

# Local Agency Formation Commission OF KINGS COUNTY

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**CITY MEMBERS**

Jim Wadsworth, Vice-Chair  
Harlin Casida  
Sid Palmerin, Alternate

**COUNTY MEMBERS**

Joe Neves, Chair  
Doug Verboon  
Richard Valle, Alternate

**PUBLIC MEMBERS**

Paul Thompson  
Vacant, Alternate

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Greg Gatzka, Executive Officer, (559) 852-2682

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*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Development Agency at (559) 852- 2680 by 4:00 p.m. on the Monday prior to this meeting.*

*Agenda backup information and any public records provided to the Commission after the posting of the agenda for this meeting will be available for public review at the Kings County Community Development Agency, 1400 W. Lacey Blvd., Hanford, CA 93230.*

## AGENDA

**REGULAR MEETING DATE AND TIME:  
Wednesday, May 27, 2015 at 3:00 P.M.**

The Local Agency Formation Commission of Kings County Regular Meetings are held in the Board of Supervisors Chambers in the Administration Building (Bldg. No. 1) of the Kings County Government Center located at 1400 West Lacey Blvd., Hanford, CA.

### **I. CALL MEETING TO ORDER – Chairman**

#### **A. Unscheduled Appearances:**

Any person may address the Commission on any subject matter within the jurisdiction or responsibility of the Commission at the beginning of the meeting; or may elect to address the Commission on any agenda item at the time the item is called by the Chair, but before the matter is acted upon by the Commission. Unscheduled comments will be limited to five minutes.

#### **B. Approval of April 22, 2015 Minutes (Voice Vote)**

### **II. OLD BUSINESS**

#### **A. LAFCO Budget FY 2015-2016**

- a) Executive Officer's Report
- b) Continue Public Hearing
- c) Consider Adoption of FY 2015/2016 Budget

### **III. NEW BUSINESS**

#### **A. 2014 CALAFCO Conference**

- a) Authorization to Attend
- b) Delegate Voting Authority

#### **IV. LEGISLATION**

None

#### **V. MISCELLANEOUS**

- A. Correspondence – CALAFCO call for nominations
- B. Items from the Commission
- C. Staff Comments –

#### **VII. ADJOURNMENT**

- A. Next Scheduled Meeting – Regular Meeting Date June 24, 2015 at 3:00 p.m.

# LOCAL AGENCY FORMATION COMMISSION MINUTES

## CITY MEMBERS

Jim Wadsworth – Vice Chair  
Harlin Casida  
Sid Palmerin - Alternate

## COUNTY MEMBERS

Joe Neves – Chair  
Doug Verboon  
Richard Valle - Alternate

## PUBLIC MEMBERS

Paul Thompson  
Vacant - Alternate

**CALL TO ORDER:** A regular meeting of the Local Agency Formation Commission of Kings County was called to order by the Chairman, Joe Neves, at 3:02 p.m., on April 22, 2015 in the Board of Supervisors Chambers of the Kings County Government Center, located at 1400 W. Lacey Blvd., in Hanford, California.

## COMMISSIONERS PRESENT:

Joe Neves, Doug Verboon, Harlin Casida, Jim Wadsworth

## COMMISSIONERS ABSENT:

Paul Thompson

## STAFF PRESENT:

Greg Gatzka – Executive Officer, Chuck Kinney – Assistant Executive Officer, Terri Yarbrough – Clerk

## VISITORS PRESENT:

**UNSCHEDULED APPEARANCES:** No one spoke during this portion of the meeting.

## APPROVAL OF MINUTES:

A motion was made and seconded (Casida/Verboon) to approve the minutes of the March 25, 2014 meeting. Motion carried with three in favor, Wadsworth abstaining and Thompson absent.

## OLD BUSINESS:

None

## NEW BUSINESS

### LAFCO Budget FY 2015-2016

Mr. Gatzka presented the budget and stated that there was a very minor increase in the budget from FY 2014-2015.

Chairman Neves opened the public Hearing and asked if there was anyone wanting to testify regarding the proposed budget. Seeing none, he continued the Public Hearing until May 27, 2015 with action to be taken at that meeting.

## LEGISLATION

None

## MISCELLANEOUS

- A. **Correspondence** – Mr. Gatzka reported that a Notice of Preparation was received from the City of Hanford and they are requesting comments. Mr. Gatzka stated that LAFCO staff will be commenting on the project. Commissioner Neves asked that the Kings County Fire Department and the Kings County Office of Emergency Services be included in the comment process since they recently entered into discussion with the City of Hanford for mutual aid.

**B. Items from the Commission – None**

**C. Staff Comments –** Mr. Kinney reported on the 2015 CALAFCO Staff Workshop. He stated that the main topic of discussion was the drought.

