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Executive Officer*

Amy Engle
Commission Clerk

Placer LAFCO Policy Review Workshop

Tuesday, April 22, 2025, 9:00 AM

Holiday Inn, 120 Grass Valley Highway
Auburn, CA 95603

This meeting will be open to in-person attendance only.

AGENDA

1. CALL TO ORDER AND SALUTE TO THE FLAG
2. ROLL CALL
3. CHANGES AND APPROVAL OF THE AGENDA
4. BUSINESS ITEM

Placer LAFCO Policy Review: The Commission will comprehensively review its policies to improve accessibility and ensure relevancy as appropriate. In addition, during the lunch period, the Commission will discuss the Strategic Plan Update: Identify key goals for the Commissioners' Fall Retreat, including implementation, success accelerators, lessons learned, accomplishments, key opportunities, and risks.

TIME	DESCRIPTION	LEAD	OUTCOME
9:00 am	WELCOME <ul style="list-style-type: none"> • Introductions • Meeting objectives + agenda 	McIntyre/ Cross	<i>Understand meeting objectives</i>
9:15 AM	INTRODUCTION <ul style="list-style-type: none"> • Policy Update for Relevancy and Accessibility • Policy Reorganization and Summary • Policy Recommendations 	Cross	<i>Familiarize the Commissioners with the recommended policy reorganization</i>
9:30 AM	POLICY RECOMMENDATIONS <ul style="list-style-type: none"> • Executive Summary • Chapter 1: How to Work with LAFCO 	Cross	<i>Review contents to inform executive summary and recommendations for Chapter 1 policies</i>
10:30 AM	BREAK		
10:40 AM	POLICY RECOMMENDATIONS, Continued <ul style="list-style-type: none"> • Chapter 2: Administration & Operations • Chapter 3: Commissioner Guidelines 	Cross	<i>Consider recommendations for Chapters 2 and 3 policies</i>
11:10 AM	POLICIES RECOMMENDED TO ELIMINATE <ul style="list-style-type: none"> • Agency Proliferation • Community Approach • Environmental Issues • General Administrative • Municipal Service Reviews 	Cross	<i>Consider policies to eliminate</i>
11:30 AM	WRAP UP <ul style="list-style-type: none"> • Additional Policies • Next Steps 	Cross	<i>Determine if additional policies are needed and next steps</i>
12:00 pm	LUNCH <ul style="list-style-type: none"> • Strategic Plan Update: <i>Identify key goals for Commissioners' Fall Retreat, including implementation, success accelerators, lessons learned, accomplishments, legislative updates, key opportunities, and risks.</i> 		

5. COMMISSIONER COMMENTS

This is an opportunity for Commissioners to comment on issues not listed on the agenda, provided that the subject matter is within the jurisdiction of the Commission. No discussion or action may occur except to place the item on a future agenda if approved by the Commission majority.

6. ADJOURNMENT

The next regular Commission meeting is scheduled for Wednesday, May 14, 2025, at 4:00 PM.

PUBLIC ACCESS AND PUBLIC COMMENTS INSTRUCTIONS

Materials related to an item on this agenda are available for public inspection at the LAFCO office, 110 Maple Street, Auburn, CA, during regular business hours and on LAFCO's website at <https://www.placer.ca.gov/lafco>

LAFCO meetings are held in person and virtually. Meeting recordings are posted online within a week following the LAFCO meeting.

Members of the public may submit their comments in written form to the Commission via U.S. mail to Placer LAFCO's office or via email to lafco@placer.ca.gov. Please indicate the agenda item number, if any. If you want your comments read into the record, please indicate so in the subject line and limit the comments to no more than 500 words. For public hearings, the Chair will announce the opening and closing of the public hearing. The Chair will call for oral public comments. Please limit your comments to 3 minutes.

AMERICAN DISABILITY ACT COMPLIANCE

In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting fully, please contact Amy Engle, Commission Clerk, at (530) 889-4602 or aengle@placer.ca.gov. Requests must be made as early as possible and at least two business days before the start of the meeting.

CAMPAIGN CONTRIBUTION DISCLOSURE

If you wish to participate in any proceeding involving a change of organization, reorganization, or other entitlement, you are prohibited from making a campaign contribution of more than \$250 to any Commissioner or Alternate Commissioner as described in Government Code section 84308. This prohibition begins on the date you begin to actively support or oppose an application pending before LAFCO and continues for 12 months after LAFCO renders a final decision. No Commissioner or

Alternate Commissioner may solicit or accept a campaign contribution of more than \$250 from you or your agent during this period if the Commission or Alternate Commissioner knows or has reason to know that you will participate in the proceeding. If you or your agent have contributed more than \$250 to any Commissioner or Alternate Commissioner during the 12 months preceding the decision, that Commissioner or Alternate Commissioner must disqualify himself or herself from the proceeding. However, disqualification is not required if the Commissioner or Alternate Commissioner returns the campaign contribution within 30 days from when the Commissioner or Alternate Commissioner knows, or should have known, about the contribution and that you are a participant in the proceeding.



Placer County Local Agency Formation Commission
110 Maple Street Auburn, CA 95603 | (530) 889-4097

COMMISSIONERS STAFF REPORT

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DATE: April 22, 2025
TO: Chair Gustafson and members of the Commission
FROM: Michelle McIntyre
SUBJECT: **Placer LAFCO Policy Review**

Last year, the Placer County Local Agency Formation Commission (LAFCO) adopted the Placer LAFCO Strategic Plan for 2024-2028 (SP 28+). SP28+ includes six overarching goals, including Goal 1, to "Ensure Efficient Governmental Services." To achieve this goal, the Commission adopted several objectives, including a commitment to hosting a facilitated policy review workshop to examine LAFCO's existing policies comprehensively.

At the workshop, the Commission will be asked to:

- 1) Evaluate the Necessity of Each Policy.
- 2) Revise Outdated Policies or Eliminate Redundant/Irrelevant Policies.
- 3) Recommend New Policies as Necessary.

The above-structured approach to comprehensively reviewing LAFCO's policies ensures that the Commission's policies align with state law and best practices and meet the agency's current needs. In addition, during the working lunch period, the Commission will discuss the SP28+ and key goals for the Commissioner's Fall Retreat. Including SP 28+ implementation, success accelerators, lessons learned, accomplishments, opportunities, and risks.

Attachment A – Placer LAFCO Policy Manual – Policies, Standards, Procedures, Draft dated April 22, 2025



Placer County Local Agency Formation Commission (Placer LAFCO)

Policy Manual

Policies, Standards, and Procedures

DRAFT

Developed for Placer LAFCO Commissioners
Policy Review Workshop
April 22, 2025

[Adopted Month XX, 2025]

Policy Recommendations Summary

Pol. #	Policy Title	Purpose	Recommended Action
Chapter 1: How to Work with LAFCO			
1.1	Service Review	Describes how the Commission conducts Service Reviews including goals and objectives, timing, funding, preparing, community engagement, and actions.	Modify <ul style="list-style-type: none"> Link to Service Review Schedule by Year for applicants so they know if their review is up to date
1.2	Spheres of Influence	Instructs how a sphere of influence revision can be initiated and updated to define future boundaries and accommodate orderly growth.	Modify <ul style="list-style-type: none"> Create a standalone policy that aligns with State Law
1.3	Proposal Standards & Evaluation Criteria	Informs applicants about the standards and criteria LAFCO uses to evaluate proposals for Municipal & Special District Annexations, Municipal Incorporations, District Formations, and Spheres of Influence.	Retain <ul style="list-style-type: none"> Create an infographic with a simplified description of each application process and its specific evaluation criteria. Add to the front of this section of the binder and/or to the Executive Summary
1.4	Service Provision	When an application involving a jurisdictional change is submitted, directs LAFCO to ensure thorough information about services is available, that each affected agency be made aware of potential impacts, and that necessary services are accessible to the public.	Modify <ul style="list-style-type: none"> Modify policy to reflect necessary inclusion of Plan for Providing Services (Appx A) as part of any application
1.5	Boundaries	Empowers the Commission to amend the boundaries of a proposal in order to create clear, equitable, understandable, and readily identifiable boundaries that facilitate efficient delivery of services.	Modify <ul style="list-style-type: none"> Consider adding examples Simplify language to be more accessible
1.6	Preservation of Agricultural Land & Open Space Resources	Promotes timely preservation of farmland and open space above other uses and allows the Commission to modify proposal boundaries or deny a proposal. The Commission is prohibited from imposing any conditions, "which would directly regulate land use density or intensity, property development, or subdivision requirements."	Modify <ul style="list-style-type: none"> Align with State law for preservation of prime ag lands and open space and discouraging urban sprawl

Pol. #	Policy Title	Purpose	Recommended Action
1.7	Orderly Growth	Provides the Commission guidelines, in the absence of legal definitions, of what encourages orderly growth by determining logical growth patterns and discourages urban sprawl by prioritizing lands more suitable for urbanization.	Modify <ul style="list-style-type: none"> Align with State law Fix typos
1.8	Annexations	Instructs how an annexation, or a reorganization including an annexation, can be initiated.	Modify <ul style="list-style-type: none"> Add an overview Align with State law Add link to form
1.9	Unincorporated Islands	Instructs the Commission on how to discourage unincorporated islands and promote logical and efficient government.	Modify <ul style="list-style-type: none"> Simplify Include examples Align with State law Create an additional new policy: Disadvantaged Unincorporated Communities
1.10	Reconsideration Policy	Identifies how other parties may file a written statement requesting amendment or reconsideration of any resolution adopted by the Commission.	Modify <ul style="list-style-type: none"> Add link to form
1.11	Application Closure and Withdrawal	Addresses the full cycle of an application for a change of organization or reorganization before a Certificate of Filing triggers a Commission hearing. The Executive Officer deems applications complete, incomplete, or inactive.	Modify <ul style="list-style-type: none"> Simplify Consider infographic process chart
1.12	Fee Schedule and Implementing Policies	Specifies the fees and deposits required for jurisdictional changes (e.g., annexations, detachments, latent power establishments), accelerated studies, and out-of-agency services based on staff hours and consultant fees.	Modify <ul style="list-style-type: none"> Align policy language with policy title Define the difference between a 'standard' and 'other' jurisdictional change
1.13	Map and Geographic Description Requirements	Stipulates the qualifications and specifications for maps and geographical descriptions.	Retain
1.14	Protest Hearing with Appendix	Provides guidelines on how to conduct a protest hearing. Appendix One provides further guidance on written protests.	Modify <ul style="list-style-type: none"> Add overview Combine Appendix with main document
1.15	Environmental Issues	Requires Member Agencies to consider LAFCO actions as part of the CEQA	Modify

Pol. #	Policy Title	Purpose	Recommended Action
		process and acknowledges that LAFCO is often a responsible agency because annexations and jurisdictional reorganizations are subject to environmental review.	<ul style="list-style-type: none"> Modify to emphasize that agencies must consider LAFCO issues, when applicable, as part of their proposed project's CEQA process
1.16	*NEW* Disadvantaged Unincorporated Communities	This new policy will provide direction to LAFCO for working with Unincorporated Communities that are Disadvantaged, but not necessarily islands because the current Unincorporated Islands policy: <ol style="list-style-type: none"> does not apply to disadvantaged unincorporated communities that are not islands, and not all islands include disadvantaged communities 	New (to Develop)
Chapter 2: Administration & Operations			
2.1	Conflict of Interest Code	Adopts the Fair Political Practices Commission's standard Conflict of Interest Code, designates positions subject to codes and disclosure categories.	Retain
2.2	Disclosure of Expenditures	Stipulates that expenditures for political purposes related to a proposal for a change of organization or reorganization and contributions related to any proposal must be disclosed per the Political Reform Act.	Modify <ul style="list-style-type: none"> To increase clarity, retitle this policy to, "Disclosure of Expenditures for Political Purposes." Link to Campaign Contribution Disclosure Form
2.3	Asset Management	Describes how LAFCO will inventory, depreciate, repair, and dispose of assets during their useful life (e.g., computers, furniture, and equipment).	Retain
2.4	Document Retention and Destruction	Describes the retention of recordkeeping for decisions and actions taken by the Commission to fulfill statutory, legal, and financial responsibilities.	Modify <ul style="list-style-type: none"> Address retention issues if not adequate (timing). Change Policy title to "Document Retention" only
2.5	General Reserve	Establishes a General Reserve budget as part of the Annual Operating Budget.	Retain
2.6	Purchasing and Credit Cards	Establishes a purchasing and procurement procedure under the Executive Officer.	Modify

