



VENTURA LOCAL AGENCY FORMATION COMMISSION

MEETING AGENDA

Wednesday April 18, 2012

9:00 A.M.

Hall of Administration, Board of Supervisors Hearing Room  
800 S. Victoria Avenue, Ventura CA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Commission Presentations and Announcements

**PUBLIC COMMENTS**

5. This is an opportunity for members of the public to speak on items not on the agenda.

*(The Ventura Local Agency Formation Commission encourages all interested parties to speak on any issue on this agenda in which they have an interest; or on any matter subject to LAFCo jurisdiction. It is the desire of LAFCo that its business be conducted in an orderly and efficient manner. All speakers are requested to fill out a Speakers Card and submit it to the Clerk before the item is taken up for consideration. All speakers are requested to present their information to LAFCo as succinctly as possible. Members of the public making presentations, including oral and visual presentations, may not exceed five minutes unless otherwise increased or decreased by the Chair, with the concurrence of the Commission, based on the complexity of the item and/or the number of persons wishing to speak. Speakers are encouraged to refrain from restating previous testimony.)*

COMMISSIONERS AND STAFF

<b>COUNTY:</b> Kathy Long Linda Parks <i>Alternate:</i> Steve Bennett	<b>CITY:</b> Carl Morehouse Janice Parvin, Chair <i>Alternate:</i> Carol Smith	<b>DISTRICT:</b> Elaine Freeman Gail Pringle, Vice Chair <i>Alternate:</i> Bruce Dandy	<b>PUBLIC:</b> Lou Cunningham  <i>Alternate:</i> Linda Ford-McCaffrey	
<b>Executive Officer:</b> Kim Uhlich	<b>Dep. Exec. Officer</b> Kai Luoma, AICP	<b>Office Mgr/Clerk</b> Debbie Schubert	<b>Office Assistant</b> Martha Escandon	<b>Legal Counsel</b> Michael Walker

## CONSENT ITEMS

6. Minutes of the Ventura LAFCo March 21, 2012 Regular Meeting
7. LAFCo 12-03 Ojai Valley Sanitary District Annexation – 509 Burnham Road  
To annex Assessor Parcel No. 031-0-200-085 and a portion of the Burnham Road right of way to the District in order for the District to provide public sewer service to an existing residence due to a septic system failure.
8. Budget to Actual Report: February 2012

RECOMMENDED ACTION: Approval Items 6 and 7  
Receive and File Item 8

## ACTION ITEMS

9. LAFCo 12-02 Camarillo Sanitary District Annexation - Mass Annexation  
A proposal to annex 365 parcels and sections of various rights of way to the District in order to provide sanitary sewer service to existing residential development. The proposal includes several parcels already receiving service from the District, as well as several more which anticipate receiving service in the future.

RECOMMENDED ACTION: Continue to May 16, 2012

10. Report on Government Code Provision Regarding School Mitigation Fees  
Report from staff on the history of Government Code §65996 concerning mitigation of impacts to schools from pending development in territory subject to annexation.

RECOMMENDED ACTION: Receive report and direct staff as appropriate

## PUBLIC HEARING ITEMS

11. Sphere of Influence Reviews/Updates
  - A. Camarillo Health Care District  
Review the spheres of influence for the Camarillo Health Care District and determine that no update or municipal service review is necessary.
  - B. Ventura County Service Area No. 33  
Review and update the sphere of influence for Ventura County Service Area No. 33 and adopt resolution LAFCo 12-05S making determinations and updating the sphere of influence for County Service Area No. 33 by applying a provisional sphere.

RECOMMENDED ACTION: Approval

12. Review and Readopt the LAFCo Fee Schedule for Fiscal Year 2012-13  
Review the LAFCo Fee Schedule, determine that no changes are necessary and approve the resolution readopting the fee schedule.

RECOMMENDED ACTION: Approval

13. LAFCo Proposed Budget Fiscal Year 2012-2013

Adopt a resolution:

- A. Finding that a decrease in staffing and program costs will nevertheless allow the Commission to fulfill the purposes and programs of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and
- B. Approving the Proposed Budget for FY 2012-13 and directing staff to transmit the Proposed Budget to the County, each city, and each independent special district.

RECOMMENDED ACTION: Approval (A and B)

**EXECUTIVE OFFICER'S REPORT**

**COMMISSIONER COMMENTS**

**ADJOURNMENT**

**WEB ACCESS:**

**LAFCo Agendas, Staff Reports  
and Adopted Minutes can be found at:**

[www.ventura.lafco.ca.gov](http://www.ventura.lafco.ca.gov)

**Written Materials** - Written materials relating to items on this Agenda that are distributed to the Ventura Local Agency Formation Commission within 72 hours before they are scheduled to be considered will be made available for public inspection at the LAFCo office, 800 S. Victoria Avenue, Administration Building, 4<sup>th</sup> Floor, Ventura, CA 93009-1850, during normal business hours. Such written materials will also be made available on the Ventura LAFCo website at [www.ventura.lafco.ca.gov](http://www.ventura.lafco.ca.gov), subject to staff's ability to post the documents before the meeting.

**Public Presentations** - Except for applicants, public presentations may not exceed five (5) minutes unless otherwise increased or decreased by the Chair, with the concurrence of the Commission. Any comments in excess of this limit should be submitted in writing at least ten days in advance of the meeting date to allow for distribution to, and full consideration by, the Commission. Members of the public who wish to make audio-visual presentations must provide and set up their own hardware and software. Set up of equipment must be complete before the meeting is called to order. All audio-visual presentations must comply with the applicable time limit for oral presentations and thus should be planned with flexibility to adjust to any changes to the time limit established by the Chair. For more information about these policies, please contact the LAFCo office.

**Quorum and Voting** – The bylaws for the Ventura LAFCo Commissioner's Handbook provide as follows:

**1.1.6.1 Quorum:** Four (4) members shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time.

**1.1.6.2 Voting:** Unless otherwise provided by law or these By-Laws, four affirmative votes are required to approve any proposal or other action. A tie vote, or any failure to act by at least four affirmative votes, shall constitute a denial.

**Americans with Disabilities Act** - In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the LAFCo office (805) 654-2576. Notification 48 hours prior to the meeting will enable LAFCo to make reasonable arrangements to ensure accessibility to this meeting.

**Disclosure of Campaign Contributions** - LAFCo Commissioners are disqualified and are not able to participate in any proceeding involving an "entitlement for use" if, within the 12 months preceding the LAFCo decision, the Commissioner received more than \$250 in campaign contributions from the applicant, an agent of the applicant, or any financially interested person who actively supports or opposes the LAFCo decision on the matter. Applicants or agents of applicants who have made campaign contributions totaling more than \$250 to any LAFCo Commissioner in the past 12 months are required to disclose that fact for the official record of the proceeding.

Disclosures must include the amount of the contribution and the recipient Commissioner and may be made either in writing to the Clerk of the Commission prior to the hearing or by an oral declaration at the time of the hearing.

The foregoing requirements are set forth in the Political Reform Act of 1974, specifically Government Code, section 84308.



VENTURA LOCAL AGENCY FORMATION COMMISSION

MEETING MINUTES

Wednesday March 21, 2012

Agenda Item 6

Hall of Administration, Board of Supervisors Hearing Room  
800 S. Victoria Avenue, Ventura

1. Call to Order  
Chair Cunningham called the meeting to order at 9:00 AM
2. Pledge of Allegiance  
Chair Parks led the pledge of allegiance.
3. Roll Call  
The clerk called the roll. The following Commissioners were present:  

Commissioner Cunningham	Commissioner Pringle
Commissioner Freeman	Alternate Commissioner Dandy
Commissioner Long	Alternate Commissioner Ford-McCaffrey
Commissioner Morehouse	Alternate Commissioner Smith
Commissioner Parks	

As a result of the absence of Commissioner Parvin, Alternate Commissioner Smith sat as a voting member.

4. Commission Presentations and Announcements  
Commissioner Freeman announced that the Simi Valley Hospital Foundation would be presenting Commissioner Parvin with their Woman of the Year award at their Hats Off to Women luncheon on April 20, 2012 at California Lutheran University.

**PUBLIC COMMENTS**

5. Election of Officers
  - A. Chair  
MOTION: Nominate Commissioner Morehouse for Chair: Parks  
SECOND: Smith  
WITHDRAWN  
MOTION: Nominate Commissioner Parvin for Chair: Long  
SECOND: Freeman  
AYES: Cunningham, Freeman, Long, Morehouse, Parks, Pringle, Smith  
NOES: None  
ABSTAINED: None  
MOTION PASSES 7/0/0

COMMISSIONERS AND STAFF

<u>COUNTY</u>	<u>CITY</u>	<u>DISTRICT</u>	<u>PUBLIC</u>
Kathy Long	Carl Morehouse	Elaine Freeman	Lou Cunningham, Chair
Linda Parks	Janice Parvin, Vice Chair	Gail Pringle	
<i>Alternate:</i>	<i>Alternate:</i>	<i>Alternate:</i>	<i>Alternate:</i>
Steve Bennett	Carol Smith	Bruce Dandy	Linda Ford-McCaffrey
<b>Executive Officer:</b>	<b>Dep. Exec. Officer</b>	<b>Office Mgr/Clerk</b>	<b>Office Assistant</b>
Kim Uhlich	Kai Luoma, AICP	Debbie Schubert	Martha Escandon
			<b>Legal Counsel</b>
			Michael Walker

5. Election of Officers (Continued)

B. Vice Chair

MOTION: Nominate Commissioner Pringle for Vice Chair: Long

SECOND: Freeman

AYES: Cunningham, Freeman, Long, Morehouse, Parks, Pringle, Smith

NOES: None

ABSTAINED:None

MOTION PASSES 7/0/0

**PUBLIC COMMENTS:**

6. Public Comments: Nancy Acosta, a resident of Montalvo, offered public comments regarding city zoning along Victoria Avenue.

**CONSENT ITEMS**

7. Minutes of the Ventura LAFCo January 18, 2012 Regular Meeting

8. LAFCo 12-01 Calleguas Municipal Water District Annexation – Paseo Nuevo

9. Budget to Actual Reports: December 2011 and January 2012

MOTION: Approve items 7 and 8 and receive and file item 9: Long

SECOND: Morehouse

AYES: Cunningham, Freeman, Long, Morehouse, Parks, Pringle, Smith

NOES: None

ABSTAINED:None

MOTION PASSES 7/0/0

**ACTION ITEMS**

10. LAFCo Fiscal Year 2010-11 Audit Report

Roger Alfaro of Vavrinek, Trine, Day & Co., LLP presented a report regarding their audit of the LAFCo financial statements for Fiscal Year 2010-11.

MOTION: Receive and file the audit report: Morehouse

SECOND: Smith

AYES: Cunningham, Freeman, Long, Morehouse, Parks, Pringle, Smith

NOES: None

ABSTAINED:None

MOTION PASSES 7/0/0

11. Amendments to the Ventura LAFCo Commissioner's Handbook

Kai Luoma presented the staff report amending Divisions 1-5

MOTION: Approve amendments to Division 1 as recommended: Freeman

SECOND: Morehouse

MOTION: Approve amendments to Divisions 2-5 as recommended: Cunningham

SECOND: Smith

11. Amendments to the Ventura LAFCo Commissioner's Handbook (Continued)  
(Continued)

MOTION: Direct staff to report back on the history of Government Code §65996 concerning mitigation of impacts to schools from pending development in territory subject to annexation and contact CALAFCO regarding the possibility of seeking a legislative amendment to expand LAFCo authority to consider school capacity regardless of the payment of mitigation fees: Parks

SECOND: Cunningham

AYES: Cunningham, Freeman, Long, Morehouse, Parks, Pringle, Smith

NOES: None

ABSTAINED: None

MOTIONS PASS 7/0/0

12. Presentation by Legal Counsel on Commissioners' Independent Judgment

Michael Walker gave a presentation on Commissioners' independent judgment.

### **EXECUTIVE OFFICER'S REPORT**

Kim Uhlich noted that the next LAFCo meeting is scheduled for April 18, 2012. She announced that the deadline to file Form 700s is March 30 because April 1 falls on a Sunday this year and indicated that there have been some issues with the new e-disclosure process and reminded the Commission that the option remains to file a paper form if necessary.

### **COMMISSIONER COMMENTS**

The Commission asked that Michael Walker's presentation on Commissioners' Independent Judgment be presented whenever new Commissioners were seated on the Commission. Commissioner Morehouse thanked Kai Luoma for attending the San Buenaventura City Council meeting on March 20 concerning the Montalvo annexation and shared that SCAG Regional Transportation Plan and Sustainable Communities Strategy would be considered at the SCAG General Assembly meeting in April. Commissioner Long announced that the Camarillo City Council will hold a town hall meeting before the end of the school year to discuss high schools in Camarillo and presentations from LAFCo and District staff have been requested. Commissioner Cunningham thanked his fellow Commissioners for their support during his service as Chair and announced the CALAFCO Executive Director's announcement to retire and the Board's efforts to recruit a new part-time director.

### **ADJOURNMENT**

Vice Chair Pringle adjourned the meeting at 10:44 a.m.

**These Minutes were approved on April 18, 2012**

**Motion:**

**Second:**

Ayes:

Nos:

Abstains:

\_\_\_\_\_

\_\_\_\_\_

**Dated:**

**Chair, Ventura Local Agency Formation Commission**

DRAFT



VENTURA LOCAL AGENCY FORMATION COMMISSION

STAFF REPORT

Meeting Date: April 18, 2012

(Consent)

Agenda Item 7

**LAFCo CASE NAME & NO:**

LAFCo 12-03 Ojai Valley Sanitary District Annexation – 509 Burnham Road

**PROPOSAL:**

To annex a single parcel and a portion of the Burnham Road right-of-way to the District in order to provide sanitary sewer service to an existing single family residence. Public sewer service will allow a failed septic system to be abandoned.

**SIZE:**

Approximately 13,500 square feet, including right-of-way

**LOCATION:**

509 Burnham Road, Oak View

The proposal area is within the Ojai Valley Sanitary District's sphere of influence, as well as within the boundaries of Casitas Municipal Water District

**PROPONENT:**

The Ojai Valley Sanitary District by resolution

**NOTICE:**

This matter has been noticed as prescribed by law

**PARCEL INFORMATION & PROPONENTS FOR PURPOSES OF THE CALIFORNIA POLITICAL REFORM ACT (FPPC):**

Assessor's Parcel Number	Property Address	Property Owner(s)
031-0-200-085	509 Burnham Road	McLeod Charles J, Dorcas A

**RECOMMENDATION**

- A. Adopt the attached resolution (LAFCo 12-03) making determinations and approving the Ojai Valley Sanitary District Annexation – 509 Burnham Road.

COMMISSIONERS AND STAFF

COUNTY:  
Kathy Long  
Linda Parks  
Alternate:  
Steve Bennett

CITY:  
Carl Morehouse  
Janice Parvin, Chair  
Alternate:  
Carol Smith

DISTRICT:  
Elaine Freeman  
Gail Pringle, Vice Chair  
Alternate:  
Bruce Dandy

PUBLIC:  
Lou Cunningham  
Alternate:  
Linda Ford-McCaffrey

Executive Officer:  
Kim Uhlich

Dep. Exec. Officer  
Kai Luoma, AICP

Office Mgr/Clerk  
Debbie Schubert

Office Assistant  
Martha Escandon

Legal Counsel  
Michael Walker

## **GENERAL ANALYSIS**

### **1. Land Use**

#### Site Information

The site contains a single family residence. The Ojai Valley Area Plan designates the site as Urban Residential with 1-2 units per acre. The zoning designation is Rural Exclusive with 20,000 square foot minimum lot sizes. No changes are proposed to the Area Plan land use designation or zoning as part of this proposal.

#### Surrounding Land Uses and Zoning and General Plan Designations

The land surrounding the proposal area shares similar land use and zoning designations. The area is primarily residential on parcels ranging from approximately 10,000 square feet to 1.5 acres. This proposal will have no effect on surrounding land uses, zoning or land use designations.

#### Topography, Natural Features and Drainage

The parcel is generally flat, with no natural features.

#### Conformity with Plans

The residential use is consistent with the County General Plan, the Ojai Valley Area Plan, and zoning.

### **2. Impact on Prime Agricultural Land, Agriculture, and Open Space**

#### Agricultural Land and Agriculture

The proposal area does not meet the definition of prime agricultural land nor is it used for agricultural purposes.

#### Open Space

The proposal area is not considered open space pursuant to Government Code Sections 56059 and 65560 and therefore will not impact open space lands.

### **3. Population**

According to the County Registrar of Voters, there are fewer than 12 registered voters in the proposal area. As such, the annexation proposal area is considered to be uninhabited.

### **4. Services and Controls – Need, Cost, Adequacy and Availability**

The District has represented that it has the capacity to provide sewer service to the proposal area. Property owners will finance capital improvements, which include a private lateral to an existing mainline sewer located in Burnham Road within a few feet of the proposal area. No mainline sewer extensions are required. On-going

maintenance and operational costs will be financed through user fees. There will be no change to any other existing services.

## **5. Boundaries and Lines of Assessment**

The boundaries are definite and certain. The County Surveyor has certified that the map and legal description for this proposal are accurate and sufficient for the preparation of a Certificate of Completion pursuant to Government Code Section 57201 and for filing with the State Board of Equalization.

## **6. Assessed Value, Tax Rates and Indebtedness**

The assessed land value of the parcel per the 2011 - 2012 tax roll is \$252,000. According to the County Assessor, the proposal area takes in tax rate area 91040, which has a tax rate of \$1.063978 per \$100 of assessed value. Upon annexation, the proposal area will take in tax rate area 91111, which has the same tax rate.