**ADJOURNMENT –** With no further business before the Commission, the meeting was adjourned at 3:14 p.m.

**A. A meeting is scheduled for May 27, 2015 at 3:00 p.m.**

Respectfully submitted,

**LOCAL AGENCY FORMATION COMMISSION  
OF KINGS COUNTY**



Gregory R. Gatzka, Executive Officer

h:\lafco\commission meetings\minutes\2015\4-22-15 lafco minutes.doc

# Local Agency Formation Commission OF KINGS COUNTY

MAILING ADDRESS:  
1400 W. LACEY BLVD. BLDG 6, HANFORD, CA 93230  
(559) 582-3211, EXT. 2670, FAX: (559) 584-8989

**TO:** LAFCO Commissioners  
**FROM:** Greg Gatzka, Executive Officer  
**DATE:** May 27, 2015  
**SUBJECT:** 2015-2016 Final Draft Budget

## I. INTRODUCTION:

Attached is the final draft budget recommended by the Executive Officer for Fiscal Year 2015-2016. This proposed Budget was introduced to the Commission on April 22, 2015 and there have been no changes.

The requested budget of \$51,454 is \$38 more than last year's request, a 0.07% increase. The requested amount covers LAFCO's general activities as required by Assembly Bill 2838, the Cortese – Knox – Hertzberg Act, and continued involvement with CALAFCO to keep current on legislative and procedural changes. The largest adjustments in the budget this year are a decrease of \$955 in CAP Charges and \$447 from Travel & Expenses with an increase of \$1,262 in administrative allocation largely due to a projected COLA. The net result of all of the minor budget changes resulted in the budget remaining almost equal to last years total budget with only a minor increase of \$38.

## II. Overview of Budget Process

California Government Code Section 56381(a) states, "The commission shall adopt annually, following noticed public hearings, a proposed budget by May 1 and final budget by June 15. At a minimum, the proposed and final budget shall be equal to the budget adopted for the previous fiscal year unless the commission finds that reduced staffing or program costs will nevertheless allow the commission to fulfill the purposes and programs of this chapter."

The Commission's budget is based on a July 1st to June 30th fiscal year. The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 provides that the operational costs of LAFCo shall be shared one-half by the County and one-half by cities where only the County and cities are represented on the Commission. In the event that special districts choose to be represented on the Commission, LAFCo funding would then be shared one-third by the County, cities, and the special districts or by an alternative method approved pursuant to section 56381(b)(4) of the California Government Code.

The LAFCo budget is also augmented by fees established by the Commission in accordance with section 56383 of the California Government Code for services rendered to process applications for annexations, reorganizations, and detachments, as well as other LAFCo actions.

### **III. LAFCO 2015-2016 FISCAL YEAR OBJECTIVES**

The primary objectives for the 2015-2016 Fiscal Year Budget will center on continued training for LAFCO staff on operational procedures and processes, timely processing of reorganization and sphere of influence amendment applications, processing of all spheres of influence amendments for the cities, communities, and special districts in Kings County and prepare resources for the next required update. Staff will also review and assist Cities and Districts with the preparation of detailed MSRs for any Sphere of Influence Amendment application submitted to LAFCO to ensure compliance with Government Code Section 56430. As LAFCO staff is often relied upon by Cities to advise their prospective development applicants on annexation processes, staff needs to remain current on LAFCO processes, procedures, issues and implementation strategies. Continuing Legislative changes to LAFCO processes and procedures also necessitates staff's need for continual update through CALAFCO legislative review activities. LAFCO staff has remained actively involved with CALAFCO workshops and other training venues to fulfill that need. The two annual CALAFCO training events are organized by LAFCO volunteers to keep all LAFCOs current on issues and implementation strategies.

### **IV. SUMMARY OF RECOMMENDATION:**

The recommended draft budget for FY 2015-2016 will require a budget of approximately \$51,454. After applying the estimated \$3,000 in fee revenue, the County's share is \$24,227. The Cities share is also \$24,227. An estimated summary of individual City shares based on population (not including prison populations) is provided in the chart below. The Executive Officer recommends that the Commission continue the public hearing from April 22, 2015 to receive public comment and testimony on the proposed LAFCO Budget, and then consider adoption of the FY 2015/2016 Budget. A copy of the detailed line item Budget for the proposed LAFCO Expenditures and Revenues is attached.

**2010 City/County Population Percentages for LAFCO Budget  
April 7, 2015**

<b>County/City</b>	<b>Population 4/1/2010</b>	<b>Percentage of Population</b>	<b>City Share Percentage</b>	<b>LAFCO Cost</b>
<b>KINGS COUNTY POP.</b>	<b>152982</b>			
AVENAL	9083	5.94%	9.06%	\$2,194.97
CORCORAN	12697	8.30%	12.66%	\$3,067.14
HANFORD	53967	35.28%	53.82%	\$13,038.97
LEMOORE	24531	16.04%	24.46%	\$5,925.92
<b>CITY SUB TOTAL</b>	<b>100278</b>	<b>65.55%</b>	<b>100.00%</b>	<b>\$24,227</b>
Prison Population	18538	12.12%		
<b>Federal Territories</b>	<b>7799</b>	<b>5.10%</b>		
<b>UNINCORPORATED</b>	<b>26367</b>	<b>17.24%</b>		<b>\$24,227</b>
		100.00%		\$48,454.00

Prepared by: LAFCO of Kings County, April 7, 2015

LOCAL AGENCY FORMATION COMMISSION OF KINGS CO.

UNIT NUMBER:	280000
UNIT TITLE:	LAFCO
FUNCTION:	Pub. Safety
ACTIVITY:	Other Protect.