Pol. #	Policy Title	Purpose	Recommended Action
			<ul style="list-style-type: none"> Change title to "Purchasing and Procurement" Merge Credit Card policy under this one policy (it's currently two policies listed in one document)
2.7	Internal Financial Control	Directs Placer LAFCO to adopt and retain on-site a copy of the Placer County Internal Control Manual prepared by the Office of the County Auditor-Controller and the Executive Office.	Retain
2.8	*NEW* Travel (to be written)		New (to Develop)
2.9	*NEW* Regular Policy Updates	After new policy manual is adopted, Commissioners will be presented with opportunities to update annually.	New (to Develop)
Chapter 3: Commissioner Guidelines			
3.1	Rules of Order	Provides clear and concise directions to the Commissioners and staff on how to conduct Commission meetings.	Modify <ul style="list-style-type: none"> Remove the Member Stipends section and turn it into a standalone policy Consolidate Conducting Commission Meetings with Preparing Meeting Agendas Confirm or remove #3, Meeting time
3.2	Public Comment	Provides an opportunity for members of the public to directly address the Commission and rules of engagement.	Modify <ul style="list-style-type: none"> Update to include remote meeting attendance/ hybrid
3.3	Commissioner Rotation	Establishes an annual rotation schedule for Commissioners and election of the Chair and Vice Chair.	Retain
3.4	*NEW* Member Stipends and Reimbursements	Outlines the amount and eligible activities for Commissioner and Alternate Commissioner reimbursement.	New <ul style="list-style-type: none"> If this language is removed from the Rules of Order, this will create a new standalone policy
Policies Recommended to Eliminate			
Part III	Agency Proliferation	Empowers the Commission to undertake studies to determine if special district consolidation is warranted and to improve governance	Suggest eliminating this policy and replacing with: <ul style="list-style-type: none"> Policy 1.1 Service Review

Pol. #	Policy Title	Purpose	Recommended Action
	<i>Adopted with Part III, June 1999</i>	through potential consolidation, dissolution, merger, or formation of a subsidiary district.	<ul style="list-style-type: none"> • Policy 1.2 Spheres of Influence
Part III	Community Approach <i>Adopted with Part III, June 1999</i>	Facilitates eventual consolidation of local agencies to simplify service delivery and assure the most complete range of services available to developing areas and to benefit the community by sharing local agency boundaries.	Suggest eliminating this policy and replacing it with: <ul style="list-style-type: none"> • Policy 1.1 Service Review • Policy 1.2 Spheres of Influence
Part III	General Administrative <i>Adopted with Part III, June 1999</i>	Reinforce best management practices related to applications, SOIs, and service reviews.	Suggest eliminating because this information is embedded in State Law
Part III	Municipal Service Reviews <i>Adopted with Part III, June 1999</i>	Provides direction on how to implement the service reviews mandated by law.	Suggest eliminating because it is superseded by the 2023 Service Review Policy

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The final document will feature an executive summary before Chapter 1.

Chapter 1: How to Work with LAFCO

Step 1: Service Reviews

Policy 1.1 Service Review

Step 2: Spheres of Influence

Policy 1.2 Spheres of Influence

Step 3: Project Proposals for LAFCO Action

Policy 1.3 Proposal Standards & Evaluation Criteria

Policy 1.4 Service Provision

Policy 1.5 Boundaries

Policy 1.6 Preservation of Agricultural Land & Open Space Resources

Policy 1.7 Orderly Growth

Policy 1.8 Annexations (add link to form)

Policy 1.9 Unincorporated Islands

Policy 1.10 Reconsideration Policy

Policy 1.11 Application Closure and Withdrawal

Policy 1.12 Fee Schedule and Implementing Policies

Policy 1.13 Map and Geographic Description Requirements

Policy 1.14 Protest Hearing with Appendix

Policy 1.15 Environmental Issues

Policy 1.16 ***NEW*** Disadvantaged Unincorporated Communities

Chapter 2: Administration & Operations

Policy 2.1 Conflict of Interest Code

Policy 2.2 Disclosure of Expenditures

Policy 2.3 Asset Management

Policy 2.4 Document Retention and Destruction

Policy 2.5 General Reserve

Policy 2.6 Purchasing and Credit Cards

Policy 2.7 Internal Financial Control

Policy 2.8 ***NEW*** Travel (to be written)

Chapter 3: Commissioner Guidelines

Policy 3.1 Rules of Order

Policy 3.2 Public Comment

Policy 3.3 Commissioner Rotation

Policy 3.4 ***NEW*** Member Stipends and Reimbursements

Appendices

Appendix A: List of Acronyms and Definitions

Placer LAFCO Policy Manual

Chapter 1

How to Work with LAFCO



Placer LAFCO Policy Manual

Chapter 1: How to Work with LAFCO, Step 1

Service Reviews



PLACER COUNTY

LOCAL AGENCY FORMATION COMMISSION

Policy 1.1 Service Review

Purpose

Serve as a framework for the Commission in conducting service reviews with a commitment to a regular review schedule, community engagement, and transparency.

Background

The Commission is responsible under State law to inform sphere of influence (SOI) updates, SOI amendments, and jurisdictional boundary changes by conducting service review studies on the availability and demand of local services within Placer County. Studies may be conducted by service type, region, subregion, or another geographic area appropriate for analyzing the service or services to be reviewed (see California Government Code (GC) section 56430). Placer LAFCO's Service Review Policy is as follows:

Policy

1. Goals and Objectives:
 - a. The Commission shall use service review studies as a principal resource to proactively inform future planning and regulatory actions under its purview and mission to facilitate orderly growth and development.
 - b. The Commission shall use service review studies to inform the appropriate scope and scale of SOI updates and amendments performed for all local agencies under State law (GC section 56425).
 - c. The Commission shall use service review studies to help inform proposed jurisdictional changes for local agencies during the 60-month period following the Commission's adoption of the service review studies.
 - d. The Commission shall use service review studies to establish, amend, and regulate the nature, location, and extent of any functions or classes of services provided by existing districts (GC section 56425(i)).
 - e. The Commission may require a new service review study to be prepared before considering a proposal requiring one or more SOI amendments or updates and a jurisdictional boundary change where the subject agency or agencies have not been evaluated in a study over the preceding 60-month period.

Policy 1.1 Service Review

- f. The Commission shall consider waivers of the policies set forth in this Service Review Policy on a case-by-case basis based on the recommendation of the Executive Officer or on a motion, duly seconded, by members of the Commission.

2. Timing:

- a. The Commission shall maintain a five-year study schedule for service review studies to provide advance notice of timing to local agencies, the public, and other stakeholders and encourage project syncing whenever possible.
- b. The Commission shall consult the five-year study schedule in initiating specific service reviews when adopting the annual Workplan.

3. Funding:

- a. The Commission shall fund service review studies calendared in the five-year study schedule and adopted as part of annual workplans.
- b. Applicants shall be responsible for funding service review studies undertaken outside the five-year study schedule when it is necessary for the Commission to consider proposed SOI updates, amendments, or jurisdictional boundary changes.

4. Preparing:

- a. The Commission delegates responsibility to the Executive Officer to prepare service review studies with related executive summaries, brochures, and prospectuses as appropriate. This responsibility includes approving scopes of work and associated timelines in consultation with the subject agencies.
- b. The Executive Officer shall consult with the subject agencies in establishing appropriate performance measures within the service review studies.
- c. The Executive Officer shall prepare a written report on the service review study with recommendations and related determinations that address the factors required for consideration in statute (GC section 56430(a)).

5. Community Engagement:

- a. The Commission shall prioritize budgeting resources to accommodate proactive community engagement as part of the service review study process and as a direct means to identify community needs.

Policy 1.1 Service Review

- b. The Executive Officer shall ensure that the following baseline measures for community engagement are practiced in preparing service review studies:
 - i. Staff shall attend regularly scheduled public meetings of the subject agencies to directly advise their councils or boards and their constituents of the initiation of service reviews.
 - ii. Staff will provide formal public review and comment periods of at least 30 days between the draft and final presentations of service reviews to the Commission.
 - iii. Staff shall post draft service review studies on the Commission's website home page and social media accounts during the public comment period.
 - iv. Staff will request that the subject agencies post the draft service review studies on the subject agencies' websites and social media accounts during the public comment period.
 - c. As appropriate, and as an enhancement to the above baseline measures, the Executive Officer shall consider taking any of the following additional outreach efforts for LAFCO-initiated service review studies:
 - i. Hold public workshops to engage the affected communities.
 - ii. Solicit opportunities to make staff presentations to subject agencies and other organized stakeholders on the service reviews to highlight and receive community input on key topics.
6. Commission Actions:
- a. The Commission shall consider the final service review study as part of a scheduled public hearing with the same noticing requirements for a SOI update or amendment.
 - b. The Commission shall determine that the final service review study is adequate and complete pursuant to the requirements of GC section 56430.
 - c. The Commission may adopt or adopt with terms and conditions the final service review study as it deems necessary or appropriate.
7. Post-Commission Action:
- a. The Executive Officer shall provide prompt written notice of the completed service review studies to the subject agencies and request that the completed service review study be forwarded to the agencies' full councils or boards.

Policy 1.1 Service Review

- b. The Executive Officer shall request that the subject agencies post the completed service review study on their websites.
- c. The Executive Officer shall ensure the posting of completed service review studies on the Commission's dedicated webpage.

Adopted July 12, 2023

No.	City or Town	Most Recent Adopted Service Review	Planned Service Review and Notes
1	Auburn	None	Pending City General Plan Update
2	Colfax	None	Planned for FY 2024-25
3	Lincoln	2023	
4	Loomis	None	Planned for FY 2024-25
5	Rocklin	None	First study underway
6	Roseville	2025	Approved 02/19/2025

No.	City or Town	Most Recent Adopted Service Review	Planned Service Review and Notes
1	Auburn	None	Pending City General Plan Update
2	Colfax	None	Planned for FY 2024-25
3	Lincoln	2023	
4	Loomis	None	Planned for FY 2024-25
5	Rocklin	None	First study underway
6	Roseville	2025	Approved 02/19/2025

No.	Independent Special District	Most Recent Adopted Service Review	Planned Service Review and Notes
1	Alpine Springs County Water District	2017	Planned for FY 2024-25
2	Alta Fire Protection District	2017	New study underway
3	Auburn Cemetery District	2013	Planned for FY 2024-25
4	Auburn Recreation & Park District	None	
5	Auburn Valley Community Services District	None	
6	Christian Valley Park Community Services District	2006	
7	Colfax Cemetery District	None	Planned for FY 2024-25
8	Donner Summit Public Utility District	2017	
9	Foresthill Fire Protection District	2017	New study underway
10	Foresthill Public Utility District	2006	
11	Heather Glen Community Services District	2006	
12	McKinney Water District	2017	
13	Meadow Vista County Water District	2006	
14	Midway Heights County Water District	2006	
15	Newcastle Fire Protection District	2017	New study underway
16	Newcastle, Rocklin, Gold Hill Cemetery District	None	Planned for FY 2024-25
17	North Tahoe Fire Protection District	2017	Planned for FY 2024-25
18	North Tahoe Public Utility District	2017	
19	Northstar Community Services District	2017	Planned for FY 2024-25
20	Olympic Valley Community Service District	2017	Planned for FY 2024-25
21	Penryn Fire Protection District	2017	New study underway
22	Placer County Cemetery District 1	None	Planned for FY 2024-25
23	Placer County Resource Conservation District	2006	
24	Placer County Water Agency	2006	
25	Placer Hills Fire Protection District	2017	New study underway
26	Placer Mosquito Vector Control District	None	
27	Roseville Cemetery District	None	Planned for 2024-25
28	Sierra Lakes County Water District	2017	
29	South Placer Fire Protection District	2017	New study underway
30	South Placer Municipal Utility District	2010	New study underway
31	Suburban Fires Fire Protection Community Services District	None	
32	Tahoe Cemetery District	2017	Planned for 2024-25
33	Tahoe City Public Utility District	2017	
34	Tahoe Truckee Sanitation Agency	None	
35	Talmont Resort Improvement District	2017	
36	Truckee Tahoe Airport District	2017	
37	Truckee Tahoe Forest Hospital District	2017	

No.	Dependent Special District
1	County Service Area (CSA) 28
2	County Sewer District No. 3
3	Placer Vineyards Parks and Recreation District

Placer LAFCO Policy Manual

Chapter 1: How to Work with LAFCO, Step 2

Spheres of Influence



PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

Policy 1.2 Spheres of Influence

Overview

Spheres of influence play an important role in the process of encouraging orderly growth. Under law each local agency is required to have a sphere of influence. These spheres provide direction and growth for the planning of the affected local agency and all adjacent agencies. Spheres can be critically important tools in the goal to establish logical boundaries, yet their value is often underestimated. As a result they are not used as effectively as they might be. Spheres define the future boundaries of the entity. Once spheres of influence are established, the question of annexation within the sphere is primarily one of timing.