## **7. Environmental Impact of the Proposal**

Staff has determined that the proposal is categorically exempt pursuant to Section 15319(a) [annexation of private structures developed to the density allowed by the current zoning, provided that the extension of utility services would have the capacity to serve only the existing facilities] of the California Environmental Quality Act Guidelines. As the purpose of the annexation is to extend sewer service to an existing single family residence in a residential zone, staff believes that the proposal is exempt from CEQA.

## **8. Regional Housing Needs**

Approval of the annexation will allow public sewer service to be extended to an existing residential parcel upon which a single family residence is located. There will be no change to existing land uses or allowable land uses. No additional housing opportunities will be created or eliminated. Therefore, the proposal will have no adverse effect on the fair share of the regional housing needs for the County.

## **9. Environmental Justice**

Staff has determined that approval of the proposal would not result in the unfair treatment of any person based on race, culture or income with respect to the provision of sewer service to the proposal area.

## **COMMISSION PROCEEDINGS – PROCESS CONSIDERATIONS**

An area is considered to be “uninhabited” if fewer than twelve registered voters reside within it. Because fewer than twelve registered voters reside within the proposal area, it

is considered uninhabited. In the case of uninhabited territory, the Commission may waive protest proceedings entirely if both of the following apply:

- All landowners within the affected territory have given written consent to the change of organization, and
- No subject agency has submitted written opposition to a waiver of protest proceedings.

Written consent to the proposal from the property owner has been provided. The only subject agency associated with the proposal is the applicant, Ojai Valley Sanitary District. Therefore, it is unlikely that a written opposition to a waiver of protest proceedings from a subject agency will be submitted. In consideration of these facts, it is recommended that the Commission waive protest proceedings.

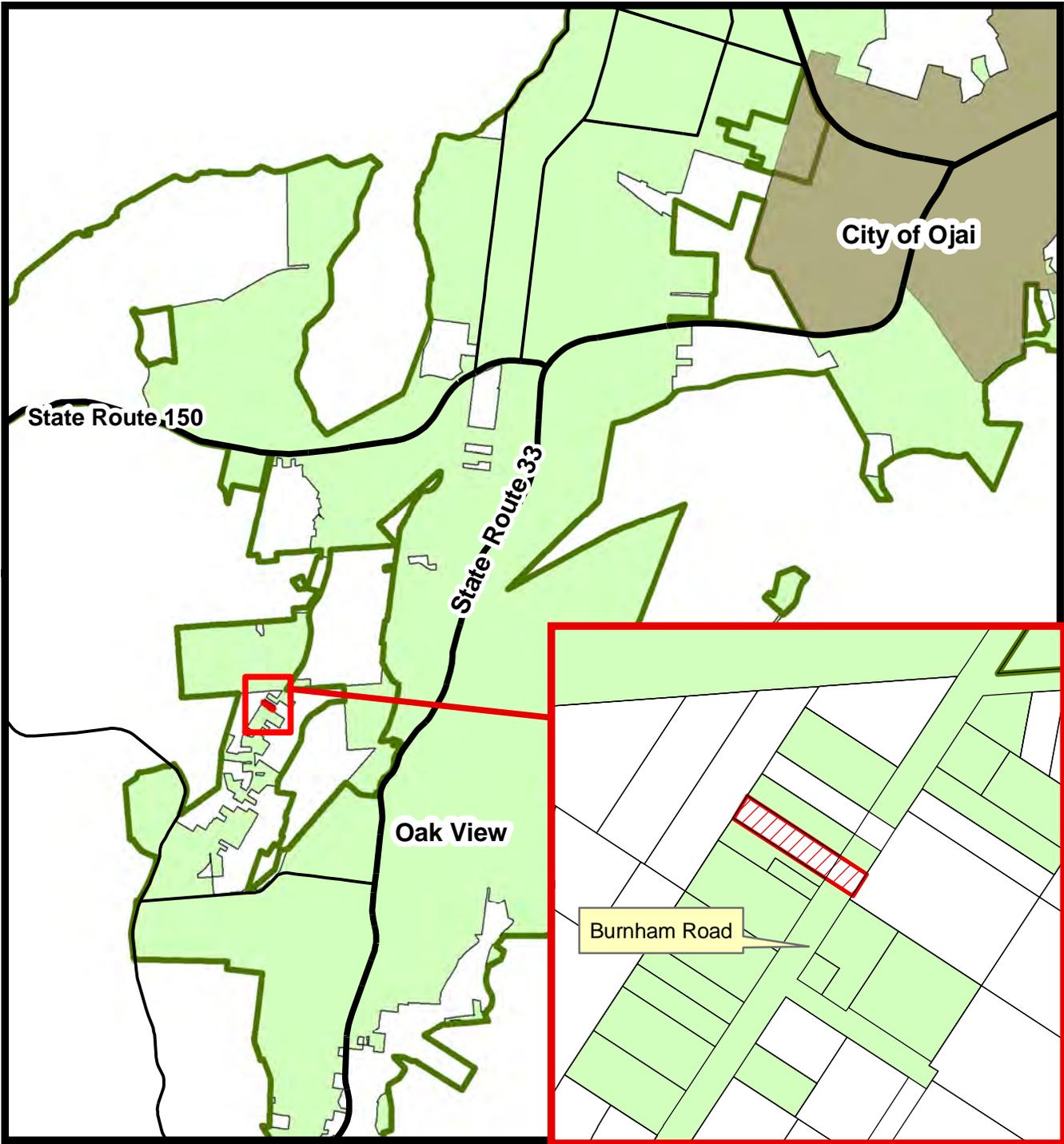
**ALTERNATIVE ACTIONS AVAILABLE:**

- A. If the Commission, following public testimony and review of the materials submitted, determines that further information is necessary, a motion to continue the annexation proposal should state specifically the type of information desired and specify a date certain for further consideration.
- B. If the Commission, following public testimony and review of the materials submitted, determines that the boundaries of the annexation proposal should be modified, or that the proposal should be approved subject to any changes or additions to the terms and conditions recommended, a motion to approve should clearly specify any boundary changes and/or any changes or additions to the terms and conditions of approval.
- C. If the Commission, following public testimony and review of materials submitted, wishes to deny or modify the annexation proposal, a motion to deny should include direction that the matter be continued to the next meeting and that staff prepare a new report consistent with the evidence submitted and the anticipated decision.

BY:   
Kai Luoma, AICP  
Deputy Executive Officer

- Attachments: (1) Vicinity Map \*  
(2) LAFCo 12-03 Resolution

\* LAFCo makes every effort to offer legible map files with the online and printed versions of our reports, however sometimes the need to reduce oversize original maps and/or other technological/software factors can compromise readability. Original maps are available for viewing at the LAFCo office by request.



LAFCo 12-03  
 Ojai Valley Sanitary District Annexation -  
 509 Burnham Road



**Legend**

-  12-03 Proposal Area
-  Ojai Valley Sanitary District
-  OVSD Sphere of Influence



VENTURA LOCAL AGENCY  
 FORMATION COMMISSION

**LAFCo 12-03**

**RESOLUTION OF THE VENTURA LOCAL AGENCY  
FORMATION COMMISSION MAKING DETERMINATIONS  
AND APPROVING THE OJAI VALLEY SANITARY  
DISTRICT ANNEXATION – 509 BURNHAM ROAD**

WHEREAS, the above-referenced proposal has been filed with the Executive Officer of the Ventura Local Agency Formation Commission (LAFCo) pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Section 56000 et seq. of the California Government Code); and

WHEREAS, at the times and in the manner required by law, the Executive Officer gave notice of the proposal; and

WHEREAS, the proposal was duly considered on April 18, 2012; and

WHEREAS, the Commission heard, discussed and considered all oral and written testimony for and against the proposal including, but not limited to, the LAFCo Staff Report and recommendation, the environmental determination, spheres of influence and applicable local plans and policies; and

WHEREAS, all landowners within the affected territory have consented to the proposal; and

WHEREAS, proof has been given to the Commission that the affected territory has fewer than 12 registered voters and is considered uninhabited; and

WHEREAS, the Commission finds the proposal to be in the best interest of the landowners and present and future inhabitants within the Ojai Valley Sanitary District and within the affected territory, and the organization of local governmental agencies within Ventura County;

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Ventura Local Agency Formation Commission as follows:

- (1) The LAFCo Staff Report and recommendation for approval dated April 18, 2012 are adopted.
- (2) The annexation to the Ojai Valley Sanitary District is hereby approved, and the boundaries are established as generally set forth in the attached Exhibit A.
- (3) The affected territory is uninhabited as defined by Government Code §56046.

- (4) The subject proposal is assigned the following distinctive short form designation:  
**LAFCo 12-03 OJAI VALLEY SANITARY DISTRICT ANNEXATION – 509  
BURNHAM ROAD**
- (5) In accordance with staff's determination that the subject proposal is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15319 (a) of the CEQA Guidelines, the Commission hereby finds the annexation to be categorically exempt.
- (6) The Commission directs staff to file a Notice of Exemption under Section 15062 of the CEQA Guidelines.
- (7) The Commission waives conducting authority proceedings, since satisfactory proof has been given that the subject property is uninhabited, that all landowners within the affected territory have given their written consent to the proposal, and that no subject agency that will gain or lose territory as a result of the proposal has submitted written opposition to the waiver of conducting authority proceedings [Government Code §56663].
- (8) **This annexation shall not be recorded until all LAFCo fees have been paid and until fees necessary for filing with the State Board of Equalization have been submitted to the Executive Officer.**

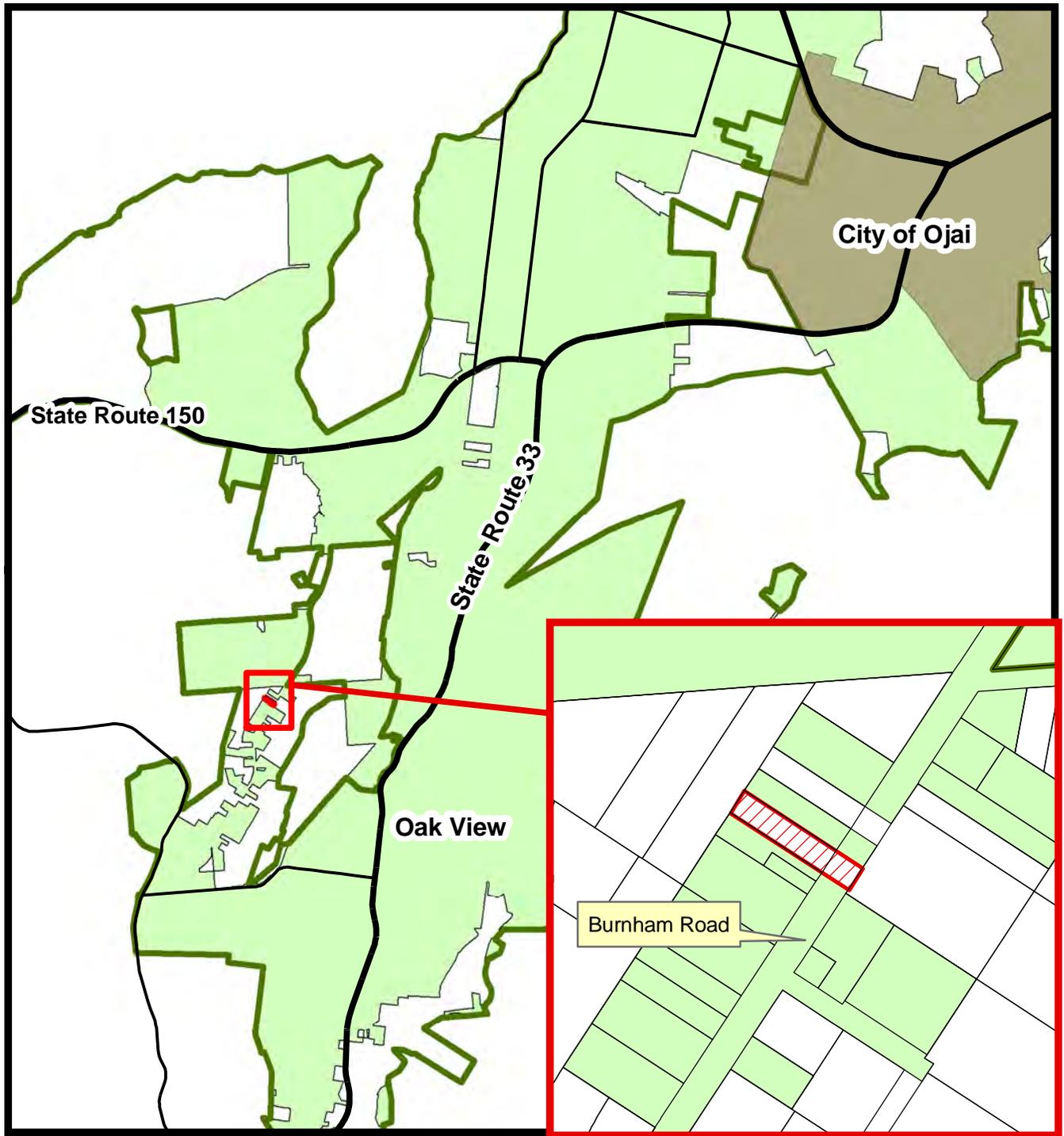
This resolution was adopted on April 18, 2012.

	<b>AYE</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Commissioner Cunningham	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Long	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Freeman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Morehouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Parvin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Pringle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Bennett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Dandy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Ford-McCaffrey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dated: \_\_\_\_\_  
Chair, Ventura Local Agency Formation Commission

Attachments: Exhibit A

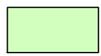
Copies: Ojai Valley Sanitary District  
Ventura County Assessor  
Ventura County Auditor  
Ventura County Surveyor  
Ventura County Planning  
Ventura County Elections – Registrar of Voters



LAFCo 12-03  
Ojai Valley Sanitary District Annexation -  
509 Burnham Road



**Legend**

-  12-03 Proposal Area
-  Ojai Valley Sanitary District
-  OVSD Sphere of Influence



VENTURA LOCAL AGENCY  
FORMATION COMMISSION



VENTURA LOCAL AGENCY FORMATION COMMISSION

STAFF REPORT

Meeting Date: April 18, 2012

(Consent)

Agenda Item 8

**TO:** LAFCo Commissioners

**FROM:** Kim Uhlich, Executive Officer *KU*

**SUBJECT:** FY 2011-12 Budget to Actual Report – February 2012

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**RECOMMENDATION:**

Receive and file the Budget to Actual report for February 2012.

**DISCUSSION:**

Pursuant to the Commissioner’s Handbook policies, the Executive Officer is to provide monthly budget reports to the Commission as soon as they are available. The attached report, which has been prepared with the assistance of the County Auditor-Controller staff, reflects revenue and expenditures for February of the 2011-2012 Fiscal Year.

Attachment: 1) Budget to Actual Report: February 2012

COMMISSIONERS AND STAFF

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<b>COUNTY:</b> Kathy Long Linda Parks <i>Alternate:</i> Steve Bennett	<b>CITY:</b> Carl Morehouse Janice Parvin, Chair <i>Alternate:</i> Carol Smith	<b>DISTRICT:</b> Elaine Freeman Gail Pringle, Vice Chair <i>Alternate:</i> Bruce Dandy	<b>PUBLIC:</b> Lou Cunningham  <i>Alternate:</i> Linda Ford-McCaffrey
<b>Executive Officer:</b> Kim Uhlich	<b>Dep. Exec. Officer</b> Kai Luoma, AICP	<b>Office Mgr/Clerk</b> Debbie Schubert	<b>Office Assistant</b> Martha Escandon
			<b>Legal Counsel</b> Michael Walker



**BUDGET TO ACTUAL FY 2011-12  
YEAR TO DATE ENDING FEBRUARY 29, 2012 (66.67% of year)  
Fund 7920, Organization 8950**

Summary	Budget	Adj. Budget	To Date
Estimated Sources	766,598	766,598	717,424
Appropriations	766,598	766,598	387,674

