COMMISSION CLERK’S MANUAL
Table of Contents

1. RECEIVE APPLICATION.......................................................................................................................... 5
2. CIRCULATE PROJECT FOR COMMENTS ............................................................................................... 9
3. PUBLISH AND MAIL NOTICES OF PUBLIC HEARING .................................................................... 10
4. PREPARE COMMISSION PACKETS ..................................................................................................... 11
5. PREPARE FOR COMMISSION HEARING ............................................................................................. 13
6. AT COMMISSION HEARING ................................................................................................................ 14
7. AFTER COMMISSION HEARING .......................................................................................................... 15
8. PREPARE RESOLUTIONS ..................................................................................................................... 17
9. RESOLUTIONS ........................................................................................................................................ 18
10. PROTEST HEARING PROCEEDINGS ................................................................................................. 19
11. PREPARE TO RECORD ....................................................................................................................... 20
12. AFTER RECORDING ............................................................................................................................ 22
13. FILE WHEN RECORDED DOCUMENT IS RETURNED .................................................................... 23
14. FILE WHEN ACKNOWLEDGMENT FROM SBE IS RECEIVED .......................................................... 24
15. INSTRUCTIONS – Project Related..................................................................................................... 25
   15.1 Access the GIS Screen: .................................................................................................................... 25
   15.2 Complete the Ownership List (Table) for a project: ____________________________________________ 25
   15.3 Access the Assessor’s Screen: ......................................................................................................... 25
   15.4 Access Registered Voter Information: ............................................................................................ 26
   15.5 Prepare Publishing: .......................................................................................................................... 26
   15.6 Prepare Public Notices: ................................................................................................................... 26
   15.7 Agenda Mailout Labels: .................................................................................................................... 27
   15.8 Prepare Publishing for Protest Hearing: ............................................................................................ 27
   15.9 Prepare Public Notice for Protest Hearing: ....................................................................................... 27
   15.10 Publish Eighth Page Display Advertisement: __________________________________....................... 28
   15.11 Deposit Fees: .................................................................................................................................. 28
   15.12 Include Maps in a Staff Report: ....................................................................................................... 29
   15.13 Include Notices of Exemption in a Staff Report: __________________________________.................... 29
   15.14 PDF Files from Word: .................................................................................................................... 29
   15.15 PDF Files from Word Perfect: ......................................................................................................... Error! Bookmark not defined.
   15.16 Modify the Website – Using FileZilla .............................................................................................. Error! Bookmark not defined.
   15.17 Modify the Website – Agenda & Minutes: ....................................................................................... 30
   15.18 Modify the Website – Event Calendar: ............................................................................................ 29
   15.19 Modify the Website – News Updates: ............................................................................................... 30
   15.20 Modify the Website – Documents and Forms, Maps & Links: __________________________________ 30
   15.21 Modify the Website – Publications & Notices: __________________________________....................... 30
15.22 Modify the Website – Adding Items to the Homepage: __________________________ 31
15.23 Post Municipal Service Reviews or Other Documents to Website: ________________ 31
15.24 Prepare Resolutions: _____________________________________________________ 31
15.25 Process Billing for Newspaper Publications: ________________________________ 32
15.26 Print New Project File Label: ____________________________________________ 32
15.27 Send Notice for Cancelled Hearing: _______________________________________ 32
15.28 Publish Change of Hearing Date: _________________________________________ 32
15.29 Process Billing for Full Cost Recovery Projects: ___________________________ 33
15.30 Write Receipt for New Project: __________________________________________ 33

16 HOW TO ORDER ...................................................................................................................... 34
16.1 Through Office Depot: ____________________________________________________ 34
16.2 Through Staples: ________________________________________________________ 34
16.3 Through Quill: __________________________________________________________ 34
16.4 INK INFO: _____________________________________________________________ 35
16.5 Copier Paper or Color Paper: ____________________________________________ 35
16.6 Copies of Environmental Documents: ______________________________________ 35
16.9 NCR Paper: ____________________________________________________________ 36
16.10 Staples for Copier: _____________________________________________________ 36
16.11 Stamps: ________________________________________________________________ 36
16.14 “Public Hearing Notice” Envelopes: ______________________________________ 36
16.15 “Return Service Requested” Envelopes: __________________________________ 37
16.16 Business Cards: ________________________________________________________ 37
16.17 LAFCO Letterhead: _____________________________________________________ 37
16.19 Deposit Bags: _________________________________________________________ 38
16.22 Nameplates for Commissioners (Recognition Products): _____________________ 38

17 GENERAL INSTRUCTIONS ................................................................................................... 38
17.1 Begin a Deposit Sheet for a New Month: ______________________________________ 39
17.2 Process Claims: _________________________________________________________ 39
17.4 Use Microfilm CD: _______________________________________________________ 39
17.5 Use Sungard-Pentamation (eFinancePLUS): ________________________________ 39
17.7 Create a Form Template in Word: _________________________________________ 39
17.8 Operate the Copier as a Scanner: _________________________________________ 40
17.9 Call for Copier Maintenance: ____________________________________________ 40
17.10 Change Time on Copier: ________________________________________________ 40
17.11 Mark Sections in this Document to Appear on Table of Contents: _____________ 40
17.12 Tips for Excel: _________________________________________________________ 40
17.13 Clean Out Files for Imaging: ____________________________________________ 41
17.14 Locate, Edit and Print Labels: ___________________________________________ 42
17.16 Receive Inter-Departmental Memorandum: ________________________________ 42
17.17 Receive Invoice for GIS (Greg Burton): _____________________________________ 42
17.18 Receive Invoice for Legal Counsel (Scott Browne): _________________________ 42
17.19 GIS Screen – calculate acreage & parcels: _________________________________ 42
17.20 Journal Operations: ____________________________________________________ 43

PUBLISHING DEADLINES .......................................................................................................... 45
LAFCO FEE SCHEDULE ............................................................................................................ 46
STATE BOARD OF EQUALIZATION FEE SCHEDULE .............................................................. 51
1. RECEIVE APPLICATION

1.1 Date stamp application submission letter, the first page of the application itself, back of maps/legal descriptions, and the page with the check for filing fees and, if submitted, SBE fees.

1.2 Assign the project file number of the proposal using the next available number in the Yellow-Blue Book. Go to L:\Yellow & Blue\All Projects and hold “Ctrl” and “End.” (Example: 05-01)

1.3 Assign the file name of the proposal using the primary street name of the annexation. Assign the Annexation No. by searching for a previous project with the same street file name. To do this, go to L:\Yellow & Blue and select the folder of the appropriate initiating agency or project type. Open the Word document and hold down “Ctrl” and “F.” Type in the street name of the project. Click “Find Next” until you find the last entry; note the Annexation No. at the end of the project title. Assign the new project the next Annexation No. for that street. (Example: You find 03-20 – Chico – West Avenue Annexation No. 3, so name the new project 05-01 – Chico – West Avenue Annexation No. 4.) If you do not find a previous project with the same street file name, assign the new project “Annexation No. 1.”

1.4 Add project to journals: select last worksheet, hold down “Shift” and select first worksheet; all worksheets should be selected. Go to next available line for projects and enter project, select a worksheet to unselect “all” worksheets and Save. (L:\Staff Stuff) WARNING: while all worksheets are selected, whatever you type will appear in EACH worksheet; therefore, when finished adding new project BE CERTAIN to unselect all worksheets and save. Otherwise, when an employee opens his/her journal to add time or make changes he/she could accidentally make changes to all worksheets, which could cause a serious headache.

1.5 Give the file to the E.O. for initial review and Deputy E.O./Planner review. When you give the file to the E.O., place a post-it on the file for it to be returned to the Clerk ASAP so the Clerk can send Initial Notice, circulate and further process the project in a timely manner.

In the case of a Complete File:

a. Prepare a Certificate of Filing (COF). Keep original copy in project file. You may not be able to complete the COF until you are given the hearing date for the project; at that point, complete the COF and the mailing.

b. If application is submitted by resolution, use the form “Certificate of Filing - Resolutions of Application” (L:\FORMS\Project Processing). If application is submitted by petition, use the form “Certificate of Filing – Petitions” (L:\FORMS\Project Processing)

c. The date “accepted for filing” should not be more than 30 days after application submittal, or sooner than 20 days after the Initial Notice was mailed. [§56658(b)(1)] If a date conflict occurs, date the COF 30 days after application submittal, or slightly sooner if the 30-day mark lands on a weekend.

d. The Certificate of Filing is prepared to give notice of the hearing date to the applicant. Mail copy to applicants, engineer, and City or District named as applicants on the application. [§56658(a)-(l)]

In the case of an Incomplete File:

a. Send a letter to applicant listing deficiencies; Planner/Deputy Executive Officer will probably do this. The application will not be deemed complete until deficiencies are
corrected and/or additional information is received. [§56658(h)] Adjust the date of Certificate of Filing as necessary.

If no determination is made by the E.O. within the 30-day period, and the appropriate fees have been paid, an application shall be deemed accepted for filing. [§56658(f)] The date of the hearing shall not be more than 90 days after issuance of the COF. [§56658(l)]

1.6 Write a receipt for the check for Filing Fees and Sphere of Influence Fees. The Receipt Book is located in Clerk’s office in file cabinet. Make a copy of the receipt and 2 copies of the check. Staple the original (white) receipt to one copy of the check and receipt to file in the folder under the Filing Fees tab, or if applicant requested a receipt, send the white receipt to applicant. (see Instructions – 15.30). Give other copy of check to Analyst with goldenrod copy of the deposit sheet.

Deposit the check for Filing Fees and Sphere of Influence Fees. (see Instructions – 15.12)

1.7 Create an electronic folder on the shared drive under Projects Current by right-clicking, selecting New and Folder. Label it the project number and name, abbreviated. (Example: 05-01 – Chico – West Ave. No. 4)

1.8 Go back to the Projects Current folder. Select Sample Table, press “Ctrl” and select Sample Project File (Excel). Press “Ctrl” “C” to copy the documents. Open the specific project folder and press “Ctrl” “V” to paste the documents. Rename the files as appropriate, by right-clicking on the file and selecting Rename. (Example: 05-01 Table & 05-01 – Chico – West Ave. No. 4)

1.9 In the Project File Excel workbook, there are worksheets used for processing the project. Use the arrows at the bottom left corner to scroll through the worksheets. Delete any worksheets not appropriate to the project.

1.10 Fill out the Application Packet Checklist form (1st worksheet of the Detail Excel workbook) based on Planner’s/Deputy Executive Officer’s handwritten copy.

1.11 If no Tax Exchange Agreement is submitted with the application, check the Resolution of Application for evidence of an existing Master Property Tax Exchange Agreement with the agency. A satisfactory exchange of property tax must take place prior to submittal of application. Master property tax agreements may be applicable or separate property tax exchange resolutions may be required. If negotiations leading to adoption of separate resolutions are required, both the county and any affected city must agree to a tax exchange. If a jurisdictional change affects the service area or service responsibilities of one or more special districts, the Board of Supervisors negotiates an exchange of property taxes on behalf of the district(s). Revenue and Taxation Code, Section 99.

1.12 Look in appropriate “Anticipated Projects” file for pre-application material for project. If there is material, pull it out to be filed in the specific project file under Pre-application.

1.13 Set up the file (begin new numbering sequence each fiscal year – July):

a. Update the Yellow-Blue Book with new application information. (Go to L:\Yellow & Blue and update the following lists: All Projects, specific agency, Filing Fees).

b. Prepare the detail sheet for the file (2nd worksheet of the Detail Excel workbook); some of the information will transfer from the Application Packet Checklist form; if there are too many APNs to list in the upper right corner, type “Various.”

c. Print a file label. (see Instructions – 15.26)
d. Make tabs for file organization. (L:\Clerk’s Manual\OTHER\File Set-up\mostly used) or use the existing tabbed dividers saved from closed files.

e. Tabs for other documents (Tax Agreements, Petitions, Initial Studies & NOD’s) are also available; if submitted, they are filed on the left. (L:\Clerk’s Manual\OTHER\File Set-up)

f. If publication is processed, tab is available and should be filed behind the Packet Check List on the right. (L:\Clerk’s Manual\OTHER\File Set-up)

1.14 Organize the file as indicated below (make tabs for each):

<table>
<thead>
<tr>
<th>Left Side</th>
<th>Right Side</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail Sheet <em>(no tab)</em></td>
<td>Packet Check List</td>
</tr>
<tr>
<td>Application</td>
<td>Public Hearing Notices</td>
</tr>
<tr>
<td>Initiating Resolution</td>
<td>Publication (not for 100% projects)</td>
</tr>
<tr>
<td>Environmental Documents</td>
<td>Comments Received</td>
</tr>
<tr>
<td><em>(NOD &amp; Initial Study or NOE)</em></td>
<td>Ownership List (Table)</td>
</tr>
<tr>
<td>Affected Property Owner Info</td>
<td>Labels</td>
</tr>
<tr>
<td>Public Notice Mailing Requirements</td>
<td>Certificate of Filing</td>
</tr>
<tr>
<td></td>
<td>Filing Fees</td>
</tr>
<tr>
<td></td>
<td>SBE Fees</td>
</tr>
<tr>
<td></td>
<td>Pre-application (if any)</td>
</tr>
<tr>
<td></td>
<td>Map and Legal Description</td>
</tr>
</tbody>
</table>

As the project is processed, file the following items as indicated:

<table>
<thead>
<tr>
<th>Left Side</th>
<th>Right Side</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda</td>
<td>Correspondence/Transmittal Letters</td>
</tr>
<tr>
<td>Staff Report</td>
<td>LAFCO Resolution</td>
</tr>
<tr>
<td>Minutes</td>
<td>Acknowledgment from SBE</td>
</tr>
<tr>
<td></td>
<td>Recorded Document (C.O.C.)</td>
</tr>
</tbody>
</table>

1.15 Make a copy of the labels submitted with the application; file labels with copy in folder.

1.16 Create an informational file to contain the following: duplicate applications, extra maps and legals, and discs, if any. Use a non-color label for the file and write the project title on it.

1.17 Email Planner/Deputy Executive Officer a reminder to make request to GIS, Greg Burton for map exhibit(s).

1.18 Open the Table you saved to the folder and insert the following information: owners of record, including any et al listings, zoning, assessed land value, TRA numbers, and all affected agencies within the TRA. (see Instructions – 15.3)

1.19 Check application to see if the initiating agency provided notice to each interested and subject agencies. If notice was given, the E.O. is not required to provide notice. [§56658(b)(1)] If notice was not provided, the E.O. is required to give mailed notice that the application has been received to each interested agency, each subject agency, the county committee on school district organization, and each school superintendent whose school district overlies the subject area. The notice shall generally describe the proposal and the affected territory. [§56658(b)] *** General Rule: ALWAYS send the Initial Notice.
1.20 Use TRA numbers from Table to obtain a portion of the mailing list for the Initial Notices. Go to L:\Labels\Specific Processes\Initial Notice to print the necessary labels. Copy and paste project description from the Detail Excel worksheet.