Policy

1. To allow for the evaluation of projected growth demand and its relationship to remaining lands to be developed within the city and the city's sphere, proposals for sphere of influence revisions (other than minor adjustments) shall require certain data for the consideration of the Commission. It is recognized that sphere reviews associated with periodic updates of the general plan will be more conceptual than those associated with specific projects. In any case, the data provided shall be as accurate, thorough, and pragmatic as possible. The data provided shall include the following:
 - a. A market absorption study analyzing proposed uses in relation to similar uses within the city and the city's sphere. The study shall:
 - I. cover a 15 to 20 year planning horizon,
 - II. include all major land use categories proposed within sphere revision (residential, commercial, office and industrial),
 - III. identify project and citywide buildout capacities for the proposed land uses,
 - IV. provide an analysis of the competitive strength of the affected city and land uses within the regional market, and the proposed project land uses within the anticipated capture
 - V. contain a breakdown of projected absorption and supply margins over time by both land use and by geographic planning area within the city. At minimum, the analysis should distinguish projected absorption between the proposed sphere are and the existing (infill) portion of the city and the city's sphere are, and

Policy 1.2 Spheres of Influence

- b. Analysis of alternative project sites located elsewhere within the city or its existing sphere. This analysis shall be included as an alternative in the environmental document prepared for the proposed sphere expansion. If such alternative sites are determined not to be feasible as defined by CEQA, the environmental document shall include a discussion of the reasons and relevant data used to make such determinations. LAFCO staff shall be afforded the opportunity to comment on the adequacy of the alternatives analysis prior to certification of the environmental document.
2. Expansions of city spheres of influence shall be discouraged if there is feasible land appropriate for the proposed uses already within the sphere of influence.
3. City Spheres of influence shall be reviewed when the general plan is up-dated or when there is a general plan amendment that would affect the city boundaries. In addition at LAFCO's request cities shall review their spheres no more frequently than every five years, advising LAFCO of their findings and submitting sphere amendment requests to LAFCO if circumstances warrant.
4. If the Commission determines that a request for expansion of a city's sphere of influence would have the effect of exceeding the market demand for a particular use within the planning horizon, the Commission may approve the requested sphere expansion conditional upon detachment of other areas from the sphere.
5. Special district spheres of influence will include only those areas that may benefit from the services provided by that district. This determination will be made based upon the relevant general and/or community plan for the area.

Adopted XXX

Placer LAFCO Policy Manual

Chapter 1: How to Work with LAFCO, Step 3

LAFCO Actions



PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

Policy 1.3 Proposal Standards & Evaluation Criteria

This chapter reviews the standards and criteria against which proposals are evaluated. This list is not inclusive or specific. The Commission may consider any number of additional items depending on the particular circumstances. For questions regarding the evaluation of specific proposals contact LAFCO staff as early in the process as possible. Staff will provide information that will assist the applicant in submitting a proposal that is consistent with statutory requirements and Commission policies. In cases where particular evaluation criteria cannot be met, it will be the responsibility of the proponent to show that approval of the subject proposal will not be detrimental to the public interest.

The following standards and evaluation criteria are identified by proposal type.

MUNICIPAL & SPECIAL DISTRICT ANNEXATIONS

1. GENERAL CRITERIA

- Does the proposal conform to the Commission's policies?
- Does the proposed annexation conform to the affected spheres of influence?
- Is the proposed annexation consistent with existing and proposed land use designations?
- Are the proposed annexation boundaries contiguous with the subject agency?
- Does the proposed annexation include protected open space or agricultural lands? If so, does the annexing agency propose to retain these land uses?
- Does this proposal facilitate or hinder the balance of housing/commercial/industrial land uses within the subject agency (city annexations only)?

2. SERVICES

- Is there a demonstrated need for the subject agency's services?
- Is the subject agency able to provide the required services?
- Are there preferred alternative means of providing the required services?
- Is there a plan for financing the services?
- Is there timely availability of adequate water supplies for the projected needs?
- Does the proposal assist the agency in achieving regional housing needs?

3. BOUNDARIES

- Are the Boundaries clear and definite?

Policy 1.3 Proposal Standards & Evaluation Criteria

- Do the boundaries split assessor parcels, identifiable communities, commercial districts, or any other area having common social or economic concerns?
- Are the boundaries consistent with political jurisdictions, topographic features, et cetera?
- Do the proposed boundaries create islands, strips, or corridors?
- Does the proposal include all adjacent rights-of-way necessary for unrestricted access to the affected property? (NOTE: Annexation of all adjacent roadways will be included as an option in the environmental document for any city annexation. At the hearing, the Commission will make the final determination as to whether or not the roadway will be included in the annexation. Generally the Commission supports the annexation of roads if they primarily serve the annexing entity or contain major facilities maintained by the annexing entity.)

MUNICIPAL INCORPORATIONS

1. GENERAL CRITERIA

- Does the proposal conform to the Commission's policies?

2. SERVICES

- Do the proposed boundaries allow for an adequate level of service in an efficient and economical manner?
- How will incorporation affect any existing overlaying special districts? Can any of these agencies be merged with the proposed city?
- Will a city be able to, at minimum, maintain the existing level and range of services?
- Is incorporation related to a quest for improved service delivery? How? Are the expectations realistic?
- Is there timely availability of adequate water supplies for the projected needs?
- Does the proposal assist the agency in achieving regional housing needs?

3. LAND USE

- Does the proposed incorporation area include mixed land uses, or does it selectively incorporate only high revenue producing territory?
- Is the possible and probable land use in this area consistent with incorporation?
- Will incorporation lead to the premature loss of open space or agricultural lands?

4. BOUNDARIES

- Are the boundaries logical? Are geographic and topographic features considered? Are historic community boundaries considered?

Policy 1.3 Proposal Standards & Evaluation Criteria

- Are existing service district boundaries considered?
- Are the boundaries simple and definite, conforming to the lines of assessment and avoiding islands or corridors of unincorporated territory?
- Does the proposed incorporation conflict with existing spheres of influence?

5. FINANCIAL CONSIDERATIONS

- Do the required budget projections for the city show an ability to maintain, at minimum, the existing level and range of services and a reasonable reserve?
- Is the proposal substantially revenue neutral?

DISTRICT FORMATIONS

1. GENERAL CRITERIA

- Does the proposal conform to the Commission's policies?
- What is the relationship of the proposed new district to existing districts and cities in the vicinity?
- Are there existing agencies that can feasibly provide the needed service or services in a more efficient and accountable manner?
- Are there reasons that this particular service cannot be better provided through the countywide county service area?

2. SERVICES

- Is there a demonstrated need for services?
- Is there an acceptable plan for the financing of the services?
- Does this proposal conflict or compete with the normal and logical expansion of adjacent government agencies?
- Is there timely availability of adequate water supplies for the projected needs?
- Does the proposal assist the agency in achieving regional housing needs?

3. LAND USE

- Is delivery of the proposed service to the area consistent with the affected general plans?

4. BOUNDARIES

- Are the boundaries logical? Are geographic and topographic features considered?

Policy 1.3 Proposal Standards & Evaluation Criteria

- Are existing special district, city, and sphere of influence boundaries considered?
- Are the boundaries simple and definite, conforming to lines of assessment and avoiding islands and corridors?
- Does the proposal include areas that cannot benefit from the services the proposed district will provide? Does the proposal exclude areas that could benefit from the services the proposed district will provide?

SPHERES OF INFLUENCE

1. GENERAL CRITERIA

Does the proposal conform to the Commission's policies?

2. LAND USE

- What are the anticipated and designated land uses?
- What geographic and topographic constraints are there on land use and development of the land?
- What are the nearby designated land uses?
- Are there open space or agricultural lands that should be excluded?

3. DEMONSTRATED OR ANTICIPATED NEED FOR SERVICES

- Do the land uses indicate a need for the range and level of service provided by the agency in question?
- Will the costs associated with the extension of services be financially palatable?

4. ABILITY OF THE AGENCY TO PROVIDE THE SERVICES

- Does the agency have the resources to provide services to this area?
- Does the agency have the facilities to provide services to this area?
- Does the agency have a history of meeting service demands?
- Will the agency be able to serve the area in question without jeopardizing the quality of service within existing boundaries?
- What are the geographic or topographic constraints to providing service in the subject area?
- Does the agency have a service and financing plan for the area?

Policy 1.3 Proposal Standards & Evaluation Criteria

5. COMMUNITY IDENTITY

-Are there any social, economic, or historic ties between the proposed sphere of influence and the agency or the community with which the agency is identified?

-Are there any social, economic, or historic ties between the proposed sphere of influence and any other communities?

6. OTHER FACTORS

-Are there reasonable alternative courses of action for providing services within the area?

-How would the proposed sphere of influence impact other jurisdictions' boundaries and spheres of influence?

-Are the proposed boundaries logical within relation to the services provided? (For example, does a district whose services are affected by gravity include only a portion of a developable basin?)

PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

Policy 1.4 Service Provision

Overview

Recognizing that the general purpose of government is to serve its citizens and that the purpose of LAFCO is to promote orderly and efficient forms of government, the consideration of service questions related to jurisdictional changes is paramount. Reflected in the following policies is the Commission's concern: (1) that thorough service information be made available, (2) that each affected agency be made aware of the impacts of a jurisdictional change, and (3) that as development occurs a complete range of necessary services is accessible.

Policy

1. Requests for information from an applicant or the representative of an applicant, or from any affected agency or department thereof, shall provide complete and full disclosure of information deemed relevant to the subject proposal.
2. Every LAFCO Proposal Application and Justification form shall be signed by a responsible party, stating that the information provided is in compliance with the Commission's disclosure policy.
3. The plan for service provision submitted as part of an application for jurisdictional change shall include the following information: (1) an enumeration and description of the services to be extended to the affected territory; (2) the level and range of those services; (3) an indication of when those services can feasibly be extended to the affected territory; (4) an indication of any improvement or upgrading of structures, roads, sewer or water facilities, or other conditions the local agency would impose or require within the affected territory if the change of organization or reorganization is completed; and (5) information with respect to how those services will be financed.

In addition to the foregoing information, the following information will be required as part of each plan for service:

- a. a list of the existing services available to the affected area, and the agencies providing those services
- b. a list of services available through the affected agency or agencies
- c. a comparison of the existing and proposed service levels and the effects of the proposed change on service in adjacent areas
- d. a description of all special local taxes, assessments, fees, and outstanding

Policy 1.4 Service Provision

bonds that will potentially affect the proposal area

- e. identification of any resource shortages or facility inadequacies presently experienced or anticipated by the affected agency
4. All proposals involving jurisdictional change will include a plan for services. Those proposals initiated by resolution of the affected agency shall include the plan for service with the application. When proposals are initiated by petition, the Commission's staff shall notify the affected agency and request a plan for service. In cases where the proposed jurisdictional change involves a reorganization, the plan for service shall address all of the affected agencies.
5. The following standards shall apply to the evaluation of plans for service:
 - a. Each plan for service must be signed and dated by an official representative of the agency, certifying completeness and accuracy. In cases where the proposal includes annexation to more than one agency, the plan for service must be signed by a representative of each annexing agency or each agency may submit its own separate plan for services.
 - b. The plans for service shall be made part of the file and shall be circulated to affected agencies and County departments for comment. The subject agency shall respond to any requests for additional or clarifying information.
6. The Commission shall approve the extension of services by contract only when the agency in question can show it is not reasonable or possible to annex the site at the time the request is submitted.

Adopted XXX

PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

Policy 1.5 Boundaries

Overview

The Cortese-Knox-Hertzberg Act encourages the logical formation and determination of local agency boundaries and requires LAFCOs to consider “the nonconformance of proposed boundaries with lines of assessment...” when reviewing a proposal for jurisdictional change.

The Commission finds that boundaries that follow lines of assessment are clearer, more understandable, and more readily identifiable. They facilitate service provision, assist in the determination of permissible land uses, simplify the assessment and property tax process, and encourage consistent mapping of jurisdictions. The Commission recognizes that there are times when the strict use of assessor parcels will result in an awkward proposal boundary. In such cases, it may be necessary to consider minor adjustments to the proposal boundaries or a change in the parcel lines.

One of the Commission’s most powerful tools is the ability to amend the boundaries of a proposal in order to create a boundary that the Commission feels is more equitable or effects better service provision. Related to this power is the ability of the Commission to expand a proposal to include additional jurisdictional changes. For example, a proposal to annex to a full service city may need to be expanded to include a detachment from a local fire district to prevent a duplication of service.