Account Number	Title	BUDGET			ACTUAL YTD			Variance Favorable (Unfavorable)	
		Budget	Proposed Adjustments	Adjusted Budget	Actual	Encumbered	Total Revenue/Obligation		
<b>FUND BALANCE</b>									
	Beginning Balance	377,796		377,796	377,796.00		377,796.00	0.00	
5331	Committed	100,000		100,000	100,000.00		100,000.00	0.00	
5395	Unassigned	154,983		154,983	154,983.00		154,983.00	0.00	
5395	Unassigned - Appropriated	122,813		122,813	122,813.00		122,813.00	0.00	
<b>REVENUE</b>									
8911	Interest Earnings	8,000		8,000	1,922.75		1,922.75	(6,077.25)	24%
9372	Other Governmental Agencies	570,285		570,285	570,285.00		570,285.00	0.00	100%
9772	Other Revenue - Miscellaneous	65,500		65,500	22,403.46		22,403.46	(43,096.54)	34%
	<b>Total Revenue</b>	<b>643,785</b>	<b>0</b>	<b>643,785</b>	<b>594,611.21</b>		<b>594,611.21</b>	<b>(49,173.79)</b>	<b>92%</b>
	<b>TOTAL SOURCES</b>	<b>766,598</b>	<b>0</b>	<b>766,598</b>	<b>717,424.21</b>	<b>0.00</b>	<b>717,424.21</b>	<b>(49,173.79)</b>	<b>94%</b>
<b>EXPENDITURES</b>									
1101	Regular Salaries	337,000		337,000	210,903.76		210,903.76	126,096.24	63%
1106	Supplemental Payments	13,000		13,000	7,751.28		7,751.28	5,248.72	60%
1107	Term/Buydown	17,000		17,000	4,869.26		4,869.26	12,130.74	29%
1121	Retirement Contribution	66,000		66,000	38,930.90		38,930.90	27,069.10	59%
1122	OASDI Contribution	20,000		20,000	10,737.98		10,737.98	9,262.02	54%
1123	FICA - Medicare	5,200		5,200	3,250.29		3,250.29	1,949.71	63%
1124	Safe Harbor	1,750		1,750	1,099.41		1,099.41	650.59	63%
1141	Group Insurance	27,100		27,100	16,689.92		16,689.92	10,410.08	62%
1142	Life Ins/Dept. Heads & Mgmt.	400		400	112.68		112.68	287.32	28%
1143	State Unempl	700		700	427.50		427.50	272.50	61%
1144	Management Disability Ins.	2,400		2,400	494.20		494.20	1,905.80	21%
1165	Worker Compensation Ins	2,600		2,600	1,587.05		1,587.05	1,012.95	61%
1171	401K Plan	13,000		13,000	6,472.46		6,472.46	6,527.54	50%
	<b>Salaries and Benefits</b>	<b>506,150</b>	<b>0</b>	<b>506,150</b>	<b>303,326.69</b>	<b>0.00</b>	<b>303,326.69</b>	<b>202,823.31</b>	<b>60%</b>
2033	Voice/Data ISF	5,000		5,000	1,883.57		1,883.57	3,116.43	38%
2071	General Insurance Alloca - ISF	2,500		2,500	1,093.00		1,093.00	1,407.00	44%
2125	Facil/Matts Sq. Ft. Alloc. - ISF	17,000		17,000	9,673.00		9,673.00	7,327.00	57%
2128	Other Maint	500		500	0.00		0.00	500.00	0%
2141	Memberships & Dues	6,300		6,300	6,271.00		6,271.00	29.00	100%
2154	Education Allowance	2,000		2,000	2,000.00		2,000.00	0.00	100%
2158	Indirect Cost Recovery	20,107		20,107	10,054.00		10,054.00	10,053.00	50%
2172	Books & Publications	700		700	439.53		439.53	260.47	63%
2174	Mail Center - ISF	3,000		3,000	1,523.72		1,523.72	1,476.28	51%
2176	Purchasing Charges - ISF	500		500	112.02		112.02	387.98	22%
2177	Graphics Charges - ISF	5,500		5,500	188.99		188.99	5,311.01	3%
2178	Copy Machine Charges - ISF	400		400	154.77		154.77	245.23	39%
2179	Miscellaneous Office Expense	7,000		7,000	1,772.51		1,772.51	5,227.49	25%
2181	Stores ISF	50		50	7.00		7.00	43.00	14%
2191	Board Members Fees	5,000		5,000	1,450.00		1,450.00	3,550.00	29%
2192	Information Technology - ISF	13,500		13,500	1,421.70		1,421.70	12,078.30	11%
2195	Specialized Services/Software	1,850		1,850	736.25		736.25	1,113.75	40%
2197	Public Works - Charges	6,000		6,000	1,536.46		1,536.46	4,463.54	26%
2199	Other Prof & Spec Service	9,000		9,000	3,039.00	7,725.00	10,764.00	(1,764.00)	120%
2203	Accounting and Auditing Services	5,000		5,000	0.00		0.00	5,000.00	0%
2205	GSA Special Services ISF	100		100	0.00		0.00	100.00	0%
2214	County GIS Expenses	25,000		25,000	8,082.49		8,082.49	16,917.51	32%
2261	Public & Legal Notices	5,000		5,000	1,908.16		1,908.16	3,091.84	38%
2283	Records Storage Charges	250		250	190.40		190.40	59.60	76%
2293	Computer Equipment <5000	3,500		3,500	364.80		364.80	3,135.20	10%
2304	County Legal Counsel	25,000		25,000	10,175.00		10,175.00	14,825.00	41%
2521	Transportation Charges ISF	1,000	(1,000)	0	0.00		0.00	0.00	0%
2522	Private Vehicle Mileage	6,500		6,500	3,520.08		3,520.08	2,979.92	54%
2523	Conf. & Seminars Expense	13,000		13,000	8,938.99		8,938.99	4,061.01	69%
2526	Conf. & Seminars Expense ISF	500		500	0.00		0.00	500.00	0%
2528	Motorpool ISF	0	1,000	1,000	86.19		86.19	913.81	9%
	<b>Services and Supplies</b>	<b>190,757</b>	<b>0</b>	<b>190,757</b>	<b>76,622.63</b>	<b>7,725.00</b>	<b>84,347.63</b>	<b>106,409.37</b>	<b>44%</b>
6101	Contingency	69,691		69,691	0.00		0.00	69,691.00	0%
	<b>TOTAL EXPENDITURES</b>	<b>766,598</b>	<b>0</b>	<b>766,598</b>	<b>379,949.32</b>	<b>7,725.00</b>	<b>387,674.32</b>	<b>378,923.68</b>	<b>51%</b>

Note: Revenue amounts with "( )" in the ACTUAL column reflect FY12 accruals less than budgeted revenue to date.  
Expenditure amounts with "( )" in the ACTUAL column reflect FY12 accruals in excess of budget expenditures to date.



VENTURA LOCAL AGENCY FORMATION COMMISSION

STAFF REPORT

Meeting Date: April 18, 2012

Agenda Item 9

**TO:** LAFCo Commissioners

**FROM:** Kai Luoma, Deputy Executive Officer

**SUBJECT:** LAFCo 12-02 Camarillo Sanitary District Annexation – Mass Annexation

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**RECOMMENDATION:**

Continue to the May 16, 2012 LAFCo meeting.

**DISCUSSION:**

The above-referenced proposal includes the annexation of over 350 residential parcels to the Camarillo Sanitary District. The proposal was noticed for Commission consideration at the April meeting. However, after public notice had been published, staff determined that the above-referenced proposal does not qualify for an exemption from CEQA and an environmental document must be prepared. The appropriate CEQA document will likely be a negative declaration. CEQA requires that a proposed negative declaration be made available for public review for a minimum of 20 days. Continuing the item to the May 16 LAFCo meeting will provide adequate time for LAFCo staff to prepare an initial study and, most likely, a proposed negative declaration and make them available for public review.

Camarillo Sanitary District staff is amenable to the continuance.

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**Legal Counsel**  
 Michael Walker



VENTURA LOCAL AGENCY FORMATION COMMISSION  
STAFF REPORT

Meeting Date: April 18, 2012

**Agenda Item 10**

**TO:** LAFCo Commissioners  
**FROM:** Kai Luoma, Deputy Executive Officer  
**SUBJECT:** Govt. Code Provisions Regarding School Impact Mitigation Fees

**RECOMMENDATION:**

Receive report and direct staff as appropriate.

**DISCUSSION**

At the March 21, 2012 LAFCo meeting, the Commission considered and approved a number of amendments to the Commissioner’s Handbook. Among these was the removal of a policy which provided, in short, that LAFCo will not support a change of organization for a new development where the local school district has certified that there is, or will be, insufficient school capacity to accommodate the development. As you will recall, in LAFCo Counsel’s opinion, the policy conflicted with Govt. Code § 65996(b), which provides that if school impact mitigation fees are paid, “[N]otwithstanding . . . any other provision of state or local law, a state or local agency may not deny or refuse to approve a legislative . . . act . . . involving . . . any change in governmental organization or reorganization, as defined in [LAFCo law], on the basis that school facilities are inadequate.” In other words, if school facilities impact mitigation fees are paid, the Commission cannot deny an annexation proposal based on insufficient school capacity, regardless of whether the fees will actually mitigate the impact. During the discussion of this policy matter, the Commission directed staff to research the legislative history of Govt. Code § 65996 pertaining to school facilities impact mitigation fees.

**Legislative and Judicial History**

The legislation regarding school facilities impact fees, including Govt. Code § 65996, was originally enacted in 1986. The initial school facilities legislation of 1986: 1) allowed school districts to levy a charge against new developments to fund construction of school facilities but capped the amount that could be charged; and 2) limited the types of mitigation measures that a local agency could impose on new development projects to alleviate impacts to school facilities. Generally stated, the school facilities fee, which was capped, became the sole mitigation measure for impacts of increased student enrollment resulting from development.

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<b>Executive Officer:</b> Kim Uhlich	<b>Dep. Exec. Officer</b> Kai Luoma, AICP	<b>Office Mgr/Clerk</b> Debbie Schubert	<b>Office Assistant</b> Martha Escandon	<b>Legal Counsel</b> Michael Walker

In 1988, the Court of Appeal considered a legal challenge filed by a development company over the City of San Diego's denial of a rezoning request based, in part, on inadequate school facilities (Mira Development Corp. v. City of San Diego). The Court concluded, among other things, that Govt. Code § 65996, as it then provided, did not apply to legislative decisions, such as zone changes, and the City did have the authority to deny the rezone based on inadequate school facilities. In 1991, the Court of Appeal heard a legal challenge filed by a school district over Riverside County's approval of a general plan amendment in the face of evidence that school facilities were inadequate to accommodate the development contemplated by the amendment (Murrieta Valley Unified School District v. County of Riverside). The Court found that the County, contrary to its assertion that Govt. Code § 65996 prohibited it from doing so, had the authority to consider and provide mitigation measures to address the general plan amendment's contribution to student overcrowding and adverse impacts on inadequate school facilities. Such mitigation could include a reduction of the dwelling unit density within residential development projects or the imposition of phasing for residential developments in areas where inadequate school facilities existed.

In an effort to overturn these judicial decisions, the State Legislature enacted Senate Bill 50 in 1998, which, among other things, amended Govt. Code § 65996 to its current form. The effect of SB 50 was threefold: 1) it capped the amount of fees, charges, dedications, or other requirements which can be levied against new development for the construction of school facilities; 2) it prohibited a local agency from refusing to approve legislative or adjudicative acts based on inadequate school facilities or a refusal of a developer to provide mitigation in excess of the capped fee; and 3) it limited mitigation measures to the payment of the capped fee and deemed payment of the fee "to provide full and complete school facilities mitigation."

#### Implementation of School Impact Fee Legislation

Since the enactment of SB 50, some developers and CEQA lead agencies have maintained that the payment of the school facilities fees absolves them of having to provide any further mitigation for any direct or indirect impacts associated with schools. As a result environmental documents sometimes fail to analyze all school-related impacts, other than just those concerning school facilities, as they are considered to be mitigated by the payment of the school facilities fee.

However, in a recent 2011 Appellate Court decision (Chawanakee Unified School District v. County of Madera), the Court concluded that the impact fees required under SB 50 mitigate only those impacts that an adjudicative or legislative act may have *on* school facilities. The fees do not mitigate all possible environmental impacts that have any type of connection or relationship to schools. For instance, the Court concluded that since the mitigation fee would not be used to improve street intersections, it cannot be considered to be mitigation for the potential traffic impacts resulting from students travelling to school. The Court also concluded that reasonably foreseeable indirect impacts to the non-school physical environment from the construction of facilities to alleviate overcrowding are not mitigated through the payment of the fee. The Court cited examples of such indirect impacts, including dust that degrades air quality and noise impacts from the construction of new facilities, which must be evaluated and mitigated.

## Commission Discretion Regarding School Services

### *Changes of Organization*

Government Code Section 56668 provides a list of factors that the Commission must consider in the review of a proposed change of organization. In part, the factors include the following:

The need for organized community services; the present cost and adequacy of governmental services and controls in the area; probable future needs for those services and controls; probable effect of the proposed incorporation, formation, annexation, or exclusion and of alternative courses of action on the cost and adequacy of services and controls in the area and adjacent areas.

"Services," as used in this subdivision, refers to governmental services whether or not the services are services which would be provided by local agencies subject to this division, and includes the public facilities necessary to provide those services.

Though this section does not specifically identify school districts/schools as a community service, it defines "services" as all governmental services whether they are subject to LAFCo review or not, which would appear to include school services. Though the Commission cannot deny a proposal based on inadequate school facilities or increase the amount of fees to mitigate direct impacts to school facilities, it appears that it can consider, and require mitigation for, impacts not directly associated with school facilities but that may affect a school's ability to provide service. For instance, do the local water or sewer service providers have adequate capacity to serve the additional students? Are the emergency response times to the impacted school adequate to serve the increased number of students? Is safe pedestrian access from the development to the local school provided? Will the construction of new facilities necessary to accommodate the additional students convert prime farmland or open space land?

### *Sphere of Influence Amendments*

Section 4.1.2 of the Commissioner's Handbook defines a sphere of influence amendment as a modification to a sphere of influence that is associated with a concurrent proposal for a change of organization or out of agency service agreement. Thus, the sphere of influence amendment must be approved in order for the change of organization to be approved. Govt. Code § 65996, prohibits LAFCo from denying a legislative act "involving . . . any change in governmental organization or reorganization" (underline added) on the basis that school facilities are inadequate. Because, pursuant to the aforementioned Handbook section, a sphere of influence amendment involves a change of organization, it appears that the Commission would be prohibited from disapproving a sphere of influence amendment on the basis of inadequate school facilities.

### *Sphere of Influence Updates*

The Commissioner's Handbook defines a sphere of influence update as a comprehensive review and modification to a sphere of influence that is not associated with a concurrent proposal for a change of organization. A municipal service review study must be prepared for a sphere of influence update. Govt. Code § 56378 provides, in part, that LAFCo shall initiate studies of existing governmental agencies, which shall include, but shall not be limited to, each agency's maximum service area and service capacities. In conducting these studies, the Commission may ask school districts for relevant information and the school district shall comply with the request. Because sphere of influence updates are not associated with changes of organization, LAFCo is not prohibited from denying a sphere update due to a lack of adequate school facilities.

Based on the aforementioned discussion, the Commission may wish to direct staff to take the following actions:

1. Changes of organization and sphere of influence amendments: The Commission may wish to direct staff to begin including in its response to notices of preparation, draft EIRs, and other pertinent documents the need to evaluate the potential impacts associated with the provision of educational services to new development. If staff does not believe that the impacts would be sufficiently mitigated, staff would attempt to identify additional mitigation for the Commission's consideration.
2. Sphere of influence updates: The Commission may wish to direct that, as part of future sphere of influence updates, staff is to request and obtain information from affected school districts on their plans to provide educational services to the affected territory and, if appropriate, identify mitigation measures to ensure that such services can be provided.



VENTURA LOCAL AGENCY FORMATION COMMISSION  
STAFF REPORT

Meeting Date: April 18, 2012

**Agenda Item 11**

**TO:** LAFCo Commissioners

**FROM:** Kim Uhlich, Executive Officer *KU*

**SUBJECT:** Review the Sphere of Influence for the Camarillo Health Care District and Review and Update the Sphere of Influence for Ventura County Service Area No. 33

**RECOMMENDATION:**

- A. Review the sphere of influence for the Camarillo Health Care District and determine that no update or municipal service review is necessary.
- B. Review and update the sphere of influence for Ventura County Service Area No. 33, adopt attached resolution LAFCo 12-05S making determinations and updating the sphere of influence for Ventura County Service Area No. 33 by applying a provisional sphere.

**BACKGROUND:**

Pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Govt. Code §56000 et seq.), LAFCo must determine and adopt a sphere of influence for each city and special district on or before January 1, 2008. Every five years thereafter, LAFCo must, as necessary, review and/or update each sphere of influence (Govt. Code §56425(g)).

**Camarillo Health Care District**

The Camarillo Health Care District is an independent special district that serves the City of Camarillo and environs, including California State University Channel Islands and the unincorporated community of Somis. It was originally formed in 1969 as the Pleasant Valley Hospital District for the purpose of constructing and operating an acute care hospital facility in the Camarillo area. In 1983 the District sold the hospital to a non-profit corporation and in 1984 the District was renamed and restructured as the Camarillo Health Care District.

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Since that time, the District has become a provider of innovative health and wellness services focused on prevention, screening, education and support for persons of all ages. The District's boundary and sphere of influence are primarily co-terminus except for the Santa Rosa Valley, the Sterling Hills community, and approximately 200 acres of agricultural land at the western edge of the City of Camarillo, which is outside of the District boundary but within the sphere (Attachment 1).

In July 2007 the Commission reviewed the sphere of influence for the Camarillo Health Care District and determined that no update was necessary based on findings contained in a Municipal Service Review (MSR) report.

#### Ventura County Service Area No. 33

Formed in 1991 for the purpose of providing recreation and park services to unincorporated areas in the County, Ventura County Service Area No. 33 (CSA No. 33) is a dependent special district governed by the Board of Supervisors. The District includes all the unincorporated land area in the County, except areas within the Conejo, Pleasant Valley and Rancho Simi Recreation and Park Districts. The District's boundary and sphere of influence are co-terminus (Attachment 2).

CSA No. 33 was part of the Recreation and Park Services – Special Districts MSR accepted by the Commission in March 2005 (Attachment 3). The written determinations adopted by the Commission noted that CSA No. 33 has no facilities, does not provide any services and has not received any revenue or incurred any expenses since 1995. The written determination adopted by the Commission relating to government structure options stated:

“County Service Area #33 is non-functional, does not provide any services and does not receive any revenue. The County's General Services Agency does not plan to use the functions or structure of this dependent special district in the future for the provision of recreation and park services in unincorporated areas. The Ventura County Board of Supervisors should initiate the dissolution of CSA #33 or LAFCO should consider taking unilateral action to initiate the dissolution of this District.”

The Commission reviewed the sphere of influence for CSA No. 33 in November 2007. In recognition of the January 1, 2008 deadline to complete the first round of MSRs and sphere of influence reviews/updates and the fact that dissolution proceedings could not be completed by that time, the Commission made no changes to the sphere of influence. In conjunction with this action, staff recommended that the Commission should initiate future dissolution within the next year should the County not do so beforehand. Staff further recommended that dissolution should certainly occur before another MSR for this District comes due.