Fiscal Year 2015-2016

Department: Local Agency Formation Commission of Kings County (LAFCO)

Run date:

ACCOUNT DESCRIPTION	ACCT. NO.	Budget 14-15	To Date 3/4/15	Difference 3/4/15	% of Bud. Expended to Date	3/4/15 Estimated 14-15	DEPT. REQ'T 2015-16	Change 14-15 to 15-16	% Change 14-15 to 15-16
<b>SALARIES &amp; BENEFITS:</b>									
Regular Employees	82-1010	\$ -	\$ -	\$ -	NA	\$ -	\$ 0	\$ -	N/A
Extra Help	82-1020	\$ -	\$ -	\$ -	NA	\$ -	\$ 0	\$ -	N/A
Overtime	82-1030	\$ -	\$ -	\$ -	NA	\$ -	\$ 0	\$ -	N/A
O.A.S.D.I.	82-1100	\$ -	\$ -	\$ -	NA	\$ -	\$ 0	\$ -	N/A
Retirement	82-1110	\$ -	\$ -	\$ -	NA	\$ -	\$ 0	\$ -	N/A
Health Insurance	82-1120	\$ -	\$ -	\$ -	NA	\$ -	\$ 0	\$ -	N/A
Unemployment Insurance	82-1122	\$ -	\$ -	\$ -	NA	\$ -	\$ 0	\$ -	N/A
Insurance-Work Comp.	82-1123	\$ -	\$ -	\$ -	NA	\$ -	\$ 0	\$ -	N/A
Management Benefits	82-1140	\$ -	\$ -	\$ -	NA	\$ -	\$ 0	\$ 0	N/A
<b>TOTAL LABOR:</b>		\$ -	\$ -	\$ -	N/A	\$ -	\$ 0	\$ 0	N/A

<b>SERVICES &amp; SUPPLIES:</b>									
ACCOUNT DESCRIPTION	ACCT. NO.	Budget 14-15	To Date 3/4/15	Difference 3/4/15	% of Bud. Expended to Date	3/4/15 Estimated 14-15	DEPT. REQ'T 2015-16	Change 14-15 to 15-16	% Change 14-15 to 15-16
Communications	82-212000	\$ 60	\$ 41	\$ 19	68.35%	\$ 61	\$ 70	\$ 10	16.67%
Memberships	82-220000	\$ 2,335	\$ 2,335	\$ -	100.00%	\$ 2,300	\$ 2,381	\$ 46	1.97%
Office Expenses	82-222000	\$ 200	\$ 13	\$ 188	6.25%	\$ 19	\$ 250	\$ 50	25.00%
Record Storage Charges	82-222015	\$ 315	\$ 184	\$ 131	58.33%	\$ 316	\$ 334	\$ 19	6.03%
Postage & Freight	82-222030	\$ 400	\$ 1	\$ 399	0.24%	\$ 400	\$ 400	\$ -	0.00%
Offset Printing/Stores	82-222040	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Legal Expenses	82-223005	\$ 1,000	\$ 77	\$ 923	7.72%	\$ 114	\$ 1,000	\$ -	0.00%
Publi. and Legal Notices	82-224000	\$ 360	\$ -	\$ 360	0.00%	\$ -	\$ 360	\$ -	0.00%
Rents & Leases - Equipment	82-225000	\$ 1,000	\$ 664	\$ 336	66.40%	\$ 985	\$ 1,000	\$ -	0.00%
Rents & Leases - Computer	82-225015	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -	#DIV/0!
Purchasing Charges	82-228200	\$ 62	\$ 37	\$ 25	59.27%	\$ 55	\$ 59	\$ (3)	-4.84%
Bd. & Comm. Mem. Expenses	82-228205	\$ 2,780	\$ 100	\$ 2,680	3.60%	\$ 148	\$ 2,780	\$ -	0.00%
Consultant Expense	82-223060	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
CAP Charges	82-314060	\$ 578	\$ (434)	\$ 1,012	-75.00%	\$ (643)	\$ (377)	\$ (955)	-165.22%
In-Service Training	82-228465	\$ 1,400	\$ 450	\$ 950	32.14%	\$ 668	\$ 1,400	\$ -	0.00%
Motor Pool Serv.	82-229000	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A
Travel & Expenses	82-229010	\$ 4,000	\$ 579	\$ 3,421	14.48%	\$ 859	\$ 3,553	\$ (447)	-11.18%
Utilities	82-230000	\$ 800	\$ 498	\$ 302	62.26%	\$ 739	\$ 856	\$ 56	7.00%
Administrative Allocation	82-314000	\$ 34,298	\$ 16,632	\$ 17,666	48.49%	\$ 24,677	\$ 35,560	\$ 1,262	3.68%
Information Tech Services	82-314050	\$ 1,828	\$ 1,828	\$ -	100.00%	\$ 2,712	\$ 1,828	\$ -	0.00%
<b>TOTAL SERV/SUPP:</b>		\$ 51,416	\$ 23,004	\$ 28,412	44.74%	\$ 33,410	\$ 51,454	\$ 38	0.07%

