.	Dissolution	\$1,000
6.	Reconsideration	\$250
7.	Application for Latent Powers	\$500 plus \$250 for each additional power
8.	Studies	Actual Cost
9.	Petition Check	75 ¢ per sig for 100% check
10.	Incorporation (plus feasibility studies)	\$2,000 plus cost of any studies

11.	Disincorporation	\$2,000
12.	Sphere of Influence Revision	Actual Cost \$500 deposit
13.	Environmental Review Fees	
	a. Professional staff rate/hour	\$40-\$59
	b. Environmental Coordinator rate/hour	\$75
	c. Clerical staff rate/hour	\$24
	d. Negative Declarations and Prior documents Base Charge	\$165
	e. Exemptions	\$65

ADDITIONAL FEES:

Agenda	\$10 per year
Recorder's Fee	\$10 per recording

APPENDIX E

GUIDELINES FOR EVALUATING INCORPORATION PROPOSALS

Appendix E

LAFCo GUIDELINES FOR EVALUATING INCORPORATION PROPOSALS

This appendix provides specific guidance to applicants submitting incorporation proposals regarding the LAFCo's evaluation of those proposals. The appendix is divided into four sections, including sections concerning the proposed city's capability and effectiveness, its revenue impact on existing agencies, its financial feasibility and the efficiency of the proposed city.

A. CAPACITY AND EFFECTIVENESS

This section describes the application of LAFCo General Policy regarding incorporation proposals. The LAFCo seeks to ensure that the most effective service provider will serve any given territory, subject to other goals, including efficiency, minimal environmental damage, and minimal adverse social or economic effects upon neighboring territories and agencies. Though the effectiveness of a proposed city is difficult to assess, the LAFCo will compare the proposals effectiveness with that of the current service providers by reviewing the following indicators:

1. Thoroughness of the feasibility study and the Municipal Service Review of the Sphere of Influence Plan included in the proposal;
2. Planned realistic service provision capacity to provide acceptable quantity and quality of service as may be required by evidenced service needs; and
3. Proposed organization chart and operating plans.

The feasibility study and Municipal Service Review are particularly important, because their contents will allow the LAFCo to make a comparison of the proposed source of service provision capacity to the current source.

B. REVENUE IMPACT ON EXISTING AGENCIES

Sales tax revenues have historically funded most or all of the County services which could be assumed by the new city. These services include:

1. Public protection and traffic enforcement;
2. Animal control;
3. Local streets and roads;
4. Planning and community development;
5. Environmental impact section; and
6. Other municipal services.

Property tax revenue which is transferred to a new city is equal to more than one-third of the cost of services assumed. Based upon an analysis of Sacramento County's fiscal 1988/89 final budget, about 42 percent of general purpose revenue is made up of property tax revenue. That proportion is applied to the net cost of services transferred to determine the amount of property tax revenue to be transferred. Net cost of services is that part which is funded by general purpose revenues.

Because sales tax revenues have been sufficient to fund most municipal services, the Cortese-Knox-Hertzberg Act requirement to transfer a part of property tax revenue to incorporating cities partially duplicates the requirement to transfer sales tax revenues. When the County transfers municipal services to a new city, it must also transfer both the sales tax revenue that was sufficient to fund most of those services, and property tax revenue equal to more than one-third of the cost of those services. Essentially, the County must transfer one and one-third more revenue to a new city than is required to fund services that are being transferred.

This section describes the application of LAFCo General Policies to incorporation proposals. The LAFCo's policies require proposals to be revenue-neutral in their financial effect, or to include agreements that will achieve revenue-neutrality. To apply these policies, the LAFCo will review the reduced costs of current service providers and the revenue that existing service providers must transfer to the new city when it assumes service provision responsibility.

1. Measuring Costs

To measure costs, the LAFCo must determine the costs associated with a service, allocate costs to the subject territory, and identify the amount of costs. In measuring costs for the most recent complete fiscal year, the LAFCo will rely upon the most recently completed financial audit statements compiled by the County or the appropriate oversight agency. The LAFCo will ensure that costs are measured completely and accurately by using the following guidelines:

- a. Cost Definition - Cost definition requires identification of the types of service concerned, and identification of cost categories.
- (1) Types of Service - A new city must assume certain municipal services upon incorporation, including:
 - (a) Law Enforcement/Police Protection;
 - (b) Planning and Land Use Control;
 - (c) Engineering and City Street Construction and Maintenance; and
 - (d) Building Inspection.

A city may also agree with the current service provider(s) to assume responsibility for a variety of other services, such as:

- (e) Animal Control;
 - (f) Cemeteries;
 - (g) Drainage;
 - (h) Fire Protection;
 - (i) Libraries;
 - (j) Parks and Recreation;
 - (k) Sewers;
 - (l) Solid Waste Disposal;
 - (m) Street Lighting; and
 - (n) Any other services which a city is legally permitted to provide.
- (2) Cost Categories - Total costs, regardless of the particular service, should include:
- (a) Wages, salaries, benefits, payroll taxes, training, and other employment related items;
 - (b) Office space, including rent, lease, allocated space costs, and utilities;
 - (c) Consumable equipment and supplies;
 - (d) Capital equipment, including rental, lease, or depreciation;
 - (e) Purchased services;
 - (f) Casualty and liability costs, including insurance premiums, self insurance reserve contributions; and
 - (g) Allocated agency administration and overhead.

Failure to include all of these items, or others which may be defined, in the calculation of cost reductions available to a current service provider would make the proposal appear less favorable to the existing service provider than it really is.

Though certain of the above costs are fixed in the short run and would not be saved if service is no longer provided by the current service provider, most of the costs become variable over time. That is, they can be eliminated, or depreciable.

assets can be redeployed to other uses or sold. For that reason, the above guidelines provide for the definition of long run marginal costs, the costs borne by the current service provider of providing the incremental units of service required by the subject territory.

b. Cost Allocations - The cost allocation must accurately and equitably assign indirect costs, and must accurately and equitably assign service costs to the subject territory on the basis of service level received. Ideally, the actual cost of service provided should be used. Only if such costs cannot be identified as to amount, or identification is unusually burdensome, should another allocation method be chosen. Alternate allocation methods should be based upon the measure of work that most accurately reflects the level of service received. The following are examples of allocation methods that the LAFCo expects agencies to use in allocating costs to a territory for several major types of municipal services:

- (1) Sheriff/Law Enforcement - actual cost, based upon workload analysis estimates of patrol, detective, and surveillance hours, arrests, and other measures of work in the territory to which costs can be assigned;
- (2) Planning and Community Development - actual cost, based upon work load analysis estimates of costs for developing, updating, or implementing the community plan for the subject territory, costs for zoning the subject territory, and costs for any expected special studies;
- (3) Public Works - cost per lane mile, or cost per other unit of effort; and
- (4) General Government Administration, including Executive, Legislature, Legal Counsel, etc. - general government administrative cost per dollar of budget expenditure.

c. Cost Identification - The LAFCo is concerned with identifying the amount of cost that will remain the responsibility of the current service provider. The LAFCo will request and review cost calculations and supporting accounting records to ensure that all of the above defined costs have been included. The review will also ensure that, if possible, actual costs are identified, and if actual costs cannot be identified, that allocation methods used are related to service levels.

2. Transfer of Property Taxes

The Cortese-Knox-Hertzberg Act, in Section 56810, provides that, if a new city will assume responsibility for all services provided by the current service provider, the new city or district shall receive all property tax revenue previously received by the current provider. Otherwise, the LAFCo must determine the part of property tax revenue to be transferred. Since the County is the current provider of services to the territory included in most proposed new cities, and since new cities legally cannot assume responsibility for all County services, the LAFCo will usually have to determine the partial property tax transfer amount.

- a. The Cortese-Knox-Hertzberg Act requires the LAFCo to determine the amount of property tax transfer based upon the following formula:

$$\text{Property Tax Property Tax Revenue Transferred} = \frac{\text{Property Tax Revenue}}{\text{Total General Purpose Revenue}} \times \text{Net Cost of Services}$$

For this formula, the County Auditor is required to determine the proportion of property tax revenue to total general purpose revenue for each affected local agency. The LAFCo is required to determine

... an amount equal to the total net cost to each affected local agency during the prior fiscal year of providing those services which the new jurisdiction will assume within the area subject to the proposal. For purposes of this paragraph, 'total net cost' means the total cost that was funded by general purpose revenues of the affected local agency...

General purpose revenue is defined by the Cortese-Knox-Hertzberg Act as:

[T]he total amount of revenue which an affected agency may use on a discretionary basis for any purpose, and [which] does not include any of the following:

- (A) Revenue that, by statute, is required to be used for a specific purpose;
 - (B) Revenue from fees, charges, or assessments which are levied specifically to offset the cost of particular services and do not exceed the cost reasonably borne in providing these services; and
 - (C) Revenue received from the federal government that is required to be used for a specific purpose.
- b. The LAFCo specifically interprets only the following County revenues to be general purpose revenues:
- (1) Taxes - Current Property;
 - (2) Taxes Other than Current Property;
 - (3) Use of Money and Property;
 - (4) Miscellaneous Revenues; and
 - (5) Other Financing Sources.

- c. The LAFCo specifically interprets the following revenues to be non-general purpose, or restricted, revenues:
- (1) Licenses and Permits;
 - (2) Fines, Forfeitures and Penalties;
 - (3) Aid - State;
 - (4) Aid - Federal;
 - (5) Aid - Other; and
 - (6) Charges for Current Services.
- d. As with total cost identification for purposes of comparison with total revenue transferred, the LAFCo will attempt to determine the actual part of service costs which are funded by general purpose revenues. In some cases, the entirety of service costs are funded through either general purpose or restricted revenue. For example, building inspection is funded through various construction permit charges, which are restricted revenues. In other cases, the service is funded partly through general purpose revenues, and partly through restricted revenues, but there is a clear delineation of the separate parts. For example, Planning and Community Development services rely partly on permits and charges for service, which are restricted revenues, and partly on general purpose revenues from the Unincorporated Area Services Fund.

If the LAFCo cannot identify which portion of services are funded by general purpose revenues, it will assume that the portion of the service funded by general purpose revenue is the same as the portion of general purpose revenues to total revenues within the smallest budget unit which funds the service. For example, animal control is currently provided by the County, and financed through the Unincorporated Area Services Fund. If a new city assumes the animal control function, the LAFCo may not be able to identify what part of the function in the subject territory is funded by general purpose revenues. In that case, if 80 percent of Unincorporated Area Services Fund revenue is made up of general purpose revenue, then the LAFCo will assume that 80 percent of animal control costs are made up of general purpose revenue.

3. Transfer of Sales Tax, Service Charge, User Fee, and Other Revenues

A new city has the authority to levy a sales tax. A city also will receive service charge and user fee revenue corresponding to the services it proposes to assume which are provided for charge or on a fee basis. The LAFCo will request that the State Board of Equalization determine the amount of sales tax revenue generated within the subject territory as part of the determination of financial impact. The LAFCo will rely upon current service providers for information regarding revenues generated by the subject territory via service charges and user fees. Similarly to service costs, the LAFCo will attempt to consider actual revenues from the subject territory. If actual revenues cannot be determined at reasonable cost, the LAFCo will consider revenues assigned to the territory using the allocation method most closely related to service levels.

4. Revenue Exchange Agreements

Though the LAFCo does not have the power to condition its approval of a proposal on a revenue exchange agreement, the LAFCo does have the power to deny proposals that have an unequal and harmful revenue impact. The LAFCo will therefore deny proposals that are not revenue neutral unless the applicant clearly demonstrates that the current revenue distribution is substantially inequitable and that the proposal will correct that inequity.

The LAFCo only will approve a proposal in which the costs borne by an existing service provider are not equal to the revenues transferred from the current provider to the incorporating city if the proposal includes a revenue exchange contract that resolves the inequity.

C. FINANCIAL FEASIBILITY

This section describes the application of LAFCo General Policy for Financial Feasibility to incorporation proposals. The LAFCo seeks to judge the initial and on-going financial viability of the proposed city. The LAFCo will determine prospective transitional and on-going revenues to be received by the new city. However, the LAFCo will rely substantially upon the applicant's feasibility study for estimates of transitional and on-going costs.