LAFCo staff subsequently sent a letter to the County Executive Officer and engaged in several discussions with staff from the County Executive Office to encourage the County to initiate the dissolution proceedings. On February 17, 2010 the Commission adopted a recommendation for the Board of Supervisors to initiate dissolution proceedings for CSA

No. 33 and the Ahmanson Ranch Community Services District and file the necessary applications with LAFCo. On January 25, 2011, a recommendation to initiate dissolution of both districts was scheduled for consideration by the Board of Supervisors. However, in response to some concerns about dissolving CSA No. 33, the item was removed from the agenda. Although the Board of Supervisors approved a subsequent recommendation to initiate dissolution of the Ahmanson Ranch Community Services District, no further action has been taken to date with respect to CSA No. 33.

### **DISCUSSION:**

Based on the sphere of influence review schedule included in the municipal service review work plan approved by the Commission in May 2008, sphere of influence reviews for the Camarillo Health Care District and Ventura County Service Area No. 33 are to be completed in 2012.

#### **Camarillo Health Care District**

LAFCo staff recently met with the Chief Executive Officer and other staff from the Health Care District to ascertain whether any changes have occurred with respect to the existing service areas since the last sphere update in 2007 and to determine whether changes to the District's probable future service areas might be necessary. Based on information provided by District staff and a comprehensive review of the existing boundaries and sphere for the District, no issues were identified. As such, LAFCo staff determined that the current sphere of influence boundary accurately reflects the current and anticipated service area. It is therefore recommended that the Commission determine that no update to the sphere of influence for the Camarillo Health Care District is necessary. The effect of this recommendation is that the existing sphere of influence would remain the same.

Because there would be no changes, the sphere review action by the Commission for the Camarillo Health Care District is not considered a project subject to California Environmental Quality Act (CEQA).

As the Commission is aware, the law requires that a MSR be completed prior to, or in conjunction with, any sphere of influence update (Govt. Code §56430(a)). In light of the recommended action with respect to the Camarillo Health Care District sphere, there is no requirement for any MSR reports and thus staff is recommending that none be prepared. While not mandated, however, the Commission does have the authority to conduct a MSR report or other special study of any agency with a sphere of influence at any time. However, the recommendation is based on staff's determination that such work is not necessary at this time. LAFCo pays for the preparation of MSR reports. To the extent that sphere of influence updates are not deemed necessary for the subject districts, at least at this time, there will be some cost savings and work efforts can be focused on other districts and the cities. Should circumstances change in the future, the Commission retains the authority to determine that a sphere of influence update is necessary, thereby necessitating a MSR report at that time. Plus, if the Commission accepts the recommendation, under the law, it must again review the subject sphere again in five years.

### Ventura County Service Area No. 33

As indicated in the 'Background' section, above, there are no pending actions anticipated by the County to initiate proceedings for the dissolution of CSA No. 33. Although LAFCO could begin dissolution proceedings itself, procedurally it would be simpler for the County to take a lead role.

Commissioner's Handbook Section 4.2.2 (Attachment 4) provides for the adoption of a provisional sphere of influence to delineate territory within which the Commission determines that a service provider should pursue restructuring or reorganization options as recommended in the most recent MSR report prepared by LAFCo. In part, Section 4.2.2.1 further provides as follows:

- (a) LAFCo encourages agencies with a provisional sphere of influence designation to discuss alternatives to existing service provision or reorganization options and to return to LAFCo with the results of their discussions and/or studies.
- (b) If, pursuant to the process outlined in subsection (a), any change of organization or reorganization is determined to be warranted, the subject agency, an affected agency, or LAFCo should consider initiation of such proceedings except as otherwise prohibited by law.

One of the advantages of applying a provisional sphere is that it provides added incentives for a subject agency to take the necessary actions to address LAFCo's restructuring recommendations. For example, Handbook Section 4.2.2.2 provides that annexations to any agency with a provisional sphere designation are to be discouraged unless the purpose of the proposal is to resolve the issues that prompted the provisional sphere of influence designation.

Given that little has changed since 2005 with regard to the determinations concerning CSA No. 33 contained in the report titled *Municipal Service Review: Recreation and Park Services – Special Districts*, it is recommended that the Commission apply a provisional sphere of influence. The purpose for imposing a provisional sphere would be to encourage the County to address the CSA's nonfunctional status at its earliest opportunity. The recommended update to the sphere of influence would not affect the CSA's current boundary or the services it provides although it would effectuate a policy provision discouraging future annexations unless the purpose of the annexations are to resolve the CSA's deficiencies.

Pursuant to Government Code Section 56425(e) it is recommended that the Commission consider and adopt written statements of its determinations with respect to each of the following:

- (1) *The present and planned land uses in the area, including agricultural and open-space lands.* – The sphere of influence update to apply a provisional sphere for CSA No. 33 would have no impact on the present and planned land uses in the area. There would be no changes with respect to land use and no impact to agricultural and open-space lands as a result of the sphere of influence update.

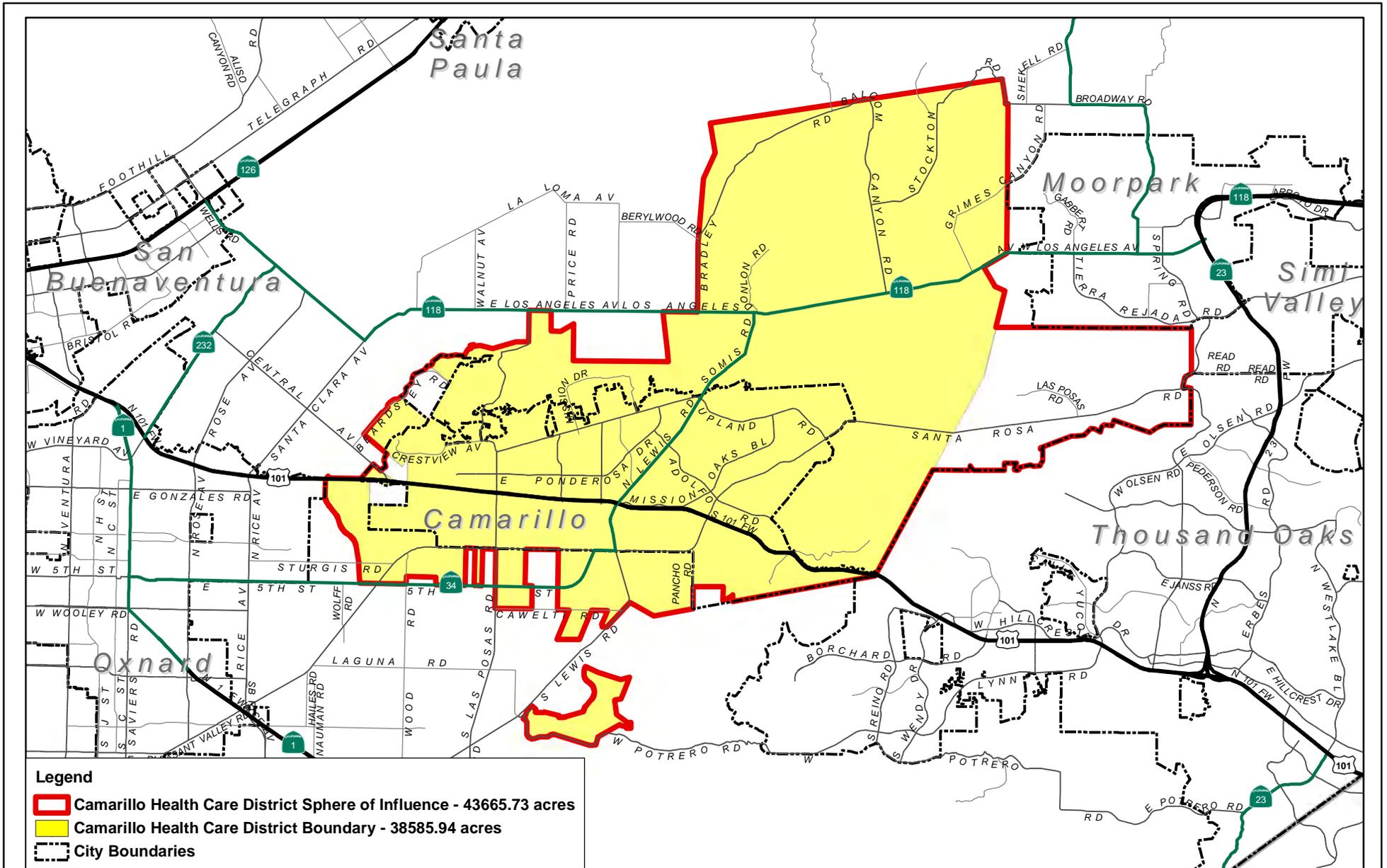
- (2) *The present and probable need for public facilities and services in the area.* – The basis for the recommended sphere of influence update to apply a provisional sphere is to acknowledge the fact that CSA No. 33 provides no public facilities or services and therefore should ultimately be dissolved as an independent unit of local government.
- (3) *The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.* – The basis for the recommended sphere of influence update to apply a provisional sphere is to acknowledge the fact that CSA No. 33 provides no public facilities or services and therefore should ultimately be dissolved as an independent unit of local government.
- (4) *The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.* - The sphere of influence update to apply a provisional sphere would not affect the social or economic community of interest in the area.

The Ventura LAFCo is the lead agency under CEQA for sphere of influence updates. The Commission must therefore address CEQA requirements before taking any action on any sphere of influence update. In staff's opinion it could easily be argued that the sphere of influence update being recommended is not a project under CEQA in that the action will not result in a direct or reasonably foreseeable indirect physical change in the environment. Such a determination, however, would not result in any further public CEQA notice of action and potentially could be challengeable over an extended period of time. Thus, it is recommended that the Commission take a more conservative approach by determining that the sphere of influence update is exempt from CEQA under the "general rule" exemption. Specifically, CEQA Guidelines §15061(b)(3) provides that a project is exempt from CEQA if:

"The activity is covered by the general rule that CEQA applies only to projects, which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA."

The recommended sphere of influence update would not affect the boundary of CSA No. 33 and would have no impact on the CSA's service area or ability to provide services should the County initiate service provision in the future. The recommended resolution relating to CSA No. 33 sphere of influence update (Attachment 5) contains a finding that the action is exempt from CEQA based on the "general rule" exemption.

- Attachments:
- (1) Camarillo Health Care District Sphere of Influence Map
  - (2) Ventura County Service Area No. 33 Sphere of Influence Map
  - (3) Municipal Services Review: Recreation and Park Services – Special Districts, March 16, 2005
  - (4) Commissioner's Handbook Section 4.2.2 – Provisional Sphere of Influence
  - (5) Resolution LAFCo 12-05S making determinations and updating the sphere of influence for the County Service Area No. 33



# Camarillo Health Care District

## Sphere of Influence

As Reviewed by the Ventura LAFCo - July 18, 2007

Prepared by County of Ventura - Information Systems Department - GIS Division

State Plane Coordinate System California Zone V - NAD 27

This map was compiled from records and computations

Published: September, 2010

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Feet





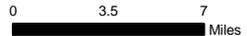
**Legend**

- Service Area Sphere of Influence
- Service Area Boundary
- City Boundary

**Ventura LAFCO**  
**Ventura County Service Area No. 33**

Prepared by County of Ventura - Information Systems Department - GIS Division  
 State Plane Coordinate System California Zone V - NAD 27

This map was compiled from records and computations



**MUNICIPAL SERVICE REVIEW**  
**RECREATION AND PARK SERVICES**  
**SPECIAL DISTRICTS**

Casitas Municipal Water District; Conejo Recreation and Park District;  
County Service Area No. 33; Pleasant Valley Recreation and Park District;  
Rancho Simi Recreation and Park District; United Water Conservation District

*Prepared for.*

**Ventura Local Agency Formation Commission**

800 South Victoria Avenue  
Ventura, California 93009-1850

Accepted by Ventura LAFCO on:  
March 16, 2005



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## I. EXECUTIVE SUMMARY

Recreation and park services are provided by a variety of different agencies in Ventura County, including the federal government, the State, the County, most of the cities in the County and by special districts. This Recreation and Parks Municipal Service Review addresses only the recreation and park services provided by the special districts in the County. Included are three Recreation and Park independent special districts, one County Service Area (CSA; a dependent district) and two independent, water districts that also provide recreation related services. The recreation and park services provided by the cities in the County will be addressed in the separate municipal service reviews for each city. Because municipal service reviews are required only when a Local Agency Formation Commission updates spheres of influence, and because spheres of influence only apply to cities and special districts, no municipal service reviews will be prepared for the services provided by the County, the State or the federal government.

The Conejo Recreation and Park District provides service to the City of Thousand Oaks and adjacent unincorporated areas, the Pleasant Valley Recreation and Park District to the City of Camarillo and adjacent unincorporated areas, and the Rancho Simi Recreation and Park District to the City of Simi Valley and adjacent areas. County Service Area No. 33 (CSA #33) is intended to provide regional recreational and parks services countywide while the Casitas Municipal Water District and the United Water Conservation District provide some recreation services as ancillary service to their primary mission of water service. Only the recreational services provided by the two agencies are addressed in this report.

Water services provided by the Casitas Municipal Water District were addressed in the Ojai-San Buenaventura (Ventura River Watershed) water and wastewater service review report. Water services provided by the United Water Conservation District were addressed in the Santa Clara River watershed water and wastewater service review report. The Ventura LAFCO adopted municipal service review determinations for the water services provided by both of these agencies in December 2003. Together with the determinations made relating to the water services provided by both Casitas and United, determinations made by the Ventura LAFCO about the recreational services provided by each agency will complete the municipal service reviews for both agencies.

LAFCO must conduct service reviews prior to or in conjunction with the mandated five-year schedule for updating spheres of influence. The service review report must include an analysis of the issues and written determinations for each of the following:

- Infrastructure needs or deficiencies;
- Growth and population projections for the affected area;
- Financing constraints and opportunities;
- Cost avoidance opportunities;
- Opportunities for rate restructuring;
- Opportunities for shared facilities;
- Government structure options, including advantages and disadvantages of the consolidation or reorganization of service providers;
- Evaluation of management efficiencies; and
- Local accountability and governance.

The Recreation and Parks service review process began in June 2004 and will be completed in March of 2005. A four-part questionnaire was sent to the districts requesting data on quantitative, qualitative and boundary issues. All the agencies responding to the questionnaire were contacted directly to

## I. Executive Summary

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clarify some of their responses. All data received was entered into the Ventura LAFCo database. The database will be used for subsequent service reviews, sphere of influence studies and other Ventura LAFCo studies and analysis.

County Service Area No. 33 did not respond to the questionnaire distributed. A follow-up review found that County Service Area No. 33 is non-functional. No financial reporting for this dependent special district has occurred since 1995 and the District has no funding.

For the other districts no significant issues were noted relative to growth or infrastructure. Ventura County is projected to grow by approximately 1% annually, however it is the County's policy to direct growth to designated urban areas or existing communities. Except for County Service Area No. 33, the agencies have generally planned for growth through their master plans and each works closely with the cities and other regional groups to track anticipated growth and provide for needed and requested infrastructure and services.

The Recreation and Park Districts rely on a mixture of property taxes, special assessments, grants and fees for revenue. Both the United Water Conservation District and the Casitas Municipal Water District use fees from recreation facilities to cover costs of those operations. The change in local revenue allocations required by the State's budget act of 2004 is expected to create financial limitations for the agencies over the next two or three years. However, each of the agencies responding to the service review questionnaire has planned for the projected reduction in revenue through a variety of means.

All agencies responding to the questionnaire reported unqualified audits and are achieving a degree of management efficiency through their operations, planning and joint use agreements.

Three government structure options were identified. One option would be to reorganize each Recreation and Park District with the appropriate city; however, this option is not considered feasible due to fiscal and service related issues. Another option was to merge the three Recreation and Park Districts into one large agency; however, the agencies currently have reached economies of scale and it is doubtful that a larger agency could find additional costs savings. Finally, it is recommended that LAFCO work with Ventura County to dissolve CSA #33. The district is non-functional; no revenues have been received nor expenses incurred since 1995.

In addition to reviewing broad based government structure options a number of "special study" areas have been identified for each of the three recreation and park districts. These special study reviews should occur with each district prior to or in conjunction with any sphere of influence updates.

## II. SERVICE REVIEW PROCESS

The Ventura LAFCO completed the first round of municipal service review reports, which addressed water and wastewater services, in January of 2004. The second round of service review reports includes the following services and agencies:

SERVICES	AGENCIES
Recreation/Parks	<ul style="list-style-type: none"> <li>• Casitas Municipal Water District*</li> <li>• Conejo Recreation and Park District</li> <li>• County Service Area (CSA) #33</li> <li>• Pleasant Valley Recreation and Park District</li> <li>• Rancho Simi Recreation and Park District</li> <li>• United Water Conservation District*</li> </ul>
Cemetery	<ul style="list-style-type: none"> <li>• Bardsdale Public Cemetery District</li> <li>• Piru Public Cemetery District</li> <li>• El Rancho Simi Public Cemetery District</li> </ul>
Solid Waste	<ul style="list-style-type: none"> <li>• Ventura Regional Sanitation District*</li> <li>• Channel Islands Beach Community Service District*</li> </ul>
Drainage	<ul style="list-style-type: none"> <li>• Oxnard Drainage District #1</li> <li>• Oxnard Drainage District #2</li> </ul>
Roads	<ul style="list-style-type: none"> <li>• County Service Area (CSA) # 3</li> <li>• County Service Area (CSA) # 4</li> <li>• County Service Area (CSA) # 14</li> </ul>
Community Services	<ul style="list-style-type: none"> <li>• Bell Canyon Community Services District</li> </ul>

\* Also included in the Water/Wastewater Service Reviews

The process used to prepare the water and wastewater service review report was also used for the agencies listed above. A four-part questionnaire was distributed to all 17 agencies. The first part collected general information about the agency (contact information, governing body, financial, etc.), the second part asked for service specific data, the third part included both questions and a map relating to boundary issues and the fourth part was a signature page. The questionnaire was designed to ensure the efficient transfer of data into the LAFCO database.