<b>REVENUE:</b>									
ACCOUNT DESCRIPTION	ACCT. NO.	Budget 14-15	To Date 3/4/15	Difference 3/4/15	% of Bud. Expended to Date	3/4/15 Estimated 14-15	DEPT. REQ'T 2015-16	Change 14-15 to 15-16	% Change 14-15 to 15-16
INTERGOV'T REVENUE									
Cities-LAFCO Shares	81-540012	\$ 24,206	\$ -	\$ (24,206)	0.00%	\$ -	\$ 24,227	\$ 21	0.09%
CHARGES FOR SERVICES									
LAFCO Fees	816352	\$ 3,000	\$ -	\$ (3,000)	0.00%	\$ -	\$ 3,000	\$ -	0.00%
LAFCO MSR/SOI Fees		\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
<b>TOTAL REVENUE:</b>		\$ 27,206	\$ -	\$ (27,206)	0.00%	\$ -	\$ 27,227	\$ 21	0.1%

<b>TOTALS</b>									
ACCOUNT DESCRIPTION	ACCT. NO.	Budget 14-15	To Date 3/4/15	Difference 3/4/15	% of Bud. Expended to Date	3/4/15 Estimated 14-15	DEPT. REQ'T 2015-16	Change 14-15 to 15-16	% Change 14-15 to 15-16
SALARIES & BENEFITS:		\$ -	\$ -	\$ -	N/A	\$ -	\$ 0	\$ 0	N/A
SERVICES & SUPPLIES:		\$ 51,416	\$ 23,004	\$ 28,412	44.74%	\$ 33,410	\$ 51,454	\$ 38	0.07%
FIXED ASSETS:	824500	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0.00%
GROSS EXPENDITURES:		\$ 51,416	\$ 23,004	\$ 28,412	44.74%	\$ 33,410	\$ 51,454	\$ 38	0.07%
REVENUE:		\$ 27,206	\$ -	\$ 27,206	0.00%	\$ -	\$ 27,227	\$ 21	0.08%
COST APPLIED:	825380	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0.00%
<b>GEN. FUND CONTRIBUTION:</b>		\$ (24,210)	\$ (23,004)	\$ (1,206)	95.02%	\$ (33,410)	\$ (24,227)	\$ (17)	0.07%



# Local Agency Formation Commission OF KINGS COUNTY

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Date: May 21, 2015

To: LAFCO Commissioners  
From: Greg Gatzka, Executive Officer

Subject: Request Authorization to attend the 2015 CALAFCO Conference and designate voting delegate

## **Background**

The annual CALAFCO Conference registration is now open and this year's conference runs from September 2-4. This year Sacramento LAFCO is hosting the conference in Sacramento. The conference will have a number of informative sessions as well as conduct of the CALAFCO business where voting delegates from each LAFCO vote for CALAFCO Board representatives. Typically the Executive Officer attends and on occasion one LAFCO Commissioner member will attend. The LAFCO FY Budget for 2015/2016 planned for the attendance of one LAFCO staff member and one LAFCO Commissioner to attend this year's CALAFCO Conference. If there is no Commission member interest to attend, then the Executive Officer typically serves as the LAFCO voting delegate.

Registration is \$425 per person and the Mobile Workshop held the morning of September 2nd is an additional \$48. The following expenses are estimated for this workshop per attendee:

Registration:	\$473
Hotel:	\$378 three nights each person (\$126 per night plus tax)
Travel:	\$272 estimate (473 miles x \$0.575)
Meals:	\$156 per diem allowance adjusted for included meals

Estimated total  
trip cost: \$1,279

The LAFCO FY Budget for 2015/2016 currently has \$4,953 in Training and Travel related accounts. This budget includes estimated expenses for staff to attend the Annual Conference and Staff Workshop held in the spring. If a Commission member is interested in attending, the Commission member budget includes \$1,580 for one member to attend.

## **Request**

The Executive Officer requests LAFCO Commission authorization to attend the 2015 CALAFCO Conference and designate the LAFCO voting delegate.

CONFLUENCE...



CALAFCO 2015 CONFERENCE  
★ SACRAMENTO ★

# Announcing The 2015 CALAFCO Annual Conference



Hosted by Sacramento LAFCo

**September 2 – 4, 2015**

Downtown Sacramento, California  
at the Hyatt Regency



## Value-Added General and Breakout Session Topics

- Sustainable Groundwater Management Act Implementation – Where Do We Go From Here?
- Planning, Agriculture and Natural Resources – a Confluence of Ideas for LAFCo Solutions
- Urban Growth Boundaries and SOIs
- Leadership Practices in an Era of VUCA (volatility, uncertainty, complexity, ambiguity)
- The Impact of Climate Change on Land Use Planning
- Community Services Districts 101
- Fiscal Tools to Sustain Services
- LAFCo Technology for the 21<sup>st</sup> Century
- Exploring the New World of Broadband
- LAFCo Staff: The Magic Behind the Curtain

*Plus many others!*

*Note: The Program is still being put together. The topics noted above represent only a portion of the program to be offered. All sessions are subject to change.*

### Special Highlights

**Mobile Workshop**  
A special look at the physical confluence of the Sacramento & American rivers, followed by a tour of the largest and most progressive inland Waste Water Treatment Plant west of the Mississippi, and close with a tour of the Delta levy & habitat. Lunch at the historic Old Sugar Mill included.