1. The costs detailed in the feasibility study must include all services that the city will assume. In addition, the feasibility study should include a projected three-year budget.
2. Additionally, the general government costs must be included, such as costs for the following functions:
 - a. City council/legislative;
 - b. City manager/administrative;
 - c. Treasurer/financial; and
 - d. Counsel/legal.
3. Costs detailed in the feasibility study for both transition and on-going operations must be included.
4. The LAFCo also will expect to see at least the following costs amongst the transition costs included in the feasibility study:
 - a. Necessary capital construction;
 - b. Recruiting and hiring;
 - c. Purchase of durable equipment and furnishings;
 - d. Hookup and connection costs;
 - e. Working capital for wages and benefits, lease/rent, consumable equipment and supplies, insurance, etc.; and
 - f. Legal and other professional fees.

If the LAFCo judges that any relevant costs have been excluded, or that any included costs appear to be substantially inaccurately estimated, the applicant may be required to resubmit a corrected feasibility study before the LAFCo takes action on the application. Appendix I presents a description of the financial information required to be submitted with incorporation proposal applications. In addition, Appendix J presents a methodology for computing the Gann limit for new entities resulting from an incorporation or a change in organization.

D. EFFICIENCY

This section describes the application of LAFCo General Policy regarding efficiency of services incorporation proposals. The LAFCo will attempt to determine if the proposal is the most efficient means of provision of acceptable quality services, or if another local agency or combination of local agencies is more efficient. In determining efficiency, the LAFCo is concerned with the net present value of total current and projected societal service costs.

The LAFCo will consider costs of service rather than simply considering an agency's charge or price because governmental agencies' costs and obligations are ultimately borne by their constituents and customers, regardless of the current price charged for service.

The LAFCo will consider the net present value of current and projected costs so that cost differences over time can be compared. For example, a city with limited water treatment capacity may be able to offer a lower monthly charge now, but may require a costly new plant in four years, while a district with ample capacity may charge a higher monthly charge now, but be cheaper in the long run since a new plant will not be needed for ten years.

The LAFCo will consider societal costs instead of only those costs borne by the agency, because some of the cost of service provision may not be borne by those who receive the service. For example, the LAFCo will consider the costs of pollution caused by a solid waste disposal agency, so that an agency with an inexpensive but heavily polluting dump will not necessarily be judged more efficient than an agency with a more expensive plant that is much cleaner.

APPENDIX F

PARTY DISCLOSURE FORM

PARTY DISCLOSURE FORM
Information Sheet

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

This form must be completed by applicants for, or persons who are the subject of, any proceeding involving a license, permit, or other entitlement of use pending before **Sacramento Local Agency Formation Commission**.

Important Notice

Basic Provisions of Section 84308

- I. You are prohibited from making a campaign contribution of \$250 or more to any commissioner/board member, his or her alternate, or any candidate for such position. This prohibition begins on the date your application is filed or the proceeding is initiated, and the prohibition ends three months after a final decision is rendered by **Sacramento Local Agency Formation Commission**. In addition, no commissioner/board member, alternative, or candidate may solicit or accept a campaign contribution of \$250 or more from you during this period.

These prohibitions also apply to your agents, and, if you are a closely held corporation, to your majority shareholders as well.

- II. You must file the attached disclosure form and disclose whether you or your agent(s) have in the aggregate contributed \$250 or more to any commissioner/board member, his or her alternative, or any candidate for the position during the 12~~-~~month period preceding the filing of the application or the initiation of the proceeding.
- III. If you or your agent have made a contribution to any commissioner/board member, alternate, or candidate during the 12 months preceding the decision on the application or preceding, that board member must disqualify himself or herself from the decision. However, disqualification is not required if the board member, alternate, or candidate returns the campaign contribution within 30 days of learning about both the contribution and the proceedings.

This form should be completed and filed with your application, or with the first written document you file or submit after the proceeding commences.

Prepared by: Legal Division
Fair Political Practices Commission
8/85

1. A proceeding involving "a license, permit, or other entitlement for use" includes all business, professional, trade and land use licenses and permits, and other entitlements for uses, including all entitlements for land use; all contracts (other than competitively bid, labor or personal employment contracts) and all franchises.
2. Your "agent" is someone who represents you in connection with a proceeding involving a license, permit or other entitlement for use. If an individual acting as an agent is acting in his or her capacity as an employee or member of a law, architectural, engineering, consulting firm, or similar business entity, both the business entity and the individual are "agents".
3. To determine whether a campaign contribution of \$250 or more has been made by you, campaign contributions made by you within the preceding 12 months must be aggregated with those made by your agent within the preceding 12 months or the period of the agency, whichever is shorter. Campaign contributions made to different commissioners, their alternatives, or candidates are not aggregated.

This notice summarizes the major requirements of Government Code Section 84308 of the Political Reform Act and 2 Cal. Adm. Code Sections 18438.1-18438.8. For more information, contact **Sacramento Local Agency Formation Commission -- County Counsel Barry Steiner** at **440-5564**, or the Fair Political Practices Commission, 428 J Street, Suite 800, Sacramento, CA 95814, (916) 332-5901.

Party Disclosure Form
COMMISSION

SACRAMENTO LOCAL AGENCY FORMATION

(Name of Board of Commission)

Party's Name: _____

Party's Address: _____

(Street)

(City)

(State)

(Zip)

(Phone)

Application Proceeding

Title and Number: _____

Board or Commission Member to whom you and/or your agent made campaign contributions in aggregation of \$250 or more and dates of contributions:

Name of Member: _____

Names of Contributor (if other than Party):

Date(s): _____

Amount: _____

Name of Member: _____

Name of Contributor (if other than Party): _____

Date(s): _____

Amount: _____

Name of Member: _____

Name of Contributor (if other than Party): _____

Date(s): _____

Amount: _____

Date: _____

Signature of Party and/or Agent

APPENDIX G

SAMPLE CERTIFICATE OF COMPLETION

County of Sacramento

4. *A description of the boundaries of the above cited change of organization or reorganization is shown on the attached map and legal description, marked Exhibit A and by reference incorporated herein.*
5. *The territory involved in this change of organization or reorganization is*
Uninhabited
(Inhabited / Uninhabited)
6. *This change of organization or reorganization has been approved subject to the following terms and conditions, if any:*
See resolution, attached.

7. *The resolution ordering this change of organization or reorganization without election, or confirming an order for this change after confirmation by the voters, was adopted on:* August 28, 1990
by Board of Directors of the Sacramento Regional County Sanitation District.

I hereby certify that I have examined the above cited resolution, including any terms and conditions, and the map and legal description and have found these documents to be in compliance with LAFCo Resolution No. 1054

adopted on August 1, 1990

DATED: October 17, 1990

JOHN Y. O'FARRELL, Executive Officer
SACRAMENTO LOCAL AGENCY FORMATION
COMMISSION

CERTIFIED:

Marilyn Ann Flemmer
Commission Clerk

SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT

RESOLUTION NO. SR-1121

**RESOLUTION ANNEXING TERRITORY TO THE
SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT
AND COUNTY SANITATION DISTRICT NO. 1
OF SACRAMENTO COUNTY HIGHLANDS HILLS
REORGANIZATION (LAFCo 10-90)**

WHEREAS, County Sanitation District No. 1 of Sacramento County ("CSD No. 1") has heretofore requested that the Board of Directors (the "Board") of the Sacramento Regional County Sanitation District ("Regional") institute proceedings for reorganization to annex, to Regional, the territory described in Exhibit A attached hereto and incorporated herein; and

WHEREAS, on April 10, 1990, this Board adopted Resolution No. SR-1083, Resolution of Application by the Sacramento Regional Sanitation District Requesting the Local Agency Formation Commission to Take Proceedings for Reorganization to Provide for the Annexation of Territory to Regional; and

WHEREAS, on April 10, 1990, the Board of Directors of CSD No. 1 adopted its Resolution No. CD-0584, Resolution of Application by County Sanitation District No. 1 of Sacramento County requesting the Local Agency Formation Commission to Take Proceedings for Reorganization to Provide for Annexation of Territory to the District; and

WHEREAS, on August 1, 1990, the Local Agency Formation Commission adopted Resolution No. LAFC 1054 and thereby approved the requested annexation and designated this Board as the conducting authority for the reorganization;

WHEREAS, the Local Agency Formation Commission by said Resolution No. LAFC 1054 authorized this Board to conduct the requested annexation to both Regional and CSD No. 1 without notice, hearing, or election.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. All of the above recitals are true and correct.

Section 2. The Board hereby finds and determines that no other district is presently providing sanitary sewer service to the territory described in Exhibit A and that said territory will be benefited by the annexation.

Section 3. The Board hereby orders the annexation of the territory described in Exhibit A to Regional and to CSD No. 1 and orders the boundaries of Regional and CSD No. 1 to be changed to reflect the reorganization.

Section 4. The Clerk of the Board is hereby authorized and directed to transmit a certified copy of this resolution together with the fees prescribed in Section 54902 of the Government Code, to the Executive Officer of the Local Agency Formation Commission.

ON A MOTION by Director _____, seconded by Director _____, the foregoing resolution was passed and adopted by the Board of Directors of the County of Sacramento, State of California, this _____ day of _____, 1990, by the following vote, to wit:

The foregoing is a correct copy of a resolution adopted by the Board of Directors, Sacramento County, California

On _____

Dated _____

By _____

AYES: Directors, Collin, T. Johnson, Rudin, Smoley, Streng

NOES: Directors, None

ABSENT: Directors, Kipp, G. Johnson

ABTAIN: Directors, None

Chairman of the Board of Directors

Clerk of the Board of Supervisors
and Ex-Officio Secretary to the
Board of Directors

EXHIBIT "A"

All that portion of the Northeast one-quarter (1/4) of Section 14, Township 7 North, Ranch 5 East, Mount Diablo Meridian, County of Sacramento, State of California described as follows:

The southerly 200 ft. of the northerly 230 ft. of the westerly 100 ft. of Lot 26 of Swisler Tract, as shown on that record map recorded in the Office of the County Recorder of Sacramento County found in Record Map Book 10 at Page 17.

APPROVED
SACRAMENTO LOCAL AGENCY
FORMATION COMMISSION

BY _____
Commission Clerk

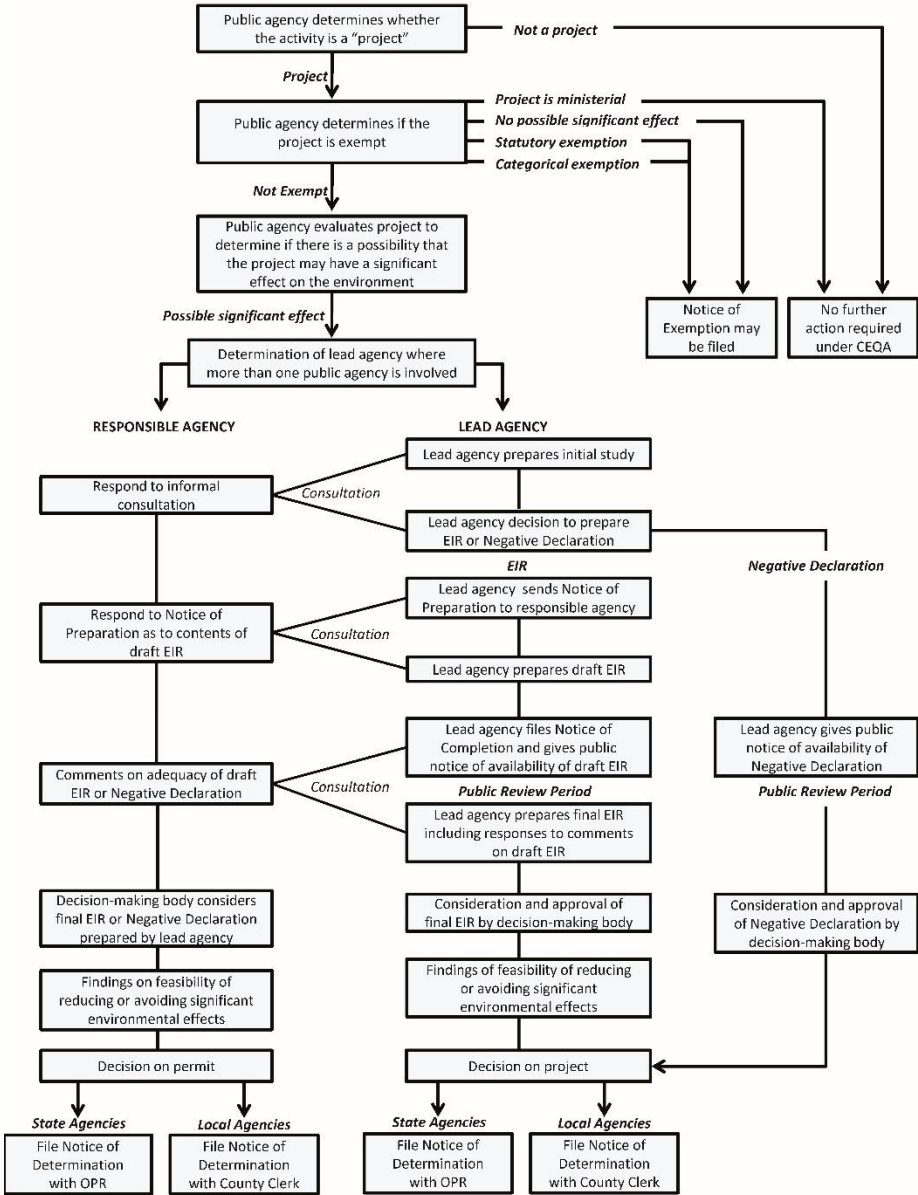
Assessor's Map

115-11

APPENDIX H

PROCEDURES FOR PREPARATION AND PROCESSING
OF ENVIRONMENTAL DOCUMENTS

EXHIBIT A: CEQA PROCESS FLOW CHART



**EXHIBIT B:
NOTICE OF EXEMPTION**

Notice of Exemption

To: Office of Planning and Research

P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

From: (Public Agency)