1.21 Verify that Assessor’s Parcel Numbers (APN’s) in the application match the APN’s on the map and legal description, and make sure any addresses listed on the map match the APN’s; compare with information on the GIS screen. (see Instructions – 15.1) If acreage is missing from the Table, use acreage found with GIS to fill in the blanks. If there are discrepancies or inconsistencies with the APN’s, email the applicant to request new material. Do not proceed with circulation (Section 2) until new material is received. Go to L:\Clerk’s Manual\OTHER and open Discrepancies Email for the language to use in the email.

1.22 Staff may need to obtain registered voter numbers – check with planner/Deputy Executive Officer. This information is confidential and must be shredded, NOT simply put in the trash. (see Instructions – 15.4)

1.23 If proposal does not have a Notice of Exemption, send a copy of the environmental documents to the Print Shop to request 30 copies. (see How to Order – 16.3)
*** If time allows, the environmental documents can be copied at the office. ***

1.24 Make a copy of the SBE check for the project file and attach check to the copy. Do not complete a receipt for this check and do not stamp the back of it. The City of Chico usually sends the SBE check following project approval. Checks will not be accepted by SBE if they are more than 180 days old from their deposit date. (It usually takes SBE about 1 wk after they receive the check to deposit it.)

1.25 If you like checklists, go to L:\Clerk’s Manual\Checklists.
2. **CIRCULATE PROJECT FOR COMMENTS**

2.1 "Requests for Comments" are circulated to affected county departments, interested agencies, affected agencies, school districts and other affected counties' LAFCOs. (Do not circulate to CSA's and Flood Maintenance areas- send to County Admin.) A checklist is available.

2.2 Open the project’s *Detail* Excel workbook. Select the worksheet labeled *Com – Land Dev.* and fill in the “Date Mailed” and “Return By.” These dates will carry over to the other Comment worksheets. Verify that File # and APN #(s) are legible. If not, check that they have been correctly typed into the *Detail* sheet. Check that each “Comments” sheet will display all the text before mailing.

2.3 Some “Comments” worksheets will not pertain to the project; these worksheets may be renamed to apply or deleted. Right-click on the particular worksheet tab and select delete or rename, as necessary.

2.4 Get a copy of the application from the project’s corresponding Information File; take the pages that begin with the applicant(s) listed at the top through to the page with the Public Notice Mailing Requirements listed (approx. 5-10 pages). Make as many copies of the application as needed for circulation.

2.5 Get copies of the map and legal description from the project’s Information File. Make sure you use revised copies, if present, or wait for them to be submitted, if necessary. Circulate with application and “Request for Comments” coversheets. Make more copies as necessary for circulation. Leave a copy of the map and legal in the Information File.

2.6 Mail request for comments with copy of application, map, and legal description to the following:

- County Public Works – Land Development Division
- County Assessor – Senior Mapping Division
- Development Services – Planning Division
- Environmental Health – Program Manager
- Administration –
- Elections –
- CDF/Butte County Fire Department –
- Sheriff’s Department
- Communications –
- Legal Counsel –
- Deputy Sheriff’s Association –
- Auditor’s Office – Property Tax Division
- CalTrans (if within one mile of a State highway – as a rule, just send)
- All Special Districts listed on the TRA(s) shown on the Table

2.7 Print one copy of the cover sheet and send with a copy of the application, map and legal description.

2.8 Update detail sheet with date comments were sent and deadline for return; list dates comments actually return from each agency as they come in.

2.9 For labels, go to *L:\Labels\Specific Processes\Circulate* and choose the appropriate area. This should provide you with most or all of the labels you will need to circulate the application.
3. PUBLISH AND MAIL NOTICES OF PUBLIC HEARING

3.1 Immediately following each hearing, set agenda with E.O. for the next month’s hearing and determine which projects need to be published and/or noticed. Update the project tracking sheet. Make sure you have the following requirements prepared BEFORE the 21-day deadline.

3.2 Update each project in the Yellow-Blue Book with the hearing date. L:\Yellow & Blue\All Projects

3.3 Notice must be provided at least 21 days prior to the date set for hearing: [§56661(h)]

   a. For proposals requiring a public hearing, publication in a newspaper of general circulation is required. See §56663(a)-(d) for exceptions. (see Instructions – 15.6)
   b. For all projects (except Extension of Services), mail notice to each registered voter and landowner within the affected territory and within 300 feet of the exterior boundary of the property that is the subject of the hearing. (see Instructions – 15.7) If this would require that more than 1,000 notices be mailed, notice may be provided by publishing an eight page display advertisement instead. [GC§65091] (see Instructions – 15.11)
   c. For proposals with 100% consent, mail notice to each registered voter and landowner within the affected territory. (see Instructions – 15.7)
   d. For all proposals, mail notice/map to each affected agency that contains territory or whose sphere of influence contains territory within the proposal (use TRA on Table for agencies), chief petitioners, persons requesting notice, each city within three miles (City Clerk), and the county.
   e. For proposals requiring a public hearing, post publication on LAFCO window, and at Administration on the glass window near the Board Room. Notices must remain posted for five days after hearing; before posting, print the removal date on the back of each notice to be posted. (L:\Clerk’s Manual\OTHER\Post Notices)
   f. Post publication on website for published projects. Post notices on website for 100% consent projects. (see Instructions – 15.21)

3.4 Update detail sheet with publication information, if applicable, and list those to whom mailed notice was given.

3.5 Staple a copy of the publication to the email confirmation printout and file under “Publishing” tab in file; make tab if necessary.

3.6 Staple a copy of the notice & map to the postcard sheet and file under Project Notice Checklist under “Public Notice” tab in file.

3.7 When Invoices come in from newspaper publications, date stamp them and give them to the Analyst to process the payment using a CalCard Visa. (see Instructions – 15.25)

3.8 If you like checklists, go to L:\Clerk’s Manual\Checklists.
4. PREPARE COMMISSION PACKETS

4.1 If not already completed, make sure a Certificate of Filing (COF) is printed, signed and copies sent. (see Section 1.7)

4.2 Use the list in the Resolution binder (front office) to assign resolution numbers to proposals. Update the list in the binder. (L:\Resolutions\RESOLUTION LISTS)

4.3 Prepare the agenda. Go to L:\Agendas and choose the current year folder. Right-click the most recent Agenda, copy and paste it. Rename the file with the next hearing date. Open the agenda, change the information as necessary and proofread it. Remember to change the footer date. Have Planner/Deputy E.O. review proposal “blurbs.” Proofread once more before giving it to the E.O.


4.5 Proof and format staff reports once you receive them. Print “Agenda Item #” in the upper right corner of the first page of the staff report (L:\Clerk’s Manual\OTHER\Agenda Item #). Have the report signed by the Planner/Deputy E.O. or E.O. once formatting and proofreading are completed.

Staff Reports include:

a. E.O.’s Report and Recommendation (report)
   b. Map - Insert as Exhibit “A” on page 2 of staff report. (see Instructions – 15.13)
   c. Ownership List - Insert as Exhibit “B” at end of staff report. (see Instructions – 15.14)
   d. Environmental Documents (NOE OR Initial Study & NOD) 1– Insert NOE as Exhibit “C” on last page of staff report. (see Instructions – 15.15) 2– Attach Initial Study & NOD as Exhibit “C” at end of staff report.
   e. Any other attachments listed in staff report should be attached at the end of the report and labeled appropriately.

4.6 If there is time, copy one complete packet for review before making all copies. Make sure each reproduced page (especially maps) is dark and legible.

4.7 Print Agenda Mail out Labels (L:\Labels\Agenda Mail out). (see Instructions – 15.8)

4.8 Prepare and mail out packets, agendas and minutes at least seven (7) days before hearing.

Packets (Agendas/Minutes/Reports) – mail to those on the mailing labels.
Agendas and Minutes – mail to all listed on the mailing labels.
Agendas only – mail to those marked “Agenda Only” on the mailing labels.
Staff Report and Agenda – mail to each person listed as an applicant, each affected local agency requesting a report, each agency whose boundaries or sphere of influence will be changed, and the E.O. of the LAFCO of any other affected county. [§56665] In the event of forced annexations, each affected property owner should also receive a staff report.

4.9 Check subscription list and send the appropriate document(s) to the appropriate subscriber(s). If a subscription is near expiration, send a letter with the document(s) informing the subscriber
of the expiration date and the dollar amount necessary to renew the subscription. (See examples of letters L:\Clerk's Manual\OTHER\Subscriptions.) ***No Current Subscriptions!

4.10 Add the original agenda to the Agenda & Minutes binder in the front office.

4.11 Post agenda with staff report links on the website. (see Instructions – 15.21 & 15.23)

4.12 Place a copy of the applicable agenda along with the staff report in each file (left side).

4.13 Place a copy of the applicable adopted minutes of the previous month’s hearing in each appropriate file (left side).

4.14 Update detail sheets with new information (mailing dates, etc.).

4.15 **Post Agenda** 72 hours prior to hearing, preferably the Friday before hearing, on LAFCO window and at County Administration on the glass window near the Board of Supervisors Chambers.

4.16 If you like checklists, go to L:\Clerk’s Manual\Checklists.
5. PREPARE FOR COMMISSION HEARING

5.1 Prepare resolution(s) for 100% consent projects to be signed by the Chair at the hearing. Leave enough space to fill in the vote later. (see Instructions – 15.24)

5.2 Have Planner/Deputy Executive Officer review resolution(s). Make any necessary changes and proofread it, then place it in the folder labeled For Chairman Signature in the briefcase.

5.3 Call or email the Commissioners by the Monday prior to the hearing to verify that there will be a quorum at the hearing. Here is a list L:\Clerk’s Manual\Checklists – Prep for Hearing.

5.4 Prepare the Minutes. Go to L:\Minutes and choose the current year folder. Open the most recent Minutes and “Save As” the next hearing date. Open the new Minutes and use the current Agenda to change the information as necessary. Remember to change the footer date. Proofread the Minutes and “Save As” a copy to the stick drive.

5.5 If using the laptop to prepare minutes during hearing, set up laptop and make sure the minutes are accessible from the stick drive. Place stick drive in briefcase.

5.6 The briefcase should contain the following before each hearing:
   a. Digital Voice Recorder. The Deputy E.O. usually brings the recorder – CONFIRM
   b. Agendas (20)
   c. Roll Call List (L:\Commission Appointments\Roll Call List)
   d. Checklist (L:\Clerk’s Manual\Checklists – At Hearing)
   e. Stick drive – if using laptop for minutes
   f. Clerk’s copy of the packet
   g. Extra copies of the packet (2)
   h. Courtesy Hearing Forms (15)
   i. Notepads and pens

5.7 Fill rolling briefcase the day before the hearing with the project files to be heard. The Deputy E.O. usually does this, confirm it has been done.

5.8 If you like checklists, go to L:\Clerk’s Manual\Checklists.
6. AT COMMISSION HEARING

6.1 Set extra agendas (20) on the table inside the Board Room main entrance. Also set Courtesy Hearing Forms (15) on the table.

6.2 Provide two more chairs on dais so there is a total of seven (7) for the Commissioners. Set the microphones (borrow if necessary) so that each Commissioner has one. Set nameplates at each place for the appropriate Commissioner or Alternate that may be filling in.

6.3 Set out handouts (if any) for each Commissioner. Place the For Chairman Signature folder (if any resolutions) at the Chair’s seat with a blue/black pen.

6.4 If using the laptop for minutes, set up laptop, load the stick drive and pull up the current minutes. (The laptop saves faster directly to the stick drive.)

6.5 If using the Administration projector, get remote from Administration before the hearing.

6.6 Set up digital recorder. Remember to turn on the PA system. If you are using tapes- push record before the Chair calls the hearing to order.

6.7 Write down the opening and closing times of the hearing. Note where, during the hearing, a Commissioner arrives late or leaves early. Take down the motions, who called them, who seconded them and the individual votes. State if the vote was a roll call vote or not.

6.8 After the Chair adjourns the hearing and you write down the time, turn off the recorder and the PA system.

6.9 Restore chairs, microphones, and nameplates. There is a BOS/LAFCO organizational chart in the briefcase. Toss the agendas and collect the Courtesy Hearing Forms to be used at the next hearing.

6.10 If you like checklists, go to L:\Clerk’s Manual\Checklists.
7. **AFTER COMMISSION HEARING**

7.1 Immediately following each hearing, set agenda with E.O. and staff for the next month’s hearing and determine which projects need to be published and/or noticed. See section 3. *Publish and Mail Notices of Public Hearing*. If it is determined to cancel the next hearing, see Instructions – 15.27.

7.2 If the proposal has 100% consent of affected property owners, is uninhabited, all affected local agencies that will gain or lose territory as a result of the change of organization have consented in writing, and if the Commission has provided written notice of Commission proceedings to all property owners and registered voters within the subject territory and no opposition is received prior to and during the Commission hearing, the Commission may order the annexation complete without a protest hearing. [§56663]

7.3 If the proposal does not have 100% consent, within 35 days following the adoption of the Commission’s resolution making determinations, and following the 30-day reconsideration period specified in §56895, the E.O. or the designee shall set the proposal for a protest hearing and give notice of the hearing. The hearing shall not be less than 15 days or more than 60 days after the notice is given. [§57002] See section 11. *Protest Hearing Proceedings* and section 23. *Protest Proceedings Flowchart*.

7.4 If the Commission modified the minutes at the hearing, make the appropriate changes and file the modified minutes in the appropriate file(s), to replace minutes that were filed before the hearing.

7.5 Have the E.O. sign the previous month’s adopted minutes (the modified version if changes were made), and file them in the *Agenda & Minutes* binder in the front office.

7.6 Post the previous month’s adopted minutes on the website, modified version if necessary. (see Instructions – 15.23) Also post the meeting recording once the minutes have been adopted.

7.7 Fill in the votes on resolutions that the Chair signed at the hearing. (see Instructions – 15.24)

7.8 If the Commission added or deleted parcels, changed or added conditions, notify the Assessor’s Office, Auditor, and Land Development.

7.9 Also, if the Commission added or deleted parcels, changed or added conditions, the applicant must be notified in order to amend maps and legal descriptions before the Certificate of Completion can be recorded.

7.10 Update the “Index of Minutes,” if necessary, with information from the previous month’s minutes. (*L:\MINUTES* and *Agenda & Minutes* binder)

7.11 Prepare a 30-35 day timeframe to record projects approved by Commission. Put this 6-day time span for tentative recordation on your electronic and/or physical calendar as a reminder. If all fees and conditions are met, the proposal can be recorded during the 6-day time span. Also put a reminder to begin preparation for recording **two weeks before** the 6-day time span. (Refer to section 12. *Prepare to Record* when that time comes.)

7.12 Check that SBE fees have been received for correct amount. If they have not, send the initiating agency a reminder via letter or email, to send the fees soon so the recording process
can be completed within the 30-35 day reconsideration period. **SBE will not accept a check dated more than 160 days prior to submission.**

7.13 Begin typing the minutes for the recent hearing.

7.14 If you like checklists, go to *L:\Clerk’s Manual\Checklists.*
8. **PREPARE RESOLUTIONS**
Within 35 days after the conclusion of the hearing, the Commission shall adopt a resolution making determinations approving or disapproving the proposal, with or without conditions. [§56880]

8.1 Prepare resolutions for projects approved by Commission immediately after approval. (see Instructions – 15.24) **Remember:** All City annexations must be detached from the Butte County Resource Conservation District & the CSA 164 Animal Control. This needs to be included in the resolution.