*Wednesday from  
8:00 a.m. to 12:30 p.m.  
(times approx..)*

#### LAFCo 101

An introduction to LAFCo and LAFCo law for commissioners, staff, and anyone interested in learning more about LAFCo

*Wednesday from  
10: 00 a.m. to Noon*

#### Luncheon Keynote

Featuring *Ted Gaebler*,  
co-author of the *National best-seller Reinventing  
Government*

*Thursday Luncheon*

## Invaluable Networking Opportunities

- Commissioner Roundtable discussions on current issues
- Roundtable discussions for LAFCo staff, LAFCo counsel, and Associate members
- 9<sup>th</sup> CALAFCO Beer & Wine Competition and Reception
- Networking breakfasts
- Receptions

### Hyatt Regency Downtown



Make your reservations now at the Hyatt Regency at the CALAFCO special rate of \$126. Find the link at [www.calafco.org](http://www.calafco.org).

Mark your calendar and  
plan to attend!

Registration is now open!  
Visit [www.calafco.org](http://www.calafco.org)



**CALAFCO 2015 CONFERENCE**  
★ SACRAMENTO ★

## 2015 ANNUAL CONFERENCE SEPTEMBER 2 – 4 REGISTRATION FORM

*For Registration by Check*

To pay with credit cards please visit [www.calafco.org](http://www.calafco.org)  
**REGISTRATION DEADLINE IS AUGUST 21, 2015**

LAFCo	_____
Received	_____
Check #	_____

### CONFERENCE REGISTRATION RATES

	PAYMENT Received by July 20 <sup>th</sup>	PAYMENT Received after July 20 <sup>th</sup>	Amount Due
Member – Full Conference	\$425	\$485	
Non-member – Full Conference	\$525	\$550	
Guest/Spouse* – All Meals	\$210	\$225	
Guest/Spouse* – Wed Reception/ Thu Banquet Only	\$130	\$150	
Member – One Day ( <input type="checkbox"/> Wed or <input type="checkbox"/> Thur or <input type="checkbox"/> Fri)	\$265	\$275	
Non-Member – One Day ( <input type="checkbox"/> Wed or <input type="checkbox"/> Thur or <input type="checkbox"/> Fri)	\$325	\$335	
Mobile Workshop – Wednesday	\$48	\$48	
Attorney MCLE Credit (LAFCo counsel only)	\$50	\$50	
LAFCo 101 (no charge for those with full conf. registration. \$35 for those just attending this session.)	\$35	\$35	
<b>TOTAL REGISTRATION RATE DUE</b>			<b>\$</b>

Please submit one form for each person registering

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

NAME ON NAMETAG \_\_\_\_\_

LAFCO/ORGANIZATION \_\_\_\_\_ POSITION \_\_\_\_\_

GUEST NAME (For guest/spouse registration) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_

PHONE # \_\_\_\_\_

**Payment must accompany registration. Early registration rate payments MUST be received by July 20, 2015 in order for that rate to apply.** Please make checks payable to "CALAFCO."

Mail completed forms and payment to:

**CALAFCO**  
1215 K Street, Suite 1650  
Sacramento, CA 95814

#### Hotel Information:



**ROOMS STARTING AT \$126 PER NIGHT. CUT-OFF DATE IS AUGUST 11, 2015.**

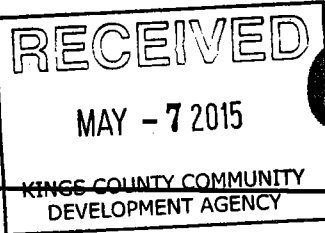
**TO MAKE HOTEL RESERVATIONS, PLEASE VISIT:**  
<https://resweb.passkey.com/go/2015LAFCo>

#### NEW CANCELLATION AND REFUND POLICY

1. Registrations are considered complete upon receipt of fees.
2. Cancellation requests made in writing and received by August 13, 2015 receive a 100% refund less \$20 handling fee and any transaction fees.
3. Credits are no longer issued for any cancellations.
4. Registration fees are transferable to another person not already registered provided the request is received in writing.
5. Registration fees for guests and special events are not transferable and are fully refundable (minus any transaction fees) if requests are made in writing and received by August 13, 2015 or if the special event is cancelled.
6. Cancellation requests must be made by e-mail, fax or mail to the CALAFCO office.
7. Cancellation requests made after August 13, 2015 are not eligible for a refund or credit.



Sharing information and resources



# CALAFCO

2014-2015  
Board of Directors

5 May 2015



Chair  
JOHN LEOPOLD  
Santa Cruz LAFCo

To: Local Agency Formation Commission  
Members and Alternate Members

Secretary  
GAY JONES  
Sacramento LAFCo

From: Elliot Mulberg, Committee Chair  
Board Recruitment Committee  
CALAFCO Board of Directors

Treasurer  
JOSH SUSMAN  
Nevada LAFCo

JULIE ALLEN  
Tulare LAFCo

CHERYL BROTHERS  
Orange LAFCo

RE: **Nominations for 2015/2016 CALAFCO Board of Directors**

JAMES CURATALO  
San Bernardino LAFCo

Nominations are now open for the fall elections of the CALAFCO Board of Directors. Serving on the CALAFCO Board is a unique opportunity to work with other commissioners throughout the state on legislative, fiscal and operational issues that affect us all. The Board meets four to five times each year at alternate sites around the state. Any LAFCo commissioner or alternate commissioner is eligible to run for a Board seat.