County Clerk

County of: _____

Project Title: _____

Project Applicant: _____

Project Location - Specific:

Project Location - City: _____ Project Location - County: _____

Description of Nature, Purpose, and Beneficiaries of Project:

Name of Public Agency Approving Project: _____

Name of Person or Agency Carrying Out Project: _____

Exempt Status: **(check one):**

- Ministerial (Sec. 210B0(b)(1); 15268);
- Declared Emergency (Sec. 2108D(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: _____
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

Lead Agency

Contact Person: _____ Area Code/Telephone/Extension: _____

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

Signed by Lead Agency

Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

**EXHIBIT C:
ENVIRONMENTAL CHECKLIST FORM**

NOTE: The following is a sample form that may be tailored to satisfy individual agencies' needs and project circumstances. It may be used to meet the requirements for an initial study when the criteria set forth in CEQA Guidelines have been met. Substantial evidence of potential impacts that are not listed on this form must also be considered. The sample questions in this form are intended to encourage thoughtful assessment of impacts, and do not necessarily represent thresholds of significance.

1. Project title:
2. Lead agency name and address:
3. Contact person and phone number:
4. Project location:
5. Project sponsor's name and address:
6. General plan designation:
7. Zoning:
8. Description of project: (Describe the whole action involved, including but not limited to later phases of the project, and any secondary, support, or off-site features necessary for its implementation. Attach additional sheets if necessary.)
9. Surrounding land uses and setting: Briefly describe the project's surroundings:
10. Other public agencies whose approval is required (e.g., permits, financing approval, or participation agreement.):
11. Have California Native American tribes traditionally and culturally affiliated with the project area requested consultation pursuant to Public Resources Code section 21080.3.1? If so, is there a plan for consultation that includes, for example, the determination of significance of impacts to tribal cultural resources, procedures regarding confidentiality, etc.?

NOTE: Conducting consultation early in the CEQA process allows tribal governments, lead agencies, and project proponents to discuss the level of environmental review, identify and address potential adverse impacts to tribal cultural resources, and reduce the potential for delay and conflict in the environmental review process. (See Public Resources Code section 21080.3.2.) Information may also be available from the California Native American Heritage Commission's Sacred Lands File per Public Resources Code section 5097.96 and the California Historical Resources Information System administered by the California Office of Historic Preservation. Please also note that Public Resources Code section 21082.3(c) contains provisions specific to confidentiality.

ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED:

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "Potentially Significant Impact," as indicated by the checklist on the following pages.

- | | | |
|--|---|---|
| <input type="checkbox"/> Aesthetics | <input type="checkbox"/> Agriculture / Forestry Resources | <input type="checkbox"/> Air Quality |
| <input type="checkbox"/> Biological Resources | <input type="checkbox"/> Cultural Resources | <input type="checkbox"/> Energy |
| <input type="checkbox"/> Geology/Soils | <input type="checkbox"/> Greenhouse Gas Emissions | <input type="checkbox"/> Hazards & Hazardous Materials |
| <input type="checkbox"/> Hydrology/Water Quality | <input type="checkbox"/> Land Use / Planning | <input type="checkbox"/> Mineral Resources |
| <input type="checkbox"/> Noise | <input type="checkbox"/> Population / Housing | <input type="checkbox"/> Public Services |
| <input type="checkbox"/> Recreation | <input type="checkbox"/> Transportation | <input type="checkbox"/> Tribal Cultural Resources |
| <input type="checkbox"/> Utilities / Service Systems | <input type="checkbox"/> Wildfire | <input type="checkbox"/> Mandatory Findings of Significance |

DETERMINATION

On the basis of this initial evaluation:

- I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.
- I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.
- I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT is required.
- I find that the proposed project MAY have a "potentially significant impact" or "potentially significant unless mitigated" impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based on the earlier analysis as described on attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.
- I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or NEGATIVE DECLARATION pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

[Click here to enter text.](#)

Signature

Date

EVALUATION OF ENVIRONMENTAL IMPACTS

1. A brief explanation is required for all answers except “No Impact” answers that are adequately supported by the information sources a lead agency cites in the parentheses following each question. A “No Impact” answer is adequately supported if the referenced information sources show that the impact simply does not apply to projects like the one involved (e.g., the project falls outside a fault rupture zone). A “No Impact” answer should be explained where it is based on project-specific factors, as well as general standards (e.g., the project would not expose sensitive receptors to pollutants, based on a project-specific screening analysis).
2. All answers must take account of the whole action involved, including off-site as well as on-site, cumulative as well as project-level, indirect as well as direct, and construction as well as operational impacts.
3. Once the lead agency has determined that a particular physical impact may occur, then the checklist answers must indicate whether the impact is potentially significant, less than significant with mitigation, or less than significant. “Potentially Significant Impact” is appropriate if there is substantial evidence that an effect may be significant. If there are one or more “Potentially Significant Impact” entries when the determination is made, an EIR is required.
4. “Negative Declaration: Less Than Significant With Mitigation Incorporated” applies where the incorporation of mitigation measures has reduced an effect from “Potentially Significant Impact” to a “Less Than Significant Impact.” The lead agency must describe the mitigation measures, and briefly explain how they reduce the effect to a less than significant level.
5. Earlier analyses may be used where, pursuant to the tiering, program EIR, or other CEQA process, an effect has been adequately analyzed in an earlier EIR or negative declaration. Section 15063(c)(3)(D). In this case, a brief discussion should identify the following:
 - a) Earlier Analyses Used. Identify and state where they are available for review.
 - b) Impacts Adequately Addressed. Identify which effects from the above checklist were within the scope of and adequately analyzed in an earlier document pursuant to applicable legal standards, and state whether such effects were addressed by mitigation measures based on the earlier analysis.
 - c) Mitigation Measures. For effects that are “Less than Significant with Mitigation Measures Incorporated,” describe the mitigation measures which were incorporated or refined from the earlier document and the extent to which they address site-specific conditions for the project.
6. Lead agencies are encouraged to incorporate into the checklist references to information sources for potential impacts (e.g., general plans, zoning ordinances). Reference to a previously prepared or outside document should, where appropriate, include a reference to the page or pages where the statement is substantiated.
7. Supporting Information Sources: A source list should be attached, and other sources used or individuals contacted should be cited in the discussion.
8. This is only a suggested form, and lead agencies are free to use different formats; however, lead agencies should normally address the questions from this checklist that are relevant to a project’s environmental effects in whatever format is selected.
9. The explanation of each issue should identify:
 - a) the significance criteria or threshold, if any, used to evaluate each question; and
 - b) the mitigation measure identified, if any, to reduce the impact to less than significance

Issues	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
I. AESTHETICS. Except as provided in Public Resources Code Section 21099, would the project:				
a) Have a substantial adverse effect on a scenic vista?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) In nonurbanized areas, substantially degrade the existing visual character or quality of public views of the site and its surroundings? (Public views are those that are experienced from publicly accessible vantage point). If the project is in an urbanized area, would the project conflict with applicable zoning and other regulations governing scenic quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. AGRICULTURE AND FORESTRY RESOURCES. In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Dept. of Conservation as an optional model to use in assessing impacts on agriculture and farmland. In determining whether impacts to forest resources, including timberland, are significant environmental effects, lead agencies may refer to information compiled by the California Department of Forestry and Fire Protection regarding the state's inventory of forest land, including the Forest and Range Assessment Project and the Forest Legacy Assessment project; and forest carbon measurement methodology provided in Forest Protocols adopted by the California Air Resources Board. Would the project:				
a) Convert Prime Farmland, Unique Farmland, or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Conflict with existing zoning for agricultural use, or a Williamson Act contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Conflict with existing zoning for, or cause rezoning of, forest land (as defined in Public Resources Code Section 12220(g)), timberland (as defined by Public Resources Code Section 4526), or timberland zoned Timberland Production (as defined by Government Code Section 51104(g))?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Issues	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
d) Result in the loss of forest land or conversion of forest land to non-forest use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use or conversion of forest land to non-forest use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. AIR QUALITY. Where available, the significance criteria established by the applicable air quality management district or air pollution control district may be relied upon to make the following determinations. Would the project:

a) Conflict with or obstruct implementation of the applicable air quality plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Expose sensitive receptors to substantial pollutant concentrations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Result in other emissions (such as those leading to odors) adversely affecting a substantial number of people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IV. BIOLOGICAL RESOURCES. Would the project:

a) Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Wildlife or U.S. Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Have a substantial adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Wildlife or U.S. Fish and Wildlife Service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Have a substantial adverse effect on state or federally protected wetlands (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Issues	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
d) Interfere substantially with the movement of any native resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V. CULTURAL RESOURCES. Would the project:

a) Cause a substantial adverse change in the significance of a historical resource pursuant to § 15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Cause a substantial adverse change in the significance of an archaeological resource pursuant to § 15064.5?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Disturb any human remains, including those interred outside of dedicated cemeteries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VI. ENERGY. Would the project:

a) Result in potentially significant environmental impact due to wasteful, inefficient, or unnecessary consumption of energy resources, during project construction or operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Conflict with or obstruct a state or local plan for renewable energy or energy efficiency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VII. GEOLOGY AND SOILS. Would the project:

a) Directly or indirectly cause potential substantial adverse effects, including the risk of loss, injury, or death involving:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Issues	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
i) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map, issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii) Strong seismic ground shaking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii) Seismic-related ground failure, including liquefaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv) Landslides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Result in substantial soil erosion or the loss of topsoil?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (1994), creating substantial direct or indirect risks to life or property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Have soils incapable of adequately supporting the use of septic tanks or alternative waste water disposal systems where sewers are not available for the disposal of waste water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Directly or indirectly destroy a unique paleontological resource or site or unique geologic feature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VIII. GREENHOUSE GAS EMISSIONS. Would the project:				
a) Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Issues	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
IX. HAZARDS AND HAZARDOUS MATERIALS. Would the project:				
a) Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code § 65962.5 and, as a result, would it create a significant hazard to the public or the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard or excessive noise for people residing or working in the project area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Impair implementation of or physically interfere with an adopted emergency response plan or emergency evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Expose people or structures, either directly or indirectly, to a significant risk of loss, injury or death involving wildland fires?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X. HYDROLOGY AND WATER QUALITY. Would the project:				
a) Violate any water quality standards or waste discharge requirements or otherwise substantially degrade surface or ground water quality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Issues	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
b) Substantially decrease groundwater supplies or interfere substantially with groundwater recharge such that the project may impede sustainable groundwater management of the basin?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river or through the addition of impervious surfaces, in a manner which would:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) result in a substantial erosion or siltation on- or off-site;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii) substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or offsite;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii) create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff; or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv) impede or redirect flood flows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) In flood hazard, tsunami, or seiche zones, risk release of pollutants due to project inundation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Conflict with or obstruct implementation of a water quality control plan or sustainable groundwater management plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XI. LAND USE AND PLANNING. Would the project:

a) Physically divide an established community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Cause a significant environmental impact due to a conflict with any land use plan, policy, or regulation adopted for the purpose of avoiding or mitigating an environmental effect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XII. MINERAL RESOURCES. Would the project:

a) Result in the loss of availability of a known mineral resource that would be a value to the region and the residents of the state?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
---	--------------------------	--------------------------	--------------------------	--------------------------

Issues	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
b) Result in the loss of availability of a locally important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XIII. NOISE. Would the project result in:

a) Generation of a substantial temporary or permanent increase in ambient noise levels in the vicinity of the project in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Generation of excessive groundborne vibration or groundborne noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) For a project located within the vicinity of a private airstrip or an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XIV. POPULATION AND HOUSING. Would the project:

a) Induce substantial unplanned population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Displace substantial numbers of existing people or housing, necessitating the construction of replacement housing elsewhere?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XV. PUBLIC SERVICES. Would the project:

a) Result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered governmental facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times, or other performance objectives for any of the public services:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------	--------------------------	--------------------------

Issues	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
Fire protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Police protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other public facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XVI. RECREATION.