Policy

1. Sphere of influence revisions and jurisdictional changes involving assessor parcel splits shall be avoided whenever possible. Exceptions may be made where the applicant is able to prove that the split cannot reasonably be avoided without incurring undue hardship.

2. The Commission will generally honor an agreement between a city and the County, or a city and a city with respect to the inclusion or exclusion of roads adjacent to one or more of the boundaries of a proposed annexation. If no such agreement is in place, the entire width of any roadway which is adjacent to the property to be annexed should be included within the annexation when one or more of the following conditions apply:
 - a. the roadway will include significant new facilities (such as sewer lines, water lines, storm drains, or notable traffic control measures) that will be maintained by the annexing jurisdiction;

Policy 1.5 Boundaries

- b. based upon existing and future potential land uses in the area, the primary users of that portion of the road would most likely be generated by the annexing entity; or
 - c. whenever the Commission, after considering the overall impacts, adjacent land uses, historic and perceptual boundary concerns, and other factors relevant to LAFCO policy, determines that annexation of the roadway would be appropriate.
3. The environmental documentation prepared for each project which proposes annexation of property to a city in which one or more of the boundaries between the city and the County or the city and another city are delineated by a road, shall include analyses which place the road within each of the jurisdictions. The environmental document or a supplemental document prepared by the applicant shall address the long-term maintenance costs associated with each of these potential scenarios.
 4. Special districts shall be detached from an area when a city annexes that area and assumes the role of service provider in place of the special district.
 5. Unless otherwise specified in the Commission's resolution, the area successfully detached from a local agency is also deemed removed from that agency's sphere of influence.

Adopted XXX

PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

Policy 1.6 Agricultural Land and Open Space Resources

Overview

While the Commission is prohibited from imposing any conditions “which would directly regulate land use density or intensity, property development, or subdivision requirements,” the Commission is required to consider land use and related data in their review. While rezoning is required, the Commission may not specify how a particular area should be zoned or developed.

The premature conversion of farmland and open space to other uses is discouraged by the Cortese-Knox-Hertzberg Act. In the pursuit of this goal, the Commission has authority to modify the proposal’s boundaries or to deny an untimely proposal. Information regarding land use designations and existing and proposed land uses assists the Commission in its determinations as to the appropriateness of a proposal’s timing and boundaries.

Policy

1. The Commission encourages all agencies within the County to adopt and exercise development policies that promote orderly development and logical boundaries and protect productive agricultural lands and significant open space areas, including riparian areas.
2. Unless the subject area is substantially developed to its ultimate use, annexation to a city or special district will be linked to a proposal to develop and not be speculative in nature. Development plans, including a timetable, will be required as part of the LAFCO application for annexation.
3. Generally annexation of farmlands shall not be permitted when significant areas of non-productive farmland are already available. Development of vacant land within a city or district should be developed prior to fringe areas.
4. The Commission may set spheres of influence for unincorporated preserves for specified reasons such as to preserve the agricultural and open space areas or areas of possible future incorporation. Annexation of these areas by adjacent cities shall be discouraged. Annexation of these areas to special districts shall be approved only when the district’s purposes are consistent with the sphere in question.

Adopted XXX

PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

Policy 1.7 Orderly Growth

Overview

One of the primary mandates of LAFCO is to encourage orderly growth and development, yet LAFCO is prohibited from directly regulating land use. With varying effect LAFCO can fulfill its mandate through the determination of jurisdictional boundaries and the extension of local agency services. The Commission recognizes that under existing circumstances, such goals will only be completely successful when they are embraced by all the area's local governments.

While the statutes encourage orderly growth and discourage urban sprawl, they do not define or set standards to quantify these concepts. The parameters for these concepts must be made at the local level where we find that one person's orderly growth is another's urban sprawl.

Policy

1. The Commission encourages the urbanization of certain lands over others and hereby establishes a priority list for urbanization:
 - a. vacant or underdeveloped land within the existing boundaries of a city
 - b. vacant or underdeveloped land within the adopted sphere of influence of a city
 - c. vacant or underdeveloped land outside the adopted sphere of influence of a city
2. The commission will consider the following factors in determining logical growth patterns in reviewing proposals for annexation to a city or expansion of a city's sphere of influence:
 - a. adjacency with existing and planned growth pattern of the city
 - b. projected growth demand and relationship to remaining lands to be developed within the city and its existing sphere
 - c. ability of the city to provide and fund needed services (utilities, transportation, public safety, recreation, libraries) to the levels defined by the city's general plan

Policy 1.7 Orderly Growth

- d. pending or anticipated development applications to the County for areas within a city's existing sphere
3. The Commission discourages urban level development in unincorporated areas adjacent to city boundaries.

Adopted XXX

PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

Policy 1.8 Annexations

Overview

Policy

1. To allow for the evaluation of projected growth demand and its relationship to remaining lands to be developed within the city, proposals for annexations to a city or reorganizations including annexation to a city (except unincorporated islands and minor adjustments) shall be accompanied by the following:
 - a. A market absorption study analyzing proposed uses in relation to similar uses within the city. The study shall:
 - I. cover a 15 to 20 year planning horizon,
 - II. include all major land use categories proposed within annexation (residential, commercial, office and industrial),
 - III. identify project and citywide buildout capacities for the proposed land uses,
 - IV. provide an analysis of the competitive strength of the affected city land uses within the regional market, and the proposed project land uses within the anticipated city capture of that regional market,
 - V. contain a breakdown of projected absorption and supply margins over time by both land use and by geographic planning area within the city. At a minimum, the analysis should distinguish projected absorption between the proposed annexation area and the existing (infill) portion of the city, and
 - VI. include a summary of key assumptions and methodologies used in generating the absorption projections.
 - b. Analysis of alternative project sites located elsewhere within the city or its existing sphere. This analysis shall be included as an alternative in the environmental document prepared for the proposed annexation or reorganization including annexation. If such alternative sites are determined not to be feasible as defined by CEQA, the environmental document shall include a discussion of the reasons and relevant data used to make determinations. LAFCO staff shall be afforded the opportunity to comment on the adequacy of the alternatives analysis prior to certification of the environmental document.

Policy 1.8 Annexations

2. Unless special circumstances can be demonstrated, city annexations or reorganizations including city annexations shall be discouraged if there are feasible alternative sites for the annexation proposal already within the city.
3. Large development proposals that are proposed to be developed in phases may be annexed in phases, ensuring that growth occurs in a logical pattern.
4. All city annexations shall be pre-zoned. No subsequent change may be made to the general plan or zoning for the annexed territory that is not in conformance to the pre-zoning designations for a period of two years after the completion of the annexation.

Adopted XXX

PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

Policy 1.9 Unincorporated Islands

Overview

The creation and continued existence of unincorporated islands is expressly discouraged and/or prohibited. Unincorporated islands must continue to be serviced by the County and other local agencies serving unincorporated areas, but because these service areas are isolated from other service areas, they are difficult and expensive to serve.

Unincorporated islands, therefore, are not consistent with logical and efficient government.

Policy

1. The Commission shall discourage the creation of islands or areas not in a city but substantially surrounded by a city or cities, or by a city or cities and a county boundary or a major body of water.
2. The Commission shall deny city annexations or reorganizations that include city annexations that create areas that are substantially or totally surrounded by a city. The Commission shall consider an area to be “substantially surrounded” when it is surrounded by a city or cities, or by a city or cities and a county boundary or a major body of water on at least 75% of its boundaries, unless one of the following conditions have been met:
 - a. The Commission determines that denial of the proposal would be detrimental to the orderly development of the community and that the area that would be enclosed by the annexation cannot be reasonably annexed to another city or incorporated as a new city.
 - b. In the case of areas which are substantially surrounded, the applicant provides written results of a landowner (uninhabited or inhabited) or registered voter (inhabited) survey that shows that inclusion of the unincorporated area would successfully subvert the proposal.
3. The Commission shall discourage the annexation of a portion of an existing island to a city unless the applicant provides written proof through a survey that the proposed annexation is the largest possible portion of that island that may be successfully annexed.

Adopted XXX

PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

Policy 1.10 Reconsideration Policy

Overview

Any party may file a written statement requesting amendments to or reconsideration of any resolution adopted by the Commission. The following policies shall govern reconsideration by the Commission:

Policy

1. Requests for amendment to or reconsideration of a resolution of the Commission making determinations must include a statement as to what new or different facts that could not have been presented previously, or applicable new law, warrant the reconsideration. The requests shall state the specific modification to the resolution being requested.
2. Any request shall be submitted within thirty days of the Commission's decision and prior to the completion of the proceedings of the conducting authority. Any rehearing is subject to full public notice.
3. No request shall be deemed filed unless appropriate filing fees are submitted.

Adopted XXXX

PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

Policy 1.11 Application Closure and Withdrawal Policy

Overview

Pursuant to California Government Code section (GC) 56020.6, a Certificate of Filing is a document issued by the Executive Officer that confirms an application for a change of organization or reorganization has met submission requirements and is ready for Commission consideration.

Inactive Applications

An application for a change of organization or reorganization must meet submission requirements established in the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH) and Placer LAFCO policies. Once these requirements are met, the Executive Officer will issue a Certificate of Filing, deeming the application complete. An incomplete application will be issued an Incomplete Application letter, and the applicant will be notified of the unsatisfied requirements.

If the application remains incomplete for a period of twelve (12) months without substantial progress being made toward its completion, the Executive Officer will notify the applicant and affected agencies that the application is deemed inactive and will be closed without prejudice and may be subject to a refund if any portion of the application fee remains unused. A new application and fee will be required if the applicant chooses to resubmit a closed application.

Complete Applications

Once a Certificate of Filing has been issued, the application becomes a Proposal (GC 56069) and is scheduled for hearing by the Commission in accordance with GC 56658.

An applicant may withdraw the application before the closing of the scheduled hearing. Notice of withdrawal of an application must be submitted in writing to the Executive Officer. If an application is withdrawn, the application may be subject to a refund if any portion of the application fee remains unused. A new application and fee will be required if the applicant chooses to resubmit a withdrawn application.

Adopted June 14, 2023

PLACER COUNTY

LOCAL AGENCY FORMATION COMMISSION

Policy 1.12 Fee Schedule, Deposits, and Implementing Policies

Standard Jurisdictional Changes

Standard jurisdictional changes include annexations, detachments, latent power establishments, and service power divestitures. The fees for standard jurisdictional changes set forth below represent the estimated reasonable cost of providing the related services. These fees are based on predetermined staff hours to complete and are non-refundable. In certain cases, additional fees may be charged if more time is required beyond the predetermined staff hours, as determined by the Executive Officer.

	<i>Less than 10 acres (24 Hours)</i>	<i>10-100 acres (36 Hours)</i>	<i>Greater than 100 acres (120 Hours)</i>
<i>No Protest Hearing (100% Consent)</i>	\$4,200	\$6,400	\$22,600
<i>Protest Hearing Required</i>	\$5,600	\$7,700	\$25,300

<10 acres: 16 hours for EO + 8 hours for CC, 4 hours each for protest hearing

10-100 acres: 24 hours for EO + 12 hours for CC, 4 hours each for protest hearing

>100 acres: 100 hours for EO + 20 hours for CC, 8 hours each for protest hearing

Other Jurisdictional Changes

Other jurisdictional changes include district formation, dissolution, consolidation, reorganization, merger, or formation of a subsidiary district. They also include city incorporation or disincorporation. The fees for these projects (which often require a protest hearing) are charged to the applicant at cost, including the actual cost of consultant services. An initial deposit in an amount representing the estimated reasonable cost of providing the services is required. Additional fees may be charged if more time is required beyond the predetermined staff hours on which the initial deposit is based, as determined by the Executive Officer. Upon the completion or other termination of the project, if the deposit exceeds the actual cost of services, the difference will be refunded.

Policy 1.12 Fee Schedule, Deposits, and Implementing Policies

1. Consultant Services (as needed) – Actual cost.
2. LAFCO staff time and material starting with an initial \$25,300 deposit (covers the first 128 hours).

Studies

Accelerated studies not funded by LAFCO in the annual work plan, such as service reviews, special studies, sphere of influence updates, and environmental impact analyses, are charged to the applicant at cost, including the actual cost of consultant services. An initial deposit in an amount representing the estimated reasonable cost of providing the services is required. Additional fees may be charged if more time is required beyond the predetermined staff hours on which the initial deposit is based, as determined by the Executive Officer. Upon the completion or other termination of the study, if the deposit exceeds the actual cost of services, the difference will be refunded.