A meet and confer process was offered to all agencies and included interviews and email/phone conversations. Of the 17 agencies, 15 returned questionnaires although the format, quantity and quality of information returned varied significantly. Agencies that had previously completed the water/wastewater service review questionnaires (Casitas MWD and United WCD) were asked to just complete those portions of the questionnaires applicable to the service addressed in current service review.

All information collected from the questionnaires was entered into the Ventura LAFCO database that has been improved to increase its efficiency and facilitate future LAFCO reports.

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## III. DISTRICT REVIEW

### A. BACKGROUND

The Casitas Municipal Water District was formed in 1956 under the Municipal Water District Act of 1911 (Water Code §71000 et seq.). The District operates the 300-acre Lake Casitas Recreation Area located in the Ojai Valley. Lake Casitas was constructed in 1959 as a reservoir; recreational uses include boating, camping, and fishing. In 1997 the District opened the Blue Heron Water Park. The Water Park was expanded in 2003 and renamed the Lake Casitas Water Adventure.

The Conejo Recreation and Park District was formed in 1963, before the City of Thousand Oaks was incorporated, under the Public Resources Code §5780 et seq. relating to recreation and parks districts. The District provides a number of programs and facilities in the Conejo Valley, including the planned communities of Dos Vientos Ranch and Shapell/Rancho Conejo as well as the unincorporated communities of Lake Sherwood, Casa Conejo and Lynn Ranch.

The Board of Supervisors initiated the formation of County Service Area #33 in December 1991. LAFCO approval was granted and the District was formed during the same month. With this formation, County Service Area No.28 was dissolved and CSA #33 was named as the successor agency for the functions of CSA #28. CSA #33 was formed for the purpose of providing “enhanced funding for local parks and recreational facilities in the unincorporated areas.” The District includes all unincorporated area in the County except areas within the Conejo, Pleasant Valley and Rancho Simi Recreation and Parks Districts, and except for offshore islands. However, since 1995 the District has been non-functional and no financial reports have been prepared. No revenue has been received or expenses incurred on behalf of the District. The County’s General Services Agency, which administers the County parks, has not used the CSA’s functions or governing structure and does not plan to in the future.

The Pleasant Valley Recreation and Park District was formed in 1962, before the City of Camarillo was incorporated, under the Public Resources Code §5780 et seq. relating to recreation and parks districts. The District serves the greater Camarillo area, including Camarillo Heights and Las Posas Estates. The District offers parks and a variety of recreational facilities and programs.

The Rancho Simi Recreation and Park District was formed in 1961, before the City of Simi Valley was incorporated, under the Public Resources Code §5780 et seq. relating to recreation and parks districts. The District serves the greater Simi Valley area, plus areas beyond Simi Valley including the Oak Park area. The District boundaries extend beyond the Simi Valley Area of Interest. The Moorpark Area of Interest was detached in 1975, and Bell Canyon was detached in 1984 in conjunction with the formation of the Bell Canyon Community Services District. The District offers parks and a variety of recreational programs and facilities.

The United Water Conservation District was formed in 1950 under the Water Conservation Act of 1931 (Water Code §74000 et seq.). The District owns and manages recreational facilities in the Lake Piru Recreation Area. The Santa Felicia Dam was built on Piru Creek in 1954, forming Lake Piru. The District owns approximately 2,200 acres around and including the lake. Along the western shore, the District has developed 60 acres with various recreational facilities for camping, boating, fishing, swimming and picnicking.

**B. AGENCY PROFILES**

**CASITAS MUNICIPAL WATER DISTRICT**

<b>Contact:</b>	John Johnson, General Manager
<b>Mailing Address:</b>	1055 Ventura Ave., Oak View, CA 93022
<b>Site Address:</b>	Same
<b>Phone Number:</b>	805-649-2233 (recreation)
<b>Fax Number:</b>	805-649-4661
<b>Email/Website</b>	<a href="mailto:jjohnson@casitaswater.com">jjohnson@casitaswater.com</a> ; <a href="http://www.casitaswater.org">www.casitaswater.org</a>
<b>Types of Services:</b>	Recreational facilities, parks*
<b>Population Served:</b>	60,000
<b>Size of Service Area (sq miles):</b>	155
<b>Date of Formation</b>	1953

**STAFF AND FACILITIES**

<b>Staff:</b>	<b>Parks</b>	<b>Recreation</b>	<b>Total</b>
FTE	4.5	5.0	9.5
Temporary / Seasonal	10.0	75.0	85.0
<b>Park Acreage</b>			
Developed	300 acres		
Undeveloped	0		
<b>Adopted Master Plan</b>	Yes		
<b>Facilities:</b>	<b>Yes/No</b>	<b># of Facilities</b>	<b>Acreage/Miles</b>
Tot Lots / Playgrounds	Yes		
Golf Courses	No		
Recreation Centers	No		
Fitness Centers (gym, courts)	Yes	1	
Senior Centers	No		
Ball fields	No		
Special Use Areas	Yes	13 (playgrounds)	3
Special Resource Areas	No		
Open Space (passive parks)	Yes	1	300
Trails	Yes		20 miles
Other: Water Adventure	Yes	1	5

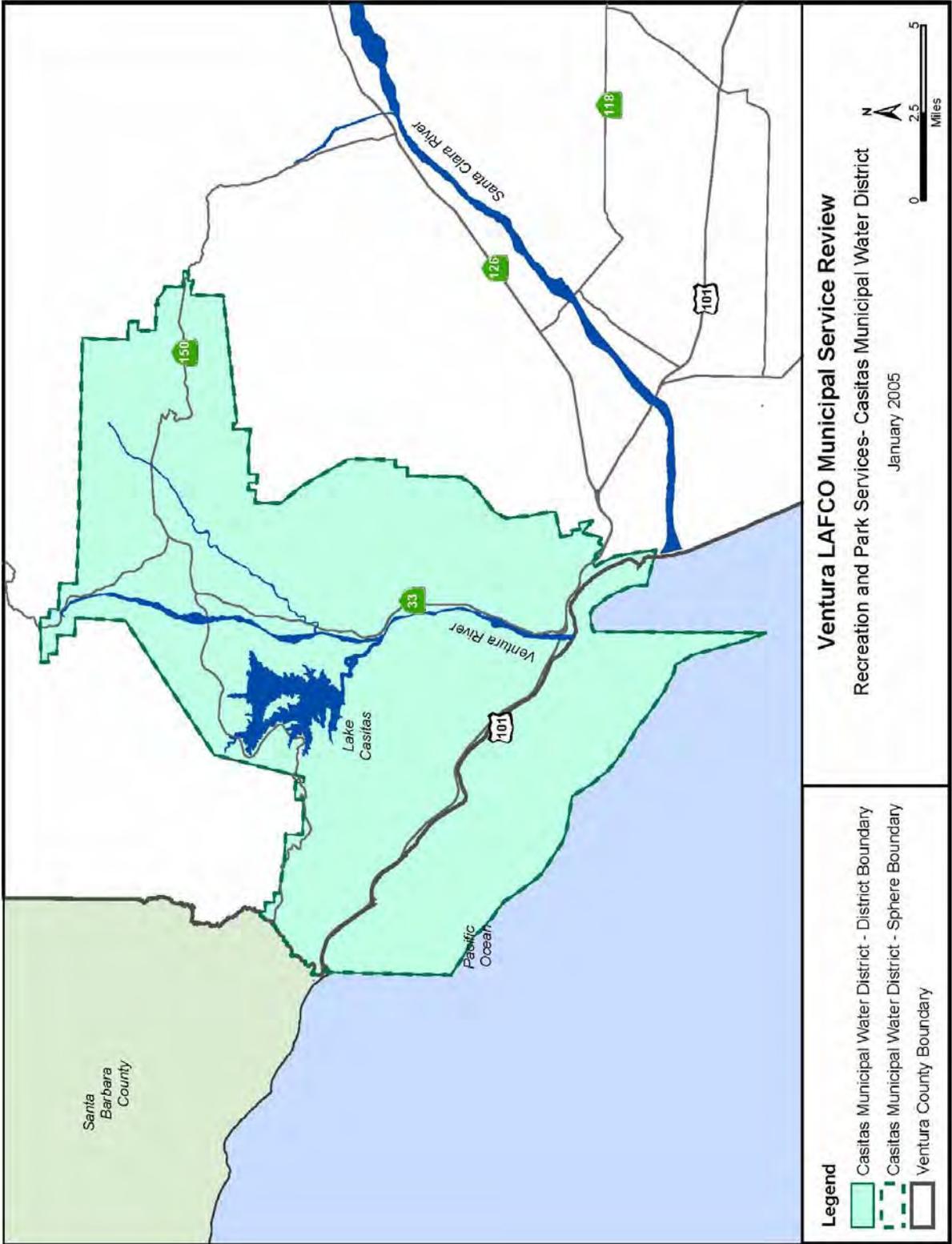
**FINANCIAL INFORMATION**

	<b>Revenues</b>	<b>Expenses</b>
<b>Budget: (FY 2004-2005)<sup>1</sup></b>	\$2,281,148	\$1,991,309 <sup>2</sup>
<b>Sources of Revenue</b>		
Fees	100%	
<b>Maintenance Costs Per Acre of Parkland:</b>	\$1,688	

<sup>1</sup> The Casitas Municipal Water District provides wholesale and retail water service as well as recreational facilities at Lake Casitas. The service review for the District's water utility services was completed in 2003; this service review only addresses the recreational services provided by the District.

<sup>2</sup> The difference between budgeted revenues and expenses is depreciation.

Map III-1: Casitas Municipal Water District



**CONEJO RECREATION AND PARK DISTRICT**

**Contact:** Tex Ward, General Manager  
**Mailing Address:** 403 W. Hillcrest Drive, Thousand Oaks, CA 91360  
**Site Address:** Same  
**Phone Number:** 805-495-6471  
**Fax Number:** 805-497-3199  
**Email/Website:** [parks@crpd.org](mailto:parks@crpd.org); [www.crpd.org](http://www.crpd.org)  
**Types of Services:** Recreational facilities, parks, public open space  
**Population Served:** 134,000  
**Size of Service Area (sq miles):** 65  
**Date of Formation:** January 8, 1963

**STAFF AND FACILITIES**

<b>Staff:</b>	<b>Parks</b>	<b>Recreation</b>	<b>Total</b>
FTE	52	49	101
Temporary / Seasonal	11	293	304
<b>Park Acreage</b>			
Developed	452 acres		
Undeveloped	642 to be developed; 14,852 acres open space		
<b>Adopted Master Plan</b>			
	Yes		
<b>Facilities:</b>	<b>Yes/No</b>	<b># of Facilities</b>	<b>Acreage/Miles</b>
Tot Lots / Playgrounds	Yes	41	
Golf Courses	No		
Recreation Centers	Yes	5	61,674 sq ft.
Fitness Centers (gym, courts)	No		
Senior Centers	Yes	1	24,206 sq ft.
Ball fields	Yes	53	
Special Use Areas	Yes		
Special Resource Areas	Yes		
Open Space (passive parks)	Yes		±15,000 acres
Trails	Yes		±110 miles
Other: (teen center)	Yes		

**FINANCIAL INFORMATION**

<b>Budget: (FY 2004-2005)*</b>	<b>Revenues</b>	<b>Expenses</b>
	\$17,448,657	\$17,448,657

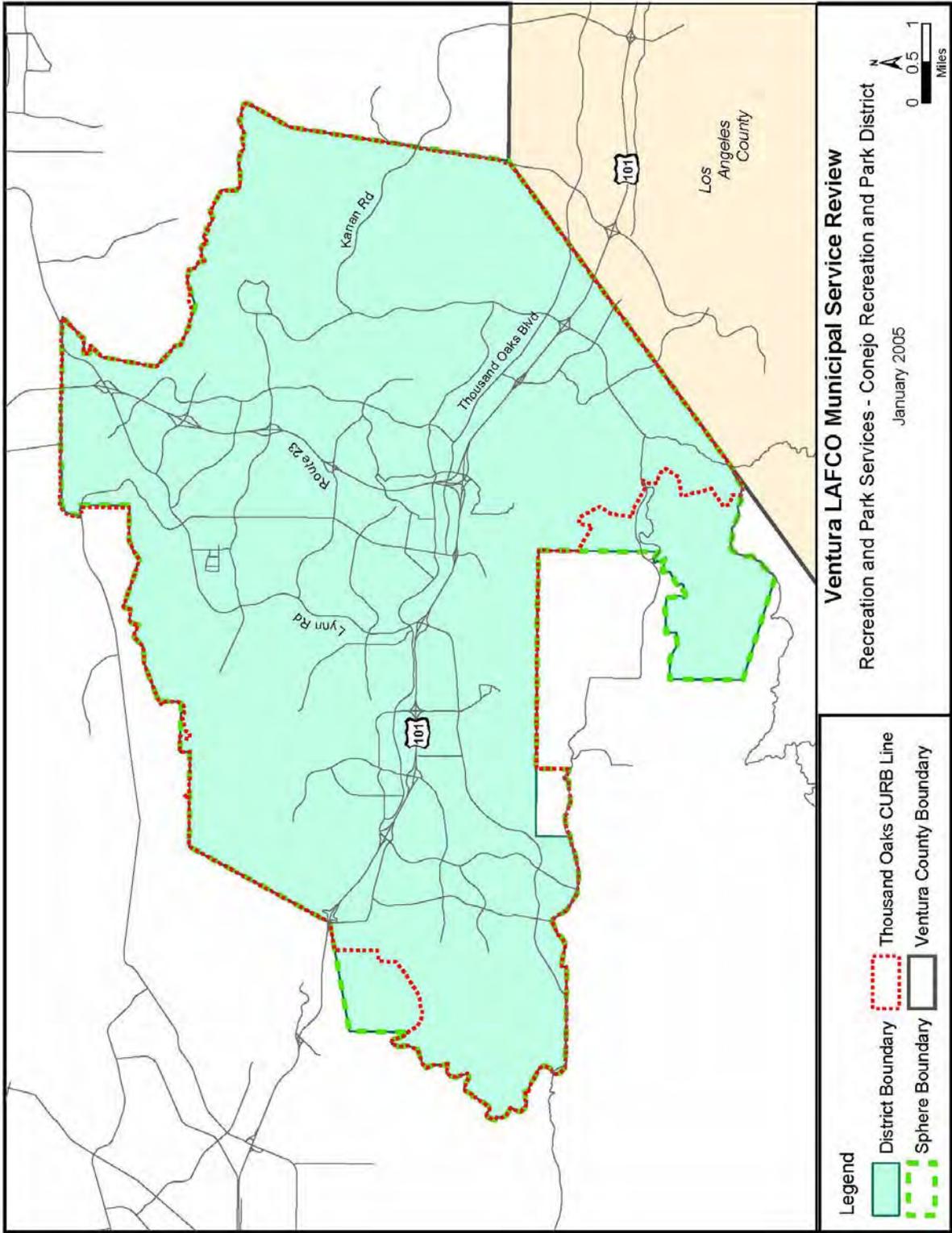
**Sources of Revenue**

Property Taxes	45%
Special Taxes/Assessments	10%
Fees	17%
Grants	19%
Other	9%

**Maintenance Costs Per Acre of Parkland:** \$8,860

\* The District includes carryovers/fund/balances in the budget. Fund balances total \$3,309,018

Map III-2: Conejo Recreation and Park District



**COUNTY SERVICE AREA #33**

**Contact:** Andy Oshita, Parks Manager, General Services Agency  
**Mailing Address:** 800 S. Victoria Ave., Ventura, CA 93009-1030  
**Site Address:** Same  
**Phone Number:** 805-654-3945  
**Fax Number:** 805-654-6537  
**Email/Website:** [Andy.oshita@mail.co.ventura.ca.us](mailto:Andy.oshita@mail.co.ventura.ca.us);  
**Types of Services:** Parks  
**Population Served:**  
**Size of Service Area (sq miles):** 1,864  
**Date of Formation:** December 17, 1991

**STAFF AND FACILITIES**

<b>Staff:</b>	<b>Parks</b>	<b>Recreation</b>	<b>Total</b>
FTE			
Temporary / Seasonal			
<b>Park Acreage</b>			
Developed			
Undeveloped			
<b>Adopted Master Plan</b>			
<b>Facilities:</b>	<b>Yes/No</b>	<b># of Facilities</b>	<b>Acreage/Miles</b>
Tot Lots / Playgrounds			
Golf Courses			
Recreation Centers			
Fitness Centers (gym, courts)			
Senior Centers			
Ball fields			
Special Use Areas			
Special Resource Areas			
Open Space (passive parks)			
Trails			
Other:			

**FINANCIAL INFORMATION**

<b>Budget: (FY 2004-2005)</b>	<b>Revenues</b>	<b>Expenses</b>

**Maintenance Costs Per Acre of Developed Parkland:**

*Note: CSA #33 has not received any revenue or incurred any expenses since 1995.*

### Map III-3: County Service Area No. 33



III. District Review

**PLEASANT VALLEY RECREATION AND PARK DISTRICT**

**Contact:** John Williamson, General Manager  
**Mailing Address:** 1605 E. Burnley Street, Camarillo CA 93010  
**Site Address:** Same  
**Phone Number:** 805-482-1996 ext. 24  
**Fax Number:** 805-482-3468  
**Email/Website:** [jwilliamson@pvrrpd.org](mailto:jwilliamson@pvrrpd.org); [www.pvrrpd.org](http://www.pvrrpd.org)  
**Types of Services:** Recreational facilities, parks, public open space  
**Population Served:** 72,000  
**Size of Service Area (sq miles):** 47  
**Date of Formation:** January 30, 1962