8.2 Send unsigned resolution(s) to the Chair (or other designee) for signature. Include a large self-addressed stamped envelope, folded in half, for the return of the resolution(s).

8.3 **Reconsideration Period:** When the Commission has adopted a resolution making determinations, any person or affected agency may file a written request with the E.O. within 30 days of the adoption of the resolution, requesting amendments to or reconsideration of the resolution. The E.O. shall place the request for reconsideration on the agenda of the next hearing of the Commission for which notice can be given. [§56895] **(This is rare.)**

8.4 If you like checklists, go to L:\Clerk’s Manual\Checklists.
9. RESOLUTIONS

9.1 Verify that the votes are filled in and that the resolution is signed.

9.2 Place a copy in the Resolution binder in the front office.

9.3 Scan the signed resolution and place an electronic copy (with votes) in the Resolutions file on the shared drive (L:\Resolutions) and in the electronic project file.

9.4 Label the resolution “Original” with a post-it and file in the appropriate project file.

9.5 If you like checklists, go to L:\Clerk’s Manual\Checklists – Resolutions.

***Note: Do not send then applicant the signed resolution until it is recorded with the Certificate of Completion unless the resolution is not going to be recorded, such as a SOI Amendment or Extension of Services.
10. PROTEST HEARING PROCEEDINGS

10.1 If the proposal does not have 100% consent, within 35 days following the adoption of the Commission’s resolution making determinations, and following the 30-day reconsideration period specified in §56895, the E.O. or the designee shall set the proposal for a protest hearing and give notice of the hearing. The hearing shall not be less than 15 days or more than 60 days after the notice is given. [§57002]

10.2 Update project in the Yellow-Blue Book with protest hearing date. L:\Yellow & Blue\All Projects

10.3 Go to L:\Notices & Publishing\PROTEST HEARINGS\Schedule Protest Hearings. Open the form and Save As to the project file folder. Fill the form out and print a copy to file.

10.4 Give notice of protest hearing by: (see Instructions – 15.9 & 15.10)

a. Publication (21 days prior to hearing) [§56154];
b. Posting (21 days prior to hearing) [§56159]; and
c. Mailing (21 days prior to hearing) [§56156]:
   1) Each affected city, district, or county (addressed to the Clerk);
   2) The proponents and those persons requesting special notice; and
   3) All landowners, if uninhabited.
   4) All landowners and registered voters, if inhabited.
   5) If this would require that more than 1,000 notices be mailed, notice may be provided by publishing an eighth page display advertisement instead. [GC§65091] (see Instructions – 15.11)

10.5 Prepare a Protest Resolution. Go to L:\Resolutions\SAMPLE RESOLUTIONS\PROTEST HEARING RESO. Open the sample and Save As under the project file. Fill in the appropriate information and have the Planner/Deputy E.O. review the resolution. Print a final copy to be signed no later than 30 days after conclusion of the protest hearing, if the protest fails. [§57080]

10.6 Print a sign to place on the door during the protest hearing. Go to L:\Notices & Publishing\PROTEST HEARINGS\Protest Notice for Door. Save As the sign to the project file and change the appropriate information before printing.

10.7 The Commission, or designee, holds the hearing at the noticed time and date. The hearing may be continued for up to 60 days. [§57050(a)] Any written protests must be filed with the clerk prior to the conclusion of the hearing. [§57051]

10.8 Upon conclusion of the protest hearing, the Commission, or designee, shall determine the value of written protests filed and not withdrawn. [§57052] Use the Registered Voters County website to look up signatures or check Clerk/Recorder’s Office for signature on Deed of Trust. The E.O. shall place the determination of written protests on the agenda of the next hearing of the Commission as an “Item Without Public Hearing” or a “Consent Item.”

10.9 If the Commission certifies that the level of protest is insufficient to stop the annexation, then record the resolution and the protest resolution with the Certificate of Completion, legal description and map as in the regular recording process. (see section 11)
11. **PREPARE TO RECORD**

The E.O. shall record, no later than 90 days after approval, a certified copy of the COC with the county recorder of each county in which any or any part of the territory included in the change of organization or reorganization is located. [§57203]

11.1 Prepare billing. If the project is Full Cost Recovery, the billing **MUST** be paid before recording; you can proceed with the “Prepare to Record” process, but do not actually record until fees are received and deposited. If the project is a Flat Fee, complete & print the billing and proceed with the recording process provided the Flat Fee has been received. (see Instructions – 15.29)

11.2 Make sure SBE fees have been received in the correct amount. If they have not been received, call or email a reminder to the applicant. You need to receive the SBE fees before recording. Confirm the check is not stale dated – not more than 160 days old.

11.3 If the Commission added or deleted parcels, changed or added conditions, make sure the applicant submitted amended maps and legal descriptions.

11.4 Make sure the map and legal description have been approved by the County Land Development Department.

11.5 Thoroughly check the map, legal description, and resolution for consistency and check the resolution for special conditions before recording. Mark the resolution “Attachment A”. Attachment A includes the resolutions(s), map(s) and legal descriptions.

11.6 Make sure the map is marked “Exhibit A,” and the legal “Exhibit B,” and that the exhibits are correctly cited in the Resolution. If there are more or less exhibits than usual, check that all are labeled and cited correctly. Record all resolutions that apply to project, including sphere of influence resolutions.

11.7 Prepare the **Certificate of Completion** (COC) for the E.O.’s signature. Make sure the COC cites “Attachment A”. Print the COC on 8½ x 11 paper. ([L:\FORMS\Project Processing or under sample forms in the Current Projects folder] [§57200(a)])

11.8 If the conditions of approval state that LAFCO staff will file a Notice of Exemption, attach the NOE as an exhibit to the Certificate of Completion to be recorded. Ask Executive Officer for direction.

11.9 Prepare the resolution, map and legal for the Deputy E.O. to review. (See section 10 if this involves a protest hearing.)

11.10 Have the E.O., Deputy E.O. or Analyst sign the C.O.C. and place it on top of the resolution and exhibits. Have the top of the C.O.C. certified by the E.O. or a Deputy after the date signed by the E.O. at the bottom and include the number of pages in the C.O.C. packet.

11.11 Email Marisa Brower-Gifford at Elections a notification that the project will be recorded on expected date.

11.12 For city annexations, make a copy of the document and send to Communications with a memo stating the date you expect it to be recorded and that if the recording does not go as planned, you will notify Communications immediately. ([Detail Excel workbook – Pre-record worksheet])
11.13 Hand deliver the Certificate of Completion to the Recorder’s Office for Recording. The Recorder’s Office will give you a receipt and return the Certificate of Completion to the office after the recording is completed- either by mail or courier mail. Make a copy of the C.O.C. being recorded for the project file.

11.14 If you like checklists, go to L:\Clerk’s Manual\Checklists.
12. AFTER RECORDING

12.1 Update the Yellow-Blue Book with recorded date(s).

12.2 Write recorded date on file cover with pencil.

12.3 Scan the recorded Certificate of Completion and place an electronic copy in the project file.

12.4 Update the next month’s Executive Officer’s Report activity report with recorded date and “waiting for return of recorded document to file with SBE”; create the next E.O. report if necessary (see Section 4.4).

12.5 If it is a city project, immediately: (Detail Excel workbook – Notify Authority & 911)
   a. Print memo and send to appropriate city or notify by email.
   b. Print memo and send by courier AND by email to Communications (Cheri Rockwell).
   c. Send electronic copy of C.O.C. to Darren Inks (dinks@gic.csuchico.edu) & Kirk Anderson (kanderson@gic.csuchico.edu) for mapping purposes

12.6 If it is a City of Chico project, immediately: (Detail Excel workbook – Notify Authority & 911)
   a. Print memo and send to Planner, City of Chico.
   b. Also, copy and paste memo and email Planner, City of Chico.
   d. Also, cc email to ________________ & Police-CRSUPV@________________

12.7 If NOT a city project, immediately: (Detail Excel workbook – Notify Authority)
   a. Print memo and send to Initiating Agency.
   b. Also, copy and paste memo and email to Initiating Agency if possible.

12.8 For all projects, send a letter via courier mail to Butte County Information Systems (IS) informing them of recordation, and that you will send them the recorded document once you receive it back from the recorder’s office. (Detail Excel workbook – Notify I.S. or Notify Dev Services)

12.9 Prepare the Statement of Boundary Change form, sign and date it, and make copies (2) copies. [§ 57204]. This form is completed on the State Board of Equalization’s website: http://www.SBE.ca.gov/proptaxes/pdf/400ta.pdf

12.10 Send a copy of Statement of Boundary Change form & C.O.C. (Recorded Copy) to Butte County Auditor. [§57204] For cover memo, use worksheet titled SBE – Auditor in the project’s Detail workbook. File copy of cover memo.

12.11 Place a copy of the Recorded Certificate of Completion in the C.O.C. Binder and update the list.

12.12 If you like checklists, go to L:\Clerk’s Manual\Checklists.
13. **FILE WHEN RECORDED DOCUMENT IS RETURNED**

13.1 Once the recorded Certificate of Completion (COC) is returned from Recorder’s Office, date stamp the back.

13.2 Wait to receive *Statement of TRA Assignment* from Auditor before proceeding. Save original and copy of *Boundary Change* form, for filing when *TRA Assignment* is received.

13.3 Once the *TRA Assignment* is received from the Auditor, date stamp it and make a copy.

13.4 All South Feather Water and Power Agency (SFWPA) actions must be filed individually with Plumas LAFCO and Yuba LAFCO. Send Recorded COC with cover memo to each. [§57203] (Cover memos: *SBE – Plumas* and *SBE – Yuba.*) If this is not a SFWPA action, delete the two cover memo worksheets above, as they will not be needed.

13.5 Send the following to the State Board of Equalization (SBE):
   
   a. Cover memo (*SBE – filing*)
   b. Filing fees (do not stamp back of check) **Check cannot be over 160 days old!!**
   c. Original Boundary Change form (copy to go in file)
   d. Copy of *Statement of TRA Assignment*
   e. Copy of recorded document
   f. Legal description and map provided by initiating agency (check informational file)
   g. Map of limiting addresses
   h. Vicinity Maps (2)

13.6 Send copies of recorded Certificate of Completion to the following (use cover memos):
   
   a. Assessor’s Office, Mapping Division (*SBE – Assessor*)
   b. Elections Office (*SBE – Elections*)
   c. Communications – (*SBE – Communications*) ***Only city projects!***
   d. Information Systems – (*SBE – I.S.*)

13.7 Using TRA list(s), mail copy of COC to each local agency affected by the change of organization. Use cover memo *COC – multiple – Make changes as appropriate*. For city projects, mail copy to Butte County Resource Conservation District also. ***Send Greater Chico Area Redevelopment District docs to City of Chico Planning Services Department***

13.8 Go to *L:\Labels\Specific Processes\SBE Filing* for mailing labels.

13.9 Staple copy of *Boundary Change* form and *TRA Assignment* to duplicate cover memos and file under the Certificate of Completion.

13.10 File the original COC in the file.

13.11 Update detail sheets.

13.12 If you like checklists, go to *L:\Clerk’s Manual\Checklists*. 
14. FILE WHEN ACKNOWLEDGMENT FROM SBE IS RECEIVED

14.1 Update the Yellow-Blue Book. (L:\Yellow & Blue\Acknow from SBE)

14.2 Make four (4) copies of the SBE Acknowledgment. Put original SBE acknowledgment in file.

14.3 Cover memos for this mailing are worksheets titled after “Acknow” in the Detail workbook.

14.4 Send copy of acknowledgment with cover memo to the Auditor, Property Tax Division.

14.5 Send the following items to the initiating agency & applicant(s):
   a. Cover memo
   b. Copy of Recorded Certificate of Completion
   c. Copy of SBE Acknowledgment

14.6 For C.S.A.’s initiated by private persons, send applicant a copy of the COC.

14.7 Send a copy of the Acknowledgment and the COC with cover memo to the following:
   a. Public Works / Land Development–

14.8 Send a copy of the COC with cover memo to the following as specified:
   a. All projects: CDF/BCFD –
   b. City projects: Butte County Sheriff –
   c. City of Chico projects: Butte County Administration –

14.9 Copy the recorded map. Write on the bottom of the map the recordation date, the project number and applicant name, and the acreage. File in the appropriate Recorded Maps file (alpha file) and update list. (L:\Recorded Maps forms)

14.10 Scan application, Certificate of Completion with all attachments, & Initial Study into the electronic file if this has not already been done.

14.11 File project in completed files drawer; recycle the corresponding informational file.

14.12 Update Executive Officer’s report, if necessary.

14.13 Update Excel project status & detail sheets.

14.14 See labels for mail out L:\Labels\Specific Processes\Closing file. Delete any labels that do not apply to this project, then print. DO NOT SAVE changes when you close the labels. You may pull existing labels from supply drawer instead of printing new ones if available.

14.15 Move current projects e-folder to archived projects in the appropriate annual folder.

14.16 If you like checklists, go to L:\Clerk’s Manual\Checklists.
15. INSTRUCTIONS – Project Related

15.1 Access the GIS Screen:

a. From My Computer, follow the path L:LAFCoGIS and choose a lookup file feature.
b. Click the box to the left of Parcel.shp and click on the word itself.
c. Go to View – Find, or locate and click the “binoculars” icon on the top toolbar.
d. Type in the APN you want to look up and then click on ‘Find’.
e. Once the APN is found, double click on the APN that appears under the word “Value” in the Find box. The parcel will change color for a short time when found on map.
f. Make sure the encircled letter “i” (Identify) is selected on the lower toolbar, then click on the parcel you have looked up to view, and expand the box that appears, to view the information provided.
g. To calculate acreage:
   - Within an active theme (parcels, zoning, etc.): Press SELECT FEATURE button, hold down SHIFT key and click on desired polygons
   - Press OPEN THEME TABLE button and highlight ACRES tab
   - Go to FIELD MENU and then STATISTICS and view data box.
h. To calculate parcels:
   - Activate desired theme (zoning, parcels, CSA 37, etc.)
   - Highlight PARCEL.SHP Theme
   - Go to THEME MENU then SELECT BY THEME
   - Click “HAVE CENTER IN”
   - Select feature theme (CSA 37, SFWPA, etc.)
   - Click NEW SET and OPEN THEME TABLE and you will see for example “6342 of 89,000”
i. To Color/Fill change:
   - Double click on THEME box = LEGEND EDITOR
   - Outline/Foreground/etc. selection then select color

15.2 Complete the Ownership List (Table) for a project:

a. Open the Table saved previously in the project file folder.
b. Make sure it displays the accurate project title.
c. Fill in the APNs from the Affected Property Owners’ table submitted with the application.
d. Ask the Project Planner/Deputy E.O. if Registered Voters will be necessary. If so, see Instructions below to access that information.
e. The Yes/No vote is usually filled in by the Planner/Deputy E.O. before the report deadline.
f. To find the other information for the Table, use the Assessor’s Screen as described below.
g. Type the TRAs at the bottom of the Table or copy & paste from the current TRA listing. Reference the TRA Binder (front office) and type the agencies associated with each TRA.