1. Consultant Services (as needed) – Actual cost.
2. LAFCO staff time and material starting with a \$22,600 deposit (covers the first 120 hours).

Other Requests and Charges

1. Out-of-Agency Service Agreement.
 - a. Public Health and Safety Related: \$500
 - b. Non-Public Health and Safety. Fees are the same as Standard Jurisdictional Changes. However, if LAFCO adopts a conditional approval requiring future annexation of the territory, the annexation fees are subject to a 50% automatic discount, pursuant to Implementing Policies No. 5c below.
2. Special Meeting: \$4,500 (Non-refundable, covers staff time and Commissioners per diem; does not include third-party charges, which will be separately billed).
3. Request for Reconsideration: \$2,700 (Non-refundable, covers staff time)
4. General Staff Research: The first four hours are waived; additional hours will be billed at standard LAFCO staff rates.

Placer LAFCO Staff Rates

1. Executive Officer (EO): \$200/hour
2. Commission Clerk (CC): \$134/hour
3. Consultants: At cost – requires a dedicated deposit

Policy 1.12 Fee Schedule, Deposits, and Implementing Policies

Common Third-Party Charges

All third-party charges are billed at the actual cost, including but not limited to the following:

1. Placer County Departments:
Surveyor: Map and description review and corrections.
Registrar of Voters: Signatures verifications on petitions and protest hearing ballots. Special elections are billed separately at actual costs.
Assessor: Landowner verifications on petitions and protest hearing ballots.
Clerk of the Board: IT, administrative, and security support if needed.
2. State of California Departments:
Fish and Wildlife: Environmental documents and filings.
State Board of Equalization: Processing tax rate area and boundary changes.

Implementing Policies

1. Proposals and requests subject to this fee schedule will be incomplete until LAFCO receives the appropriate fee.
2. All additional staff time required to process proposals or requests subject to this fee schedule beyond the coverage of the initial fee or collected at-cost deposit will be billed at the staff rates above.
3. Applicants with proposals or requests subject to this fee schedule requiring consultants to prepare environmental or other technical documents will be responsible for all direct costs. They will be required to provide a dedicated deposit as determined by the Executive Officer.
4. The Executive Officer may stop work on any proposal or request subject to this fee schedule until receipt of a requested fee or deposit.
5. The Commission may reduce or waive fees if financial hardship is demonstrated. Requests must be made in writing. Pre-authorized reductions follow:
 - a. Annexation of an inhabited island initiated under California Government Code section 56375.3 shall receive a 50% LAFCO fee reduction. Additional reductions or waivers require Commission approval.
 - b. Annexation of a disadvantaged unincorporated community as defined under California Government Code section 56033.5 shall receive a 50% LAFCO fee reduction. Additional reductions or waivers require Commission approval.
 - c. Proposals or requests in response to a Placer LAFCO condition of approval or recommendation through a Placer LAFCO-adopted study shall receive a 50% LAFCO fee reduction. Additional reductions or waivers require Commission approval.

Adopted by the Placer Local Agency Formation Commission: June 12, 2024
Effective August 11, 2024

PLACER COUNTY LOCAL AGENCY FORMATION COMMISSION

Policy 1.13 Map and Geographic Description Requirements Policy

Overview

GENERAL: LAFCO requires a map and geographic description that is acceptable to the Placer County Surveyor and the California State Board of Equalization (BOE).

WHO CAN PREPARE: Maps and geographic descriptions may be prepared by any person or firm which holds a current and valid State of California license as a Registered Land Surveyor or eligible Registered Civil Engineer (with a number 33965 or lower).

REVIEW REQUIREMENT: Map and geographic descriptions must be reviewed for form, content, and accuracy. Prior to preparation, please contact LAFCO if the engineer or surveyor has not previously prepared a map and geographic description for LAFCO. All map and geographic descriptions will have to be reviewed and the final must be stamped and signed by the Surveyor or Engineer and the Placer County Surveyor.

GUIDELINES: All proposed city annexation boundaries should tie into existing city boundary. For district proposals, proposed boundaries should tie into an existing district boundary whenever possible. LAFCO staff can provide information on existing boundaries and samples of cover sheets and exhibits.

NOTE: The map and geographic description should agree with each other and should independently convey the intended action(s).

Cover Sheet Requirements

1. Title
 - a. Project No. (as designated by LAFCO)
 - b. Project Name (as named by LAFCO)
 - c. Number of pages by exhibit identified.
2. Wet signature and seal: The cover sheet, map, and geographic description each must be signed and stamped by either a licensed surveyor or a registered civil engineer holding a license number 33965 or lower.
3. Area for County Surveyor's signature, seal, and date. Each final exhibit (map and description) shall be signed by the County Surveyor.
4. Area for LAFCO Executive Officer signature and date approved by LAFCO.

Policy 1.13 Map and Geographic Description Requirements Policy

5. Include the following statement: "This description and exhibit of the (insert name of project) boundary, it is not a legal property description as defined in the Subdivision Map Act and may not be used as a basis for an offer for sale of the land described. It is for assessment purposes only."

Geographical Description Requirements

Requirements 1-5 below are consistent with the requirements BOE while the remaining requirements are consistent with Placer LAFCO policy.

1. Every written geographic description must stand on its own without the necessity of reference to any extraneous document.
2. The written description shall be of the project area only.
3. The geographic description shall:
 - a. State the township and range, section number(s) or rancho(s)
 - b. Have a point of beginning (POB) referenced to a known major geographic position (e.g., section corners, intersection of street centerlines, or the intersection of street centerline and an existing district boundary at the time of filing). A description will be rejected if the POB refers only to a tract map, a subdivision map or a recorded survey map. The POB must be the point of departure from an existing city boundary or a district boundary when possible.
 - c. Be expressed as a specific parcel description in sectionalized land (e.g., "The SW 1/4 of Section 22, T1N, R1W") or by bearings and distances. When the description is by bearings and distances, all courses shall be numbered and listed individually in a consistent clockwise direction. The description shall not be written in a narrative format. All courses required to close the traverse of the project area must be stated. All curves must be described by direction of concavity. Delta, arc length, chord, and radius shall be listed, including radial bearings for all points of non-tangency.
4. The written description shall state the acreage for each separate single area and a combined total of the project area.
5. All information stated on the description must match the map(s) such as the project number and name, the point of beginning, the course numbers, all bearings and distances, and the acreage(s).
6. Include a heading on the top of the first page with "Exhibit A," the next line should include the project number and the LAFCO project name.
7. Include the page number at the bottom of the page(s) e.g., sheet 1 of 5.

Policy 1.13 Map and Geographic Description Requirements Policy

8. Do not write descriptions in one endless paragraph.
9. Do not write descriptions in all capitals.
10. The last page of the final description must include an original signature and stamp of the Registered Land Surveyor or eligible Registered Civil Engineer (33965 or lower) who prepared the description.
11. Leave a 1.5"x3" wide area for the County Surveyor's "Technically Correct" stamp.

Map Requirements

Requirements 1-11 below are consistent with the requirements BOE while the remaining requirements are consistent with Placer LAFCO policy.

1. All maps shall be professionally and accurately drawn or copied.
2. Original or copies of the same size project map must be submitted.
3. A vicinity map shall be included. The vicinity map shall show the location of the project area in relationship to a larger geographic area that includes major streets and highways or other physical features.
4. Any portion of an existing district boundary in close proximity to the project area shall be shown and identified.
5. Every map must clearly show all existing streets, roads, and highways with their current names that are within and adjacent to the project area. Additionally, every map shall indicate each township and range, section lines and numbers, or ranchos that are in proximity of the project area.
6. Every map shall bear a scale and a north arrow. The **point of beginning** shall be clearly shown and match the written geographic description.
7. The boundaries of the project area shall be distinctively delineated on each map without masking any essential geographic or political features. The boundaries of the project area must be the most predominant line on the map and the line type should be solid. Roads and easement lines should be dashed, while all other lines should be broken. All lines must be black ink and cannot exceed 1.5 millimeter in width.
8. All dimensions needed to plot the boundaries must be given on the map of the project area. Each map shall have numbered courses matching the written geographic description. Index tables may be utilized.

Policy 1.13 Map and Geographic Description Requirements Policy

9. All parcels within the project area that touch the new boundary shall be clearly labeled with the assessor's parcel number. Interior parcels that do not touch the boundary need not be identified on the map.
10. If the project area has an interior island(s) of exclusion or the boundary has a peninsula of exclusion (or inclusion), that area(s) should be shown in an enlarged drawing.
11. When it is necessary to use more than one map sheet to show the boundaries of the project area, the sheet size should be uniform. A small key map giving the relationship of the several sheets shall be furnished. Match lines between adjoining sheets must be used. While the geography on adjoining sheets may overlap, the project boundaries must stop at the match lines. Maps shall be maximum D size sheets (24" x 36"), but 8 ½ x 11 or 8 ½ x 14 is preferred but not required.
12. Include a heading on the top of the first page with "Exhibit B," the next line should include the project number and the LAFCO project name.
13. Include the page number(s) at the bottom of the page(s) e.g., sheet 1 of 5.
14. Include the name of the City, County, and State.
15. Include the month and year drawn.
16. Include a Bar scale
17. Do not show unnecessary data on the map.
18. The last page of the map must include an original signature and stamp of the Registered Land Surveyor or eligible Registered Civil Engineer (33965 or lower) who prepared the map.
19. Leave a 1.5"x3" wide area for the County Surveyor's "Technically Correct" stamp.

Policy 1.13 Map and Geographic Description Requirements Policy

SAMPLE

LAFCO Project No.: 2022-XX
XX Annexation to the (name of city or district)

Description consists of x page (Exhibit A)
Map Exhibit consists of x page (Exhibit B)

Surveyor's Statement

This description and exhibit of the _____ annexation boundary is not a legal property description as defined in the Subdivision Map Act and may not be used as a basis for an offer for sale of the land described. It is for annexation purposes only.

Prepared on _____ by or under the direction of

Print Name and PLS #
Company Name

County Surveyor's Statement

This description and exhibit meet the requirements of the State Board of Equalization, the Placer County Surveyor's Office and conforms to the lines of annexation.

Dated: _____, 2022

Benjamin J. Bardakjian, PLS # 8373
Placer County Surveyor

Approval by Placer County Local Agency Formation Commission:

Dated: _____, 2022

Michelle McIntyre,
Placer LAFCO Executive Officer

Adopted April 13, 2022

PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

Policy 1.14 Protest Hearing Policy

Overview

Policy

1. Authority to Conduct Protest Hearings

Pursuant to Title 5, Division 3, Part 4 of the California Government Code (commencing with section 57000), the Commission shall conduct all protest hearings and take all other actions required of it to complete proceedings for changes of organization or reorganizations unless the Commission, in its discretion, delegates such authority to the Executive Officer consistent with the provisions of this policy.

2. Delegation at Time of Adoption of Resolution

Each time the Commission adopts a resolution making determinations approving, with or without conditions, a change of organization or reorganization, the Commission shall also determine whether to conduct the protest hearing or delegate authority to do so to the Executive Officer. Such a decision of the Commission may be made upon the Executive Officer's recommendation or by a Commission member's motion.

3. Valuation of Written Protests

Irrespective of whether the Commission or the Executive Officer conducts the protest hearing, the same procedures shall apply in receiving and valuing written protests. These procedures are outlined in Appendix One of this policy.

4. Delegation to Executive Officer

If the Commission delegates to the Executive Officer the authority to conduct a protest hearing for an approved change of organization or reorganization, the Executive Officer shall conduct the protest hearing under Government Code section 57000, et seq., and the following:

- a) The protest hearing shall be held in a location open to the public and suitable for the conduct of a public hearing;
- b) The Executive Officer shall provide each Commission member and

Policy 1.14 Protest Hearing Policy

alternate member written notice of the date, time, and location of the protest hearing and any continuances thereof;

- c) The Executive Officer shall be the hearing officer for the protest hearing;
 - d) The Executive Officer shall conduct the protest hearing consistent with how the Commission conducts public hearings;
 - e) At the protest hearing, the Executive Officer shall hear and receive any oral or written protests, objections, or evidence that is made, presented, or filed and accept the withdrawal of any written protest before the conclusion of the hearing;
 - f) The Executive Officer shall cause a record to be made of the protest hearing and shall preserve as part of the record all written protests, objections, and evidence made, presented, or filed at the protest hearing;
 - g) After the protest hearing, the Executive Officer shall cause the protests filed and not withdrawn to be reviewed under the requirements of Government Code section 57052;
 - h) Should the value of the protests filed and not withdrawn not require an election or termination, the Executive Officer shall prepare a resolution ordering the change of organization or reorganization under the requirements of Government Code section 57000, et seq. The Executive Officer shall present the resolution to the Commission for consideration at the next regularly scheduled meeting.
 - i) Should the value of the protests filed and not withdrawn either require an election or termination, the Executive Officer shall prepare a report to the Commission and recommend to the Commission the adoption of a resolution in conformity with the outcome of the protest hearing pursuant to Government Code section 57000, et seq. The Executive Officer shall present the report and a draft resolution to the Commission for its consideration at the next regularly scheduled meeting.
5. Commission Action concerning Protest Hearings Conducted by Executive Officer

To the extent permitted by law, the Commission may accept or reject the Executive Officer's recommendations or make modifications based upon reviewing the protest hearing record. The Commission may take any other actions prescribed or permitted

Policy 1.14 Protest Hearing Policy

by Government Code section 57000, et seq., to complete proceedings for a change of organization or reorganization.