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| a) Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

XVII. TRANSPORTATION. Would the project:

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| a) Conflict with a program, plan, ordinance or policy addressing the circulation system, including transit, roadway, bicycle and pedestrian facilities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Conflict or be inconsistent with CEQA Guidelines § 15064.3, subdivision (b)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Substantially increase hazards due to a geometric design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Result in inadequate emergency access? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

XVIII. TRIBAL CULTURAL RESOURCES.

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| a) Would the project cause a substantial adverse change in the significance of a tribal cultural resource, defined in Public Resources Code § 21074 as either a site, feature, place, cultural landscape that is geographically defined in terms of the size and scope of the landscape, sacred place, or object with cultural value to a California Native American tribe, and that is: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|--------------------------|

Issues	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
i) Listed or eligible for listing in the California Register of Historical Resources, or in a local register of historical resources as defined in Public Resources Code section 5020.1(k), or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii) A resource determined by the lead agency, in its discretion and supported by substantial evidence, to be significant pursuant to criteria set forth in subdivision (c) of Public Resources Code § 5024.1. In applying the criteria set forth in subdivision (c) of Public Resource Code § 5024.1, the lead agency shall consider the significance of the resource to a California Native American tribe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XIX. UTILITIES AND SERVICE SYSTEMS. Would the project:

a) Require or result in the relocation or construction of new or expanded water, wastewater treatment or storm water drainage, electric power, natural gas, or telecommunications facilities, the construction or relocation of which could cause significant environmental effects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Have sufficient water supplies available to serve the project and reasonably foreseeable future development during normal, dry and multiple dry years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Result in a determination by the waste water treatment provider, which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Generate solid waste in excess of state or local standards, or in excess of the capacity of local infrastructure, or otherwise impair the attainment of solid waste reduction goals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Comply with federal, state, and local management and reduction statutes and regulations related to solid waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Issues	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
XX. WILDFIRE. If located in or near state responsibility areas or lands classified as very high fire hazard severity zones, would the project:				
a) Substantially impair an adopted emergency response plan or emergency evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Due to slope, prevailing winds, and other factors, exacerbate wildfire risks, and thereby expose project occupants to pollutant concentrations from a wildfire or the uncontrolled spread of a wildfire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Require the installation or maintenance of associated infrastructure (such as roads, fuel breaks, emergency water sources, power lines or other utilities) that may exacerbate fire risk or that may result in temporary or ongoing impacts to the environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Expose people or structures to significant risks, including downslope or downstream flooding or landslides, as a result of runoff, post-fire slope instability, or drainage changes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XXI. MANDATORY FINDINGS OF SIGNIFICANCE.

a) Does the project have the potential to substantially degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, substantially reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Does the project have impacts that are individually limited, but cumulatively considerable? (“Cumulatively considerable” means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Issues	Potentially Significant Impact	Less Than Significant With Mitigation Incorporated	Less Than Significant Impact	No Impact
c) Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EXHIBIT D:
NOTICE OF INTENT
TO ADOPT A NEGATIVE DECLARATION
(OR MITIGATED NEGATIVE DECLARATION) FOR THE
_____ *(PROJECT NAME)* _____

To: Interested Persons

From: Lead Agency Title
Address Line 1
Address Line 2
Telephone Number
ResponsiblePerson@LeadAgency.com

Contact: Responsible Person, Title

_____ is the Lead Agency pursuant to the California Environmental Quality Act (CEQA) for the proposed _____ *(project name)* _____. _____ *(Lead Agency)* _____ intends to adopt a Negative Declaration (ND) OR Mitigated Negative Declaration (MND) for the proposed project.

The project site is located on _____ *(street setting)* _____ in the (un)incorporated community of _____ in _____ County as described in the attached ND (or) MND. _____ *(Lead Agency)* _____ is considering _____ *(description of entitlement)* _____ to allow _____.

The proposed (ND) or (MND) is available for public review from _____ *(hours)* a.m. to _____ *(hours)* p.m., Monday through Friday, at the offices of the _____ *(Lead Agency)* _____ address listed above, and online at the _____ *(Lead Agency)* _____ website at:

www.LeadAgency.xxx

The public comment period on the ND (or) MND begins on _____ *(Opening Date, 20xx)* _____ and closes on _____ *(Closing Date, 20xx)* _____. Comments may be submitted to "ResponsiblePerson@LeadAgency.com" and should include the phrase "_____ *(Project Name)* _____ ND (or) MND" in the subject line. The public hearing for the project is tentatively scheduled to be heard at _____ *(hour)* a.m. on _____ *(Date, 20xx)* _____ during a meeting of the _____ *(Lead Agency)* _____, located at _____ *(Street Address)* _____. The live broadcast of the meeting will be also available to the public via a link on the _____ *(Lead Agency)* _____ web page of the _____ *(Lead Agency)* _____ website:

www.LeadAgency.xxx

**EXHIBIT E:
NOTICE OF PREPARATION**

Notice of Preparation

To: _____ From: _____

(Address) (Address)

Subject: Notice of Preparation of a Draft Environmental Impact Report

_____ will be the Lead Agency and will prepare an environmental impact report for the project identified below. We need to know the views of your agency as to the scope and content of the environmental information which is germane to your agency's statutory responsibilities in connection with the proposed project. Your agency will need to use the EIR prepared by our agency when considering your permit or other approval for the project.

The project description, location, and the potential environmental effects are contained in the attached materials. A copy of the Initial Study (is is not) attached.

Due to the time limits mandated by State law, your response must be sent at the earliest possible date but not later than 30 days after receipt of this notice.

Please send your response to _____ at the address shown above. We will need the name for a contact person in your agency.

Project Title: _____

Project Applicant, if any: _____

Date _____ Signature _____
Title _____
Telephone _____

Reference: California Code of Regulations, Title 14, (CEQA Guidelines) Sections 15082(a), 15103, 15375.

EXHIBIT F: NOTICE OF COMPLETION & ENVIRONMENTAL DOCUMENT TRANSMITTAL

Appendix C

Notice of Completion & Environmental Document Transmittal

Mail to: State Clearinghouse, P.O. Box 3044, Sacramento, CA 95812-3044 (916) 445-0613
For Hand Delivery/Street Address: 1400 Tenth Street, Sacramento, CA 95814

SCH #

Project Title: _____
 Lead Agency: _____ Contact Person: _____
 Mailing Address: _____ Phone: _____
 City: _____ Zip: _____ County: _____

Project Location: County: _____ City/Nearest Community: _____
 Cross Streets: _____ Zip Code: _____
 Longitude/Latitude (degrees, minutes and seconds): _____° _____' _____" N / _____° _____' _____" W Total Acres: _____
 Assessor's Parcel No.: _____ Section: _____ Twp.: _____ Range: _____ Base: _____
 Within 2 Miles: State Hwy #: _____ Waterways: _____
 Airports: _____ Railways: _____ Schools: _____

Document Type:

CEQA: NOP Draft EIR NEPA: NOI Other: Joint Document
 Early Cons Supplement/Subsequent EIR EA Final Document
 Neg Dec (Prior SCH No.) _____ Draft EIS Other: _____
 Mit Neg Dec Other: _____ FONSI _____

Local Action Type:

General Plan Update Specific Plan Rezone Annexation
 General Plan Amendment Master Plan Prezone Redevelopment
 General Plan Element Planned Unit Development Use Permit Coastal Permit
 Community Plan Site Plan Land Division (Subdivision, etc.) Other: _____

Development Type:

Residential: Units _____ Acres _____ Transportation: Type _____
 Office: Sq.ft. _____ Acres _____ Employees _____ Mining: Mineral _____
 Commercial: Sq.ft. _____ Acres _____ Employees _____ Power: Type _____ MW _____
 Industrial: Sq.ft. _____ Acres _____ Employees _____ Waste Treatment: Type _____ MGD _____
 Educational: _____ Hazardous Waste: Type _____
 Recreational: _____ Other: _____
 Water Facilities: Type _____ MGD _____

Project Issues Discussed in Document:

Aesthetic/Visual Fiscal Recreation/Parks Vegetation
 Agricultural Land Flood Plain/Flooding Schools/Universities Water Quality
 Air Quality Forest Land/Fire Hazard Septic Systems Water Supply/Groundwater
 Archeological/Historical Geologic/Seismic Sewer Capacity Wetland/Riparian
 Biological Resources Minerals Soil Erosion/Compaction/Grading Growth Inducement
 Coastal Zone Noise Solid Waste Land Use
 Drainage/Absorption Population/Housing Balance Toxic/Hazardous Cumulative Effects
 Economic/Jobs Public Services/Facilities Traffic/Circulation Other: _____

Present Land Use/Zoning/General Plan Designation:

Project Description: (please use a separate page if necessary)

Note: The State Clearinghouse will assign identification numbers for all new projects. If a SCH number already exists for a project (e.g. Notice of Preparation or previous draft document) please fill in.

Revised 2010

APPENDIX C

continued

Reviewing Agencies Checklist

Lead Agencies may recommend State Clearinghouse distribution by marking agencies below with an "X". If you have already sent your document to the agency please denote that with an "S".

- | | |
|--|--|
| <input type="checkbox"/> Air Resources Board | <input type="checkbox"/> Office of Historic Preservation |
| <input type="checkbox"/> Boating & Waterways, Department of | <input type="checkbox"/> Office of Public School Construction |
| <input type="checkbox"/> California Emergency Management Agency | <input type="checkbox"/> Parks & Recreation, Department of |
| <input type="checkbox"/> California Highway Patrol | <input type="checkbox"/> Pesticide Regulation, Department of |
| <input type="checkbox"/> Caltrans District # _____ | <input type="checkbox"/> Public Utilities Commission |
| <input type="checkbox"/> Caltrans Division of Aeronautics | <input type="checkbox"/> Regional WQCB # _____ |
| <input type="checkbox"/> Caltrans Planning | <input type="checkbox"/> Resources Agency |
| <input type="checkbox"/> Central Valley Flood Protection Board | <input type="checkbox"/> Resources Recycling and Recovery, Department of |
| <input type="checkbox"/> Coachella Valley Mtns. Conservancy | <input type="checkbox"/> S.F. Bay Conservation & Development Comm. |
| <input type="checkbox"/> Coastal Commission | <input type="checkbox"/> San Gabriel & Lower L.A. Rivers & Mtns. Conservancy |
| <input type="checkbox"/> Colorado River Board | <input type="checkbox"/> San Joaquin River Conservancy |
| <input type="checkbox"/> Conservation, Department of | <input type="checkbox"/> Santa Monica Mtns. Conservancy |
| <input type="checkbox"/> Corrections, Department of | <input type="checkbox"/> State Lands Commission |
| <input type="checkbox"/> Delta Protection Commission | <input type="checkbox"/> SWRCB: Clean Water Grants |
| <input type="checkbox"/> Education, Department of | <input type="checkbox"/> SWRCB: Water Quality |
| <input type="checkbox"/> Energy Commission | <input type="checkbox"/> SWRCB: Water Rights |
| <input type="checkbox"/> Fish & Game Region # _____ | <input type="checkbox"/> Tahoe Regional Planning Agency |
| <input type="checkbox"/> Food & Agriculture, Department of | <input type="checkbox"/> Toxic Substances Control, Department of |
| <input type="checkbox"/> Forestry and Fire Protection, Department of | <input type="checkbox"/> Water Resources, Department of |
| <input type="checkbox"/> General Services, Department of | |
| <input type="checkbox"/> Health Services, Department of | Other: _____ |
| <input type="checkbox"/> Housing & Community Development | Other: _____ |
| <input type="checkbox"/> Native American Heritage Commission | |

Local Public Review Period (to be filled in by lead agency)

Starting Date _____ Ending Date _____

Lead Agency (Complete if applicable):

Consulting Firm: _____	Applicant: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Contact: _____	Phone: _____
Phone: _____	

Signature of Lead Agency Representative: _____ **Date:** _____

Authority cited: Section 21083, Public Resources Code. Reference: Section 21161, Public Resources Code.