15.3 Access the Assessor’s Screen:

a. Type XXXX in your web browser to access the Butte County Intranet
b. Click on the Support & Training tab.
c. Click on Property Tax System in the left column.
d. Click on System Upgrade (bottom of page).
15.4 Access Registered Voter Information:

a. Open the desktop shortcut: Registered Voter Lookup OR click the website link: http://ecr-XXX-XXXX OR
b. Go to L:\Clerk’s Manual\OTHER\Public Access Voter Lookup-Login
c. Type in your Username and Password: XXXXXX.
d. Click to search by address and type in situs addresses to look up RVs.
e. Printed material must be kept confidential and must be shredded when no longer needed.

15.5 Prepare Publishing:

a. Determine what type of item the project is: Budget, Fee Schedule, Policies & Procedures, MSR, EIR, Negative Declaration, Categorical Exemption, Island, or Island with a Negative Declaration.
b. Determine deadline for emailing or faxing the publication into the paper (see Publishing Deadlines).
c. Go to L:\Notices & Publishing\PUBLISHING and open the appropriate type. Save As the file under the project file folder.
d. Fill in the appropriate date(s), project title and description.
e. Have the description follow this example: “The annexation of approximately (#) acres to allow for the extension of (services here). The property is located at (address), (city), (state), and is identified by Assessor’s Parcel Numbers (list APNs), and such additional parcels as may be added by the Commission.” Descriptions may vary per proposal, but use the bold language in each case unless otherwise stated by the Planner/Deputy E.O. Do not use the “such additional parcels…” verbiage with Island only annexations.
f. Have the Planner/Deputy EO confirm the language and description of the publication.
g. Email the approved publication to the appropriate newspaper with a note stating invoice will be paid by Visa (CALCard) when received. Most newspapers do not have Word 2007 – you need to convert the publication to an older version of Word.
h. Make sure the pages were received/read (read receipt) or print fax report. Call newspaper to confirm publication. Staple the publication sheet with the confirmation email or fax report together and file in the project file under publication tab (make tab if necessary).
i. Remember to post the “publishing” on the LAFCO window, at the Board Room and on the website on the designated publishing date (at least 21 days prior to date of hearing). Print 5-day removal date on back of publishing sheets before posting (L:\Clerk’s Manual\OTHER\Post Notices).

15.6 Prepare Public Notices:

a. Determine what type of item the project is: 100% Consent, Not 100% Consent, or Island.
b. Determine the deadline for mailing the notices and prepare plenty in advance.
c. Go to L:\Notices & Publishing and choose the appropriate folder (see a. above). Open Postcard – 300 feet, Notice – affected, and Notice – 300 feet. Save As each notice under the project file folder.
d. Fill in the appropriate information; use the same date as publishing as the mailout date.
e. Use the description used for publishing; if not published, follow 15.5 e. above.
f. Print out the PDF map sent by Greg Burton or created by Deputy Executive Officer; verify correct dates, title, APNs, etc.
g. Print out the notices and have Planner/Deputy EO approve notices and map.
h. Print out Postcard Backside for copying postcards. (L:\Notices & Publishing)
i. Pull labels from the project file or make them if not supplied; determine how many letters with maps need to be printed and how many postcards need to be printed.
j. Print and ready notices/postcards to mail on the designated mailout date. Print two-sided when possible.
Note: if you need to send more than 1000 notices you can just publish the notice in the appropriate paper instead of mailing.

15.7 Agenda Mailout Labels:

a. Go to L:\Labels\Agenda Mailout and print the labels, if you have not already done so.
b. For labels marked with “A&M”, send the Agenda and Minutes.
c. For labels marked with “A”, send the Agenda.
d. Notice any labels marked "subscriber"; check subscription list for expiration date. (L:\Clerk’s Manual\Subscriptions) ** We currently don’t have any subscriptions.
e. Use the Email mailout list for emailing the agenda with links to the staff reports/memos.
f. Place the “2 Extra Packets” in the briefcase in case needed at the LAFCo meeting.
g. Place the originals in the agenda folder drawer and remove last year’s packet.

15.8 Prepare Publishing for Protest Hearing:

a. Determine deadline for faxing the publication into the paper (see Publishing Deadlines); must be published 21 days prior to date of hearing.
b. Go to L:\Notices & Publishing\PROTEST HEARINGS and choose Protest Publish – inhabited or uninhabited. Save As the file under the project file folder.
c. Fill in the appropriate date(s), project title, APN’s with addresses, etc.
d. Have the Planner/Deputy EO confirm the notice for publication.
e. Email the approved publication to the appropriate newspaper with a note stating invoice will be paid by Visa (CALCard) when received. Most newspapers do not have Word 2007 – you need to convert the publication to an older version of Word.
f. Make sure the pages were received/read (read receipt) or print fax report if faxed. Call newspaper to confirm publication. Staple the publication sheet with the confirmation email or fax report together and file in the project file under publication tab (make tab if necessary).
g. Remember to post the “publishing” on the LAFCO window, at the Board Room and on the website on the designated publishing date (at least 21 days prior to date of hearing). Print 5-day removal date on back of publishing sheets before posting (L:\Clerk’s Manual\OTHER\Post Notices).

15.9 Prepare Public Notice for Protest Hearing:

a. Determine the deadline for mailing the notices (21 days prior to date of hearing) and prepare plenty in advance.
b. Go to L:\Notices & Publishing\PROTEST HEARINGS and choose Protest Notice – inhabited or uninhabited. Save As the notice under the project file folder; fill in appropriate info and print. Also, change hearing date info on map and print.
c. Go to L:\FORMS\Protest Proceedings and choose uninhabited or inhabited Protest Cover Letter; Save As the letter to the project folder and fill in appropriate info and print. Also, print out protest form for landowners and registered voters if necessary.
d. Have Planner/Deputy EO approve notice, cover letter, protest form(s) and map before mailing.
e. Mail material to the Clerk of the County, City or District; proponents designated by the petition; landowners; persons requesting notice; and registered voters if necessary.

15.10 Publish Eighth Page Display Advertisement:

a. Determine deadline for faxing or emailing the publication into the paper (see Publishing Deadlines); must be published at least 10 days prior to date of hearing.
b. Follow steps c. through f. of Prepare Publishing section above for regular hearings. Follow steps b. through d. of Prepare Publishing for Protest Hearing section above for protest hearings.
c. Email the approved publication to the appropriate newspaper with a note stating the invoice will be paid by Visa (CALCard) Refer to the Publishing deadlines sheet.
d. Make sure the publication was received by calling to confirm and or/read email receipt confirmation. Staple the sheets together and file in the project file under publication tab (make tab if necessary).
e. Remember to post the “publishing” on the LAFCO window, at the Board Room and on the website on the designated publishing date (at least 10 days prior to date of hearing).

15.11 Deposit Fees:

a. Write receipt and make a copy of receipt and check. Stamp the back of the check with the Deposit stamp. Do not stamp the State Board of Equalization Checks!
b. Staple white receipt to copy and file, unless directed to mail to applicant or check writer.
c. Go to L:\FORMS\Deposit Sheet Form and choose the Excel workbook for the appropriate month.
d. Use the “Deposit Sheet” for deposit to Auditor and Treasurer.
e. Enter date of deposit.
f. For each deposit, enter filing fee information, sphere fee information, receipt #, file #, and dollar amount. Enter bag #.
g. Print on NCR paper – four (4) copies / 1 of each color.
h. Have the E.O. or Deputy sign and make sure the signature appears on all four sheets.
i. Staple yellow receipt to the white deposit sheet and send via courier mail to the Auditor.
j. File the pink deposit sheet in the deposit file folder.
k. Paperclip the check(s) to the yellow deposit sheet and fold in thirds. If there is more than one check, a listing needs to be included in deposit; adding machine tape is best and paperclip it with the check. Place the check, deposit sheet and listing in the bag and lock it.
l. Give the golden rod copy to Analyst w/ copy of the deposited check(s).
m. There is a list in the deposit file folder, enter the amount, LAFCO, and date you expect the courier to pick up the deposit. Leave this page open on the courier table, with a pen and the deposit bag. The courier will collect the deposit and sign the sheet.
n. On the Monthly Totals sheet, fill in the date of deposit, file #, receipt #, total filing fee amount, total sphere fee amount, or fee amount. Also update the Monthly Receipts Statement sheet (Fees minus Sphere fees, and Sphere fees – get totals from Monthly Totals tab. When the ATR sheet returns in the bag, enter the ATR # as well. This # will be used in the Monthly Cash Statement.
o. If the deposit is for additional filing fees, update Yellow Blue filing under extra billing.
15.12 Include Maps in a Staff Report:

a. Go to the appropriate project file and open the PDF map and the staff report.
b. For better resolution in copying, zoom the map to 400%.
c. Right click anywhere in the lowest toolbar. Select Edit -> Take “Snapshot”.
d. Place the cross hairs on the upper left corner of the maps border, click and drag down to the lower right corner border.
e. Click “OK” to acknowledge that it has been copied to the clipboard.
f. Open Word and paste the map on a blank page.
g. Copy the map.
h. Go to the staff report, paste the map on page two, and center it on the page.
i. Exit Adobe Acrobat and the blank Word document without saving.
j. Save the staff report before exiting Word.

15.13 Include Notices of Exemption in a Staff Report:

a. Make sure the NOE has been scanned on the copier.
b. Go to the project file and open the scanned NOE. Press “Ctrl” and “C”.
c. Go to the staff report and press “Ctrl” and “V” to paste the NOE to the last page of the staff report.
d. Adjust as necessary to be centered and legible when printed.
e. Use text box to label the NOE Exhibit “C” (or other letter if necessary) in the upper right corner.

15.14 PDF Files from Word:

a. Open the file you want in Word.
b. Go to the Office Button at the top left corner. Click “Save As” then select Adobe PDF.
c. Click “OK,” choose a name for this new PDF document, where you want it saved to and click “Save.”

a. Always “Log Off” and exit the website.

15.15 Modify the Website – Event Calendar:

b. Scroll to the bottom of the page and select “LOGIN.”
c. Enter your Login and Password.
d. Select the “Components” tab.
e. Select “JCal Pro”.
f. Select “Events Manager”.
g. Enter new event or update existing event. You may need to add a new event category if the one you want is not already there.
h. Once you have entered the new event, click “apply” & “save” at the top right corner.
i. Always “Log Off” and exit the website.
15.16 Modify the Website – Add Agenda & Minutes:

b. Go to www.buttelafco.org.
c. Scroll to the bottom of the page and select “LOGIN.”
d. Enter your Login and Password.
e. If the LAFCo meeting event has been added to the website, skip to section 15.16. If not…
f. Select “Dashboard” in the upper left.
g. Scroll to bottom and select “More”.
h. Scroll to “Event”.
i. For “Title” – Enter “LAFCo Meeting”.
j. Under Event Type, select Meeting.
k. Under Event Date, Enter the Date and Time for the Meeting.
l. If you are ready to upload the Agenda, Scroll down to Agenda and select Browse. Find the agenda on the shared drive. Select Upload to upload the agenda to the new LAFCo meeting.
m. Click Save to save your work before logging off.

15.17 Modify the Website – News Updates:

b. Scroll to the bottom of the page and select “MEMBER LOGIN.”
c. Enter your Login and Password to enter.
d. Select the “Article Manager”
e. Select “Home”
f. Enter the News Updates & click apply/save.
g. Always “Log Off” and exit the website.

15.18 Modify the Website – Documents and Forms, Maps & Links:

a. Follow instructions at 15.15 for uploading files to FileZilla Client.
b. Go to www.buttelafco.org.
c. Scroll to the bottom of the page and select “MEMBER LOGIN.”
d. Enter your Login and Password to enter.
e. Select the Article Manager Icon.
f. Select the Maps folder.
g. Type the name of the map you will be adding.
h. Highlight the “Map path” you just entered and select the link tool.
i. This opens a new window. Select browse in the new window.
j. Find the map that has been uploaded to FileZilla.
k. Click “Insert” and “Insert” again.
l. Click apply and save. This should have created a link to the map.
m. Always “Log Off” and exit the website.

15.19 Modify the Website – Publications & Notices:

a. Follow instructions at 15.15 for uploading files to FileZilla Client.
b. Go to www.buttelafco.org.
c. Scroll to the bottom of the page and select “MEMBER LOGIN.”
d. Enter your Login and Password to enter.

e. Select the Article Manager Icon.

f. Select Commission Meetings. Create new row for the current LAFCo meeting.

g. Highlight the Agenda word in the new row and select the link tool.

h. This opens a new window. Select browse in the new window

i. Select the document you want from the files shown.

j. Click the insert button and then click insert again. This should have linked your agenda document to the word Agenda on the Website.

k. Click Apply in the upper right corner of the screen and then click Save.

l. Always “Log Off” and exit the website.

15.20 Modify the Website – Adding Items to the Homepage:

a. Follow instructions at 15.15 for uploading files to FileZilla Client.

b. Go to www.buttelafco.org.

c. Scroll to the bottom of the page and select “MEMBER LOGIN.”

d. Enter your Login and Password to enter.

e. Select the Article Manager Icon.

f. Select Home.

g. Enter the information you want to add to the Homepage.

h. Select apply/save.

i. Always “Log Off” and exit the website.

15.21 Post Municipal Service Reviews or Other Documents to Website:

a. Follow instructions indicated in 15.21 to post document in Documents and Forms folder.

b. If the document needs to have easier website access while it is in progress or if it has been recently approved, post it to the Homepage by following instructions listed in 15.24.

c. IMPORTANT: If the document consists of more than one PDF file, make sure that when you type the URL for the folder, it is preceded by /common/.

15.22 Prepare Resolutions:

a. Open L:\Resolutions\SAMPLE RESOLUTIONS. Choose the appropriate sample.

b. Save As “Project #” and “Project Title” in the project file folder.

c. Choose a resolution number: pull up current resolution list and choose the next available number. Type this number into the project resolution (i.e. 25 2005/06).

d. If this project also involves a sphere amendment, municipal service review (MSR), protest hearing or other – be sure to use the same resolution number but add the appropriate letter (S = sphere amendment; M = MSR; P = protest; i.e. 25-P 2005/06).

e. Fill in the appropriate dates, titles, agencies, and resolution number.

f. Open the staff report for the project. Make sure it is the report the Commission approved.

g. Copy the text from “Section 1. Environmental Findings” from the staff report and paste over the red font in the resolution.

h. Copy the text from “Section 2. General Terms and/or Conditions” and paste likewise.

i. Copy the text from “Section 3. Conditions requested by LAFCO” and paste likewise.

j. Do not copy and paste the section titles themselves – just the text under those titles.

k. For the resolution, Section 3. must be “Conditions adopted by LAFCO.”

l. Select all and make the font black.

m. Remember to fill in the accurate vote.
n. **Proofread the resolution thoroughly.**  
  o. Have Deputy Executive Officer review the resolution.  
  p. Send the resolution to the Chair if a signature is still needed. Include a self-addressed, stamped large envelope for the Chair to return the resolution.