6. Limitation on Delegation of Authority to Executive Officer

Except as expressly provided herein, the Commission shall retain its authority under Government Code section 57000, et seq. However, this policy does not limit the Commission's ability to expressly delegate other tasks to the Executive Officer to the extent the Government Code authorizes such delegation.

Adopted October 11, 2023

PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

**PROTEST HEARING POLICY
Appendix One**

Written Valuation Procedures

1. Receipt of Written Protests

LAFCO shall write the date and time on all written protests immediately upon receipt.

2. Counting of Written Protests

LAFCO will count all written protests received and not withdrawn before the protest hearing is concluded via any of the following means:

- U.S. mail received at LAFCO's office by 5:00 p.m. on the business day preceding the protest hearing date; or
- Courier delivery received at LAFCO's office by 5:00 p.m. on the business day preceding the protest hearing date; or
- Facsimile (fax) transmission received at LAFCO's office by 5:00 p.m. on the business day preceding the protest hearing date; or
- Electronic mail (e-mail) transmission received at LAFCO's office by 5:00 p.m. on the business day preceding the protest hearing date; or
- Hand-delivered to LAFCO's office by the protesting party or the protesting party's duly authorized representative by 5:00 p.m. on the business day preceding the protest hearing date; or
- Hand-delivered to the LAFCO Commission and/or staff at the noticed protest hearing by the protesting party or the protesting party's duly authorized representative before the closing of the protest hearing.

LAFCO will not count written protests under any of the following circumstances:

- The protest bears a date before the date of publication of the protest hearing notice; or

Protest Hearing Policy
Appendix One

- The protest is delivered to the Commission and/or staff after the closing of the protest hearing.

3. Valuing Written Protests

For purposes of valuing written protests only, any reference in this policy and the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 to the close of the protest hearing will be construed to mean the close of the final protest hearing, meaning that any continuance of the protest hearing under Government Code Section 57050(a) will extend the time during which written protests will be accepted.

a) Registered Voter Protest:

Data obtained from the County of Placer Registrar of Voters (ROV) shall determine the total number of registered voters within the boundaries of the affected territory at the time of the noticed protest hearing. Further, LAFCO shall calculate the applicable percentage thresholds of registered voter protests based on the data obtained from the ROV.

LAFCO will count written protests from registered voters that include all of the following required information:

- Residence address of the registered voter, providing street and number or other designation sufficient to enable the place of residence to be ascertained; and
- Signature of the registered voter; and
- The date of signature (which must be within the period starting with the publication of the protest hearing notice and ending at the time of the closing of the protest hearing).

LAFCO will not count written protests from registered voters under any of the following circumstances:

- The residence address of the registered voter, or other designation sufficient to enable the place of residence to be ascertained, is not provided; or
- The signature of the registered voter is not provided; or
- The date of signature is not provided; or
- The date of signature is before the date of publication of the protest

Protest Hearing Policy
Appendix One

hearing notice; or

- The date of signature is after the date of the closing of the protest hearing; or
- The written protest is from a registered voter who is not registered to vote within the boundaries of the affected territory; or
- The written protest was not received consistent with the provisions in Section 2 (“Counting of Written Protests”), above; or
- The registered voter who initially filed the protest withdraws the protest, in writing, within the time constraints identified herein; or
- Any protest disqualified by the ROV if the Executive Officer refers registered voter written protests to the ROV for verification.

LAFCO staff will count all valid written protests from registered voters to determine the valuation and outcome. At their discretion, the Executive Officer may refer any registered voter written protests to the ROV for verification.

b) Landowner Protest:

Data obtained from the County of Placer Assessor Office’s current tax rolls shall determine the total number of landowners within the boundaries of the affected territory. Further, for identifying all landowners and calculating landowner protests, LAFCO shall calculate the applicable percentage thresholds based on current tax rolls and the assessed value of land obtained from the Assessor’s Office.

LAFCO will count written protests from landowners that include all of the following required information:

- Address of the property, providing street and number or other designation sufficient to enable the location of the property within the affected territory to be ascertained; and
- Signature of the landowner; and
- The date of signature (which must be within the period starting with the publication of the protest hearing notice and ending at the time of the closing of the protest hearing).

LAFCO will not count written protests from landowners under any of the following circumstances:

Protest Hearing Policy
Appendix One

- The address of the property, or other designation sufficient to enable the location of the property within the affected territory to be ascertained, is not provided; or
- The signature of the landowner is not provided; or
- The date of signature is not provided; or
- The date of signature is before the date of publication of the protest hearing notice; or
- The date of signature is after the date of the closing of the protest hearing;
- The written protest was not received consistent with the provisions in Section 2 (“Counting of Written Protests”), above;
- The individual signing the written protest is different than the owner of the record provided by the Assessor based upon the most recent assessment roll, subject to the requirements of the exception identified in Government Code Section 56710(c); or
- The individual who initially filed the protest withdraws the protest in writing within the time constraints identified herein.

The valuation shall be determined consistent with Government Code Section 56710(a) for properties exempt from taxation or owned by a public agency.

For those properties held in joint tenancy or tenancy in common, the valuation shall be determined consistent with Government Code Section 56710(b).

4. All Protests in Writing

While the Commission will consider oral testimony, said testimony will not affect the valuation of protests. Under state law and this policy, only written protests, not later withdrawn in writing, if applicable, count.

5. Outcomes

Government Code Sections 57075 through 57077.4 describe whether the Commission considers written protests from registered voters, landowners, or both. Based on the valuation of the applicable protests, these sections

Protest Hearing Policy
Appendix One

dictate which of the following actions the Commission must take:

- a. Terminate the proceedings; or
- b. Order the change of organization or reorganization subject to an election; or
- c. Order the change of organization or reorganization without an election.

6. Results

The Commission may announce results at the conclusion of the protest hearing or, in the alternative, may defer the announcement to a future meeting if LAFCO staff needs time to verify and value written protests.

Adopted October 11, 2023

PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

Policy 1.15 Environmental Issues

Overview

Most LAFCO actions are subject to environmental review under the California Environmental Quality Act (CEQA). The Commission has an established environmental procedure which follows the mandates found in CEQA. This procedure is outlined in the procedure section of this manual.

The State CEQA Guidelines encourage the review of a project in its entirety and at the earliest possible point in the planning process in order to assess the cumulative impacts of the proposal.

The Commission recognizes that an organization or reorganization most often represents only a step in a series required in a larger project. This project may include rezoning, the approval of land development plans, and possibly a general plan amendment. Ideally there should be a single environmental review that addresses all aspects of the project. In these cases the primary agency (usually a city) is in the position to review land use designation changes, service extension plans, land development plans, and organization or reorganization. In these cases, the Commission shall generally act as responsible agency.

Policy

Whenever an agency is considering a project (such as rezoning, a general plan amendment, site development, or the installation of infrastructure) that requires annexation or some other jurisdictional reorganization, the environmental review for that project shall include consideration of the environmental impacts of annexation or jurisdictional reorganization, and LAFCO shall be treated as a responsible agency.

Adopted XXX

Placer LAFCO Policy Manual

Chapter 2

Administration & Operations



PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

Policy 2.1 Conflict of Interest Code

The Political Reform Act of 1974 (Gov. Code, § 81000 et seq.; Act) requires each agency subject to the Act, including the Placer County Local Agency Formation Commission (Commission), to adopt a Conflict of Interest Code. The Fair Political Practices Commission (FPPC), in administering the Act, has promulgated a regulation (Cal. Code of Regs., tit. 2, § 18730) that contains the terms of a standard Conflict of Interest Code that an agency may adopt by reference. Accordingly, the Commission hereby adopts the terms of the standard Conflict of Interest Code, and any amendment to it duly adopted by the FPPC, along with the list of Designated Positions and the list of Disclosure Categories for each designated position set forth below, as the Conflict of Interest Code for the Commission and incorporates them herein by reference.

Each person holding a position designated below shall file a Statement of Economic Interests (FPPC Form 700) with the Placer County Elections Office, which shall be the Filing Officer for the Commission, disclosing all reportable interests falling within the position’s corresponding disclosure categories.

DESIGNATED POSITIONS

Number of Positions	Position Title	Disclosure Category
7	Commissioner	1
4	Alternate Commissioner	1
1	Executive Officer	1
1	Assistant Executive Officer	1
1	Legal Counsel	1
	Consultants*	

*The disclosure requirement of a consultant will be determined on a case-by-case basis by the Executive Officer. The determination that a consultant has disclosure requirements shall be made in writing on FPPC Form 805. The determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of the disclosure requirements. Each Form 805 is a public

Policy 2.1 Conflict of Interest Code

record and shall be retained for public inspection in the same manner and location as the Conflict of Interest Code.

DISCLOSURE CATEGORIES

The terms italicized below have specific meaning under the Political Reform Act of 1974 and its regulations. In addition, the financial interests of a *spouse*, a domestic partner and dependent children of the *public official* holding the designated position may require reporting. Consult the instructions and reference pamphlet of Form 700 for explanation.

Category 1 – Broadest Disclosure [See Form 700 Schedules A-1, A-2, B, C, D and E] All *investments*, business positions, *interests in real property*, and sources of *income*, *gifts*, loans, and travel payments described below.

Category 2 – Real Property [See Form 700 Schedule B] All *interests in real property* located within the *jurisdiction* of the Commission, including *interests in real property* held by *business entities* and *trusts* in which the *public official* holds a business position or has an *investment* or other financial interest.

Category 3 – Land Development, Construction and Transactions [See Form 700 Schedules A-1, A-2, C, D and E] All *investments*, business positions and sources of *income*, *gifts*, loans and travel payments from sources which engage in land development, construction, real property acquisition or sale, or the preparation of environmental impact reports.

Category 4 – Procurement [See Form 700 Schedules A-1, A-2, C, D and E] All *investments*, business positions and sources of *income*, *gifts*, loans and travel payments from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of the Commission.

Category 5 – Regulation [See Form 700 Schedules A-1, A-2, C, D and E] All *investments*, business positions and sources of *income*, *gifts*, loans and travel payments from sources which are subject to the regulatory or other authority of, or have an application or other matter pending before, the Commission.

Category 6 – Funding [See Form 700 Schedules A-1, A-2, C, D and E] All *investments*, business positions and sources of *income*, *gifts*, loans and travel payments from sources which receive grants or other funding or technical assistance from or through the Commission.

Adopted: August 21, 2024

PLACER LOCAL AGENCY FORMATION COMMISSION

Resolution No. 2008-02

**Implementing policy requiring disclosure of expenditures for
Political purposes**

Pursuant to Government Code Sections 56700.1 and 57009, effective January 1, 2008, expenditures for political purposes related to a proposal for a change of organization or reorganization and contributions in support of or in opposition to any proposal at the conducting authority stage of the LAFCO process are subject to the reporting and disclosure to the same extent as required for local initiative measures under the Political Reform Act, Government Code Section 81000 et seq., and the regulations of the Fair Political Practices Commission implementing that law.

Placer LAFCO adopts the following reporting and disclosure requirements to implement Government Code Sections 56700.1 and 57009.

1. Definitions

- a. "Contribution" as used herein shall have the same definition as provided in Government Code Section 82015, as amended.
- b. "Expenditure" as used herein shall have the same definition as provided in Government Code Section 82025, as amended.
- c. "Independent expenditure" as used herein shall have the same definition as provided in Government Code Section 82031, as amended, except that the term "measure" as used in Section 82031 shall be replaced with the term "proposal for organization or reorganization."
- d. "Political Purposes" as used herein shall mean for the purpose(s) of: (i) influencing public opinion; (ii) lobbying public officials; (iii) influencing legislative or administrative action as defined in Government Code § 82032; and/or, (iv) complying with legal requirements and LAFCO rules for the processing of a proposal, including, but not limited to and by way of example only, preparation of a comprehensive fiscal analysis for an incorporation (Government Code Section 56800) or documents necessary to comply with the California Environmental Quality Act, Public Resources Code Section 21000 et seq., such as a mitigated negative declaration or environmental impact report.