**STAFF AND FACILITIES**

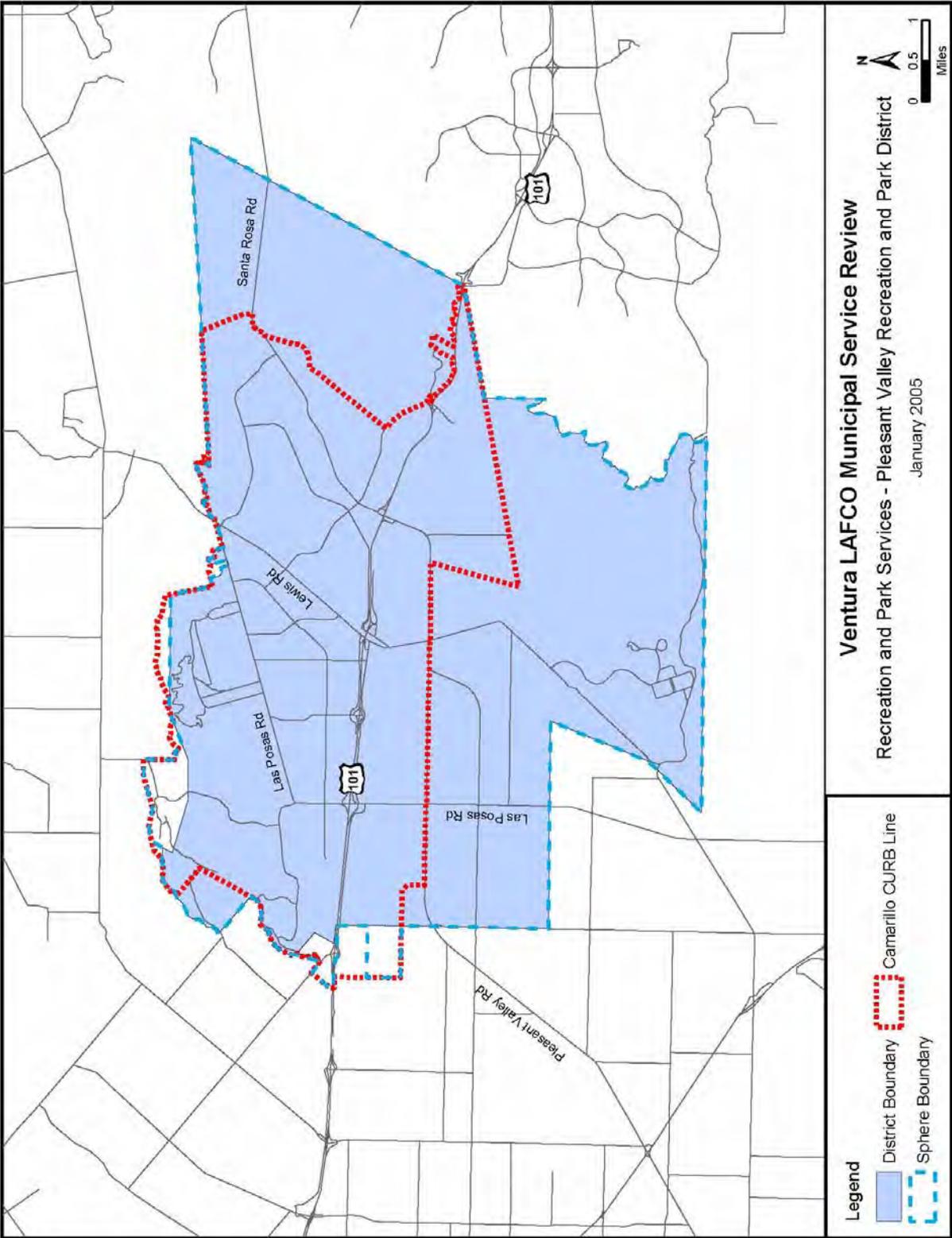
<b>Staff:</b>	<b>Parks</b>	<b>Recreation</b>	<b>Total</b>
FTE / Part time	21 / 1	4 / 25	25 / 26
Temporary / Seasonal	0	30	30
<b>Park Acreage</b>			
Developed	202 acres		
Undeveloped	55 acres		
<b>Adopted Master Plan</b>	Yes		
<b>Facilities:</b>	<b>Yes/No</b>	<b># of Facilities</b>	<b>Acreage/Miles</b>
Tot Lots / Playgrounds	Yes	30	
Golf Courses	No		
Recreation Centers	Yes	2	
Fitness Centers (gym, courts)	No		
Senior Centers	Yes	1	
Ball fields	Yes	15	
Special Use Areas (equestrian)	Yes	1	
Special Resource Areas	No		
Open Space (passive parks)	Yes	22	
Trails	Yes	2	
Other: indoor swimming pool	Yes	1	

**FINANCIAL INFORMATION**

<b>Budget: (FY 2004-2005)</b>	<b>Revenues</b>	<b>Expenses</b>
	\$4,866,526	\$4,866,526
<b>Sources of Revenue</b>		
Property Taxes	55%	
Special Taxes/Assessments	15%	
Service Charges	0.5%	
Fees	17%	
Grants	0.2%	
Other	12.3%	

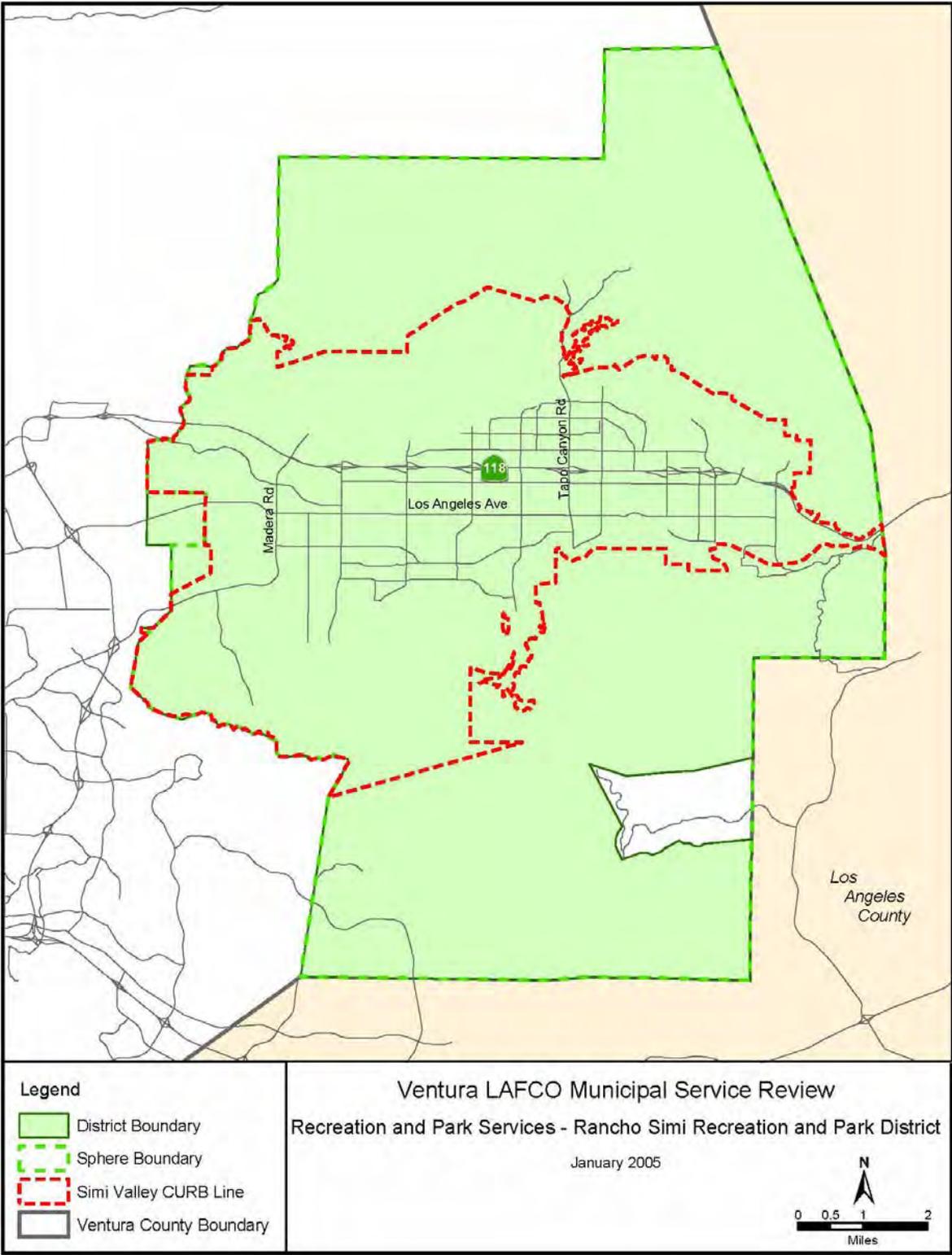
**Maintenance Costs Per Acre of Parkland:** \$5,722

Map III-4: Pleasant Valley Recreation and Park District



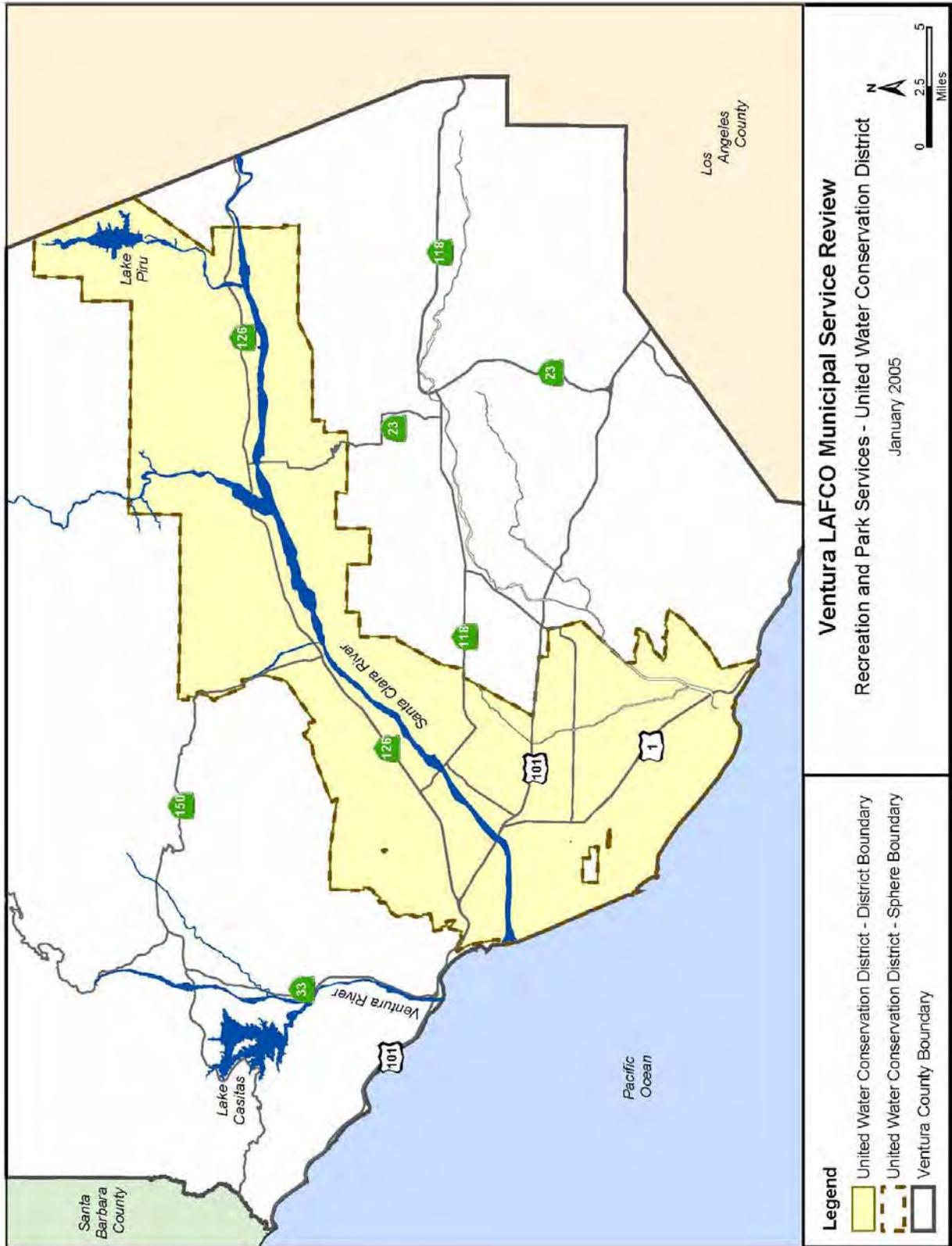


Map III-5: Rancho Simi Recreation and Park District





Map III-6: United Water Conservation District



**C. GROWTH AND POPULATION**

Ventura County encompasses 1,864 square miles with the majority of the population located in the southern portion. Development patterns, population growth and demographics have a significant impact on the provision of recreation and park services. Park facilities are frequently considered community assets, and recreation programs are viewed as an improvement to the quality of life for residents. Community and neighborhood parks and recreation programs are generally designed to serve the needs of the local community. Larger facilities, such as at Lake Casitas and Lake Piru, are more regionally based and draw from a larger area that often extends beyond the County’s political boundaries.

For a regional perspective, the population projections developed for Ventura County by the Ventura Council of Governments (VCOG) are shown below in *Table III-1*. As a comparison, the California Department of Finance (DOF) projections are included as well. VCOG is projecting a 1% annual growth rate, while DOF is projecting 1.5%.

**TABLE III-1  
Ventura County Population Projections**

<b>Population</b>	<b>2005</b>	<b>2010</b>	<b>2015</b>	<b>2020</b>	<b>2025</b>	<b>Annual Growth Rate</b>
VCOG	796,387	836,186	874,881	915,005	951,080	1.0%
DOF	818,600	877,400	934,000	1,007,200		1.5%

The Land Use Appendix for the County’s General Plan Update divides the County into fifteen geographical sub-areas for planning purposes. A significant portion of land within the County is designated as Open Space or Open Space – Urban Reserve, some of which lies within the jurisdiction of the agencies in this review. Parks and recreation are addressed in the Public Facilities and Services section of the County General Plan. In order to implement the stated General Plan goals and policies, the County’s General Services Agency is directed to prepare and update a County Recreation Plan in order to evaluate demand, establish facility needs, and prioritize proposed facility development. This planning effort provides for recreation and park facilities within each sub-area.

The highest growth rates are projected for the Fillmore, Moorpark and Piru sub-areas; however growth within any area signals a potential increase in demand for recreation and park services. Similar to other public services, agencies are often required to absorb growth with limited additional funding. Funding is frequently a limiting factor for expansion of services, and agency revenues are often at risk when funding is needed for other public services. While some of the services needed for subdivisions and developer-driven growth can be addressed through a Quimby Ordinance, Mello-Roos or other funding mechanisms, these mechanisms rarely provide all the funds necessary to adequately increase programs or facilities, or for on-going operational costs. Also, these mechanisms do not address the needs generated by growth that is a result of infill, development of single parcels, or redevelopment. Those agencies that operate their recreation and park funds as an enterprise do not face the same degree of impacts, but they are still challenged to maintain the expected level of service as population increases.

Most of the County’s planning areas are projected to have some level of growth as are adjacent areas in Los Angeles and Santa Barbara Counties. The projected population of those areas, along with the

agency primarily responsible for providing recreation and park services, are shown below in *Table III-2*.

**TABLE III-2  
Ventura County Population Projections by Sub-Area**

Sub-area	2005	2010	2015	2020	Annual Growth Rate
Ahmanson Ranch Area • <i>County of Ventura*</i>	410	410	410	410	0.00%
Camarillo Area • <i>Pleasant Valley RPD</i>	82,809	89,084	93,014	96,949	1.14%
Fillmore Area • <i>City of Fillmore**</i>	16,534	18,068	20,628	23,038	2.62%
Los Posas Area • <i>County of Ventura*</i>	3,666	3,788	3,911	4,034	0.67%
Moorpark Area • <i>City of Moorpark**</i>	31,777	32,561	33,346	42,108	2.17%
North Half Area • <i>County of Ventura*</i>	1,072	1,140	1,207	1,274	1.26%
Oak Park Area • <i>Rancho Simi RPD</i>	13,541	13,541	13,541	13,541	0.00%
Ojai Area • <i>City of Ojai**</i>	32,106	32,901	33,866	34,190	0.43%
Oxnard Area • <i>City of Oxnard**</i>	175,076	183,819	194,392	205,301	1.15%
Piru Area • <i>County of Ventura*</i>	2,360	2,596	2,834	3,070	2.01%
Port Hueneme Area • <i>City of Port Hueneme**</i>	23,512	23,512	23,512	23,512	0.00%
Santa Paula Area • <i>City of Santa Paula**</i>	34,724	37,515	40,625	43,443	1.67%
Simi Valley Area • <i>Rancho Simi RPD</i>	131,099	135,621	140,994	145,700	0.74%
Thousand Oaks Area • <i>Conejo RPD</i>	129,550	135,736	138,619	139,213	0.50%
Ventura Area • <i>City of San Buenaventura**</i>	114,193	119,652	125,454	130,696	0.96%
County Total	792,429	829,944	866,353	906,479	0.96%

\* *The County of Ventura historically has been primarily responsible for regional recreation and park services Countywide. Because County Service Area No. 33 is not funded or functional, the County is also primarily responsible for recreation and park services in unincorporated areas not within the boundaries of the Conejo, Pleasant Valley and Rancho Simi Recreation and Park Districts.*

\*\* *The cities of Fillmore, Moorpark, Ojai, Oxnard, Port Hueneme, Santa Paula and San Buenaventura are the primary providers of recreation and park services within their respective growth areas. The recreation and park services provided by these cities will be addressed in the municipal service review for these cities.*

Special districts often do not have the means to project population growth within their service area, and therefore must rely on the more generalized information provided by the cities, the County or other public entities. Even with this limitation, the agencies included in this review are aware of the growth and development trends for Ventura County and the areas they serve. The special districts noted the following population projections:

- Conejo RPD: 145,000 at build-out
- Pleasant Valley RPD: 90,000 at build-out
- Rancho Simi RPD: 159,000 at build-out

The Casitas Municipal Water District and the United Water Conservation District have specific recreational facilities (Lake Casitas and Lake Piru) and projections for population growth are not useful. Usage at similar facilities is often expressed in annual visitor days. The United Water Conservation District noted in their 1997 “Lake Piru Recreational Area Master Plan” that annual visitor days at Lake Piru ranged from 200,000 during drought conditions to 600,000 at the Lake’s full water elevation.