LARRY R. DUNCAN  
Butte LAFCo

MARY JANE GRIEGO  
Yuba LAFCo

JULIANA INMAN  
Napa LAFCo

MICHAEL KELLEY  
Imperial LAFCo

DR. WILLIAM KIRBY  
Placer LAFCo

CALAFCO's Recruitment Committee is accepting nominations for the following seats on the CALAFCO Board of Directors:

MICHAEL R. MCGILL  
Contra Costa LAFCo

RICKY SAMAYOA  
Yuba LAFCo

ROGER WELT, PhD  
Santa Barbara LAFCo

<u>Northern Region</u>	<u>Central Region</u>	<u>Coastal Region</u>	<u>Southern Region</u>
District Member	City Member	City Member	District Member
County Member	Public Member	Public Member	County Member

**Staff**

PAMELA MILLER  
Executive Director

MARJORIE BLOM  
Executive Officer

CLARK ALSOP  
Legal Counsel

STEPHEN LUCAS  
Deputy Executive Officer

DAVID CHURCH  
Deputy Executive Officer

PAUL NOVAK  
Deputy Executive Officer

JENI TICKLER  
Executive Assistant

The election will be conducted during regional caucuses at the CALAFCO annual conference prior to the Annual Membership Meeting on Thursday, September 3, 2015 at the Hyatt Regency in Sacramento, CA.

**Please inform your Commission that the CALAFCO Recruitment Committee is accepting nominations for the above-cited seats until *Monday, August 3, 2015.***

Incumbents are eligible to run for another term. Nominations received by August 3 will be included in the Recruitment Committee's Report and on the ballot, copies of which will be distributed to LAFCo members August 19 and made available at the Annual Conference. Nominations received after this date will be returned; however, nominations will be permitted from the floor during the Regional Caucuses or during at-large elections, if required, at the Annual Membership Meeting.

For those member LAFCos who cannot send a representative to the Annual Meeting an electronic ballot will be made available if requested in advance. The ballot request must be made no later than Monday, August 3, 2015. Completed absentee ballots must be returned by August 28, 2015.

Should your Commission nominate a candidate, the Chair of your Commission must complete the attached Nomination Form and the Candidate's Resume Form, or provide the specified information in another format other than a resume. Commissions may also include a letter of recommendation or resolution in support of their nominee.

1215 K Street, Suite 1650  
Sacramento, CA 95814

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

[www.calafco.org](http://www.calafco.org)

***The nomination forms and materials must be received by the CALAFCO Executive Director no later than Monday, August 3, 2015.***

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

- **May 5** – Nomination Announcement and packet sent to LAFCo membership and posted on the CALAFCO website.
- **August 3** – Completed Nomination packet due
- **August 3** – Request for an absentee/electronic ballot
- **August 3** – Voting delegate name due to CALAFCO
- **August 19** – Distribution of the Recruitment Committee Report (includes all completed/submitted nomination papers)
- **August 19** – Distribution of requested absentee/electronic ballots.
- **August 28** – Absentee ballots due to CALAFCO
- **September 3** – Elections

Returning the nomination form prior to the deadline ensures your nominee is placed on the ballot. Please forward nominations to:

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

Electronic filing of nomination forms and materials is encouraged to facilitate the recruitment process. Please send e-mails with forms and materials to [info@calafco.org](mailto:info@calafco.org). Alternatively, nomination forms and materials can be mailed or faxed to the above address.

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

Members of the 2015/2016 CALAFCO Recruitment Committee are:

Chair – Elliot Mulberg <a href="mailto:elliott@emulberg.com">elliott@emulberg.com</a>	Associate Member and former CALAFCO Board member 916-217-8393
Josh Susman <a href="mailto:jsusman@calafco.org">jsusman@calafco.org</a>	Nevada LAFCo (Northern Region) 530-559-1725
Gay Jones <a href="mailto:gjones@calafco.org">gjones@calafco.org</a>	Sacramento LAFCo (Central Region) 916-208-0736
Michael McGill <a href="mailto:mmcgill@calafco.org">mmcgill@calafco.org</a>	Contra Costa LAFCo (Coastal Region) 925-383-9750
Cheryl Brothers <a href="mailto:cbrothers@calafco.org">cbrothers@calafco.org</a>	Orange LAFCo (Southern Region) 714-315-1403

Attached please find a copy of the CALAFCO Board of Directors Nomination and Election Procedures.

*Please consider joining us!*

Enclosures

## **Board of Directors Nomination and Election Procedures and Forms**

The procedures for nominations and election of the CALAFCO Board of Directors [Board] are designed to assure full, fair and open consideration of all candidates, provide confidential balloting for contested positions and avoid excessive demands on the time of those participating in the CALAFCO Annual Conference.