15.23 **Process Billing for Newspaper Publications:**

  a. Receive and date stamp the billing from the newspaper (duplicate cover sheets).  
  b. Give newspaper billing to Analyst to pay using CalCard VISA.  
  c. Add publication costs to specific project billing.

15.24 **Print New Project File Label:**

  a. Open Word and select **Tools – Envelopes and Labels.**  
  b. Select the **Labels** tab and **Options.**  
  c. Under “Product Number,” select “File Setup Template 5202...” and click “OK.”  
  d. Type in the filename. (Example: 06-04 – City of Chico – Lassen Avenue Annexation No. 5)  
  e. Use the file labels named “Item 5206.”  
  f. Select “Single label” and choose the row number of the next available label.  
  g. Place the labels face down in the printer with the top of the sheet toward the printer.  
  h. Click on “Print.”

15.25 **Send Notice for Cancelled Hearing:**

  a. Go to **L:\Notices & Publishing** and open **Meeting Cancellation Notice.**  
  b. **Save As** to the current year file (**L:\Agendas**) and rename it the cancelled hearing date.  
  c. Change the appropriate dates and/or information on the notice and blacken the font.  
  d. Go to **L:\Labels\Agenda Mailout** and print the labels.  
  e. Follow normal procedure for saving as a PDF file. (see Instructions 15.16 & 15.17)  
  f. Follow normal procedure for posting to website. (see Instructions 15.23)  
  g. At least 7 days prior to the hearing, mail the cancellation notice to appropriate labels and email the notice to appropriate email distribution list.  
  h. Place a notice in the appropriate file in the Complete Packets file drawer.

15.26 **Publish Change of Hearing Date:**

  a. Go to **L:\Notices & Publishing\PUBLISHING** and open **Hearing Date Change.**  
  b. **Save As** to the specific project folder; make the appropriate changes and print.  
  c. Have the Deputy EO confirm the language of the publication.  
  d. Email or Fax the approved publication to the appropriate newspaper.  
  e. Call to make sure the pages were received. Staple the sheets together and file in the project file under publication tab (make tab if necessary).  
  f. **Remember to post the “publishing” on the LAFCO window, at the Board Room, and on the website.** Print 5-day removal date on back of publishing sheets before posting (**L:\Clerk’s Manual\OTHER\Post Notices**).
15.27 Process Billing for Full Cost Recovery Projects:

a. Use journals to fill in staff time on specific projects. If you use the physical journals ("Journals" binder in Analyst's office), place a mark next to each time entry to avoid duplicate entries on the billing. If you use the electronic journals (L:\Time Tracking), be certain you enter the times and pay periods correctly on the billing sheet.

b. Add Legal Counsel (minimum of one hour).

c. Add publishing (check file).

d. Add mapping (check GIS invoices - Claims binder in Analyst's office).

e. Add copying charges (if any).

f. Add 2 hours to the Commission Clerk's journal for final filings.

g. Make sure you give credit for payments that have been received on the billing, the receipt number and the date paid.

h. If a refund is due, go to the last worksheet labeled “final bill letter,” change the information as appropriate and choose the appropriate language for a refund. Print the letter and have it signed. Go to L:\Claims and open REFUND CLAIM. Save As to the specific project file and fill out the claim as appropriate. Copy the signed letter and the claim to file. Send the claim attached to the letter to the applicant. Record the project within the 30-35 day timeframe.

i. If payment is due, print the billing invoice and prepare a cover letter, update the information as appropriate and choose the appropriate language for project. Print and sign the letter. Copy the signed letter to file. Send the letter to the applicant and wait for payment before recording. Make sure you have this being tracked in Outlook Task.

j. Record the project within the 30-35 day timeframe if payment is received early; otherwise, record the project immediately after depositing the fee.

k. Update the YellowBlue book with extra billing information (L:\Yellow & Blue\Filing Fees).

15.28 Write Receipt for New Project:

a. Fill out receipt as follows:

   Office or Department Issuing Receipt = Butte LAFCO  
   Date = “date”  
   Received from = “issuant of check” (Ex: City of Chico)  
   The Sum of = write out amount (Ex: three thousand four & 00/100)  
   $ = “amount” (Ex: 3,004.00)  
   For = LAFCO File # ____ (Filing $ _____; SOI $ _____)  
   Received = check either CASH or CHECK; next to CHECK write the check #  
   Received by = “your name”  
   Title = “your title”  
   By = “your signature”

15.29 Next

15.30 Next
16 HOW TO ORDER

16.1 Through Office Depot:

   Login Name: XXXXXXX Password: XXXXXXXX
b. You can select “My Shopping Lists” on the left hand margin to order items already saved in the system. There are three folders: “Household Items” – i.e. paper towels, facial tissue, toilet paper, etc.; “Office Supplies” – i.e. ink cartridges, staples, folders, etc.; “Special Office Items” – more expensive one-time purchases as directed by the E.O. To order items from these lists, click on the list, checkmark the appropriate boxes to the left of each item, enter a quantity to the right, and at the bottom select “Add To Cart.”
c. You can also search through the physical or online catalogue or the Frequently Used Items list in this binder to obtain item numbers. Select “Order by Item #” on the left hand margin, type in Item #’s and quantities, and click the “Add To Cart” button.
d. When you are finished shopping and ready to complete the order, click on “Check Out” in the Shopping Cart section in the upper left corner.
e. Review the information. Print the order out and get confirmation from the E.O. to place the order for the amount listed. Keep the printout to verify upon delivery that you received everything you ordered.
f. Upon E.O. approval, select “Place Order” at the bottom right corner. An automatic email will be sent to your mailbox. Print a copy and save it until your order is delivered and verified. Delete the email from Outlook once order is received.

16.2 Through Staples:

a. Go to http://www.staples.com/ . Log in name: (currently)XXXXX and Password: XXXXXXXX
b. Search for item(s). Select the item and quantity being ordered. Click on “Add to Cart” button.
c. When you are finished shopping and ready to complete the order, click on the red shopping cart in the top right corner of screen. Click on “Begin Secure Check Out”.
d. Click “Select from Stored Addresses” to choose the LAFCO office address for billing and shipping. Click the “Continue” button at the bottom of the page.
e. Print this page showing the items in your order. Get confirmation from the E.O. to place the order for the amount listed. Keep the printout to verify upon delivery that you received everything you ordered.
f. Upon E.O. approval, select “Submit Order” at the bottom right corner. An automatic email should be sent to your mailbox. Print a copy and save it until your order is delivered and verified. Delete the email from Outlook once XXXXXXX and password: XXXX. Secret question: Place of Birth: XXXXXX.

16.3 Through Quill:

b. Search for item(s). Select the item by clicking the “Buy” button. A new window will appear for you to enter quantity being ordered.
c. When you are finished ordering, click on the “Shopping Cart” at the top right corner of the screen.
d. Print this page showing the items in your order. Get confirmation from the E.O. to place the order for the amount listed. Keep the printout to verify upon delivery that you received everything you ordered.

e. Upon E.O. approval, select “Checkout” at the bottom of the page. An automatic email should be sent to your email address. Print a copy and save it until your order is delivered and verified. Delete the email from Outlook once order is received

16.4 INK INFO:

**HP Laser Printer 3600** (Analyst Office): Order #Q6470A (Black), #Q6471A (Cyan), #Q6472A (Yellow), #Q6473A (Magenta). Order Cartridge Refills from Cartridge World 342-3333 (Chico Store).

**Canon 3380i**: Get replacement ink from the County Print Shop / Mailroom. If you email Mike Comer at XXXXXXXX@buttecounty.net before you go, he will have the ink ready for you.

16.5 Copier Paper or Color Paper:

a. Open the Butte County Intranet.

b. Select General Services from Drop Down Box entitled “Select a Department or Division”

c. Select “Print Shop” from left hand toolbar. Complete requisition form using Price Sheet tab for stock codes. See instructions tab for additional information.

Fill out a “Printing Requisition & Job Order” form as follows:

- **Department** = LAFCO
- **Requisition No.** = “date”
- **Date** = “date”
- **Dept No.** = 797
- **Expenditure Account** = 535-101
- **Quantity** = For Copier Paper: 2 boxes OR For Color Paper: by reams
- **Description** = For Copier Paper: 8½ x 11 white paper OR For Color Paper: list color (Example: pastel green vs. bright green)

e. Email the completed Requisition form to & pick up the paper from the Print Shop.

16.6 Copies of Environmental Documents:

[For projects with a Notice of Determination (NOD) and an Initial Study]

a. Obtain Printing Requisition form following instructions above at 16.5 (a, b &c).

Fill out a “Printing Requisition & Job Order” form as follows:

- **Department** = LAFCO
- **Requisition No.** = “date”
- **Date** = “date”
- **Dept No.** = 797
- **Expenditure Account** = 535-101
- **Quantity** = 30
- **Description** = Exhibit “C” - NOD & Initial Study for (insert project title)

Check next to: Collating, Stapling, Two Side (note: “except 1st page”), and No. of Originals.
b. Print the text Exhibit “C” on the top right corner of the NOD; move the text as necessary to avoid covering other text on the NOD. Print a different exhibit letter if necessary to match the staff report. If any other exhibit letter appears on the NOD, white it out to avoid confusion.

c. Clamp the rest of the Requisition to the NOD and the Initial Study and send via courier to the Print Shop or hand deliver with electronic copy when available.

d. The Print Shop may deliver the copies to the office; otherwise, call or email the Print Shop in a couple days to find out when the copies will be ready to be picked up.

16.7 NCR Paper:

a. Fill out a “Printing Requisition & Job Order” form as shown above in 16.5 as follows:
   Department = LAFCO
   Requisition No. = “date”
   Date = “date”
   Dept No. = 797
   Expenditure Account = 535-101
   Quantity = 1 ream
   Description = NCR Paper: white, yellow, pink, goldenrod (4-part straight sequence)

b. Make a copy of the requisition form for the binder.

c. Email the requisition form to the Print Shop.

d. If NCR paper is not delivered soon, email print shop and ask if it needs to be picked up.

16.8 staples for copier:

a. Fill out a “Printing Requisition & Job Order” form as follows:
   Department = LAFCO
   Requisition No. = “date”
   Date = “date”
   Dept No. = 797
   Expenditure Account = 535-101
   Quantity = 1 box
   Description = 500-sheet finisher staples

b. Print a copy for the Requisition binder.

c. Email the requisition form to the Print Shop.

d. If staples are not delivered soon, email print shop and ask if they need to be picked up.

16.9 Stamps:

   Buy Stamps with CALCard directly from Post Office & keep receipt or use personal funds to purchase from Costco and submit a claim (with original receipt) for reimbursement.

16.10 “Public Hearing Notice” Envelopes:
a. This order is usually made before June after receiving a letter from the Print Shop.
b. Fill out a “Printing Requisition & Job Order” form as shown in section 16.5 as follows:
   
   \begin{verbatim}
   Department = LAFCO
   Requisition No. = “date”
   Date = “date”
   Dept No. = 797
   Expenditure Account = 535-101
   Quantity = 2500
   Description = “Public Hearing Notice” Envelopes
   \end{verbatim}
c. Check the “Color of Ink” box and write “See Example” next to it.
d. Print a copy of the requisition form for the binder.
e. Courier the rest to the Print Shop; include 13 examples (unless otherwise directed) with all changes noted.
f. Call or email the Print Shop with any questions.

16.11 “Return Service Requested” Envelopes:

a. Follow procedure stated above in 16.10 except as follows:
   
   Description = “Return Service Requested” Envelopes
b. Remember to include the examples with all changes noted.

16.12 Business Cards:

a. Fill out a “Printing Requisition & Job Order” form as shown in section 16.5 as follows:
   
   \begin{verbatim}
   Department = LAFCO
   Requisition No. = “date”
   Date = “date”
   Dept No. = 797
   Expenditure Account = 535-101
   Quantity = 500 Each
   Description = Business Cards for (name of person)
   \end{verbatim}
b. Check the “Color of Ink” box and write “See Example” next to it.
c. Print a copy of the form for the Requisition binder.
d. Email the requisition form to the Print Shop; include examples of the cards with any changes noted.

16.13 LAFCO Letterhead:

a. Fill out a “Printing Requisition & Job Order” form as shown in section 16.5 as follows:
   
   \begin{verbatim}
   Department = LAFCO
   Requisition No. = “date”
   Date = “date”
   Dept No. = 797
   Expenditure Account = 535-101
   Quantity = 1000
   Description = LAFCO Letterhead
   \end{verbatim}
b. Check the “Color of Ink” box and write “See Example” next to it.
c. Get an authorized signature.
d. Print a copy of the requisition form for the in Requisition binder.
e. Email the requisition form to the Print Shop; include an example with any changes noted.

16.14 Deposit Bags:

a. Fill out a “Stores Requisition” as shown in section 16.5 above as follows:
   Department = LAFCO
   Delivery Address = 1453 Downer Street, Suite C
   Attention = “your name” – 538-7784
   Date = “date”
   Requisition No. = “date”
   Appropriation = 797
   A. = 535-102
   Quantity Ordered = 1
   Unit of Issue = each
   App’n Ltr = A
   Article and Description = Deposit Bag # (Store Room will fill in the bag # when filling order.)

b. Print a copy for the Requisition binder.

c. Email the requisition to the Storeroom.

d. When bag is delivered, sign “Received By” and “Date”

16.15 Nameplates for Commissioners (Recognition Products):

a. Go to L:\FORMS\FPO FORMS\Recognition Products Tab.

b. Change any necessary information, such as dates and the Imprinted Name.

c. Fax the Order Form to Recognition Products: 1-800-772-5612

d. If you have any questions, call Recognition Products: 1-800-922-6868

e. Wait for an Invoice to be returned and date stamp it.

f. Give the Invoice to Analyst to pay by CALCard Visa

16.16 Next

16.17 Next

17 GENERAL INSTRUCTIONS
17.1  Begin a Deposit Sheet for a New Month:

a. Pull up the last month’s deposit sheet.
b. Print the “Monthly Totals” page for the binder.
c. Save the Excel workbook as the current month
d. On the Deposit Sheet, change the date and the month.
e. On the Monthly Totals sheet, clear the old information. The month on this sheet should have changed when you changed it on the Deposit Sheet.