**APPENDIX G:
NOTICE OF DETERMINATION**

Notice of Determination

Appendix D

<p>To: <input type="checkbox"/> Office of Planning and Research <i>U.S. Mail:</i> _____ <i>Street Address:</i> _____ P.O. Box 3044 1400 Tenth St., Rm 113 Sacramento, CA 95812-3044 Sacramento, CA 95814</p> <p><input type="checkbox"/> County Clerk County of: _____ Address: _____ _____</p>	<p>From: Public Agency: _____ Address: _____ _____</p> <p>Contact: _____ Phone: _____</p> <p>Lead Agency (if different from above): _____ Address: _____ _____</p> <p>Contact: _____ Phone: _____</p>
--	--

SUBJECT: Filing of Notice of Determination in compliance with Section 21108 or 21152 of the Public Resources Code.

State Clearinghouse Number (if submitted to State Clearinghouse): _____
Project Title: _____
Project Applicant: _____
Project Location (include county): _____
Project Description: _____

This is to advise that the _____ has approved the above
(Lead Agency or Responsible Agency)
described project on _____ and has made the following determinations regarding the above
(date)
described project.

1. The project [will will not] have a significant effect on the environment.
2. An Environmental Impact Report was prepared for this project pursuant to the provisions of CEQA.
 A Negative Declaration was prepared for this project pursuant to the provisions of CEQA.
3. Mitigation measures [were were not] made a condition of the approval of the project.
4. A mitigation reporting or monitoring plan [was was not] adopted for this project.
5. A statement of Overriding Considerations [was was not] adopted for this project.
6. Findings [were were not] made pursuant to the provisions of CEQA.

This is to certify that the final EIR with comments and responses and record of project approval, or the negative Declaration, is available to the General Public at:

Signature (Public Agency): _____ Title: _____
Date: _____ Date Received for filing at OPR: _____

Authority cited: Sections 21083, Public Resources Code.
Reference Section 21000-21174, Public Resources Code.

Revised 2011

APPENDIX I

FINAINCIAL INFORMATION REQUIRED
TO BE SUBMITTED WITH
INCORPORATION OF PROPOSAL APPLICATIONS

Appendix I

FINANCIAL INFORMATION TO BE SUBMITTED WITH INCORPORATION PROPOSAL APPLICATIONS

This appendix provides the formats for the financial analysis required by LAFCo for an incorporation proposal. Specifically, this appendix provides instructions and forms relating to the financial feasibility and impact of incorporation proposals for the incorporating city, the county, and special districts. The following sections provide the instruction for completing the nine exhibits contained in this appendix.

A. INSTRUCTIONS FOR COMPLETING EXHIBIT I - SUMMARY OF THE FINANCIAL FEASIBILITY OF THE INCORPORATING CITY

1. Total Annual Revenues - the total annual revenues for the base year, transition year, first full year and second full year are computed in Exhibit III. The information from the bottom line in Exhibit III should be transferred to the same line and column under total annual revenues in Exhibit 1.
2. Total Annual Operations and Maintenance Costs - the total annual operating and maintenance costs for the base year, transition year, first full year and second full year are computed in Exhibit II. The information from the bottom line in Exhibit II should be transferred to the same line and column under total annual operating and maintenance costs in Exhibit 1.
3. Difference - the difference in the total annual revenues and the total annual operating and maintenance cost for each of the years shown in Exhibit I is calculated by subtracting the total annual operating and maintenance cost in each year from the respective year's total annual revenues. The difference for each year, which may be a positive or negative amount, is entered on the bottom line of Exhibit I.

B. INSTRUCTION FOR COMPLETING EXHIBIT H - SUMMARY OF THE TOTAL ANNUAL OPERATING AND MAINTENANCE COSTS OF THE INCORPORATING CITY

1. The base year amount for each function of services is the amount that was spent on that function of services in the most recently available annual audited financial statements of the County or other appropriate government agency providing the services.
2. Where audited financial statements are not available to indicate a base year cost of services, supporting computations for an estimation of the base year cost should be provided.

EXHIBIT I

**SUMMARY OF THE FINANCIAL FEASIBILITY OF THE
INCORPORATING CITY**

	Base Full Year	Transition Year	1st Full Year	2nd Year
Total Annual Revenues	\$ _____	\$ _____	\$ _____	\$ _____
Total Annual Operating and Maintenance Costs	(_____)	(_____)	(_____)	(_____)
Difference	\$ _____	\$ _____	\$ _____	\$ _____

EXHIBIT II

**SUMMARY OF THE TOTAL ANNUAL OPERATING AND
MAINTENANCE COSTS OF THE INCORPORATING CITY**

<u>Function</u>	<u>Base Year</u>	<u>Transition Year</u>	<u>1st Full Year</u>	<u>2nd Full Year</u>
—				
Legislative and General Government \$_____	\$_____	\$_____	\$_____	
Financial and Administrative Service	\$_____	\$_____	\$_____	\$_____
Planning and Land Use Regulation \$_____	\$_____	\$_____	\$_____	
Engineering and Building Inspection Services	\$_____	\$_____	\$_____	\$_____
Facilities Maintenance	\$_____	\$_____	\$_____	\$_____
Public Safety \$_____	\$_____	\$_____	\$_____	
Recreation and Leisure Services	\$_____	\$_____	\$_____	\$_____
Other Miscellaneous Services*	\$_____	\$_____	\$_____	\$_____
 Total Annual Operating and Maintenance Costs \$_____	\$_____	\$_____	\$_____	\$_____

* Note: Other Miscellaneous Services may include, but not be limited to, cemeteries, drainage, fire protection, libraries, sewers, solid waste disposal, and street lighting services.

3. A separate supporting cost computation sheet should be provided to show how the base year costs for each function of services was calculated. Specifically, the individual functions include, but are not limited to, the following:
 - (a) Legislative and General Government - includes the costs of a city manager, assistant city manager, city council, and other supporting staff and related;
 - (b) Financial and Administrative Services - includes the cost of the fiscal officer, the personnel officer, business services, administrative services and other supporting staff and related costs;
 - (c) Planning and Land Use Regulation - includes the cost of planning staff and permitting staff and related costs;
 - (d) Engineering and Buildings Inspection Services - includes the cost of engineering and construction services, including road construction, and building inspection services and related costs;
 - (e) Facilities Maintenance - includes the costs for personnel, equipment and supplies to maintain and upkeep existing facilities in the proposed new city;
 - (f) Public Safety - includes the costs for law enforcement services and animal control services and related costs;
 - (g) Recreation and Leisure Services - includes the costs of providing parks, recreation and other community leisure services; and
 - (h) Other Miscellaneous Services - includes but is not limited to, cemeteries, drainage, fire protection, libraries, sewers, solid waste disposal, and street lighting services.
4. The total operating and maintenance costs for the base year is calculated by adding the sum of the cost of each function of services.
5. The transition year cost for each function of services is computed by multiplying the portion of the year (i.e., the number of months that service will be provided at a cost to the newly incorporating city divided by 12 months) times the base year cost for each service function. It is important to note that in some cases services will be provided to the newly incorporated city by an existing agency during a portion of the transition year at no or reduced costs to the newly incorporated city.
6. The first full year of costs for each function of services is computed by multiplying the base year amount for each function of services times an escalator amount to reflect the anticipated growth in the cost of services. The escalator amount is based on the average annual growth in the cost of providing the same or related services in the base year and the two prior

fiscal years, as provided in the County of other appropriate agency's annual audited financial statements.

7. The second full year of cost for each function of services is computed by multiplying the first full year amount for each function of services times the escalator amount. The escalator amount is based on the average annual growth in the cost of providing the same or related services in the base year and the two prior fiscal years.

C. INSTRUCTIONS FOR COMPLETING EXHIBIT M - SUMMARY OF THE ESTIMATED TOTAL ANNUAL REVENUES FOR THE INCORPORATING CITY

1. The base year amount for each revenue category is the amount of revenue that the newly incorporating city is anticipated to receive based on the most recently available annual audited financial statements of the County or other appropriate government agency providing the service.
2. The base year amount of sales tax will be requested to be provided by the State Board of Equalization by LAFCo. If this differs from the base year amount estimated by the proponents of a proposed application for incorporation, the LAFCo will adjust the anticipated amount of base year sales tax.
3. The total annual revenues for the base year is calculated by adding the sum of the cost of each revenue category in the base year.
4. The transition year amount of revenue for each revenue category is computed by multiplying the portion of the year (i.e., the number of months that revenue will be received by the newly incorporating city divided by 12 months) times the base year revenue for each revenue category. It is important to note that although some revenues are received by the newly incorporating city in arrears, such revenues accrue to the newly incorporating city and should be counted in the year that the revenues were earned.
5. The first full year of revenue for each revenue category is computed by multiplying the base year amount for each revenue category times an escalator amount to reflect the anticipated growth in revenues. The escalator amount is based on the average annual growth in revenues in each revenue category in the base year and the prior two fiscal years, as, reflected in the County or other appropriate agency's annual audited financial statements.
6. The second full year of revenue for each revenue category is computed by multiplying the first full year amount of revenue for each revenue category, times the escalator amount. The escalator amount is based on the average annual growth in revenues in each revenue category in the base year and the prior two fiscal years, as reflected in the County or other appropriate agency's annual audited financial statements.

EXHIBIT III

SUMMARY OF THE ESTIMATED TOTAL ANNUAL REVENUES FOR THE INCORPORATING CITY

<u>Revenue Category</u>	<u>Base Year</u>	<u>Transition Year</u>	<u>1st Full Year</u>	<u>2nd Full Year</u>
Property Tax	\$ _____	\$ _____	\$ _____	\$ _____
Sales and Use Tax	\$ _____	\$ _____	\$ _____	\$ _____
Transit Occupancy Tax	\$ _____	\$ _____	\$ _____	\$ _____
Franchise Fees	\$ _____	\$ _____	\$ _____	\$ _____
Property Transfer Tax	\$ _____	\$ _____	\$ _____	\$ _____
Homeowner's Property Tax Relief	\$ _____	\$ _____	\$ _____	\$ _____
Business Licenses	\$ _____	\$ _____	\$ _____	\$ _____
Fines and Penalties	\$ _____	\$ _____	\$ _____	\$ _____
Motor Vehicle In-Lieu Fees	\$ _____	\$ _____	\$ _____	\$ _____
Trailer Coach In-Lieu Fees	\$ _____	\$ _____	\$ _____	\$ _____
Off-Highway Vehicle Fees	\$ _____	\$ _____	\$ _____	\$ _____
Cigarette Tax	\$ _____	\$ _____	\$ _____	\$ _____
Service Charges and Fees	\$ _____	\$ _____	\$ _____	\$ _____
Interest Income	\$ _____	\$ _____	\$ _____	\$ _____
Other Revenues	\$ _____	\$ _____	\$ _____	\$ _____
Total Annual Revenues	\$ _____	\$ _____	\$ _____	\$ _____

D. INSTRUCTIONS FOR COMPLETING EXHIBIT IV - SUMMARY OF THE FINANCIAL IMPACT OF THE INCORPORATION ON SACRAMENTO COUNTY

1. Total Annual Reductions in County Revenues - the total annual reductions in County revenues for the base year, transition year, first year, and second year full year are computed in Exhibit VI. The information from the bottom line in Exhibit VI, Section F should be transferred to the same line and column under total annual reductions in County revenues in Exhibit IV.
2. Total Annual Reductions in County Costs - the total annual reductions in County costs for the base year, transition year, first full year, and second full year are computed in Exhibit V. The respective information for the total annual reductions in County costs in each respective year in Exhibit V should be transferred to the appropriate line and column under total annual reductions in County costs in Exhibit IV.
3. Difference - the difference in the total annual reductions in County revenues and the total annual reductions in County costs for each of the years shown in Exhibit IV is calculated by subtracting the total annual reductions in County costs in each year from the respective year's total annual reductions in County revenues. The difference for each year, which generally will be a negative amount, is entered on the bottom line of Exhibit IV.