The Board nomination and election procedures shall be:

### **1. APPOINTMENT OF A RECRUITMENT COMMITTEE**

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

### **2. ANNOUNCEMENT TO ALL MEMBER LAFCoS**

- a. No later than three months prior to the Annual Membership Meeting, the Recruitment Committee Chair shall send an announcement to each LAFCo for distribution to each commissioner and alternate. The announcement shall include the following:
  - i. A statement clearly indicating which offices are subject to the election.
  - ii. A regional map including LAFCoS listed by region.
  - iii. The dates by which all nominations must be received by the Recruitment Committee. The deadline shall be no later than 30 days prior to the opening of the Annual Conference. Nominations received after the closing date shall be returned to the proposing LAFCo marked "Received too late for Nominations Committee action."
  - iv. The names of the Recruitment Committee members with the Committee Chair's LAFCo address and phone number, and the names and contact information for each of the regional representatives.
  - v. The address to send the nominations forms.
  - vi. A form for a Commission to use to nominate a candidate and a candidate resume form of no more than one page each to be completed for each nominee.
- b. No later than four months before the annual membership meeting, the Recruitment Committee Chair shall send an announcement to the Executive Director for distribution to each member LAFCo and for publication in the newsletter and on the website. The announcement shall include the following:

#### **Key Timeframes for Nominations Process**

<u>Days*</u>	
90	Nomination announcement
30	Nomination deadline
14	Committee report released

*\*Days prior to annual membership meeting*

- i. A statement clearly indicating which offices are subject to the election.
  - ii. The specific date by which all nominations must be received by the Recruitment Committee. Nominations received after the closing dates shall be returned to the proposing LAFCo marked "Received too late for Recruitment Committee action."
  - iii. The names of the Recruitment Committee members with the Committee Chair's LAFCo address and phone number, and the names and contact information for each of the regional representatives.
  - iv. Requirement that nominated individual must be a commissioner or alternate commissioner from a member in good standing within the region.
- c. A copy of these procedures shall be posted on the web site.

### **3. THE RECRUITMENT COMMITTEE**

- a. The Recruitment Committee and the regional representatives have the responsibility to monitor nominations and help assure that there are adequate nominations from each region for each seat up for election. No later than two weeks prior to the Annual Conference, the Recruitment Committee Chair shall distribute to the members the Committee Report organized by regions, including copies of all nominations and resumes, which are received prior to the end of the nomination period.
- b. At the close of the nominations the Recruitment Committee shall prepare regional ballots. Each region will receive a ballot specific to that region. Each region shall conduct a caucus at the Annual Conference for the purpose of electing their designated seats. Caucus elections must be held prior to the annual membership meeting at the conference. The Executive Director or assigned staff along with a member of the Recruitment committee shall tally ballots at each caucus and provide the Recruitment Committee the names of the elected Board members and any open seats. In the event of a tie, the staff and Recruitment Committee member shall immediately conduct a run-off ballot of the tied candidates.
- c. Make available sufficient copies of the Committee Report for each Voting Member by the beginning of the Annual Conference.
- d. Make available blank copies of the nomination forms and resume forms to accommodate nominations from the floor at either the caucuses or the annual meeting (if an at-large election is required).
- e. Advise the Annual Conference Planning Committee to provide "CANDIDATE" ribbons to all candidates attending the Annual Conference.
- f. Post the candidate statements/resumes organized by region on a bulletin board near the registration desk.
- g. Regional elections shall be conducted as described in Section 4 below. The representative from the Recruitment Committee shall serve as the Presiding Officer for the purpose of the caucus election.
- h. Following the regional elections, in the event that there are open seats for any offices subject to the election, the Recruitment Committee Chair shall notify the Chair of the Board of Directors that an at-large election will be required at the annual membership meeting and to provide a list of the number and category of seats requiring an at-large election.

**4. ELECTRONIC BALLOT FOR LAFCO IN GOOD STANDING NOT ATTENDING ANNUAL MEETING**  
Limited to the elections of the Board of Directors

- a. Any LAFCo in good standing shall have the option to request an electronic ballot if there will be no representative attending the annual meeting.
- b. LAFCos requesting an electronic ballot shall do so in writing no later than 30 days prior to the annual meeting.
- c. The Executive Director shall distribute the electronic ballot no later than two weeks prior to the annual meeting.
- d. LAFCo must return the ballot electronically to the executive director no later than three days prior to the annual meeting.
- e. LAFCos voting under this provision may discard their electronic ballot if a representative is able to attend the annual meeting.
- f. LAFCos voting under this provision may only vote for the candidates nominated by the Recruitment Committee.

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

- a. The Recruitment Committee Chairman, another member of the Recruitment Committee, or the Chair's designee (hereafter called the Presiding Officer) shall:
  - i. Review the election procedure with the membership.
  - ii. Present the Recruitment Committee Report (previously distributed).
  - iii. Call for nominations from the floor by category for those seats subject to this election:
    1. For city member.
    2. For county member.
    3. For public member.
    4. For special district member.
- b. To make a nomination from the floor, a LAFCo, which is in good standing, shall identify itself and then name the category of vacancy and individual being nominated. The nominator may make a presentation not to exceed two minutes in support of the nomination.
- c. When there are no further nominations for a category, the Presiding Officer shall close the nominations for that category.
- d. The Presiding Officer shall conduct a "Candidates Forum". Each candidate shall be given time to make a brief statement for their candidacy.
- e. The Presiding Officer shall then conduct the election:
  - i. For categories where there are the same number of candidates as vacancies, the Presiding Officer shall:
    1. Name the nominees and offices for which they are nominated.
    2. Call for a voice vote on all nominees and thereafter declare those unopposed candidates duly elected.