17.2  Process Claims:

a. Uses for Claims: The General Claim form is not a Purchasing Services form; however, this Auditor-Controller form is used to effect payment for some contractual agreements. The Claim form is used to effect payment for products or services provided through contracts with Auditor-Controller assigned contract numbers, employee travel, and refunds.
b. Butte LAFCO uses Claim Forms to pay for the following:
c. Staff reimbursements for travel expenses such as mileage, meals, airfare, lodging and parking;
d. Staff purchases of office equipment or supplies from a local store;
e. GIS and mapping services;
f. Lease Agreement;
g. Legal Counsel services;
h. CompuGuide Services for training;
i. Refunds of unused project filing fees; and
j. Reimbursement for Commissioners attending CALAFCO Conferences for airfare, parking fees, lodging and meals.
k. You must have original receipts to send to the Auditor with Claim for payment.
l. See examples on shared drive to follow in filling out a claim.

17.3  Use Microfilm CD:

a. Select “Start,” “Programs,” and “Report Xtender Viewer.”
b. For Projects CD – Username: XXXXXX and Password: XXXXXXX
c. For Minutes CD – Username: XXXXXX and Password: XXXXXXX
d. Select “Edit” and then select “Run Query.”
e. Right-click on the desired folder and select “Display.”
f. Use arrow icons on upper task bar to travel through documents.

17.4  Use Sungard-Pentamation (eFinancePLUS) – County Financial Accounting System

Please refer to the Management Analyst Reference Manual for instructions.

17.5  Create a Form Template in Word:

b. Select the “General” tab, “Blank Document” and “Template” – click “OK.”
c. Create the Form, and then click “View” – “Toolbars” – “Forms.”
d. Use the Forms Toolbar to create fields.
e. The “ab” icon creates text fields.
f. Select the text field and click “Format” – “Paragraph” and choose desired Line Spacing for the field.
g. Select the text field and click the underline icon to underline the field.

h. Click the padlock icon when finished to lock the Form.
i. Remove the padlock icon by going to View – Toolbars and deselecting “Forms.”
j. Click “File” – “Save As” – designate the location and name of the file.

17.6 Operate the Copier as a Scanner:

a. Hit the arrow over button → at the top right corner of Copier screen twice.
b. Enter Logon name (Same as used for personal computers)
c. Enter Password (Same password used for personal computers)
d. Select- Scan to shared L:Drive:
   • Scan to Scanned Items Folder
   • Scan directly to appropriate folder
   or
e. Select Scan to e-mail:

17.7 Call for Copier Maintenance:

a. Call Ray Morgan Company at 530-343-6065
b. Provide them with the copier number: Canon ImageRunner 3380i

d. Select- Scan to shared L:Drive:
   • Scan to Scanned Items Folder
   • Scan directly to appropriate folder
   or
e. Select Scan to e-mail:

17.8 Change Time on Copier:

a. See Manual inside Copier compartment

17.9 Mark Sections in this Document to Appear on Table of Contents:

a. Highlight the section you want to appear on the TOC. For example: “17.11 Mark Sections in this Document to Appear on Table of Contents.”
b. Hold down “Shift” and “Alt” and press “O.”
c. The Table Identifier is usually “C.”
d. Make sure that the Entry appears as appropriate. For main titles, such as “Instructions” select Level 1 and click “Mark” and “Close.” For minor titles, such as the one highlighted above, select Level 3 and click “Mark” and “Close.”
e. Part of the hidden code will appear in the document. To hide it again, click the “Show/Hide” icon on the top task bar.
f. Hold down “Ctrl” and press “Home.”
g. Hover over the shaded portion of the TOC and right-click the mouse. Select “Update Field,” check “Update entire table” if it gives the option and click “OK.”
h. Verify that the information on the TOC was updated correctly.
i. The TOC sometimes changes font styles, etc. when it is updated. (I do not know why.) You may need to select the text of the TOC and choose 11-point Arial font then save.

17.10 Tips for Excel:
a. To insert a new worksheet tab:
   - Right click on tab that will be to the right of the tab you want to insert.
   - Select insert.
   - Select Worksheet and OK.

b. If you want the new worksheet tab to be similar to another:
   - Go to the tab that you want to copy.
   - Click the upper left corner box to select all.
   - Hold Ctrl and C to copy.
   - Go to the new tab you inserted.
   - Click the upper left corner box to select all.
   - Hold Ctrl and P to paste.
   - Double-click on the new tab that probably says “Sheet1” to rename the tab.
   - Then make any necessary changes to the new worksheet.

c. To hide a column or row:
   - Select a column (letter) or row (number) or a range of them.
   - Right-click and select HIDE.
   - BE VERY CAREFUL not to select delete.
   - If the form will be used in the future, it might be good to unhide the columns/rows to avoid confusing anyone who may use the form.

d. To unhide a column or row:
   - Follow the same procedure above, but select UNHIDE instead.

e. **When you want just the number 7 and it appears as 0.07:** Format – Cell – Text – OK.

f. **To insert information from another sheet:** click into the cell you want to insert the info into; click on the SUM key (Sideway M); go up to the tool bar, highlight everything after the = sign – delete; go to the cell you want to copy in any sheet; click on that cell – enter; to REMOVE, hit delete.

g. **#Value:** when you want to copy information from one sheet to another and the “#Value” sign shows in the cell instead of the information or amount you wanted: click into the cell with #Value; go up to the tool bar and highlight the last part of the code – delete; (Example in tool bar) ='Detail – information!'E12:S12  highlight the :S12 – delete.

h. **Wrap Around Sentence:** type in sentence; select the cell containing the sentence; right-click mouse; select Format Cells… – Alignment – (Horizontal) Justify – (Vertical) Top – Wrap Text – OK; drag the cell down to show the entire sentence.

i. **To Remove Formatted cell:** click on cell and select Edit – Clear – Format, this removes all changes (fonts, style & size, bold).

17.11 Clean Out Files for Imaging:

a. **KEEP** the following:
   - Recorded Document (COC, Resolution, Legal & Map)
   - Client Billing Worksheet
   - Billing Letter OR Claim Form of Refund
   - Memo’s and Letters Showing Paper Trail
   - SBE Statement of Boundary Change
   - SBE Acknowledgment
   - Detail Sheet
   - Agendas
   - Minutes
   - Affidavit of Publication
   - Comments
17.12 Locate, Edit and Print Labels:

a. Go to L:\Labels and select the appropriate folder or document.
b. Agenda Mailout is for mailing out the packet each month.
c. Cities, Districts, Commission contains all that the title implies.
d. County Depts – courier contains courier labels to county departments.
e. Misc contains labels for the Clerk’s use, such as file set-up labels and various non-labels.
f. Non-courier contains frequently used labels that are not sent courier mail.
g. Schools contains labels for the various school districts.
h. Specific Processes contains the most often used labels for repetitive mailings.
i. Remember: when updating an address or a contact, make the change on the MASTER list located L:\Labels\Cities, Districts, Commission and make the change in related folders and/or lists.

17.13 Receive Inter-Departmental Memorandum:

a. Regarding Septic System Destruction in Chico:
   • Date stamp it.
   • Give to Deputy Executive Officer to record and file.

17.14 Receive Invoice for GIS:

a. Check Invoice for time spent on specific projects.
b. Go to “Project Billing” in Access for each project and add time for mapping.
c. Place a pencil mark next to each project on Invoice to avoid duplicate entries later.
d. Place the Invoice in Analyst inbox.

17.15 Receive Invoice for Legal Counsel:

a. You should receive one invoice for Regular billing.
b. Date stamp the invoices.
c. For Regular Invoice:
   • Check the invoice for time spent on specific projects.
   • If there is any, go to “Project Billing” in Access for each project and add time for Legal Counsel, in addition to the two-hour minimum.
   • Place a pencil mark next to each project on Invoice to avoid duplicate entries later.
   • Place the Invoice in Analyst inbox.

17.16 GIS Screen – calculate acreage & parcels:

a. To calculate acreage:
   • Within an active theme, parcels, zoning, etc…
• Press SELECT FEATURE button hold down SHIFT key and click on desired polygons.
• Press OPEN THEME TABLE button and highlight ACRES tab.
• Go to FIELD MENU and then STATISTICS and view data box.

b. To calculate parcels:
• Activate desired theme (zoning, parcels, CSA 37, etc.)
• Highlight PARCEL.SHP THEME.
• Go to THEME MENU then SELECT BY THEME.
• Click “HAVE CENTER IN.”
• Select feature theme (CSA 37, SFWPA, etc.)
• Click NEW SET and OPEN THEME TABLE and you will see for example “6342 of 89,000.”

c. To Color/Fill change:
• Double click on THEME box = LEGEND EDITOR.
• Outline/Foreground/etc. selection then select color.

17.17 Journal Operations:

BE CAUTIOUS ALWAYS! NEVER DELETE A ROW OR COLUMN - ONLY HIDE/UNHIDE!
NEVER SAVE THE FILE IF MORE THAN ONE WORKSHEET TAB IS SELECTED AT THE
BOTTOM!

a. To add projects:
• Click on the current pay period tab.
• Hold down the Shift key.
• Click on the last pay period tab.
• Go to the next available cell for projects.
• Add the project number and name.
• BE SURE to select a different tab to deselect the range of tabs.
• Save and close.
• NOTE: If you must add a row, make sure to select all worksheets and add the row to
all worksheets to keep things consistent and to avoid messing up connections.

b. To create a new set of journals for a new set of pay periods:
• Go to L:\Time Tracking\Journals - CLERK ONLY.
• Create a new folder to contain the new set of journals in the appropriate year.
• Go to the most recent folder and again the most recent folder to locate the most recent
Z-BASE Excel file.
• Open the Z-BASE file.
• Save As to the new folder you created and rename the file appropriately.
• Make sure only the first worksheet is selected. Make the following changes and do
likewise for the other worksheets.
  o Change the pay period on the sheet and on the tab at the bottom.
  o Change all of the header dates as necessary and change the FROM: dates. Use
the Outlook Calendar to confirm the dates and double-check that they are correct.
REMEMBER: you can use the drag technique to fill in the header dates, but always
confirm they are correct.
• Select the first worksheet and hold the Shift key, then select the last worksheet. All
worksheets should be selected.
• Make the following changes on one worksheet - the changes will transfer to the other
worksheets.
o Change the Project - Billable section to reflect all open projects, in order. REMEMBER: changes are occurring on all the sheets.
o If you will need more rows, make sure all sheets are still selected, and then highlight the number of rows that you want to insert. Right-click over the highlighted section and select Insert.
o Select the row that contains a formula before the blank inserted cells.
o Grab the lower right corner of that cell and drag through the blank inserted cells to carry down sum formulas. VERIFY that the numbers coincide with the rows.

• Now deselect all the worksheet tabs.
• Save As the file to the same folder with the employees initials, year and pay periods. For Example, SL 2006 1-26, SB 2006 1-26 and so on. Save As again and again until you have saved a copy for each employee.
• Now, open one employee’s file at a time and do the following:
  o Select all of the worksheets at the bottom and then type in the employee’s name and payroll number. BE CERTAIN to deselect all the worksheets before saving.
  o Save and then close.
• Select all of the employee journals that you just created by holding down “CTRL” and using the mouse to click each one. Then press “CTRL” - “C” or right-click and select copy.
• Go to L:\Time Tracking and paste the files there.
• Then drag each employee’s journal into their individual folder.
• For each employee’s journal, add the cumulative time from the last year’s pay period to the first worksheet of the new year’s pay period block for Projects and Special Projects ONLY in the cumulative hours block. You will need to add up the 1st pay period hours and add to the cumulative hours the first pay period only. This is necessary for project billing and time tracking on special projects.
• Make sure you drag the previous journal into the appropriate Past Journals folder and create new folders when necessary.
• The journals should be ready to use! Put a reminder on your calendar to prepare the next set of journals when needed. You have the Z-BASE and each employee’s base journals in the CLERK folder in the event that anything wacky happens, you can start from the beginning.
PUBLISHING DEADLINES

*********

CHICO ENTERPRISE RECORD AND OROVILLE MERCURY REGISTER
ATTN: Donna Tyrell - Legal Ads (P.O. Box 9, Chico, CA 95927; Phone: 896-7702; Fax: 891-9247)
erolegal@chicoer.com & dtyrell@chicoer.com CONFIRM Receipt of email with Donna!!!

No legals in the Sunday paper.
Deadline is at 3:00 p.m., 3 days before publication date. ADD 1 DAY FOR HOLIDAYS.

Thursday at 3:00 p.m. for Monday and Tuesday papers
Friday at 3:00 p.m. for Wednesday paper
Monday at 3:00 p.m. for Thursday paper
Tuesday at 3:00 p.m. for Friday paper
Wednesday at 3:00 p.m. for Saturday paper

*********

PARADISE POST
ATTN: Donna Tyrell - Legal Ads (Phone: 896-7702; Fax: 891-9247)

Email a copy of the legal publication to: legals@paradisepost.com
CONFIRM Receipt of email with Donna!!!
Friday at 3:00 p.m. for Wednesday paper
Tuesday at 3:00 p.m. for Saturday paper

*********

GRIDLEY HERALD
(P.O. Box 68, Gridley, CA 95948; Phone: 846-3661; Fax: 846-4519)
Attn: Alice Johnson – ajohnson-cooper@gridleyherald.com

Friday at 12:00 p.m. (noon) for Wednesday paper
Tuesday at 3:00 p.m. for Friday paper

*********

RED BLUFF DAILY NEWS (Tehama County)
ATTN: Vicki - Legal Notices (P.O. Box 220, Red Bluff, CA 96080; Phone: 527-2151; Fax: 527-3719)
3-day grace period – for Wednesday date, receipt by Friday

*******

Appeal Democrat (Marysville/Yuba City Area for Sutter County Publications)
Attn: Kelli Smith – (530) 741-2345 ext: 361

Email a copy of the legal publication to: adlegals@appealdemocrat.com

Thursday at 3:00 p.m. for Monday
Friday at 3:00 p.m. for Tuesday
Monday at 11:00 a.m. for Wednesday
Monday at 3:00 p.m. for Thursday
Tuesday at 3:00 p.m. for Friday
Wednesday at 11:00 a.m. for Sunday
Wednesday at 3:00 p.m. for Sunday
## Municipal Service Review/Sphere of Influence Fee

- **Annexation of Islands.**
  - $75/acre or portion thereof. Minimum 1 acre charge.

- **Annexation of developed lands initiated as the result of applying for annexation to a city or district in order to obtain sewer service as a result of septic tank failure or domestic water service as a result of well failure.**
  - $75/acre or portion thereof. Minimum 1 acre charge.

- **Annexation of developed lands within an existing SOI.**
  - $100/acre or portion thereof. Minimum 1 acre charge.

- **Annexation of undeveloped lands or lands with increased development potential within an existing SOI.**
  - $100/acre Sept 5, 2005
  - $250/acre Jan 1, 2006
  - $500/acre Jan 1, 2007
  - $10/acre or portion thereof. Minimum 1 acre charge.

- **Annexation or reorganization of agriculturally productive lands or lands with a general plan designation that does not permit residential, commercial or industrial development, as a primary use.**
  - $10/acre or portion thereof. Minimum 1 acre charge.

- **Boundary changes necessary to facilitate the transfer and/or sale of water.**
  - $25/acre or portion thereof. Minimum 1 acre charge.

## Exclusions - No sphere fee will be charged for the following changes of organization:

- Dissolution of districts or CSA's; or
- Permanent Open Space/Conservation Easements.