2. Disclosure Requirements for Proposals for Organization or Reorganization

- a. Any person or combination of persons who directly or indirectly makes an expenditure or independent expenditure for political purposes of \$1,000 or more in support of, or in opposition to, a change of organization or reorganization submitted to the commission to which Government Code Section 56700.1 applies, shall comply with the reporting and disclosure requirements of the Political Reform Act (Government Code §§ 81000 et seq.), to the same extent and subject to the same requirements as for local initiative measures. Such reporting and disclosure requirements, except as otherwise excluded herein, extend to those required by the Fair Political Practices Commission Regulations regarding such disclosures and shall include disclosure of contributions, expenditures and independent expenditures.
- b. Disclosures made pursuant to this Section shall be filed the commission's executive officer as designated in Section 5 below.
- c. For purposes of determining the deadlines by which such reports and disclosures must be filed, the term "election" as used in the Political Reform Act for determining such deadlines shall mean the date of the originally scheduled commission hearing on a proposal for organization or reorganization. If no hearing date has been scheduled at the time a person becomes subject to disclosure under this policy, he or she shall request that the executive officer establish a date to serve as the "election" date for this purpose. The executive officer shall establish a date, such as, but not limited to, the date which is 6 months after the first filing with the commission regarding the proposal, and inform the requestor of that date in writing.
- d. In the event the originally scheduled hearing date for the proposal for organization or reorganization is rescheduled or continued to a later date, the obligation to file continues reports shall be filed on or before the 10th day of each month following the original hearing date with respect to contributions and expenditures received in the previous calendar month up to and including the third calendar month following final action by the commission on the proposal.

3. Disclosure Requirements for Conducting Authority Proceedings

- a. Any person or combination of persons who directly or indirectly makes an expenditure for political purposes of \$1,000 or more related to conducting authority proceedings for a change of organization or reorganization to which Government Code Section

57009 applies, or in support of or in opposition to those conducting authority proceedings, shall comply with the reporting and disclosure requirements of the Political Reform Act (Government Code §§ 81000 et seq.), to the same extent and subject to the same requirements as for local initiative measures. Such reporting and disclosure requirements, except as otherwise excluded herein, extend to those required by the Fair Political Practices Commission Regulations regarding such disclosures and shall include disclosure of contributions, expenditures and independent expenditures.

- b. Disclosures made pursuant to this Section shall be filed with the commission's executive officer as designated in Section 5 below.
- c. For purposes of determining the deadlines by which such reports and disclosures must be filed, the term "election" as used in the Political Reform Act for determining such deadlines shall mean the date of the originally scheduled conducting authority hearing on the proposal for organization or reorganization. If no hearing date has been scheduled at the time a person becomes subject to disclosure under this policy, he or she shall request that the executive officer establish a date to serve as the "election" date for this purpose. The executive officer shall establish a date, such as, but not limited to, the date which is 6 months after the first filing with the commission regarding the proposal, and inform the requestor of that date in writing.
- d. In the event the originally scheduled conducting authority hearing date for a proposal for organization or reorganization is rescheduled or continued to a later date, the obligation to file continues and reports shall be filed on or before the 10th day of each month following the original hearing date with respect to contributions and expenditures received in the previous calendar month up to and including the third calendar month following final action by the commission on the proposal.

4. Certain Reports and Disclosures Excluded

This policy also requires that the persons subject to it comply with the regulations regarding the names of campaign committees, disclosures of the sources of mass mailings, and disclosures of the source of automated telephone calls under Government Code Sections 84501 et seq. and the regulations of the Fair Political Practices Commission implementing those sections.

5. Where to File

All reports and disclosures required hereunder shall be filed with the commission's Executive Officer.

6. Reporting requirements are non-exclusive

The disclosure and reporting requirements herein are in addition to any other requirements that may be otherwise applicable under provisions of the Political Reform Act or by local ordinance.

7. Sunset provision

This policy is intended to implement Government Code Sections 56700.1 and 57009 and shall be of no further force and effect upon the effective date of legislation repealing or amending those sections to transfer responsibility for enforcing disclosure of expenditures for political purposes affecting commission proceedings to the Fair Political Practices Commission or otherwise terminates the responsibility of this commission to adopt and implement this policy.

Passed and adopted this 9th day of January, 2008, upon a vote of the members of the Placer Local Agency Formation Commission as follows:

Ayes: HILL, FRINK, MOBERLY, RUDD, ROCKHOLM, SHORT, WEYGANDT

Noes: NONE

Absent: NONE

Signed and approved after adoption:



Robert Weygandt, Chair

Attest:



Kristina Berry, AICP, Executive Officer

PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

Policy 2.3 Asset Management

Overview

Capital Asset Definition

Capital assets include furniture, fixtures, and equipment with a useful life of three or more years and a value of \$5,000 or more. Capital assets owned by LAFCO are accounted for at their historical cost or estimated historical cost if the actual cost is not available. Such assets, except land, are subject to depreciation over their estimated useful lives.

Controlled Asset Definition

Controlled assets include computer and non-computer-related equipment with a useful life of 2-5 years and a value of \$1,000 but less than \$5,000. Controlled assets owned by LAFCO are accounted for at their historical cost or estimated historical cost if the actual cost is not available.

Policy

1. **Inventory of Assets**

LAFCO will maintain an inventory of capital and controlled assets. The inventory will be maintained by staff. New assets will be added to the inventory as acquired and subtracted from the inventory as disposed. At the end of the fiscal year, the Executive Officer shall conduct a physical inventory of capital assets and make appropriate adjustments to the inventory. An annual inventory report shall be provided to the Commission. The inventory report shall include the date of acquisition, cost, description (including color, model, and serial number), location of asset, depreciation method, and estimated useful life.

2. **Depreciation and Useful Life of Assets**

Capital assets are depreciated using the straight-line method over the estimated useful life. The Executive Officer shall determine estimated useful lives of capital assets in consultation with the County Auditor and accordance with standard accounting policies and procedures. Furniture and fixtures will typically be assigned a useful life of up to 10 years. Controlled assets such as office equipment (including computers) will be assigned a useful life of 2-5 years, and leased assets will be designated "life of the lease."

3. **Repair of Capital Assets**

Expenditures to repair capitalized assets shall be expensed as incurred if the repairs do not materially add to the property's value or materially prolong the estimated useful life of the property. Expenditures to repair capitalized assets shall be capitalized if the repairs increase the property's value, prolong its estimated useful life, or adapt it to a new or different use. Such capitalized repair costs shall be depreciated over the

remaining useful life of the property. If the repairs significantly extend the estimated useful life of the property, the original cost of the property shall also be depreciated over its new, extended useful life.

4. Disposition of Assets

Assets become obsolete when the asset is no longer operable, replaced, or no longer available for use. Adjustments will be made to the asset inventory list if capital or controlled asset is sold, scrapped, donated, or stolen.

Adopted December 8, 2021

PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

Policy 2.4 Document Retention and Destruction Policy

Overview

As used in this policy, the term “record” (or “record of proceedings”) is defined to mean documents that show decisions or actions taken by the Commission in fulfillment of its statutory responsibilities. Records maintained by the Commission include the following: Records of proceedings (LAFCO application, petition or other initiating documents; statement of property valuation; statement of tax rate area assignment; indemnification and agreements to pay; Certificates of Filing and Completion; copies of public hearing notice; environmental review documents prepared for purposes of complying with the California Environmental Quality Act ("CEQA"); plan for service; map and legal description; staff reports; impartial analysis; order for change of organization/ reorganization; documentation of election and results; Statement of Boundary Change; State Board of Equalization acknowledgement letter, LAFCO meeting minutes, Municipal Service Reviews) ; and Administrative/Financial documents (budgets, accounts payable, accounts receivable, audits, invoices, ledgers, registers, Commissioner reimbursements, Commissioner policies and procedures, agreements, contracts, leases, purchase orders, requisitions, recruitment/selection/resumes, claims).

Policy

1. **Document Retention**

Except as otherwise provided herein, and subject to the conditions contained in this policy, all original records and documents maintained by LAFCO will be retained for a period of five (5) years. A true copy of all documents shall be kept in a safe and separate place for security purposes.

2. **Limited Exceptions to Five Year Retention Period**

Original statements of economic interest (Form 700) will be retained by the Commission for a period of seven (7) years. Environmental review documents that are prepared by a lead agency other than LAFCO (i.e., Environmental Impact Reports and other CEQA documents that are approved or adopted by LAFCO but are not prepared by LAFCO as the lead agency for the project), will be retained by the Commission for a period of two (2) years. Environmental review and CEQA documents prepared by LAFCO as the lead agency for the environmental review of the project will be retained for a period of five (5) years.

3. **Destruction Authorized Following Required Retention Period**

At the conclusion of the applicable required retention period, the Executive Officer is authorized to destroy records as needed, provided that a photographic or electronic copy of the original record is first made and preserved in the manner specified in

Policy 2.4 Document Retention and Destruction Policy

Government Code section 56382. The reproductions must be made as accessible for public reference as the original records were.

Adopted December 8, 2021

PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

Policy 2.5 General Reserve

Overview

The Commission adopts an annual budget prepared on the modified accrual basis for the General Fund, consistent with generally accepted accounting principles (GAAP). The Commission's adopted final budget can be amended by the Commission to change appropriations as unforeseen circumstances come to the Executive Officer's attention. increases in appropriations require the Commission's approval. Expenditures may not exceed total appropriations for the fiscal year. The Executive Officer shall review the budget with the Commission and, when necessary, recommend changes.

This policy establishes a General Reserve budget line item with parameters for funding and uses for unforeseen major expenditures that require supplemental funding to the Commission's adopted budget.

Policy

It is the policy of Placer LAFCO to:

Establish a General Reserve budget line item at a minimum of 25% of the Commission's annual Operating Budget. The Operating Budget is defined as the annual adopted expenditures of the Commission, including, but not limited to, employee salaries and benefits, services, and supplies.

Adopted June 14, 2023

PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

Policy 2.6 Purchasing and Credit Cards

Overview

According to California Government Code Section (GC) 56380, the Commission shall make provision for necessary quarters, equipment, supplies, and personnel. The Commission may contract with any public agency or private party or personnel and facilities. The associated costs are provided for through the Commission's adoption of its annual budget in the manner prescribed in GC 56381. The Commission intends to charge the LAFCO Executive Officer with the responsibility and authority to coordinate and manage the procurement of necessary quarters, equipment, supplies, and personnel and adjust the annual budget under certain circumstances.

Purchasing Policy

1. The Executive Officer is charged with the responsibility and authority for coordinating and managing the procurement of necessary quarters, equipment, supplies, and personnel per applicable laws, regulations, and policies.
2. The Executive Officer is authorized to act as the agent for LAFCO in procuring necessary quarters, equipment, supplies, and personnel.
3. Only the Commission or the Executive Officer may commit LAFCO funds for the costs associated with necessary quarters, equipment, supplies, or personnel.
4. The Executive Officer is delegated purchasing authority on behalf of LAFCO for necessary quarters, equipment, supplies, services, and contracts not to exceed \$10,000 per transaction per fiscal year. The Commission must approve any purchase of necessary equipment, supplies, and contracts for services that exceed the monetary limits outlined in this policy.
5. The Executive Officer is authorized to adjust the budget without Commission action, provided the adjustments do not increase the total budget expense as adopted by the Commission.
6. The Executive Officer is authorized to adjust the budget for purposes of carrying over to the new fiscal year any encumbered funds that have been approved by the Commission in a prior fiscal year and involve unspent balances. Said funds include committed contracts for services that were not completed in the prior fiscal year and must be re-encumbered by a budget adjustment in the new fiscal year.

Policy 2.6 Purchasing and Credit Cards

Overview

This policy establishes guidelines for the activation, management, and use of credit cards in the conduct of official LAFCO business. As used in this policy, "credit card" includes any card or line of credit extended by a bank or business authorizing the holder to buy goods or services on credit. The purpose and use of the LAFCO credit card is to assist in small, time-critical purchases when the use of the County financial system is not feasible.