E. INSTRUCTIONS FOR COMPLETING EXHIBIT V - SUMMARY OF THE TOTAL ANNUAL REDUCTIONS IN COUNTY COSTS

1. The base year amount for each service to be transferred from the County is the amount that was spent on that service in the most recently available annual audited financial statements of the county.
2. The transition year cost for each service to be transferred from the County is computed by multiplying the portion of the year (i.e., the number of months that the cost of services will be paid for by the County divided by 12 months) times the base year cost for each service to be transferred from the County. It is important to note that in some cases the County is still required to pay for the costs of certain services even though the revenues generated for such services are received by the newly incorporated city.
3. The first full year of the cost of each service to be transferred from the County is computed by multiplying the base year amount for each service times an escalator amount to reflect the anticipated growth in the cost of services. The escalator amount is based on the average annual growth in the cost of providing each service in the base year and the two prior fiscal years, as provided in the County's annual audited financial statements.

**EXHIBIT IV
SUMMARY OF THE FINANCIAL IMPACT
OF THE INCORPORATION ON SACRAMENTO COUNTY**

	<u>Base Year</u>	<u>Transition Year</u>	<u>1st Full Year</u>	<u>2nd Full Year</u>
Total Annual Reductions in County Revenues	\$ _____	\$ _____	\$ _____	\$ _____
Total Annual Reductions in County Costs	(_____)	(_____)	(_____)	(_____)
Difference	\$ <u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>	\$ <u>_____</u>

EXHIBIT V

**SUMMARY OF THE TOTAL ANNUAL REDUCTIONS
IN COUNTY COSTS**

Service to be Transferred from the Full County	Base Year	Transition Year	1st Full Year	2nd Year
Law Enforcement/ Police Protection	\$ _____	\$ _____	\$ _____	\$ _____
Planning and Land Use Control	_____	_____	_____	_____
Engineering and Building Inspection	_____	_____	_____	_____
Street Maintenance and Construction	_____	_____	_____	_____
Animal Control	_____	_____	_____	_____
Cemeteries	_____	_____	_____	_____
Drainage	_____	_____	_____	_____
Fire Protection	_____	_____	_____	_____
Libraries	_____	_____	_____	_____
Parks and Recreation	_____	_____	_____	_____
Sewers	_____	_____	_____	_____
Solid Waste Disposal	_____	_____	_____	_____
Street Lighting	_____	_____	_____	_____
Other	_____	_____	_____	_____
Total Cost of Services Transferred	\$ _____	\$ _____	\$ _____	\$ _____

4. The second full year of the cost of each service to be transferred from the County is computed by multiplying the first full year amount for each service times the escalator amount. The escalator amount is based on the average annual growth in the cost of providing the service in the base year and the two prior fiscal years.

F. INSTRUCTIONS FOR COMPLETING EXHIBIT VI - SUMMARY OF THE TOTAL ANNUAL REDUCTIONS IN COUNTY REVENUES

Section A - Computation of Sacramento County's General Purpose Revenues

1. The base year amount for each revenue item is the amount that the County spent on each revenue item in the most recently available annual audited financial statements of the County. Section A lists which funds Sacramento County currently uses to identify funding sources for each revenue item.
2. The total general purpose revenue is calculated by adding the sum of the amounts for each revenue item in the base year.

Section B - Computation of the Property Tax Transfer Ratio

1. The property tax revenue for the County in the base year, as indicated on the County's most recently available annual audited financial statements, is entered on the appropriate line Section B.
2. The general Purpose revenue, as computed in Section A, is also entered on the appropriate line in Section B.
3. The ratio of property tax to general purpose revenue is computed by dividing the amount of property tax revenue by the amount of general purpose revenue. The resulting ratio of property tax to general purpose revenue is expressed as a percent.

Section C - Computation of the Service Costs to be Transferred

1. The base year cost of services to be transferred from the County is the same information that was computed in Exhibit V. Thus, the information from Exhibit V should be transferred to Section C of Exhibit VI.

Section D - Computation of the County's Property Tax Transfer

1. The ratio of property tax revenue to general purpose revenue, as computed in Section B of Exhibit VI, is entered on the appropriate line in Section D.
2. The cost of service costs to be transferred, as computed in Section C of Exhibit VI, is entered on the appropriate line in Section D.

EXHIBIT VI

**SUMMARY OF THE TOTAL ANNUAL REDUCTIONS
IN COUNTY REVENUES**

A. Computation of Sacramento County's General Purpose Revenues

<u>Revenue Item</u>	<u>Base Year Amount</u>
Secured Property Tax (Funds 1 & 13)	\$ _____
Unsecured Property Tax (Funds 1 & 13)	\$ _____
Sales and Use Tax (Fund 13)	\$ _____
Franchises (Fund 13)	\$ _____
Transient Occupancy Tax (Fund 1)	\$ _____
Property Transfer Tax (Fund 1)	\$ _____
Taxes-Aircraft (Fund 1)	\$ _____
Taxes-Livestock (Fund 1)	\$ _____
Taxes-Tax Sales (Funds 1 & 13)	\$ _____
Vehicle Code Fine (Fund 1)	\$ _____
Other Court Fines (Fund 1)	\$ _____
Forfeitures and Penalties (Fund 1)	\$ _____
Interest Income (Funds 1 & 13)	\$ _____
Building Rental-Other (Fund 1)	\$ _____
Ground Leases-Other (Fund 1)	\$ _____
Recreational Concessions (Fund 1)	\$ _____
Other Vending Devices (Fund 1)	\$ _____
Cigarette Tax (Fund 1)	\$ _____
Homeowner's Property Tax Relief (Funds 1 & 13)	\$ _____
Motor Vehicle In-Lieu (Fund 1)	\$ _____
Trailer Coach In-Lieu (Fund 1)	\$ _____
Williamson Act Tax Relief (Fund 1)	\$ _____
Sale of Personal Property (Fund 1)	\$ _____
County Wide Cost Plan (Fund 1)	\$ _____
Revenue-Other (Funds 1 & 13)	\$ _____
Prior Year Revenues (Funds 1 & 13)	\$ _____
Sales-Other (Fund 13)	\$ _____
 Total General Purpose Revenue	 \$ _____

EXHIBIT VI -continued-

**SUMMARY OF THE TOTAL ANNUAL REDUCTIONS
IN COUNTY REVENUES**

B. Computation of the Property Tax Transfer Ratio (Base Year)

Property Tax Property Tax to Revenue General Purpose Revenue	+ +	General Purpose Revenue (as computed in A)	=	Ratio of
\$ _____		\$ _____	=	
<hr/>				

C. Computation of the Service Costs to be Transferred

<u>Service to be Transferred from the County</u>	<u>Base Year Cost of Service</u>
Law Enforcement/Police Protection	\$ _____
Planning and Land Use Control	\$ _____
Engineering and Building Inspection	\$ _____
Street Maintenance and Construction	\$ _____
Animal Control	\$ _____
Cemeteries	\$ _____
Drainage	\$ _____
Fire Protection	\$ _____
Libraries	\$ _____
Parks and Recreation	\$ _____
Sewers	\$ _____
Solid Waste Disposal	\$ _____
Street Lighting	\$ _____
Other	\$ _____
 Total Cost of Services Transferred	 \$ _____

EXHIBIT VI -continued-

**SUMMARY OF THE TOTAL ANNUAL REDUCTIONS
IN COUNTY REVENUES**

D. Computation of the County's Property Tax Transfer (Base Year)

Ratio of Property Tax Revenue	Cost of the Service	
Amount of County		
to General Purpose Revenue	Costs to be Transferred	
Property Tax Transfer* (as computed in B)		(as
computed in C		computed in C

\$ _____ x _____ % = \$ _____

* Note: Per AB 672 the full implementation of the property tax transfer will be phased in over a three-year period.

E. Computation of Sales and Use Tax Revenue Reduction to County

Base Year Sales and Use Tax Amount = \$ _____

Transition Year

Base Year Amount	Portion of the Year	Transition
Year Amount		

\$ _____ x _____ % = \$ _____

First Full Year

First Full Year Amount	Escalator	First Full Year Amount
------------------------	-----------	------------------------

\$ _____ x _____ % = \$ _____

Second Full Year

Second Full Year Amount	Escalator	Second Full Year Amount
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\$ _____ x _____ % = \$ _____

EXHIBIT VI

**SUMMARY OF THE TOTAL ANNUAL REDUCTIONS
IN COUNTY REVENUES**

-continued-

*F. Computation of the Total Annual Reduction in County Revenues**

	Full	Base	Transition	1st Full	2nd
	Year	Year	Year	Year	Year
Property Tax Transfer	\$	\$	\$	\$	\$
Sales and Use Tax Reduction	+	+	+	+	+
Miscellaneous Revenues	+	+	+	+	
Total Annual Reduction in County Revenues	\$	\$	\$	\$	\$

* Note: For purposes of analysis, do not include appropriation for AB 672 implementation over a five-year period.

3. The amount of County property tax transfer in the base year is calculated by multiplying the ratio of property tax revenue to general purpose revenue times the cost of service costs to be transferred.
4. As the note in Section D indicates, AB 672 mandated that the full implementation of the property tax transfer will be phased in over a three-year period. For purposes of this analysis, no adjustment for this phase-in will be made in this exhibit. However, it is understood that the full amount of property tax transfer will take three years to be realized.

Section E - Computation of Sales and Use Tax Revenue Reduction to County

1. The base year sales and use tax amount is the estimated amount of sales and use tax that will be transferred to the newly incorporated city. The estimate will be based upon some percentage of the sales and use tax earned by the newly incorporating city according to the most recently available annual financial audit statements of the County and other relevant information.
2. The LAFCo staff will verify the estimated amount of sales tax to be transferred to the newly incorporating city by contacting the State Board of Equalization. The LAFCo staff will adjust the estimate in the proposal for incorporation to be consistent with the sales tax information provided by the State Board of Equalization.
3. The transition year amount of sales and use tax to be transferred from the County to the newly incorporated city is computed by multiplying the portion of the year (i.e., the number of months that the newly incorporated city will be in existence divided by 12 months) times the base year sales and use tax amount. It is important to note that the sales and use tax is transferred to the newly incorporated city beginning with the effective date of the incorporation, even though the County may be responsible for paying for certain services during the entire transition year.
4. The first full year of the sales and use tax to be transferred from the county is computed by multiplying the base year amount of sales and use tax times an escalator factor to reflect the anticipated growth in the amount of sales and use tax. The escalator amount is based on the average annual growth in sales and use tax in the county during the base year and the two prior fiscal years, as provided in the county's annual audited financial statements.
5. The second full year of the sales and use tax to be transferred from the County is computed by multiplying the first full year amount of sales and use tax times an escalator factor. The escalator factor is based on the average

annual growth in sales and use tax in the county during the base year and the two prior fiscal years.

Section F - Computation of the Total Annual Reduction in County Revenues

1. The property tax transfer amounts are completed as follows:
 - (a) The base year amount of property tax transfer, as computed in Exhibit VI, Section D, is entered on the appropriate line.
 - (b) The transition year property tax amount is computed by multiplying the portion of the year (i.e., the number of months that the newly incorporated city will be CP in operation divided by 12 months) times the base year property tax amount.
 - (c) The first full year property tax amount is computed by multiplying the base year with amount times an escalator factor to reflect the anticipated growth in property tax revenues in the base year and the two prior years.
 - (d) The second full year property tax amount is computed by multiplying the first full year property tax amount times the same escalator factor use to compute the first full year property tax amount.
2. The sales and use tax reduction amounts computed in Section E of Exhibit VI are entered onto the appropriate lines in Section F.
3. Any miscellaneous revenues reductions associated with a particular incorporation proposal should be computed on a separate supporting sheet and entered on the appropriate lines in Section F. These miscellaneous revenues should use similar methods to compute transition year, first full year, and second full year amounts.
4. The total annual reduction in county revenues is computed by adding the sum of the revenue amounts for each of the years, respectively.