- ii. For categories where there are more candidates than vacancies, the Presiding Officer shall:
  1. Poll the LAFCoS in good standing by written ballot.
  2. Each LAFCo in good standing may cast its vote for as many nominees as there are vacancies to be filled. The vote shall be recorded on a tally sheet.
  3. With assistance from CALAFCo staff, tally the votes cast and announce the results.
- iii. Election to the Board shall occur as follows:
  1. The nominee receiving the majority of votes cast is elected.
  2. In the case of no majority, the two nominees receiving the two highest number of votes cast shall face each other in a run-off election.
  3. In case of tie votes:
    - a. A second run-off election shall be held with the same two nominees.
    - b. If there remains a tie after the second run-off, the winner shall be determined by a draw of lots.
  4. In the case of two vacancies, any candidate receiving a majority of votes cast is elected.
    - a. In the case of no majority for either vacancy, the three nominees receiving the three highest number of votes cast shall face each other in a run-off election.
    - b. In the case of no majority for one vacancy, the two nominees receiving the second and third highest number of votes cast shall face each other in a run-off election.
    - c. In the event of a tie, a second run-off election shall be held with the tied nominees. If there remains a tie after the second run-off election the winner shall be determined by a draw of lots.

## **6. ADDITIONAL PROCEDURES**

- a. For categories where there are more candidates than vacancies, names will be listed in the order nominated.
- b. The Recruitment Committee Chair shall announce and introduce all Board Members elected at the Regional Caucuses at the annual business meeting.
- c. In the event that Board seats remain unfilled after a Regional Caucus, an election will be held immediately at the annual business meeting to fill the position at-large. Nominations will be taken from the floor and the election process will follow the procedures described in Section 4 above. Any commissioner or alternate from a member LAFCo may be nominated for at-large seats.
- d. Seats elected at-large become subject to regional election at the expiration of the term. Only representatives from the region may be nominated for the seat.
- e. As required by the Bylaws, the members of the Board shall meet as soon as possible after election of new board members for the purpose of electing officers, determining meeting places and times for the coming year, and conducting any other necessary business.



The counties in each of the four regions consist of the following:

**Northern Region**

Butte  
Colusa  
Del Norte  
Glenn  
Humboldt  
Lake  
Lassen  
Mendocino  
Modoc  
Nevada  
Plumas  
Shasta  
Sierra  
Siskiyou  
Sutter  
Tehama  
Trinity  
Yuba

**CONTACT:** Steve Lucas, Butte LAFCo  
slucas@buttecounty.net

**Southern Region**

Orange  
Los Angeles  
Imperial  
Riverside  
San Bernardino  
San Diego

**CONTACT:** Paul Novak,  
Los Angeles LAFCo  
pnovak@lalafco.org

**Coastal Region**

Alameda  
Contra Costa  
Marin  
Monterey  
Napa  
San Benito  
San Francisco  
San Luis Obispo  
San Mateo  
Santa Barbara  
Santa Clara  
Santa Cruz  
Solano  
Sonoma  
Ventura

**CONTACT:** David Church  
San Luis Obispo LAFCo  
dchurch@solafco.com

**Central Region**

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

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

**Board of Directors  
2015/2016 Nominations Form**

***Nomination to the CALAFCO Board of Directors***

In accordance with the Nominations and Election Procedures of CALAFCO,

\_\_\_\_\_ LAFCo of the \_\_\_\_\_ Region

Nominates \_\_\_\_\_

for the (check one)     City     County     Special District     Public

Position on the CALAFCO Board of Directors to be filled by election at the next Annual  
Membership Meeting of the Association.

\_\_\_\_\_  
LAFCo Chair

\_\_\_\_\_  
Date

**NOTICE OF DEADLINE**

Nominations must be received by **August 3, 2015**  
to be considered by the Recruitment Committee. Send  
completed nominations to:  
CALAFCO Recruitment Committee  
CALAFCO  
1215 K Street, Suite 1650  
Sacramento, CA 95814



**Board of Directors  
2015/2016 Candidate Resume Form**

Nominated By: \_\_\_\_\_ LAFCo Date: \_\_\_\_\_

Region (please check one):  Northern  Coastal  Central  Southern

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

Candidate Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Office \_\_\_\_\_ Mobile \_\_\_\_\_

e-mail \_\_\_\_\_ @ \_\_\_\_\_

Personal and Professional Background:

LAFCo Experience:

CALAFCO or State-level Experience:

Availability:

Other Related Activities and Comments:

**NOTICE OF DEADLINE**

Nominations must be received by **August 3, 2015** to be considered by the Recruitment Committee. Send completed nominations to:  
CALAFCO Recruitment Committee  
CALAFCO  
1215 K Street, Suite 1650  
Sacramento, CA 95814