Population growth will continue to impact the agencies providing recreation and park services as they try to maintain existing levels of service and provide for capital improvements in the face of increasingly limited funding. However, the agencies have considered potential growth within their master plans, capital improvement programs and service plans and are balancing operations with capital needs to the greatest extent possible.

## **D. INFRASTRUCTURE NEEDS AND DEFICIENCIES**

The agencies included in this review offer a wide range of recreation and park facilities and programs. The variety is due to a number of factors including customer preferences, natural amenities, service area demographics, City and County General Plans, and funding sources. Most of the agencies have master plans and capital improvement programs that guide the future development of their facilities.

### **Casitas Municipal Water District**

The Casitas Municipal Water District operates the 300-acre Lake Casitas Recreation Area located in the Ojai Valley. Lake Casitas was constructed in 1959 as a reservoir; recreational uses include outdoor activities such as boating, camping, fishing, walking, and hiking as well as the Blue Heron Water Park that opened in 1997. In 2003 the District added a “lazy river” attraction and renamed the Water Park to the Lake Casitas Water Adventure.

There are 12 campgrounds with over 400 campsites ranging from basic to executive hook-up with concrete pad, grass and sewer connection for long-term visitors. Group camping is available as well as recreational vehicle storage.

Large group picnic areas are also available. Boats are permitted on the lake with a permit that can be purchased as day use or annually.

The District has developed a five-year capital improvement program (CIP). The CIP addresses facility needs district-wide and includes \$22 million in projects for both the water utility and recreation area. The District noted that the CIP program is 100% funded.

### **Conejo Recreation and Park District**

The Conejo Recreation and Park District provides a number of programs and facilities in the Conejo Valley, including the planned communities of Dos Vientos Ranch and Shapell/Rancho Conejo. The District maintains 42 parks, nearly 15,000 acres of open space and more than 100 miles of trails. Within Dos Vientos, there is a 27.8-acre community park and community center as well as a 5.1-acre neighborhood park. A new 4.56-acre neighborhood park is scheduled to open in FY 2005. The Rancho Conejo development includes two softball fields with a soccer overlay, two tennis courts, basketball court, sand tot lot and play equipment, sand volleyball court, restrooms, parking lot and open turf.

The Conejo RPD adopted its Master Plan in 1992, and the Plan now serves as the Recreation Element for the City of Thousand Oak's General Plan. The District's service area is divided into six basic community zones and 19 neighborhood service areas. Each of these zones includes an analysis of community parks, playfields, and neighborhood parks with existing and projected population, acreage needed, and status. The District estimates that approximately 63% of the population within its service area utilizes District services and facilities. The overall participation level, including multiple uses by the same person, is estimated at nearly 1.4 million. The District offers a variety of classes and programs for residents.

The District's 1992 Master Plan serves as a guide for the acquisition and development of park and recreation areas and facilities for the Conejo Valley community. The Plan includes standards that are used to determine future facility needs. In accordance with the Plan, the District has a capital improvement program that identifies 51 proposed projects with an approximate cost of \$6.1 million. The three largest projects are developing a master plan and Phase I for the Lang Ranch Community Park, lake construction and painting at McCrea Ranch, and completion of fields and lighting and design for Phase II at Conejo Creek Park South. The CIP is approximately 77% funded.

The District noted several areas where there are unmet service needs. These include areas surrounding Lang Ranch Community Park, Northwood Park, McCrea Ranch, Conejo Creek Southwest, Banyan Park, Thousand Oaks Community Park, Oakbrook Neighborhood Park, Woodridge, and within the Rancho Conejo and Dos Vientos Specific Planned areas.

The District's 1992 Master Plan is reviewed annually in conjunction with the preparation of the District budget. The infrastructure needs of the District are addressed through this planning process.

### **County Service Area No. 33**

The County of Ventura owns, maintains and/or operates 16 regional parks, 5 local parks, and 3 golf courses, and leases three other parks. Each of the regional recreation and park facilities owned by the County are operated as separate facilities and each is generally required to fund its operation and maintenance costs through fees.

While County Service Area No. 33 (CSA #33) was formed in 1991 to provide "enhanced funding for local parks and recreational facilities in the unincorporated areas" (excluding areas within the Conejo, Pleasant Valley and Rancho Simi Recreation and Parks Districts, and offshore islands), the County has not used CSA #33 to fund or manage its facilities since 1995. The County General Services Agency did not return a service review questionnaire for CSA #33 as it is a non-functional District.

### **Pleasant Valley Recreation and Park District**

The Pleasant Valley Recreation and Park District serves the greater Camarillo area. The District owns and operates 27 parks and a variety of recreational facilities including: indoor and outdoor swimming pools, lighted ball fields, tennis courts, racquetball courts, a running track, children's play equipment, picnic shelters, and barbecues. Recreation and recreation-related classes for residents are offered at all of the District's facilities.

There are five community parks, generally over 10 acres in size, located throughout the community for easy access. In addition, there are 20 neighborhood parks, less than 10 acres in size, designed for passive use. These are intended to be within one-half mile from any residence. The District also operates one equestrian arena and one skateboard park.

The District has adopted a capital improvement program that covers a ten-year period. It includes \$3 million in projects and is 100% funded.

### **Rancho Simi Recreation and Park District**

The Rancho Simi Recreation and Park District serves the Simi Valley and Oak Park areas. The District's facilities include five developed urban community parks, eight themed community parks, 27 neighborhood parks, and three swimming pools. The District also owns a 9-hole and an 18-hole golf course, an equestrian center and trails, historic buildings, a lagoon and numerous sports fields and courts. More than 250 programs are offered throughout the year, including programs designed for the mentally and physically disabled. A skateboard park and a dog park were identified as unmet service needs.

The District adopted its "General Plan for Parks, Recreation and Open Space" in 1986; this serves as a master plan to guide the future development of district facilities. In accordance with this Plan, the District has established standards for community parks, neighborhood parks and play fields.

The District has adopted a capital Improvement program that covers a ten-year period and is updated annually. \$12 million is allocated to one year, with \$18 million identified for the full ten-year period. The Plan is 83% funded, provided that assessment and Quimby fees continue.

### **United Water Conservation District**

The United Water Conservation District owns and manages recreational facilities in the Lake Piru Recreation Area. The Santa Felicia Dam formed Lake Piru; the District owns approximately 2,200 acres around and including the Lake. Along the western shore, the District has developed 60 acres with various recreational facilities for camping, boating, fishing, swimming and picnicking. These facilities serve the population throughout the region, drawing users from both Ventura and Los Angeles Counties. The District provides developed camping facilities with water and electric hookup as well as a full-service marina and snack bar. There are 238 campsites and 66 boat slips at the marina.

The District developed a draft "Lake Piru Recreation Area Master Plan" in 1997. While apparently still in draft form, the District uses this Plan's policies and guidelines for management and operation of the recreation area as well as identifies future enhancements. Potential projects have been classified into Short-Term and Long-Term Strategies primarily determined by expected funding source and projected revenue return. Potential infrastructure improvements for the facilities include improved circulation, water system extension and improvements, wastewater system improvements, and parking.

The District has an adopted capital improvement program that covers a five-year period. Recreational facilities at Lake Piru are addressed in the plan. The District noted that the CIP includes \$11.3 million in projects district-wide and it is currently 11% funded.

## **E. FINANCING CONSTRAINTS AND OPPORTUNITIES, COST AVOIDANCE OPPORTUNITIES AND RATE RESTRUCTURING**

The three Recreation and Park Districts serving the central and eastern areas of Ventura County were formed in the early 1960's. Since they levied a property tax prior to Proposition 13, they are entitled to continue sharing a proportionate share of the 1% overall property tax. The cities served by these districts – Camarillo, Simi Valley, and Thousand Oaks – were all incorporated after the creation of the Districts and have a smaller proportional share of the property tax revenue.

The two water districts within the scope of this review provide recreational services in addition to their primary water services. While comparable in some ways to the Conejo, Pleasant Valley and Rancho Simi RPDs, the Casitas Municipal Water District and the United Water Conservation District were formed under different enabling legislation and their primary mission is substantially different than that of the Recreation and Park Districts. Both the Casitas MWD and United WCD provide recreational services as an ancillary service to their primary mission of the provision of water services. These recreational services are fee based and are regional in nature. Both of these Districts receive property tax funding, although user fees fund recreation services.

As a method of evaluation, the recreation and park expenditures per capita were compared between special districts and cities providing similar services. Any comparison of this type must note several caveats:

- It is expected that the cities within the service areas of the Recreation and Park special districts would have little or no expenditures as the Recreation and Park Districts meet the need for services. However, cities outside the boundaries of any recreation and park district would carry a greater burden for provision of services.
- The Recreation and Parks special districts spend more per capita because of their property tax and special assessment allocations that remain undiluted by demand for other public services. It is unknown whether the expenditures reported for cities cover the full cost of all support services. Thus, this comparison may not yield a true “apples to apples” comparison between the special districts and the cities.
- The population served (the per capita part of the equation) varies with the expenditure time period used. While expenditures are typically known, figures for the population served are usually estimates. Obviously, changing the population served estimates will result in different per capita expenditures.

With the caveats noted, *Table III-3* on the next page compares per capita spending for recreation and park services as reported to the State Controller for the 2001-02 Fiscal Year period. No figures have been included for the United Water Conservation District or the Casitas Municipal Water District because they are primarily providing recreation facilities associated with their lakes and serving a much larger population base than the local community. Also, County Service Area No. 33 is not included because, as previously noted, it is not funded or functional.

**TABLE III-3  
Recreation and Park Expenditures Per Capita**

PUBLIC AGENCY	EXPENDITURES PER CAPITA
<i>RPDs and Cities within MSR Area</i>	
Conejo RPD	\$83.13
City of Thousand Oaks	0*
Pleasant Valley RPD	\$72.00
City of Camarillo	\$0.02
Rancho Simi RPD	\$83.86
City of Simi Valley	0
<i>Cities outside RPD MSR Area</i>	
City of Fillmore	\$19.52
City of Moorpark	\$61.86
City of Ojai	\$107.36
City of Oxnard	\$37.17
City of Port Hueneme	\$28.70
City of San Buenaventura	\$66.83
City of Santa Paula	\$15.87
County of Ventura	\$4.33

\* Capital outlay only

**Casitas Municipal Water District**

The Casitas Municipal Water District was formed under the Municipal Water District Act of 1911 (Water Code §71000 et seq.). The District operates its recreational facilities as an enterprise fund with full cost recovery. Revenue is received from fees and grants, approximately 62% and 38% respectively. For the three years ended June 30, 2004, the District received a total of \$1.59 million in grant funding; however no grant funding is budgeted for FY 2005. *Table III-4* provides a financial summary related to the District’s recreation services.

**TABLE III-4  
Casitas MWD: Financial Performance – Recreation Services**

RECREATION FUND	FY 04-05 <sup>1</sup>	FY 03-04 <sup>2</sup>	FY 02-03 <sup>2</sup>
Total Operating Revenue	\$2,281,148	\$2,479,950	\$2,191,092
Total Operating Expense	\$1,991,309	\$2,728,116	\$2,011,226
Income (Loss)	\$289,839	(\$248,166)	\$179,866
Fund Balance, end of year	NP	NP	NP

<sup>1</sup> Based on the District’s budget; note that the District’s budget does not include depreciation.

<sup>2</sup> Actual amounts based on the District’s audits; includes depreciation.

NP = not provided

The District’s recreation services, including operations, capital expenditures and required revenue, are addressed by the District Board’s Recreation Committee and then submitted to the Board for any required action. The October 22, 2004 Committee Report noted that revenue projections for the Lake Casitas Water Adventure had been exceeded for the prior season.

The District is avoiding costs through its planning and management strategies. It subleases the snack bar concession and operates a trailer storage facility on site to generate additional income.

The District reviews rates annually and has established a rate structure based on full cost recovery. Frequent Visitor Cards are offered, which provide discounted prices to cardholders. Day use fees are \$6.50 per vehicle and basic campsites with electric and water are \$24 per night. The Recreation Committee recently recommended changes in the trailer storage contract, increasing late fees from \$2.50 to 10% of the outstanding balance and making the fee effective after 14 days instead of 30. An impoundment fee of \$25 was also added. This recommendation was pending with the Board when the District completed the municipal service review questionnaire.

**Conejo Recreation and Park District**

The Conejo Recreation and Park District was formed under the Public Resources Code §5780 et seq. The District is funded primarily through property taxes, user fees, grants and special assessments. As part of its financial management structure, the District operates with four separate funds: the General Fund, the District-wide Assessment District (Park Maintenance and Recreation Improvement District), the Dos Vientos Assessment District, and the Rancho Conejo Assessment District. The voters approved the District-wide Assessment in 2001 to provide adequate funding for park maintenance as well as funds for repair and replacement of capital facilities. *Table III-5* provides a financial summary of the District.

**TABLE III-5  
Conejo Recreation and Park District: Financial Performance**

GENERAL FUND	FY 02-03 <sup>1</sup>	FY 01-02 <sup>2</sup>	FY 00-01 <sup>3</sup>
Total Operating Revenue	\$12,702,156	\$11,256,751	\$10,609,197
Total Operating Expense	\$12,104,176	\$10,326,896	\$9,691,055
Income (Loss)	\$597,980	\$929,855	\$918,142
Fund Balance, end of year		\$2,711,468	\$2,436,611

The three special assessment rates are as follows:

Rancho Conejo	\$39.72	(per single family residence)
Dos Vientos	\$146.12	(per single family residence)
District-wide	\$29.96	(per single family residence)

The District’s expenditures include 16% for management services, 45% for parks and planning, and 39% for recreation. The City of Thousand Oaks levees a Quimby fee that is passed on to the District to provide funding for parks associated with new residential development in the City.

<sup>1</sup> District’s General Fund Budget Summary. [www.crpdpd.org](http://www.crpdpd.org)

<sup>2</sup> Independent Auditor’s Report, Moss, Levy & Hartzheim, October 30, 2002.

<sup>3</sup> Ibid. (report includes data on prior year)

The most important financial issue facing this District is the loss of property tax funding due to the State's budget act of 2004, which significantly changes on how local revenues are allocated. Property tax revenues as a percentage of total operating revenues have dropped from 70% in FY 2003 to 57% in the most recent budget (FY 2005). The District has maintained revenues with Proposition 218 approved assessments. However, with the decrease in revenue due to the property tax shift to the State, the District will be redirecting funds intended for capital improvements from the District-wide assessment to the General Fund in order to maintain park and recreational facilities at the standards consistent with community expectations during the next two fiscal years

The District appears to be meeting the needs of its residents for parks and recreation services and is in good fiscal condition. Voter approval of Proposition 218 assessments indicates a strong level of support for District activities. The ability to obtain approval for assessment funding has been a vital part of preserving service levels and will continue to be important in the future.

The District is avoiding costs through its planning and management efforts. It noted numerous JPAs and intergovernmental agreements that provide a cooperative approach to fulfill public service gaps efficiently and cost-effectively. The District noted that it has frozen six positions for FY 2005 in anticipation of future funding limitations.

The District reviews its fee structure annually and makes adjustments as necessary based on inflation and other cost increases. Facility fees and user fees are charged for the District's various programs and facilities. The recreation program fee structure is intended to recover 50% of the costs of the recreation division, in the aggregate. Activity fees are set to recover direct costs as well as indirect costs when possible, taking into consideration the public's ability to pay and market factors. Users who reside outside the District's service area generally pay an additional 20% for recreation programs. Fee waivers are provided to individuals who qualify based on financial hardship.

### **County Service Area #33**

County Service Area #33 is non-functional and has not received any revenue or incurred any expenses since 1995. No financial reports are available.

### **Pleasant Valley Recreation and Park District**

The Pleasant Valley Recreation and Park District was formed under the Public Resources Code §5780 et seq. The District receives approximately 70% of its revenue from property taxes and special assessments. The remaining sources include services charges, fees, grants and other income. The District maintains a separate fund for the special assessment used for capital improvements. The District's financial summary is shown in *Table III-6* on the following page.

**TABLE III-6  
Pleasant Valley Recreation and Park District: Financial Performance**

GENERAL FUND	FY 03-04 <sup>1</sup>	FY 02-03 <sup>2</sup>	FY 01-02 <sup>3</sup>
Total Operating Revenue	\$5,162,392	\$4,926,305	\$5,027,264
Total Operating Expense	\$4,812,668	\$6,114,867	\$5,158,036
Income (Loss)	\$349,724	(\$1,188,562)	(\$130,772)
Fund Balance, end of year	NP	\$900,837	\$2,492,797

The special assessment rate structure is \$29.10 per single-family residence. The City of Camarillo levees a Quimby fee that is passed on to the District to provide funding for parks associated with new residential development in the City.

This District has also had to cope with declining property tax revenues due to the State budget. The District noted that it has laid off 12 employees and cut programs in anticipation of the pending property tax shift to the State. In the past, the District has successfully obtained additional assessment financing and as a result, expenditure levels have been maintained to this point, although in real terms expenditures are down slightly since the late 1990's. With the loss of property tax funding to the State this District has and will become more dependent on Proposition 218 voter approved assessments. Budget trends over the last two years have been negative, with reserves dropping by more than \$1.5 million. It appears that most of this has been due to capital outlay and may not reflect operating costs.