G. INSTRUCTIONS FOR COMPLETING EXHIBIT VII - SUMMARY OF THE FINANCIAL IMPACT OF THE INCORPORATION OF A SPECIAL DISTRICT

1. **Total Annual Reductions in Revenues** - the total annual reductions in special district revenues for the base year, transition year, first full year, and second full year are computed in Exhibit IX. The information should be transferred to the appropriate line in Exhibit VII.
2. **Total Annual Reductions in Costs** - the total annual reductions in special district costs for the base year, first full year, and second full year are computed in Exhibit VIII. The respective information for the total annual reductions in costs in each year in Exhibit VIII should be transferred to the appropriate line in Exhibit VII.

EXHIBIT VII

SUMMARY OF THE FINANCIAL IMPACT OF THE
INCORPORATION ON A SPECIAL DISTRICT

	<u>Base</u> <u>Year</u>	<u>Transition</u> <u>Year</u>	<u>1st Full</u> <u>Year</u>	<u>2nd Full</u> <u>Year</u>
Total Annual Reductions in Revenues	\$ _____	\$ _____	\$ _____	\$ _____
Total Annual Reductions in Costs		(_____)	(_____)	(_____)
Difference		\$ _____	\$ _____	\$ _____

3. **Difference** - the difference in the total annual reductions in revenues and the total annual reductions in costs for each of the years shown in Exhibit VII is calculated by subtracting the total annual reductions in costs from the total annual reductions in revenues. The difference may be a positive or negative number.

H. INSTRUCTIONS FOR COMPLETING EXHIBIT VM - SUMMARY OF THE TOTAL ANNUAL REDUCTION IN A SPECIAL DISTRICT'S COSTS

1. The base year amount for each service to be transferred from a special district is the amount that was spent on that service in the most recently available annual audited financial statements of the district.
2. The transition year cost for each service to be transferred from the special district is computed by multiplying the portion of the year (i.e., the number of months that the cost of services will be paid for by the District divided by 12 months) times the base year cost for each service to be transferred from the District.
3. The first full year of the cost of each service to be transferred from the District is computed by multiplying the base year amount for each service times an escalator amount for each service to reflect the anticipated growth in the cost of services. The escalator amount is based on the average annual growth in the cost of providing each service in the base year and the two prior fiscal years, as provided in the District's annual audited financial statements.
4. The second full year of the cost of each service to be transferred from the District is computed by multiplying the first full year amount for each service times the escalator amount. The escalator amount is based on the average annual growth in the cost of providing the service in the base year and the two prior fiscal years.

I. INSTRUCTIONS FOR COMPLETING EXHIBIT IX - COMPUTATION OF THE TOTAL ANNUAL REDUCTION IN SPECIAL DISTRICT REVENUES

1. The property tax transfer amounts are completed as follows:
 - (a) The base year amount of property tax transferred is that portion of a special district's property tax revenue that will be transferred to the newly incorporated city. This amount should be estimated using the district's most recent annual audited financial statements.
 - (b) The transition year property tax amount is computed by multiplying the portion of the year (i.e., the number of months that the newly incorporated city will be in operation divided by 12 months) times the base year property tax amount.

EXHIBIT VIII

**SUMMARY OF THE TOTAL ANNUAL REDUCTIONS IN A
SPECIAL DISTRICT'S COSTS**

Service to be Transferred	Base Year Special District Cost of Service	Transition 1st Full Year	Year	2nd Full Year
Law Enforcement/ Police Protection	\$ _____	\$ _____	\$ _____	\$ _____
Planning and Land Use Control	_____	_____	_____	_____
Engineering and Building Inspection	_____	_____	_____	_____
Street Maintenance and Construction	_____	_____	_____	_____
Animal Control	_____	_____	_____	_____
Cemeteries	_____	_____	_____	_____
Drainage	_____	_____	_____	_____
Fire Protection	_____	_____	_____	_____
Libraries	_____	_____	_____	_____
Parks and Recreation	_____	_____	_____	_____
Sewers	_____	_____	_____	_____
Solid Waste Disposal	_____	_____	_____	_____
Street Lighting	_____	_____	_____	_____
Other	_____	_____	_____	_____
Total Cost of Services Transferred	\$ _____	\$ _____	\$ _____	\$ _____

EXHIBIT IX

**COMPUTATION OF THE TOTAL ANNUAL REDUCTION IN
SPECIAL DISTRICT REVENUES**

	Full	Base	Transition	1st Full	2nd
	Year	Year	Year	Year	Year
Property Tax Transfer	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Sales and Use Tax Reduction	+ _____	+ _____	+ _____	+ _____	+ _____
Miscellaneous Revenues	+ _____	+ _____	+ _____	+ _____	+ _____
Total Annual Reduction in County Revenues	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

* Note: For purposes of analysis, do not include appropriation for AB 672 implementation over a three-year period.

- (c) The first full year property tax amount is computed by multiplying the base year amount times an escalator factor to reflect the anticipated growth in property tax revenues in the base year and the two prior years.
 - (d) The second full year property tax amount is computed by multiplying the first full year property tax amount times the same escalator factor used to compute the first full year property tax amount.
2. The user/fees/ service charges amounts are computed as follows:
- (a) The base year amount of user fees/service charges is that portion of a special district's user fees/service charges that will be transferred to the newly incorporated city. This amount should be estimated using the district's most recent annual audited financial statements.
 - (b) The transition year user fees/service charges amount is computed by multiplying the portion of the year (i.e., the number of months that the newly incorporated city will be in operation divided by 12 months) times the base year user fees/service charges.
 - (c) The first full year user fees/service charges amount is computed by multiplying the base year amount times an escalator factor to reflect the anticipated growth in user fees/service charges. The escalator amount is based on the average annual growth in user fees/service charges in the base year and the two prior years.
 - (d) The second full year user fees/service charges amount is computed by multiplying the first full year user fee/service charges times the same escalator factor used to compute the first full year user fees/service charges.
3. Any other revenues reductions associated with a particular incorporation proposal should be computed on a separate supporting sheet and entered on the appropriate lines in Exhibit IX. These other revenues should use similar methods to compute transition year, first full year, and second full year amounts.
4. The total annual reduction in revenues is computed by adding the sum of the revenue amounts for each of the years, respectively.

APPENDIX I

COMPUTATION OF THE GANN LIMITATION

Appendix J

CALCULATION OF THE GANN LIMITATION

This appendix provides guidance to local government agencies in the calculation of the appropriation limit required by Proposition 4, the Gann Initiative, that was approved by the voters in 1979.

A. BACKGROUND REGARDING THE GANN LIMITATION

Proposition 4 imposed an appropriation limit on state and local government agencies in California. Beginning with fiscal year 1980-81, the state's and each local government's appropriations will be limited to the fiscal year 1978-79 appropriations, plus increases according to a formula based on population growth and increases in the cost of living, or the growth of personal income, whichever is less.

Proposition 4 did not identify responsibility for determining the Gann limitation for local government agencies, however, since a limit must be established for any proposed agency, the LAFCo will ensure that a Gann limit is calculated for each agency that has an action come before LAFCo.

B. ADJUSTMENTS TO EXISTING APPROPRIATION LIMITS

Proposition 4 includes provision for the adjustment of appropriation limits for existing agencies. Specifically, Section 3A of the initiative states:

In the event that the financial responsibility of providing services is transferred, in whole or in part, whether by annexation, incorporation, or otherwise, from one entity of government to another, then for the year in which such transfer becomes effective the appropriations limit of the transferee entity shall be increased by such reasonable amount as the said entities shall mutually agree and the appropriations limit of the transferor entity shall be decreased by the same amount.

LAFCo staff will participate with the involved agencies in the negotiation of any adjusted appropriations limits. Any changes in these limits should reflect prior appropriations for these agencies, changes in population growth and increases in cost of living, or the growth of personal income, whichever is less.

C. ESTABLISHING A NEW APPROPRIATION LIMIT

The language of Proposition 4 did not provide a clear method for establishing the appropriation limit of a new agency proposed for formation. However, Section 4 of Proposition 4 allows a new agency to establish an appropriation limit through an election. Specifically, this Section states:

The appropriation limit imposed on any new or existing entity of government by this Article may be established or changed by the electors of such entity, subject to and in conformity with constitutional and statutory voting requirements. The duration of any such change shall be as determined by said electors but shall in no event exceed four years from the most recent vote of said electors creating or continuing such change.

LAFCo staff will participate with the involved parties in the creation of any new agency of government based upon the anticipated budget of the new agency. However, the appropriations limit of the new agency may be established or changed by the electors of such entity consistent with existing law.

APPENDIX K

MEMBERS OF THE REGIONAL ADVISORY COMMITTEE

APPENDIX L

DESCRIPTION OF LAFCo's DECISION-MAKING

This chapter contains a general chronology of events during the LAFCo hearing and evaluation process, and it describes post-approval steps taken by the LAFCo and by the Conducting Authority.

A. THE LAFCo EVALUATION AND HEARING PROCESS

This section describes the steps the LAFCo and its staff will take to ensure that proposals comply with LAFCo standards and policies.

1. Receipt and Acceptance of Applications

- a. Except where LAFCo is the lead agency under CEQA, the Executive Officer will determine within 30 days of receiving an application whether the applicant has provided the appropriate materials.
 - (1) If an application is determined not to be complete, the Executive Officer will inform the applicant, specifying those parts of the application which are incomplete and the manner which they can be made complete. An application which is not complete will not be accepted for filing.
 - (2) No application shall be deemed complete for processing purposes until the appropriate environmental documents have been prepared.
- b. After accepting an application for filing, the LAFCo will provide mailed notice to affected agencies, to agencies or individuals requesting notice, and to subject agencies of the proposal's description and the territory it affects. The notice shall state that a copy of any comments on the application, or other submittals to LAFCo must be accompanied by proof of mailing a copy to the applicant. The Executive Officer may not issue a Certificate of Filing until at least 20 days after mailing such notice.
- c. If the environmental documents required in the California Environmental Quality Act (CEQA) have been prepared, the environmental documents should be included with the application. If the LAFCo is the Lead Agency under CEQA, the LAFCo must cause environmental documents to be prepared before the application will be accepted for filing.
- d. When an application is accepted as complete, including the environmental documents, the Executive Officer shall issue a Certificate of Filing to the applicant and file it with the County Clerk, unless a 20-day notice and waiting period is required by law.

Certain exceptions will be made to these procedures as provided for in Section 56828 of the Cortese-Knox-Hertzberg Act.

2. Staff Report Preparation

- a. The Executive Officer shall review each application and shall prepare a report on the application that includes recommendations to LAFCo. The report shall be completed not less than five days prior to the date specified in the Notice of Hearing.
- b. If the Executive officer requires additional information to complete his or her evaluation of the proposal, he or she will notify the applicant. The applicant may submit a response within 30 days of receiving such notice, which may include an amendment to the application. The amendment should state the reason, or reasons, for the amendment and provide evidence regarding how the amendments would correct problems identified by the Executive officer. The Executive Officer will then review the amendment to determine if the changes address or correct the problem identified.
- c. Upon completion, the Executive Officer shall furnish copies of the report to:
 - (1) Officers, entities, or persons designated in each application;
 - (2) Each local agency, including the County, whose boundaries, service responsibilities, revenue authorities, or Sphere of Influence would be changed by the proposal or recommendation;
 - (3) Each local agency, group, or person that has filed a request for a report with the Executive officer;
 - (4) The LAFCo Executive officer of any other affected county when a portion of a district is or will be located in that other county;
 - (5) Each affected city, including the city Manager and City Councilperson in whose district the project site is located; and
 - (6) The Board of Supervisor member, or members, representing the district in which the project site is located.

The report shall evaluate the application and make recommendations based upon an application of the Cortese-Knox-Hertzberg Act and LAFCO policies and standards to information and data provided in the application, and to other related information and data that the LAFCo may gather.