## Waiver of Sphere Fees - The Commission may waive or reduce the fee for proposals where the Commission determines that:

- the proposal will not significantly impact sphere update responsibilities; and
- the public interest would be served by the waiver.
### Pre-application
(Adopted: May 5, 2005; Effective: July 4, 2005)

Staff will provide ½ hour of pre-application assistance at no charge. After ½ hour, staff will require a deposit.

<table>
<thead>
<tr>
<th>Full Cost Recovery</th>
<th>Initial Deposit of $250</th>
</tr>
</thead>
</table>

### Annexations
(Adopted: May 5, 2005; Effective: July 4, 2005)

Initiated as the result of a single parcel applying for annexation to a city or district in order to obtain sewer service as a result of septic tank failure or domestic water service as a result of well failure. Must have 100% property owner consent, resolution from affected agency and letter from Environmental Health Department, or licensed contractor, verifying septic or well failure.

<table>
<thead>
<tr>
<th>$600</th>
<th>Full Cost Recovery Initial Deposit of $2,000</th>
</tr>
</thead>
</table>

Consisting of the annexation of an entire 'island' area and initiated by resolution of an agency using the 'island' annexation provisions as defined in Government Code §56375.3.

On January 1, 2007, this rate will increase to the full cost of processing.

<table>
<thead>
<tr>
<th>$1,500</th>
<th>Full Cost Recovery Initial Deposit of $2,000</th>
</tr>
</thead>
</table>

All other annexation proposals where LAFCO is a responsible agency for CEQA purposes.

<table>
<thead>
<tr>
<th>Full Cost Recovery Initial Deposit of $2,000</th>
</tr>
</thead>
</table>

All other annexation proposals where LAFCO must assume lead agency status for CEQA purposes.

<table>
<thead>
<tr>
<th>Full Cost Recovery Initial Deposit of $5,000</th>
</tr>
</thead>
</table>

### Detachments
(Adopted: May 5, 2005; Effective: July 4, 2005)

Detachments that are initiated specifically for the purpose of detaching properties from a city or district and are not a part of a reorganization proposal shall be charged to the maximum extent allowed.

<table>
<thead>
<tr>
<th>Full Cost Recovery Initial Deposit of $2,000</th>
</tr>
</thead>
</table>

### Dissolution of District
(Adopted: May 5, 2005; Effective: July 4, 2005)

Single or multiple district dissolutions submitted as a single application.

<table>
<thead>
<tr>
<th>Full Cost Recovery Initial Deposit of $3,000</th>
</tr>
</thead>
</table>

### Merger or Subsidiary District
(Adopted: May 5, 2005; Effective: July 4, 2005)

If initiated at the request of a single agency or multiple agencies or petitions from affected property owners.

<table>
<thead>
<tr>
<th>Full Cost Recovery Initial Deposit of $3,000</th>
</tr>
</thead>
</table>

### Consolidation
(Adopted: May 5, 2005; Effective: July 4, 2005)

All consolidation requests.

<table>
<thead>
<tr>
<th>Full Cost Recovery Initial Deposit of $5,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incorporation</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>The incorporation fee includes the cost of staff time processing the application, staff processing of the request for State Controller's Review of an incorporation fiscal analysis, and the State Controller's review of the fiscal analysis. A separate fee will be charged for the environmental review.</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Formation of a Special District (including County Service Areas)</th>
<th>(Adopted: May 5, 2005; Effective: July 4, 2005)</th>
</tr>
</thead>
<tbody>
<tr>
<td>If requested by a governmental agency or affected property owners and LAFCO is acting as a responsible agency for CEQA purposes.</td>
<td><strong>Full Cost Recovery</strong></td>
</tr>
<tr>
<td>Initial Deposit of $5,000</td>
<td></td>
</tr>
<tr>
<td>If requested by a governmental agency or affected property owners and LAFCO is acting as the Lead Agency for CEQA purposes. NOTE: The increased deposit is to fund retention of a consultant to prepare the environmental documents.</td>
<td><strong>Full Cost Recovery</strong></td>
</tr>
<tr>
<td>Initial Deposit of $15,000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disincorporation</th>
<th>(Adopted: May 5, 2005; Effective: July 4, 2005)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All disincorporation applications.</td>
<td><strong>Full Cost Recovery</strong></td>
</tr>
<tr>
<td>Initial Deposit of $10,000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reorganization</th>
<th>(Adopted: May 5, 2005; Effective: July 4, 2005)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All reorganization proposals.</td>
<td><strong>Full Cost Recovery</strong></td>
</tr>
<tr>
<td>Use fee schedule for one change of organization, whichever is higher.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expansion of Powers</th>
<th>(Adopted: May 5, 2005; Effective: July 4, 2005)</th>
</tr>
</thead>
<tbody>
<tr>
<td>If requested by a governmental agency or affected property owners and LAFCO is acting as a responsible agency for CEQA purposes.</td>
<td><strong>Full Cost Recovery</strong></td>
</tr>
<tr>
<td>Initial Deposit of $5,000</td>
<td></td>
</tr>
<tr>
<td>If requested by a governmental agency or affected property owners and LAFCO is acting as the Lead Agency for CEQA purposes. NOTE: The increased deposit is to fund retention of a consultant to prepare the environmental documents.</td>
<td><strong>Full Cost Recovery</strong></td>
</tr>
<tr>
<td>Initial Deposit of $15,000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sphere of Influence Amendments</th>
<th>(Adopted: July 7, 2005; Effective: September 5, 2005)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All sphere amendments NOT initiated by LAFCO, but requested by a governmental agency or affected property owners and LAFCO is acting as a responsible agency for CEQA purposes.</td>
<td><strong>Full Cost Recovery</strong></td>
</tr>
<tr>
<td>Initial Deposit of 5,000</td>
<td></td>
</tr>
<tr>
<td>All sphere amendments NOT initiated by LAFCO, but requested by a governmental agency or affected property owners and LAFCO is acting as the LEAD agency for CEQA purposes. NOTE: The increased deposit is to fund retention of a consultant to prepare the environmental documents.</td>
<td><strong>Full Cost Recovery</strong></td>
</tr>
<tr>
<td>Initial Deposit of $15,000</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Because of the wide variation in size and complexity of sphere amendments, the above quoted deposits may be increased or decreased by the Executive Officer after reviewing the proposal with the applicant. If a consultant is retained to prepare the work product, the deposit must cover the full cost of the consultant's contract as well as the anticipated cost of staff time and direct costs. Additionally, sphere updates requested by an agency outside of normal five-year review sequence shall be charged as a Sphere Amendment.

<table>
<thead>
<tr>
<th>Attorney's Fees</th>
<th>(Adopted: May 5, 2005; Effective: July 4, 2005)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A proportion of attorney's fees shall be spread to all project applications at a minimum of one hour per project. If the time on the project exceeds one hour, time shall be billed at the current legal counsel hourly rate.</td>
<td><strong>$200/hr (2005)</strong></td>
</tr>
</tbody>
</table>
### Request for Commission Review

- **Request for Extension of Time of the one year time for completion of proceedings.**
  - $500

- **Request for Commission review of services outside agency boundaries per Government Code §56133.**
  - **Full Cost Recovery**
  - Initial Deposit of $1,500

- **Request for Reconsideration meeting the provisions of Government Code §56895.**
  - **Full Cost Recovery**
  - Initial Deposit of $1,500

- **Request for Preparation of a Special Study.**
  - **Full Cost Recovery**
  - Initial Deposit of $5,000

### Research

- **Request for LAFCO staff to research any particular subject.** Staff will provide ½ hour of research assistance at no charge. After ½ hour, staff will require a deposit.
  - **Full Cost Recovery**
  - Initial Deposit of $250

### Petition Check

- **Petition checks are performed in-house whenever possible; however, some proposals require petition checks be performed by either the Assessor’s Office or the Elections Department. These departments will bill LAFCO for the service, which is then passed on to the applicant.**
  - **Full Cost Recovery**

### Environmental Assessment or Environmental Impact Report

- **For projects not specifically addressed above, the following shall apply.** Simple environmental documents can be performed by LAFCO staff at the staff charge-out rate adopted by the Commission. More complex proposals will be circulated to consultants for bid.
  - **Full Cost Recovery**
  - Initial Deposit of $5,000

### Subscription Service for Mailing

- **Executive Officer’s Reports and Agenda (monthly mailing)**
  - $100/year

- **Minutes (monthly mailing)**
  - $20/year

- **Agenda (monthly mailing)**
  - $20/year

- **Completion Notices (monthly mailing)**
  - $20/year

### Copies

- **Copies of documents on file in the office of the Commission will be subject to a fee as necessary to recover the costs of making such copies and any mailing costs. NOTE: If research is required as a part of this request, the research fee listed above shall apply.**

- **Color copies are set at a rate charged by the company or agency making the copy plus 10% handling charge.**

- **Publications on file in the office of the Commission will be set at the rate charged by the company or agency making the copy plus 10% handling charge.**

- **Maps on file will be set at the rate charged by the company or agency making the copy plus 10% handling charge.**

Pages 1-9 are free and 10¢ a page thereafter.
## Request for Tape of Meeting

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost per tape</td>
<td>$10</td>
</tr>
<tr>
<td>Request to Prepare verbatim meeting transcript.</td>
<td>Full Cost Recovery $500 deposit</td>
</tr>
</tbody>
</table>

## State Board of Equalization Fees

State Board of Equalization Fees are established by the State of California. Fees will be charged based on the SBE fee schedule in effect at the time of filing with the State Board. LAFCO cannot reduce or waive these fees.

See current SBE fee schedule.

## Waiver of LAFCO Fees

The Commission retains the power to waive or reduce processing fees for a proposal under extraordinary circumstances. The request for waiver must be in written form and provide an explanation for the request by the proponents. Staff will present the request, along with a staff recommendation, and an analysis to the Commission for its waiver determination.

## Modification of Deposits by Executive Officer

Where the Executive Officer determines that the cost of processing an application is likely to significantly differ from the deposit amount called for in this schedule, the Executive Officer may adjust the deposit.

## Additional Deposits

The Executive Officer may require additional deposits to cover anticipated additional costs as needed. Further processing of applications may be suspended pending receipt of deposits.
STATE BOARD OF EQUALIZATION FEE SCHEDULE

STATE BOARD OF EQUALIZATION

CHANGE OF JURISDICTIONAL BOUNDARY

REQUIREMENTS FOR STATEMENTS, GEOGRAPHIC DESCRIPTIONS, MAPS AND FEES
SECTIONS 54900 THROUGH 54903, GOVERNMENT CODE
AUGUST 1, 2005

GENERAL REQUIREMENTS

The Tax-Rate Area System is administered by the State Board of Equalization (Board) and used by counties for the proper allocation of property tax revenues between counties, cities, and special tax districts. The requirements and fees described herein apply to all statements filed pursuant to sections 54900 through 54903 of the Government Code.\(^1\) This document is provided as a guideline for the proper submission of geographic descriptions, maps and fees. Copies of this document, the Statement of Boundary Change (Form BOE-400-TA), sample map, sample geographic description, and other information are available on the Board’s website at www.boe.ca.gov and can be accessed by selecting Property Taxes, Tax Area Services Section.

In regard to a jurisdictional boundary change filing, please note the following:

1. The final date to file with the Board for a change of jurisdictional boundary for all special revenue districts is on or before December 1 of the year immediately preceding the year in which the assessments or taxes are to be levied (GC § 54902).

2. All fees shall accompany the filing. Make checks payable to the “Board of Equalization.” Please reference: Tax Area Services Section, MIC: 59.

3. Mail the completed filing to:

   **US Postal Delivery**
   - State Board of Equalization
   - Tax Area Services Section
   - P.O. Box 942879
   - Sacramento, CA 94279-0059

   **FedEx or UPS Delivery**
   - State Board of Equalization
   - Tax Area Services Section
   - 450 N Street, MIC: 59
   - Sacramento, CA 95814

Inquiries concerning these requirements should be directed to the Tax Area Services Section at 916-322-7185, or by fax at 916-327-4251.

\(^1\) All references are to the Government Code unless otherwise specified.
DOCUMENTS REQUIRED TO FILE A CHANGE OF JURISDICTIONAL BOUNDARY

Please submit Items 1 through 9 as a single package:

1. Statement of Boundary Change (Form BOE-400-TA)
2. Certified copy of election results
3. Certificate of Completion (if applicable)
4. Resolution(s)
5. Written geographic description of the project area
6. Maps and supporting documents
7. List of assessor’s parcel numbers of the project area
8. Letter of tax-rate area assignment (if applicable)
9. Fees

INCOMPLETE FILING PACKAGES will delay processing and may result in the boundary change being held until the following assessment roll year.

The following information is provided to assist you in filing your jurisdictional boundary change. Fees charged for processing jurisdictional boundary changes are listed on Page 6, and definitions and special fee provisions are provided on Page 7.

Statement of Boundary Change

Filings must be submitted on Form BOE-400-TA, Statement of Boundary Change. This form is available on the Board’s website at http://www.boe.ca.gov/proptaxes/pdf/400ta.pdf.

Certified Copy of Election Results

A certified copy of the election results authorizing the change and the resulting assessment must be submitted, pursuant to Article XIII C, Section 2 of the State Constitution (commonly referred to as Proposition 218).

Certificate of Completion

A certificate of completion must be included for all filings submitted through the Local Agency Formation Commission. All documents must be recorded before submittal. (Conformed documents are acceptable.)

Resolution(s)

The resolution(s) with signatures from the tax levying authority shall be submitted with the filing. Resolution(s) shall have a resolution number, the title of the project, and a detailed description of the content of the boundary change.
Written Geographic Description(s) of the Project Area(s)

Descriptions of the territory that are filed with the Board’s Tax Area Services Section (TASS) are used to establish geodetic position and are not intended to establish property ownership in a court of law. Subdivision maps, tract maps, recorded survey maps, survey monuments, and deeds are not on file with the Board. Boundary descriptions that merely cite recorded documents or refer to assessor’s parcel numbers will not be accepted. Any supporting documents may be used as reference only and cannot be used as a substitution. Written geographic descriptions shall conform to the following specifications:

1. Every written geographic description (a document separate from the maps) must stand on its own without the necessity of reference to any extraneous document; a description that relies solely on the use of secondary references will not be accepted. The TASS cartographic staff must be able to plot the boundaries from the written description alone.

2. The written description shall be of the project area only. If a complete description of the special district is filed, the project area shall be clearly identified in a separate document.

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. It is preferable that the POB be the point of departure from an existing district boundary (when applicable).
   c. Be expressed as a specific parcel description in sectionized 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.

Following are examples of unacceptable and acceptable descriptions:

Unacceptable (This description refers only to extraneous documents and does not stand alone.)

“From the point of beginning, northerly to the southwest corner of that certain property recorded in Book 12, Page 15 of Recorded Deeds, thence easterly to the southeast corner of that certain property recorded in Book 12, Page 16 of Recorded Deeds....”

Acceptable (This is the same description with the courses numbered and the bearings and distances added.)