Credit Card Policy

1. The credit card level of purchasing shall not exceed \$2,000 per single purchase. The maximum per month shall not exceed \$10,000.
2. Credit card charges must be checked for accuracy on monthly statements by the cardholder and accounts payable.
3. All credit balances shall be paid in full each month according to each monthly statement received.
4. Purchases must be made per the Commission's Purchasing Policy.
5. Credit cards should not be used to replace timely procurement planning.
6. The credit card must be used for legitimate LAFCO business purposes only, which may include but not be limited to:
 - a. Travel expenses, e.g., lodging, airfare, and conference and workshop fees.
 - b. Payment to same-day vendors.
 - c. Online purchases.
7. Credit card purchase receipts and statements shall be kept on file per the Commission's adopted records retention policy.
8. The Chair or their designee must approve monthly credit card payments. The cardholder shall not approve their credit card payments.

Cardholder Responsibilities

1. Cardholders are required to sign a credit cardholder agreement per applicable laws, regulations, and policies.
2. Ensure the credit card is used only for legitimate LAFCO business purposes; failure to do so will subject the cardholder to disciplinary action.
3. Ensure that expenditures are budgeted, and funds are available before purchase.

Policy 2.6 Purchasing and Credit Cards

4. Immediately report any lost or stolen cards to the issuer and accounts payable representative.
5. Obtain sales receipts and credit card slips and provide originals to the accounts payable representative for purchase reconciliation and approval of the monthly statement.
6. Not accept cash in place of a credit to the credit card account.

Adopted February 9, 2022

Policy 2.7 Internal Financial Control

PLACER LOCAL AGENCY FORMATION COMMISSION

Resolution No. 2005-03- A

Adopting Internal Financial Control Policies and Procedures

Whereas, the Placer Local Agency Formation commission (Placer LAFCo) is an independent agency established and operating under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, and

Whereas, Placer LAFCo contracts with the County of Placer for various services, including the use of the Office of the County Treasurer for banking and other financial services the Auditor-Controller, and

Whereas, the Office of the Auditor-Controller has established a manual with written policies, procedures and preferred practices designed to safeguard the receipt and disbursement of monies and in financial transactions,

Whereas, Placer LAFCo wishes to adopt said policies, procedures and practices for its own financial practices,

Now, therefore, the Placer Local Agency Formation Commission does hereby:

1. Adopt the Placer County Internal Control Manual, prepared by the Office of the Auditor-Controller and the County Executive Office—Special Services Division, dated November, 2001, and as revised from time-to-time, and designates the same as its written policies, procedures and preferred practices.
2. Direct the Clerk to maintain the most recent copy of the Internal Control Manual at the offices of Placer LAFCo.

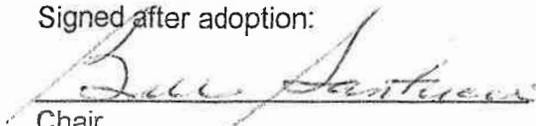
On a motion by Commissioner LAKE, seconded by Commissioner WEYGANDT, the foregoing resolution was passed and adopted by the Placer Local Agency Formation Commission this 11th day of May, 2005, by the following vote:

Ayes: RUDD, MOBERLY, SANTUCCI, LAKE, STOREY, WEYGANDT

Noes: NONE

Absent: DOWDIN

Signed after adoption:


Chair

Resolution No. 2005-03
Adopting Internal Financial Control Policies and Procedures

Agenda Item 4
Attachment A

Attest:



Kris Berry, Executive Officer

Placer LAFCO Policy Manual

Chapter 3

Commissioner Guidelines



PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

Policy 3.1 Rules of Order

Overview

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 under Government Code Section 56300 directs the Commission to exercise its regulatory and planning responsibilities consistent with its written procedures. This includes establishing written rules to help ensure all meetings and related business occurs in an orderly and transparent manner. All references to code sections are to the Government Code unless otherwise specified.

The purpose of this policy is to provide clear and concise direction to Commissioners and staff concerning conducting Commission meetings, preparing agendas, and issuance of stipends and reimbursements for member expenses.

Policy

Conducting Commission Meetings

1. The Commission acknowledges and affirms that conducting its meeting and related business are subject to applicable California laws, most notably the provisions of Cortese-Knox-Hertzberg and the Ralph M. Brown Act (Brown Act).
2. Four members of the Commission constitute a quorum for the transaction of business. In the absence of a regular member, their alternate member (city, county, special district, public member as applicable) may serve and vote. In the absence of a quorum, the members present shall adjourn the meeting to a stated time and place of their choosing..
3. The Commission's regular meeting shall be held at 4:00 P.M. on the second non-holiday Wednesday of the month at the Board of Supervisors' Chambers at 175 Fulweiler Avenue, Auburn, California, or in an alternate location as designated by the majority of the Commission.
4. If there is no business for the Commission's consideration five days before any regularly scheduled meeting, the Chair or his or her designee, shall have the authority to cancel the meeting. The Executive Officer will notify the membership there is no business before the Commission, and the meeting has been canceled.

Policy 3.1 Rules of Order

5. The Chair may call special meetings at their discretion or upon the request of a Commission member. Special meetings shall be noticed per the Brown Act.
6. The Chair shall preside at all Commission meetings and conduct the Commission's business in the manner prescribed by these rules. The Chair shall preserve order and decorum and decide all questions of order subject to the action of a majority of the Commission.
7. In the absence of the Chair, the Vice-Chair shall act as Chair, with all the powers and duties of the Chair. In the absence of the Chair and Vice-Chair, the members of the Commission present shall, by an order entered in the minutes, select one of their members to act as Chair Pro Tem with all the powers and duties of the Chair.
8. On all roll call votes, the names of the Commission shall be called in alphabetical order, except that the Chair shall be called last.
9. The Chair and Vice-Chair shall be elected by a majority vote of the Commission. Elections shall be held annually at the May Commission meeting, or if canceled, at the preceding or succeeding Commission hearing.
10. The Commission's voting members shall annually elect a Chair and Vice-Chair at the first meeting in May, and newly elected officers assume office at the next meeting. The Chair is selected in the following order: Special District, City, Public, and County. The Vice-Chair succeeds the Chair. If the Chair becomes vacant during the term, the Vice-Chair shall be given the opportunity to serve as Chair for the remainder of the term. If the Vice-Chair declines, the vacancy shall be filled for the rest of the term via election at the next regular meeting following the occurrence of the vacancy.
11. Members of the Commission shall be selected as provided in Section 56325. The term of office of each member shall be four years and until the appointment and qualification of his or her successor pursuant to Section 56334. The expiration date of the term of office of each member shall be the first Monday in May in the year in which the term of the member expires. Any vacancy in the membership of the Commission shall be filled for the unexpired term by appointment of the body responsible for that membership category. (Section 56334)
12. Alternate members are encouraged to attend and participate at all Commission meetings. Alternates may participate fully in the hearings, deliberations, and business of the Commission on any item on the agenda to the same extent as a regular member; provided, however, an alternate member may not propose a motion, second a motion, or vote on a motion unless serving in the place of a regular member.

Policy 3.1 Rules of Order

Preparing Meeting Agendas

1. It is the responsibility of the Executive Officer to prepare an agenda and all supporting documents for the Commission, and to distribute these materials to the Commission and interested parties in compliance with Cortese-Knox-Hertzberg and the Brown Act.
2. It is the responsibility of the Executive Officer to notice agenda items in accordance with Cortese-Knox-Hertzberg and the Brown Act.
3. Meeting agendas shall consisely list the various items being considered or discussed and include a title along with a brief description of the underlying action or discussion.
4. The business of each regular hearing of the Commission shall be generally in the following order:
 - a) Roll Call
 - b) Flag Salute
 - c) Approval of the Agenda
 - d) Public Comment
 - e) Consent Items
 - f) Public Hearings
 - g) Business Items
 - h) Executive Officer's Report
 - i) Commissioners' Report
 - j) Closed Session (as needed)
 - k) Adjournment

Members Stipends and Reimbursements for Expenses (suggest removing this language from Rules of Order policy and using it to create a new standalone policy)

1. Pursuant to Section 56334, each Commissioner and alternate shall receive a stipend of \$150 for each day while they are in attendance (in person or remote) at meetings of the commission and may claim reimbursement for the actual amount of reasonable and necessary expenses in performing the duties of their office, including:

Policy 3.1 Rules of Order

- a) Regular and special meetings of the Commission.
 - b) Meetings of standing or ad hoc committees of the Commission.
 - c) Attendance of the annual conference or mandatory trainings held by the California Association of Local Agency Formation Commission (CALAFCO) with prior approval from the Commission or Chair.
 - d) Attendance of CALAFCO Board Meetings when a Commissioner or Alternate is a member of the CALAFCO Board of Directors.
2. Commissioners and alternates shall receive no more than four stipends per month.
 3. All reimbursement of expenses for Commissioners shall be provided in accordance with the rules and manner provided for Commission staff. (e.g. U.S. General Services Administration (GSA) rates for mileage, meals, incidental expenses, lodging)

Adopted February 9, 2022

PLACER COUNTY LOCAL AGENCY FORMATION COMMISSION
RESOLUTION NO. 3-87

WHEREAS, pursuant to Government Code Section 54954.3, the Commission shall provide an opportunity for members of the public to directly address the legislative body on matters within its jurisdiction; and

WHEREAS, no action is permitted on items not appearing on the agenda unless authorized pursuant to Government code Section 54954.2(b); and

WHEREAS, no opportunity is required for comment on items that have already been considered by the Commission where public comment has already been received; and

WHEREAS, the Commission is authorized to adopt regulations for the public comment period

NOW, THEREFORE, be it hereby resolved by the Local Agency Commission of Placer County that the following rules and regulations are adopted for the public comment period at each regular meeting of the Commission:

1. The total amount of time allocated in each agenda for receiving public comment shall not exceed fifteen (15) minutes unless extended by the Commission.
2. The Chairman may limit any individual to not more than three (3) minutes, and any group to not more than six (6) minutes.
3. Persons seeking to address the Commission should approach the podium at the announced time and make a request that the Chairman recognize them. To be assured of an opportunity to speak, a written request is recommended, on the form provided by the Commission. When there may be insufficient time for all requests, written requests will be honored in the order received and grouped according to subject matter.
4. Persons desiring to address the Commission on matters set for public hearing on the agenda may be limited to comments made during the public portion of the hearing.
5. Each person recognized for comment shall approach the microphone and identify by name and address. Written comments are encouraged and need not be read to become part of the record of the meeting.

PASSED AND ADOPTED THIS April 7, 1987 upon vote of the members of the Local Agency Formation Commission, then in attendance and regularly convened, as follows:

Ayes Commissioners: Crabb, Dominguez, Ferreira, Mahan, Chevreaux
Noes Commissioners: None
Absent Commissioners: None


Chairman
Local Agency Formation Commission

Policy 3.3 Commissioner Rotation

PLACER LOCAL AGENCY FORMATION COMMISSION

Resolution No. 2008-03

Establishing a Rotation Policy for LAFCO Commissioners

Whereas, the Placer Local Agency Formation Commission (Placer LAFCO) is an independent agency established and operating under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH), and

Whereas, Placer LAFCO, pursuant to §56334 (CKH) elects a Chairperson of the Commission in May of each year, and

Whereas, the Commission intends to establish a rotation policy to use as a guideline in the selection of a Chairperson.

Now, therefore be it resolved, the following rotation schedule shall serve as a general guideline for the election of the Chairperson:

Special District	2008
City	2009
County	2010
Special District	2011
City	2012
Public Member	2013
County	2014

Be it further resolved, the Commission may elect to continue the rotation in the same form after the year 2014. The Commission may further elect to follow a corresponding Vice Chair rotation schedule to allow for the orderly transition of the Vice-Chair to the position of Chairperson.

Be it further resolved, that the Placer Local Agency Formation Commission hereby adopts the rotation schedule as a general guideline for the future selection of the Chair and Vice-Chair. As a general guideline, this policy is not binding on future Commissions and at any time the Commission may elect to deviate from this policy.

On a motion by Commissioner WEYGANDT, seconded by Commissioner HILL, the foregoing resolution was passed and adopted by the Placer Local Agency Formation Commission this 13th day of August, 2008 by the following vote:

Ayes: MOBERLY, WEYGANDT, HILL, FRINK, RUDD, GRAY, HOLMES

Noes: NONE

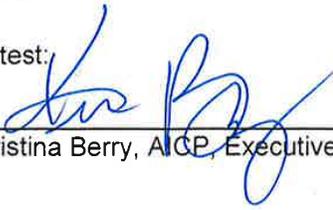
Absent: NONE

Signed and approved after adoption:



Duane L. Frink, Chair

Attest:



Kristina Berry, AICP, Executive Officer

Placer LAFCO Policy Manual

Appendices



Appendix A: Acronyms and Definitions

(to be developed)