3. Property Tax Exchange

If the proposal includes an incorporation or the formation of a district, the Commission shall determine the amount of property tax revenue to be exchanged by the affected local agencies, pursuant to Section 56842 of the Cortese-Knox-Hertzberg Act. As part of that determination, the commission will:

- (a) Estimate the total amount of sales tax revenue and user fees, service charges and other revenue transferred, but this total shall not include those revenues excluded by Section 56842(c)(1)(A)and(B);
- (b) Estimate the value of any agreements included in the proposal which may be designed to compensate for fiscal inequities;
- (c) Estimate the cost to the current service provider of performing those services which will be transferred to the new city or district if the proposal is approved;
- (d) Based upon the above calculations and estimations, the Commission will determine the fiscal effect of the proposal. Appendix D contains more detailed guidelines for determining the fiscal impact of applications for incorporation.

4. Commission Hearing of the Proposal

- a. Following the issuance of the Certificate of Filing, the Executive Officer shall set the proposal for a public hearing before the Commission on a date not more than 90 days after the issuance of the Certificate of Filing.
- b. Except as specified in Sections 56837 and 56838 of the Cortese-Knox-Hertzberg Act, the Commission shall not make any determinations upon any proposal, plan of reorganization, or report and recommendation of a reorganization committee until after a public hearing has been held on that proposal, plan, or report and recommendation.
- c. The hearing date will be included as part of the Certificate of Filing. The hearing date will be further publicized, in accordance with Sections 56834 and 56835 of the Cortese-Knox-Hertzberg Act. In summary, such notice shall include:
 - (1) Publication at least 15 days prior to the hearing date in one or more newspapers of general circulation within affected territories or agencies;
 - (2) Notice posted at least 15 days prior to the hearing date on or near the doors of the meeting room of the legislative body or commission or upon any official bulletin board used for posting

public notices pertaining to the legislative body or commission;
and

(3) Mailed notice, first class, postage prepaid, at least 15 days prior to the hearing date to:

- (a) each affected local agency;
- (b) the chief petitioners, if any;
- (c) each person who has filed a written request for special notice with the Executive officer;
- (d) each city within three miles of the subject territory's boundaries, if the proposal is for an annexation or detachment, or for a reorganization which includes the formation of a new district;
- (e) the County, if the proposal includes incorporation of a new city or formation of a new district;
- (f) the Director of Forestry and Fire Protection, if the proposal includes formation of or annexation of territory to a fire protection district formed pursuant to the Fire Protection District Law of 1987 and part or all of the area has been classified as a state responsibility area;
- (g) all owners of parcels which are located within 500 feet of the project site if so designated by the LAFCo; and
- (h) when required by law.

d. The hearing shall be held on the date, and at the place and time specified in the various notices. The hearing may be continued from time to time, but not more than 70 days after the originally scheduled hearing date.

e. At the hearing, the Commission shall receive any oral or written protests, objections, or evidence which shall be made, presented, or filed, and consider the report of the Executive Officer.

5. Commission Actions

a. The LAFCo has the power to review and approve or disapprove, with or without amendment, wholly, in part or conditionally, proposals for changes of organization or reorganization, with limited exceptions described in Section 56375 and 56839 and elsewhere in the Cortese-Knox-Hertzberg Act.

- b. LAFCo may amend an application to affect proposed boundaries, and LAFCo may approve a proposal with a variety of conditions, which are limited to:
- (1) Payment of a fixed or determinable amount of funds for acquisition of any agency's real or personal property;
 - (2) Levying, or fixing, and collecting taxes, assessments, ser-vice charges, rentals and/or rates for the purpose of funding any payment required by condition (1);
 - (3) Local Agency acceptance of liability for repayment of any authorized or outstanding bonds, contracts, or other obligations, including such revenue measures as may be appropriate to fund those liabilities;
 - (4) The formation of a new improvement district, or the annexation or detachment of territory to, or from, any existing improvement district;
 - (5) The incurring of new indebtedness by, or on behalf of, all or any part of any local agency, including territory being annexed to any local agency.
- (1) The issuance and sale of any bonds by a local agency or by that agency's designated successor;
 - (2) The acquisition, improvement, disposition, sale, transfer, or division of any property, real or personal;
 - (3) The disposition, transfer, or division of any monies or funds, including cash and any receivables;
 - (9) The fixing and establishment of priority of use, or right of use, of water, or capacity rights in any public improvement or facilities, or of any other real or personal property;
 - (10) The establishment, continuation, termination, transfer, consolidation, or separation of any office, department or board or any function of an office, department or board only if authorized by the principal act;
 - (11) The employment, transfer, or discharge of employees, the continuation, modification, or termination of existing employment contracts, civil service rights, seniority rights, retirement rights, and other employees benefits and rights;
 - (12) The designation of a city, district or county as the successor to any local agency that is dissolved as a result of any change of organization or reorganization;
 - (13) The designation of the method of selection and/or the number of members of the legislative body of a district if the

proceedings include a consolidation or formation of a new district, and the method of selection and/or number of those members is specified in the principal act;

- (14) The initiation, conduct, or completion of proceedings on a proposal made pursuant to the Cortese-Knox-Hertzberg Act;
 - (15) Any terms or conditions required or authorized by the principal act with respect to any change of organization or reorganization;
 - (16) The continuation or provision of any service provided at that time, or previously authorized to be provided by an official act of the local agency;
 - (17) The levying of assessments, including the imposition of a fee pursuant to Sections 50029 or 66484.3 of the Government Code, or the approval by the voters of general or special taxes;
 - (18) The continuation of any previously authorized charge, fee, assessment, or tax by a successor local agency; and
 - (19) The transfer of authority and responsibility for the administration, levying, and collecting of special tax and assessment districts;
- c. The Commission, in order to coordinate multiple proposals for the same geographical areas may, as a condition of its approval, hold further action in abeyance for up to 6 months until all proposals are ready for hearing, require that elections for different proposals be held on the same date, before, or after the date of any other election regarding a change of organization or reorganization.
 - d. Finally, the Commission may require that voters consider questions of annexation and district reorganization, or questions of incorporation and district reorganization at the same time, through use of a single ballot question.

5. Reconsideration

- a. Any person or affected agency may file, within 30 days of a resolution's adoption, a written request with the Executive Officer requesting amendments to or reconsideration of any resolution adopted by the Commission making determinations.
- b. After complying with notice and hearing requirements described in Section 56895 of the Cortese-Knox-Hertzberg Act, the Commission may approve or deny with or without amendment, wholly, partially, or conditionally, the request.

- c. The determination of the Commission shall be final and conclusive. No person or agency shall make any further request for the same change or a substantially similar change for a period of one year, as determined by the Commission.
- d. Specific reconsideration requirements are described in the standards section of the LAFCo's policies, standards and procedures.

B. POST-LAFCo APPROVAL PROCESS

This Section describes the usual procedures generally followed by a conducting authority. However, each conducting authority complies with the Cortese-Knox-Hertzberg Act in its own way, and is not required to follow those policies in this section that interpret the Cortese-Knox-Hertzberg Act. The conducting authority, determined pursuant to Section 56029 of the Cortese-Knox-Hertzberg Act, means the legislative body of an affected city, district, or the County that is authorized by the Commission to conduct proceedings to complete action on the proposal. The conducting Authority will hold a hearing or a meeting to provide the public with an opportunity to voice approval or disapproval, in writing or orally, of a proposal. However, primarily its role is to receive written protest from those authorized to do so.

1. The Conducting Authority's Hearing

- (a) Within 35 days after the LAFCo's approval of a proposal, the conducting authority shall set the proposal for hearing, giving notice of the date set. The date for the hearing shall be not less than 15 or more than 60 days after the notice is given.
- (b) The conducting authority may establish a schedule of processing fees and require the deposit of such fees before further action is taken.
- (c) At the hearing, the conducting authority shall hear and receive any oral or written protests, objections, or evidence which is made, presented, or filed.

2. Written Protest

- (a) Any owner of land or any registered voter within inhabited territory proposed to be annexed, detached, incorporated, disincorporated, consolidated, merged, formed into a county service area or subsidiary district, or dissolved, may file a written protest against the proposed change of organization or reorganization.
- (b) Based upon written protests filed and not withdrawn before the close of the conducting authority's hearing, no more than 30 days after the conclusion of its hearing, the conducting authority shall adopt a resolution which provides for one of the following actions:

- (1) **Terminate proceedings**, nullifying the proposal, if a majority protest exists, which means:
 - (a) In the case of uninhabited territory, written protests have been filed by landowners owning 50 percent or more of the assessed value of the land within the territory;
 - (b) In the case of an inhabited territory, written protests have been filed by 50 percent or more of registered voters; and
 - (c) In the case of a district of landowner voters, written protests have been filed by landowners holding 50 percent or more of the voting power of the voters entitled to vote as a result of owning land within the district.

- (2) **Order the change** of organization or reorganization, **subject to** confirmation by **election** within the affected territory if:
 - (a) For annexations, detachments or formations of County Service Areas only:
 - (1) In the case of inhabited territory, written protests have been filed by at least 25 percent of the registered voters residing within the territory;
 - (2) In the case of inhabited territory, written protests have been filed by at least 25 percent of the number of owners of land who also own at least 25 percent of the assessed value of land within the affected territory;
 - (3) In the case of a district where land owners are voting, written protests have been filed by at least 25 percent of the number of owners of land who also own at least 25 percent of the assessed value of land within the affected territory;
 - (4) In the case of a district where land owners are voting, written protests have been filed by at least 25 percent of the voting power of the voters entitled to vote as a result of owning land within the district; or
 - (b) In the case of a proposed change which includes a dissolution, disincorporation, incorporation,

establishment of a subsidiary district, consolidation, or merger, an election is required regardless of the number of protests, unless more than 50% have protested as outlined above, or unless the special rules in paragraph (3) below waiving elections apply.

- (3) **Order the change** of organization or reorganization **without electoral confirmation**, if either:
 - (a) for annexations, detachments, or formations of County service areas only, less than 25% protest is received;
 - (b) in the same cases listed in subsection (2)(b) above, only if the special rules in sections 57081, 57083, 57087 or 57089 apply.

- C. If proceedings are terminated by the conducting authority because a majority protest or after a majority of electors do not confirm the change of organization or reorganization, no substantially similar proposal may be filed with the LAFCo within two years after the conducting authority's resolution to terminate proceedings per Section 57090 of the Cortese-Knox-Hertzberg Act. The LAFCo may waive the waiting period if it finds that the requirement is detrimental to the public interest.

3. Election

- a. A conducting authority's resolution which calls for an election must comply with the requirements of section 57100 et seq. of the Cortese-Knox-Hertzberg Act.
All matters pertaining to elections must be coordinated with the Sacramento County Registrar of Voters. The conduct of the election must also be consistent with the recommendations of the Sacramento County Registrar of Voters.
- b. The election shall be conducted in accordance with Sections 57100 through 57179 of the Cortese-Knox-Hertzberg Act. The requirements of these sections include:
 - (1) The votes needed to confirm a change of organization or reorganization are generally in sections 51740 through 51743.
 - (2) The election shall take place within the territory to be consolidated, incorporated, disincorporated, formed into a district, or dissolved.
 - (3) Elections for annexations, detachments, mergers and subsidiary districts involve votes either in the changed territory and the remaining territory of the district or city, or in the

changed territory only, depending on statutory requirements (section 57103(b), (d) and (e)).

(4) If the proposal would annex to a city territory with a population and assessed value of land equal to or exceeding 50 percent of the city's, an election must be held within both the territory to be annexed and the city.

c. If the majority of votes cast in an election confirm the proposal, the conducting authority shall adopt a resolution confirming the order of the change of organization or reorganization.

C. LAFCo Completion of Actions

1. The LAFCo Executive officer shall prepare and record a certificate of Completion after the conducting authority adopts a resolution ordering a change of organization or reorganization without election, or after the conducting authority confirms an order for a change after confirmation by the voters, unless the conducting authority's resolution is not in compliance with the boundaries, modifications and conditions specified by the LAFCo.
2. The Executive Officer shall record a certified copy of the Certificate of Completion with the County recorder and file a copy with the clerk of the legislative body of each local agency subject to the change.
3. The Executive officer shall file the Certificate of completion, resolutions, legal descriptions, and parcel maps with the following:
 - (a) The Board of Equalization;
 - (b) The County Assessor;
 - (c) The County Auditor; and
 - (d) The Secretary of State, if the LAFCo action involves a city.
4. Upon the execution of the certificate of completion by the Executive officer, the action is deemed completed.

CHAPTER IV
GENERAL STANDARDS