“From the point of beginning:

Course 1. North 1° 18'56” West a distance of 150’ to the southwest corner of that certain property recorded in Book 12, Page 15 of Recorded Deeds, thence,

Course 2. North 85° 7’56” West a distance of 75’ to the southeast corner of that certain property recorded in Book 12, Page 16 of Recorded Deeds, thence....”

---

2 The Board’s Tax Area Service Section is not involved in issues relating to property ownership.
4. The written description shall state the acreage for each separate single area (see Definitions and Special Fee Provisions for the definition of a single area) and a combined total acreage of the project area.

Example: “Area A containing 2.50 acres, Area B containing 1.75 acres: Total computed acreage containing 4.25 acres more or less.”

5. All information stated on the description must match with the map(s), such as the name of the short title, the point of beginning, the course numbers, all the bearings and distances, and the acreage(s).

Map(s)

It is strongly recommended that all maps submitted to the Board be filed in electronic/digital form. Digital information will not be shared without the permission of the applicant.

Maps submitted as part of the jurisdictional boundary change filing shall conform to the following specifications:

Map Documents:

1. All maps shall be professionally and accurately drawn or copied. Rough sketches or pictorial drawings will not be accepted. Assessor's parcel maps will not be accepted as a substitute for the project map.

2. Original or copies of the same size project map must be submitted. Reduced maps are not acceptable and will be rejected.

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. Boundary lines that are delineated by a line that exceeds 1.5 millimeter in width shall be rejected. The use of graphic tape or broad tip marking pens to delineate the boundary is not acceptable.

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.

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. This drawing should be of sufficient size and scale to allow TASS to plot the boundary without difficulty.

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. TASS has standardized the D size (24" x 36") map sheet, but will accept larger or smaller map sizes depending on the size and complexity of the individual single area(s).

Digital Maps:

Maps that are filed electronically shall conform to the same requirements as described in this section under map documents (Items 1 through 11 above). Additional items for digital maps are as follows:

**Required files** -- The disk or CD shall contain only the following files:

a. Map/drawing file(s) using AutoCAD.dwg format in vector format:
   - **Plotting:** The map drawing file shall have the same appropriate borders, legends, title blocks, signature block and any necessary information that is required for a manually drawn map.
   - **Scale:** The drawing shall be at real-world scale.
   - **Layers:** A listing of the layers and their definitions shall be included in the “read_me” file.
   - **File Format:** File shall be in vector format only. Raster files, raster-vector hybrid, .pdf, .tif, .pcx, .eps, .gif, .jpeg or any other image formats will not be accepted.
   - **Compressed Files:** Files shall be uncompressed; compressed files will not be accepted.

b. A text file labeled “read_me” listing:
   - The name, address, and phone number of the agency/special district
   - County name and city or district name
   - Project/short title of the action
   - Name, address and phone number of office that prepared the map file
   - List of files on the disk or CD
   - Map projection and datum
   - Layer definitions
   - Sheet size
   - Plotting scale
   - Date of creation

c. Labels: The disk or CD must have a label that identifies:
   - The agency and/or special district submitting the map
   - Name of the project/short title
   - County name(s)
   - Date of creation
List of Assessor’s Parcel Numbers for the Project Area

A list of all affected assessor’s parcel numbers must be submitted as part of the jurisdictional boundary change filing.

Letter of Tax-Rate Area Assignment

The jurisdictional boundary change filing must include a letter of the tax-rate area (TRA) assignment on consolidated counties only. This TRA assignment letter is provided by the county auditor’s office. The current list of consolidated counties can be found on the Board’s website.

Fees

All fees are required to be submitted at the time of filing. Please use the following schedule to calculate the fees. Make checks payable to the “Board of Equalization.” Please reference: Tax Area Services Section, MIC: 59.

<table>
<thead>
<tr>
<th>Acreage per Single Area</th>
<th>Mapping Fee</th>
<th>Special Fee Provisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 acre</td>
<td>$300</td>
<td>Additional county, per transaction $30C</td>
</tr>
<tr>
<td>1.00 – 5.99</td>
<td>$350</td>
<td>Consolidation per resolution or ordinance $30C</td>
</tr>
<tr>
<td>6.00 – 10.99</td>
<td>$500</td>
<td>Entire district transaction $30C</td>
</tr>
<tr>
<td>11.00 – 20.99</td>
<td>$800</td>
<td>Coterminal transaction $30C</td>
</tr>
<tr>
<td>21.00 – 50.99</td>
<td>$1,200</td>
<td>District dissolution or name change $0</td>
</tr>
<tr>
<td>51.00 – 100.99</td>
<td>$1,500</td>
<td></td>
</tr>
<tr>
<td>101.00 – 500.99</td>
<td>$2,000</td>
<td></td>
</tr>
<tr>
<td>501.00 – 1,000.99</td>
<td>$2,500</td>
<td></td>
</tr>
<tr>
<td>1,001.00 – 2,000.99</td>
<td>$3,000</td>
<td></td>
</tr>
<tr>
<td>2,001.00 and above</td>
<td>$3,500</td>
<td></td>
</tr>
</tbody>
</table>

Example: A district is formed coterminal with a city boundary and contains 2 areas of exclusion of 4 and 7 acres.

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coterminous transaction</td>
<td>$300</td>
<td>(Entire city)</td>
</tr>
<tr>
<td>Single Area #1</td>
<td>$350</td>
<td>(4 acres)</td>
</tr>
<tr>
<td>Single Area #2</td>
<td>$500</td>
<td>(7 acres)</td>
</tr>
<tr>
<td><strong>Total Fee</strong></td>
<td><strong>$1,150</strong></td>
<td></td>
</tr>
</tbody>
</table>

IMPORTANT NOTE: If you have questions regarding filing requirements and fees, please contact the Tax Area Services Section at 916-322-7185, or by fax at 916-327-4251.

Definitions and Special Fee Provisions

1. A single area means any separate geographical area regardless of ownership. A lot, subdivision or section could each be a single area. A geographical area that is divided into two or more parcels by a roadway, railroad right-of-way, river or stream is considered a single area. Geographic areas that are non-contiguous are not considered a single area.

2. Two areas are contiguous when the two polygons that define the areas share a common line segment.
CHECKLIST (This checklist is for your convenience only. Please, do not submit it with your filing.)

Did you include the following items?

☐ Statement of Boundary Change (Form BOE-400-TA)
☐ Certified copy of election results (Proposition 218)
☐ Certificate of Completion (If applicable)
☐ Copy of the Resolution(s)

☐ Written geographic description:
  ☐ Can the geographic description stand alone?
  ☐ Is the description of the project area only?
  ☐ Does it include the township & range, section number(s) or rancho?
  ☐ Is there a point of beginning?
  ☐ Are the courses numbered to follow a clockwise direction from the point of
    beginning?
  ☐ Is the total acreage included?
  ☐ Does the information on the description match with the map(s)?

☐ Map(s):
  ☐ Is the map accurately drawn to professional standards?
  ☐ Is it the original size copy?
  ☐ Is a vicinity map included?
  ☐ Are existing boundaries shown and identified?
  ☐ Are existing streets, roads, and highways referenced with their current names?
  ☐ Does it include the township & range, section number(s), or rancho?
  ☐ Does it have a north arrow and scale bar?
  ☐ Is the Point of Beginning clearly shown?
  ☐ Is the boundary made apparent without masking adjacent background features?
  ☐ Are all courses numbered to follow the written description?
  ☐ Is each parcel that touches the new boundary and is within the project area labeled
    with an APN?
  ☐ Is an enlarge drawing included to show smaller areas of exclusion or inclusion, if
    applicable?
  ☐ Is there a key map for multiple sheets?
  ☐ Does the electronic filing conform to TASS standards?

☐ List of assessor’s parcel numbers
☐ Letter of tax-rate area assignment from the county auditor (consolidated counties only)
☐ Fee. Make checks payable to the "Board of Equalization" with reference to Tax Area
  Services Section, MIC:59.

Mail completed package to:

<table>
<thead>
<tr>
<th>US Postal Delivery</th>
<th>FedEx or UPS Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Board of Equalization</td>
<td>State Board of Equalization</td>
</tr>
<tr>
<td>Tax Area Services Section</td>
<td>Tax Area Services Section</td>
</tr>
<tr>
<td>P.O. Box 942879</td>
<td>450 N Street, MIC: 59</td>
</tr>
<tr>
<td>Sacramento, CA 94279-0059</td>
<td>Sacramento, CA 95814</td>
</tr>
</tbody>
</table>
### TIME CARD CODES

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>General Non-Project (Includes breaks, staff meetings, office organization &amp; cleaning, mail, education, non-project research, CALAFCO meetings, workshops, etc.)</td>
</tr>
<tr>
<td>200</td>
<td>LAFCO Management (Used by the E.O. for the day to day operation of the Department, working on office policy, establishing procedures, budget, MOU, personnel issues, corresponding with Commissioners and the E.O. Report.)</td>
</tr>
<tr>
<td>201</td>
<td>LAFCO Supervision (Used by the E.O. in providing direction to staff.)</td>
</tr>
<tr>
<td>300</td>
<td>Legal Counsel (This should be used to track the exact time spent talking to legal counsel/secretary either on the phone or at meetings outside of time he is in attendance at LAFCO meetings.)</td>
</tr>
<tr>
<td>401</td>
<td>BoS General (This is used whenever providing assistance to Board Members/Administration outside of a specific project.)</td>
</tr>
<tr>
<td>402</td>
<td>Special District General (This is used whenever providing assistance to Special District Board Members/Staff outside of a specific project.)</td>
</tr>
<tr>
<td>403</td>
<td>Chico General (City codes are used whenever providing assistance to Council Members/Staff outside of a specific project.)</td>
</tr>
<tr>
<td>404</td>
<td>Gridley General</td>
</tr>
<tr>
<td>405</td>
<td>Oroville General</td>
</tr>
<tr>
<td>406</td>
<td>Biggs General</td>
</tr>
<tr>
<td>407</td>
<td>Paradise General</td>
</tr>
<tr>
<td>408</td>
<td>Public Works General (This is used whenever providing assistance to the Butte County Public Works Department outside of a specific project. This includes work/research on County Service Areas.)</td>
</tr>
<tr>
<td>409</td>
<td>Dev. Services General (This is used whenever providing assistance to the Butte County Dev. Services Department outside of a specific project. This includes work/research on County Service Areas, ALUC.)</td>
</tr>
<tr>
<td>500</td>
<td>Bookkeeping (This will be used primarily by Analyst for office bookkeeping. If others do bookkeeping in Analyst’s absence this code should be used.)</td>
</tr>
<tr>
<td>501</td>
<td>Payroll/Personnel (This will be used primarily by Barbra for office payroll and personnel related paperwork. If others do this work in Barbra’s absence this code should be used.)</td>
</tr>
<tr>
<td></td>
<td>Project Numbers (Use project numbers whenever processing a specific application. If processing an application for the Board of Supervisors, it is to have a project number but is not a billable project.)</td>
</tr>
<tr>
<td></td>
<td>Special Project Numbers (Special project numbers are generally used for projects initiated by the Commission, “in-house” continuing projects. A Special Project number may also be given to a complex project during its preliminary stages and will be converted to a regular project number when an application is received.)</td>
</tr>
</tbody>
</table>
HL  (Holiday Earned)
HL  (Holiday Taken)
VC  (Vacation)
SL  (Sick Leave)
AL  (Administrative Leave)
VF  (Voluntary Furlough)
NC  (Non-Compensated)
## LAFCO COMMISSIONER & STAFF LIST

<table>
<thead>
<tr>
<th>Name</th>
<th>Representing</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular member:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bill Connelly</td>
<td>County</td>
<td>May 2015</td>
</tr>
<tr>
<td>Steve Lambert</td>
<td>County</td>
<td>May 2013</td>
</tr>
<tr>
<td>Vacant</td>
<td>Special Districts</td>
<td>May 2013</td>
</tr>
<tr>
<td>Larry Duncan</td>
<td>Special Districts</td>
<td>May 2015</td>
</tr>
<tr>
<td>Jerry Fichter</td>
<td>Cities</td>
<td>May 2014</td>
</tr>
<tr>
<td>Scott Lotter</td>
<td>Cities (Vice-Chairman)</td>
<td>May 2015</td>
</tr>
<tr>
<td>Carl Leverenz</td>
<td>Public Member (Chairman)</td>
<td>May 2016</td>
</tr>
<tr>
<td><strong>Alternates:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Larry Wahl</td>
<td>County</td>
<td>May 2015</td>
</tr>
<tr>
<td>Ann Schwab</td>
<td>Cities</td>
<td>May 2014</td>
</tr>
<tr>
<td>Loren Gill</td>
<td>Special Districts</td>
<td>May 2013</td>
</tr>
<tr>
<td>Greg Steel</td>
<td>Public</td>
<td>May 2016</td>
</tr>
<tr>
<td><strong>Staff Members:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stephen Lucas, Executive Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stephen Betts, Deputy Executive Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jill Broderson, Management Analyst</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Joy Stover, Commission Clerk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P. Scott Browne, Legal Counsel</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PROTEST PROCEEDINGS FLOWCHART

LAFCO PROTEST PROCEEDINGS - §57075
(for annexations, detachments, or county service area formations in registered-voter districts or cities)

LAFCO Hearing

LAFCO denies the proposal.

LAFCO approves the proposal and waives protest proceedings.

LAFCO approves the proposal.

Record Certificate of Completion.

1 Within 35 days, notice and set the protest hearing.

2 Protest Hearing

Prior to consideration of protests, the Commission resolution is summarized.

The Commission, or Executive Officer, hears and receives oral or written protests, objections, or evidence.

Within 30 days of hearing, the Commission makes a finding on the value of written protests filed and not withdrawn.

For annexations, detachments, or county service area formations...

In inhabited, registered-voter districts or cities, if protest is submitted by...

A majority of the voters...

Terminate proceedings.

Less than 25% of the voters, or landowners owning less than 25% of the assessed value...

Order the proposal without an election.

At least 25%, but less than 50% of the voters, or at least 25% of landowners owning 25% or more of the assessed value...

Order the proposal subject to a voter election.

Landowners owning 50% or more of the assessed value...

Terminate proceedings.

Landowners owning less than 50% of the assessed value...

Order the proposal without an election.

1 a) The hearing date must be within 60 days, but not less than 15 days, of the notice.

b) If the proposal is for the establishment of a subsidiary district, the affected district may request that the hearing date be within 135 days, but not less than 90 days, of the notice.

c) Notice must be published, posted, and mailed to affected agencies, proponents, any persons requesting special notice, and, if the proposal involves the formation of, annexation to, or detachment from an improvement district, any affected landowner.

d) If the proposal involves the annexation of 75 acres or less to a city, notice must be mailed to affected landowners.

e) If the proposal would result in the extension of a previously authorized special tax or benefit assessment, notice must be mailed to affected landowners.

2 The protest hearing must be held in the affected territory if it is for a Commission initiated proposal for a district consolidation, dissolution, or merger, or the establishment of a subsidiary district, pursuant to §56375(a).