Revenues from special assessments, which are kept separate from the General Fund along with a transfer out of the General Fund, offset some of this negative performance. The biggest financial issue for this District is that combined general and special fund expenditures exceeded total revenues by approximately \$736,000 in FY 2003. However capital outlay was approximately \$1.2 million the same year. Reserves are adequate at the current level for an agency of this size.

The District is avoiding costs through its planning and management efforts. It participates in a Joint Powers Authority to purchase insurance at a reduced rate.

The District establishes its rate structure based on a comparison of the rates charged by other agencies in the area as well as service to residents and specific costs. Within the past two years, rates have increased 30%. Users who reside outside the District's boundaries pay fees that are 50% higher than residents within the boundaries. Facility fees are charged for facility rentals and group use of athletic fields and picnic/park areas. Program fees are based on cost for the facility and the instructor.

### **Rancho Simi Recreation and Park District**

The Rancho Simi Recreation and Park District was formed under the Public Resources Code §5780 et seq. The District's operations are funded primarily through property tax revenue, special assessments and grants (60%), and by user fees (40%). In the past the District has received approximately 5.5% of the 1% property tax assessment. Capital development and improvement projects are funded primarily through one-time park dedication fees paid on a per parcel basis during new home construction. Revenue from a special assessment and grants supplement the primary revenue sources. The District

<sup>1</sup> Provided by District on MSR questionnaire.

<sup>2</sup> Independent Auditor's Report, Moss, Levy & Hartzheim, September 12, 2003.

<sup>3</sup> Ibid. (report includes prior year's data)

actively pursues grant funding and has received \$4.2 million from the State, \$2.0 million in CDBG grants through the County of Ventura and City of Simi Valley, and \$12,500 from private sources. *Table III-7* summarizes the District’s financial performance.

**TABLE III-7  
Rancho Simi Recreation and Park District: Financial Performance**

GENERAL FUND	FY 02-03 <sup>1</sup>	FY 01-02 <sup>2</sup>	FY 00-01 <sup>3</sup>
Total Operating Revenue	\$10,362,550	\$11,219,707	\$11,190,948
Total Operating Expense	\$10,433,967	\$10,901,299	\$9,143,038
Income (Loss)	(\$71,417)	\$318,408	\$2,047,910
Fund Balance, end of year	\$3,386,103		

The special assessment rate structure is currently \$26.82 per single-family residence. (Commercial property and vacant land is assessed at a lower rate.) Annual assessment increases are based on the Consumer Price Index and capped at 3% per year. However, the District may carry forward an adjustment if the CPI exceeds 3% in any given year for use in a year when the CPI is lower. In recent years the increase in the special assessment has averaged \$0.70 per year. The City of Simi Valley levees a Quimby that is passed on to the District to provide funding for parks associated with new residential development in the City.

Historically this District has tended to operate with operating revenues exceeding expenditures, which has probably benefited long term capital and rehabilitation needs. However with the advent of property tax shifts, this ability to keep operating revenues comfortably ahead of expenditures has eroded. Like other similar districts, Proposition 218 voter approved assessment financing will be necessary to maintain service levels. The District noted that they have taken aggressive steps to improve efficiency and maintain existing levels of service. Five employees were laid off in June 2004 due to pending reductions in property tax revenue. The District’s required Public Employee Retirement System (PERS) contribution is also a financial constraint.

The District has a current outstanding balance of \$595,000 on a Certificate of Participation that expires in November 2009.

The District has generally posted good budget results and is in stable fiscal condition. However it has drastically cut capital spending in the last year and this trend is expected to continue through the next two fiscal years.

The District is avoiding costs through its planning and management efforts. It also uses contractors to provide a variety of administrative and maintenance services, including golf course operations.

The District establishes its rate structure depending on the activity. Some fees are set at full cost recovery and others are subsidized by district revenue. Rate reductions are offered to individuals who qualify for other governmental assistance such as the school discount lunch program. Within the past two years there has not been an overall rate increase, however fees for the after school program have

<sup>1</sup> Independent Auditor’s Report, Moss, Levy & Hartzheim, January 28, 2004.

<sup>2</sup> State Controller’s Report. Fiscal Year 2001-2002

<sup>3</sup> State Controller’s Report. Fiscal Year 2000-2001

increased 2%. Users residing outside the District’s boundaries are required to pay a 25% higher rate for rental fees on select facilities due to high demand.

**United Water Conservation District**

The United Water Conservation District was formed under the Water Conservation Act of 1931 (Water Code §74000 et seq.). It is a multi service district providing electricity, flood control, water and recreation services. The District operates the Lake Piru Recreation Area with income derived from fees and other sources. The District received \$1.9 million in grant funding in FY 2003. *Table III-8* provides a financial summary.

**TABLE III-8  
United Water Conservation District: Financial Performance**

<b>LAKE PIRU RECREATION FUND</b>	<b>FY 04-05<sup>1</sup></b>	<b>FY 03-04<sup>10</sup></b>	<b>FY 02-03<sup>10</sup></b>
Total Operating Revenue	\$878,000	\$848,000	\$2,900,000
Total Operating Expense	\$1,142,000	\$1,164,000	\$3,143,000
Income (Loss)	(\$264,000)	(\$316,000)	(\$243,000)
Fund Balance, end of year	(\$17,456)	(\$16,475)	(\$16,475)

The recreation facilities and services provided by the District are addressed by the Recreation Committee, which includes three directors and four staff members. This committee is responsible for the revenue, expenditures, and capital needs of the Lake Piru Recreation Area.

Overall, the District has a variety of revenue sources and expenditure programs. About 25% of the budget is from property tax revenues. Water sales are responsible for about 50% of revenues and recreation and other revenues account for the remainder. From a governmental finance standpoint it has a relatively complex funding profile, with a variety of local and non-local revenues.

Water activities account for more than 50% of total operating expenditures. Flood control (operation of the Freeman Diversion project) is the next largest expenditure category, at approximately \$2.7 million or 28% of the total. Recreation expenditures are approximately \$1.1 million per year, and electric operations are a very small operational expenditure component of approximately \$100,000 per year.

This District has a variety of funding sources, including taxes, user fees, grant revenues and water sales. In 1998, the District issued a revenue bond of \$84,553 for capital improvements related to recreation. The bond matures in 2008; per the FY 2002 State Controller’s report, the District had an outstanding balance of \$62,128. While the District has strong net revenues and solid reserves, it also has a relatively high debt service responsibility which is the primary reason expenditures have exceeded revenues in two of the last three years. In 2003 the debt service coverage ratio on all debt from net revenues was 0.92. As a general rule a debt service ratio of 1.25 is considered very adequate. The District received \$1.96 million in a grant in 2002 for construction of a new boat ramp; the boat ramp will be operational in late 2004.

<sup>1</sup> Provided by District on MSR questionnaire.

The District establishes its rates for use of the Recreation Area based on a comparison with rates charged at other parks. Both day use and camping fees have increased in the past two years. The current day use fee is \$7.50 per vehicle and a campsite with electric hookup is \$27 per night. The District also charges a \$7.00 reservation fee per transaction for camping. Annual passes are available for vehicles and boats. Seniors receive a \$10 discount off an annual vehicle pass.

The continuing decrease shown above in the Lake Piru Recreation Fund is after non-cash depreciation is added back in. This may indicate that revenue generated by the Recreation Area is not sufficient to meet expenditures, and may require rate restructuring to reduce the annual operating loss.

**F. EVALUATION OF MANAGEMENT EFFICIENCIES, OPPORTUNITIES FOR SHARED FACILITIES AND GOVERNMENT STRUCTURE OPTIONS**

**Management Efficiencies**

All of the agencies included in this review, except for the non-functioning County Service Area No. 33, are achieving some level of management efficiency for their operations. Audits were current and unqualified for five of the six agencies as shown in *Table III-9*. In addition, the agencies indicated that they have regular reviews of the various statutory requirements for Board members such as the Brown Act and Fair Political Practices Commission (FPPC) requirements. Compensation of Board members, including expense reimbursement, travel and per diem rates, is consistent with applicable laws.

**TABLE III-9  
Agency Audit Summary**

AGENCY	AUDIT CYCLE	LAST AUDIT SUBMITTED TO COUNTY AUDITOR	NEXT AUDIT DUE	AUDIT COMMENTS
Casitas Municipal Water District	1 yr.	June '03	Jun '04	Unqualified
Conejo Recreation and Park District	1 yr.	June '04	Jun '05	Unqualified
CSA #33	NA	NA	NA	NA
Pleasant Valley Recreation and Park District	1 yr.	June '03	Jun '04	Unqualified
Rancho Simi Recreation and Park District	1 yr.	June '03	Jun '04	Unqualified
United Water Conservation District	1 yr.	June '03	Jun '04	Unqualified

For this review, the Rancho Simi RPD provided a list of 54 action items that have been implemented since August 2003 (or are in the process) related to improving management efficiencies. This effort was initiated in anticipation of upcoming funding constraints and the District's desire to maintain existing service levels to the greatest extent possible. The changes range from staff reorganization to efficiency improvements and service outsourcing.

*Table III-10* on the following page summarizes the recreation and park services staffing levels by agency. No significant issues were noted for management efficiencies.

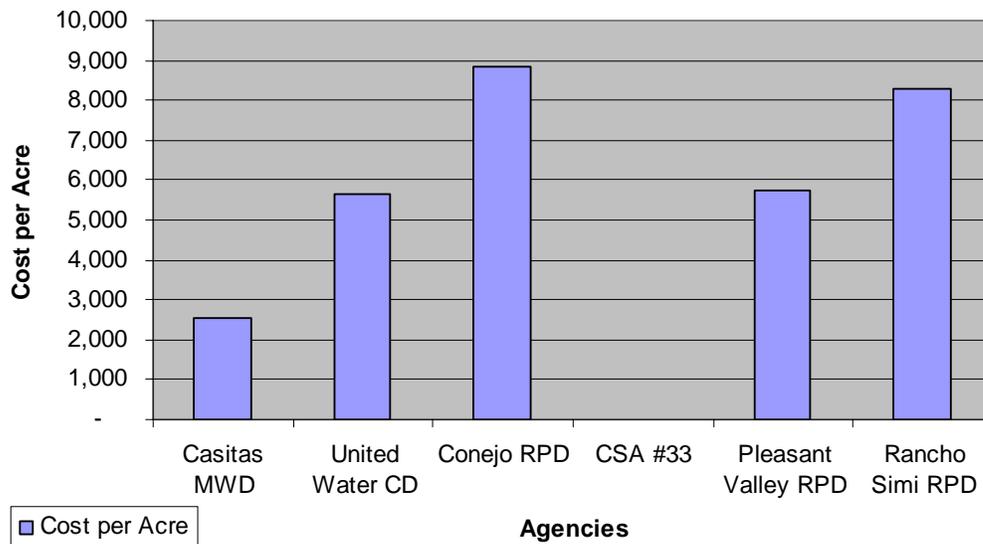
**TABLE III-10  
Agency Staffing for Recreation and Park Services**

AGENCY	PARKS		RECREATION		TOTAL
	REGULAR*	SEASONAL	REGULAR*	SEASONAL	
Casitas MWD	4.5	10	5.0	75	94.5
Conejo RPD	59	4	239	103	405
CSA #33	NP	NP	NP	NP	NP
Pleasant Valley RPD	22	0	29	30	81
Rancho Simi RPD	53	1-3	72	300-400	426-528
United Water CD	0	0	8	15	23

\* includes contract instructors and other contract employees; NP = not provided.

One goal for park and recreational services is to provide aesthetically pleasing, well maintained and preserved parks. By comparing the cost to maintain each acre of developed parkland, agencies can compare funding allocated to park maintenance. The *Figure III-1* illustrates the maintenance cost per acre for developed parkland for the districts, but this type of comparison does not reflect the differences in developed parkland facilities held by each agency, in management philosophy or in the desires for services as shown by residents.

**FIGURE III-1  
MAINTENANCE COST PER DEVELOPED ACRE OF PARKLAND**



### **Shared Facilities**

The use of shared facilities can be indicative of management efficiency as well as cost-effective service. The agencies noted the following shared facility arrangements and opportunities:

- The Casitas Municipal Water District uses contract services for mechanical maintenance, accounting and park systems.
- The Conejo RPD noted that it has several joint powers agreements (JPAs) and intergovernmental agreements with agencies to leverage agency resources toward a common public purpose. Through this cooperative approach, public service gaps are identified and closed efficiently and cost-effectively. The agencies include the cities of Thousand Oaks and Westlake Village, Conejo Valley Unified School District, County of Ventura, Santa Monica Mountains Conservancy and the Rancho Simi RPD. The agreements are both programmatic and facility-related. Perhaps the most notable of the JPAs are the one with the City of Thousand Oaks for the operation of the Conejo Open Space Conservation Agency (COSCA), an agency that owns and manages thousands of acres of open space lands, and the JPA with Santa Monica Mountains Conservancy, a State Agency, and Rancho Simi RPD for the operation of the Mountains Recreation and Conservation Authority (MRCA).

In addition, the District provides a summer recreation program for Westlake Village by contract and also provides administrative and financial services for the Mountains Recreation and Conservation Authority.

- The Pleasant Valley RPD jointly funded a gymnasium with the Pleasant Valley School District and both agencies share the facility. The Pleasant Valley RPD also noted that it participates in a Joint Powers Authority for insurance.
- The Rancho Simi RPD shares facilities such as the gym, pool, parks and athletic fields with the Simi Valley Unified School District (SVUSD), Oak Park Unified School District, and the Boys & Girls Club. In addition, the District has a shared purchasing agreement with SVUSD and participates in an insurance pool for liability and workers compensation. Also, the District, along with the Conejo RPD and the Santa Monica Mountains Conservation Authority, is a party to the Mountains Recreation and Conservation Authority (MRCA) JPA.

### **Government Structure Options**

#### **Water Districts**

No government structure options were identified for the Casitas Municipal Water District or the United Water Conservation District related to recreation and park services. Both agencies provide recreation services due to the available opportunity associated with the lake that is part of their water storage system. They directly operate and contract services out in relation to these facilities, and provide opportunities for concessions at the snack bars. Because of the Districts' primary mission and goals, and due to security and water quality concerns, it is essential that these Districts maintain operational control of the recreational facilities within the lake areas.

#### **Recreation and Park Districts**

There are three government structure options that might be considered for the three independent Recreation and Park special districts:

**1) Reorganization of the Recreation and Parks Districts and Cities.**

- Conejo Recreation and Park District with the City of Thousand Oaks
- Pleasant Valley Recreation and Park District with the City of Camarillo
- Rancho Simi Recreation and Park District with the City of Simi Valley

This option is similar for all three independent Recreation and Park Districts and, as such, the following discussion is applicable to each of the agencies. A reorganization would dissolve the Recreation and Park Districts with the appropriate city becoming the successor agency for the services provided by the Recreation and Park District.

An advantage of any of the three potential reorganizations might include a simplification of boundaries and of service providers.

However there are several disadvantages that seem to outweigh the advantages of any reorganization. First, each of the Districts serves areas outside incorporated areas and there is no other entity at present that could serve the unincorporated areas. While Ventura County owns and operates regional parks, due to severe budget constraints, County funding for parks is extremely low and in recent times the County has turned control of local parks over to other agencies. Also, as noted, County Service Area No. 33 that was originally formed to provide parks service to unincorporated areas is not funded and is non-functional. Residents outside the boundaries of the cities who currently enjoy access to recreational programs and local parks might find that their level of service would decline.

Due to the State budget act of 2004, the amount of property tax revenues available to Recreation and Park Districts as well as cities will decline for at least the next two years. Municipalities will be increasingly challenged to adequately fund public safety and other “essential” services and levels of service for “non-essential” services such as recreation/parks are expected to temporarily decline as general fund monies are stretched. Since the voters within the three special districts have clearly stated their preference for improved recreation and park services by their approval of special assessments, it would seem that a reorganization of any of the Recreation and Park Districts with a city might be unpopular with residents, would not result in any significant costs savings and could result in a decline in the level of service provided.

Finally, no issues regarding the recreation and park agencies were noted which might be improved by a reorganization. The Districts work closely with the cities, with numerous joint use facilities and agreements governing their operations.

**2) Merge the three special districts into one large district:** This option would include a reorganization of the three districts into one single district. However, it is highly probable that a single large district would create a bureaucracy that would reduce the value of any benefits derived from the change. There is a point of decreasing returns based on size and a single district could actually be too large to realize any economies of scale. In addition, there are service related issues pertaining to district assets, headquarters and existing intergovernmental agreements that would be difficult to address.

**3) No change:** This option would leave the districts with their existing spheres of influence and service areas. The three recreation and park districts are integral to the communities they serve, have support from their constituents, and provide facilities and services that improve the quality of life in their communities. Funding will continue to be an issue, especially in the next two years as property tax revenues are shifted to the State, but the districts attempt to responsibly balance service demands with resources and maximize efficiencies. Thus, maintaining the existing governmental structure of the districts is the preferred option.

### **County Service Area #33**

County Service Area #33 is a non-functional, dependent special district. The District was initiated by the Board of Supervisors in December of 1991 and formed, after LAFCO approval, in the same month. The Board of Supervisors stated purpose for forming CSA #33 was to provide “enhanced funding for local parks and recreational facilities in the unincorporated areas.” The District includes all unincorporated area in the County except areas within the Conejo, Pleasant Valley and Rancho Simi Recreation and Parks Districts, and except for offshore islands. However, since 1995 the District has been non-functional and no financial reports have been prepared. No revenue has been received or expenses incurred on behalf of the District. The County’s General Services Agency, which administers the County parks, has not used the CSA’s functions or governing structure and does not plan to in the future. It is recommended that the Ventura LAFCO encourage the County to initiate the dissolution of CSA #33 or consider taking unilateral action to initiate the dissolution of this District.

### **Spheres of Influence**

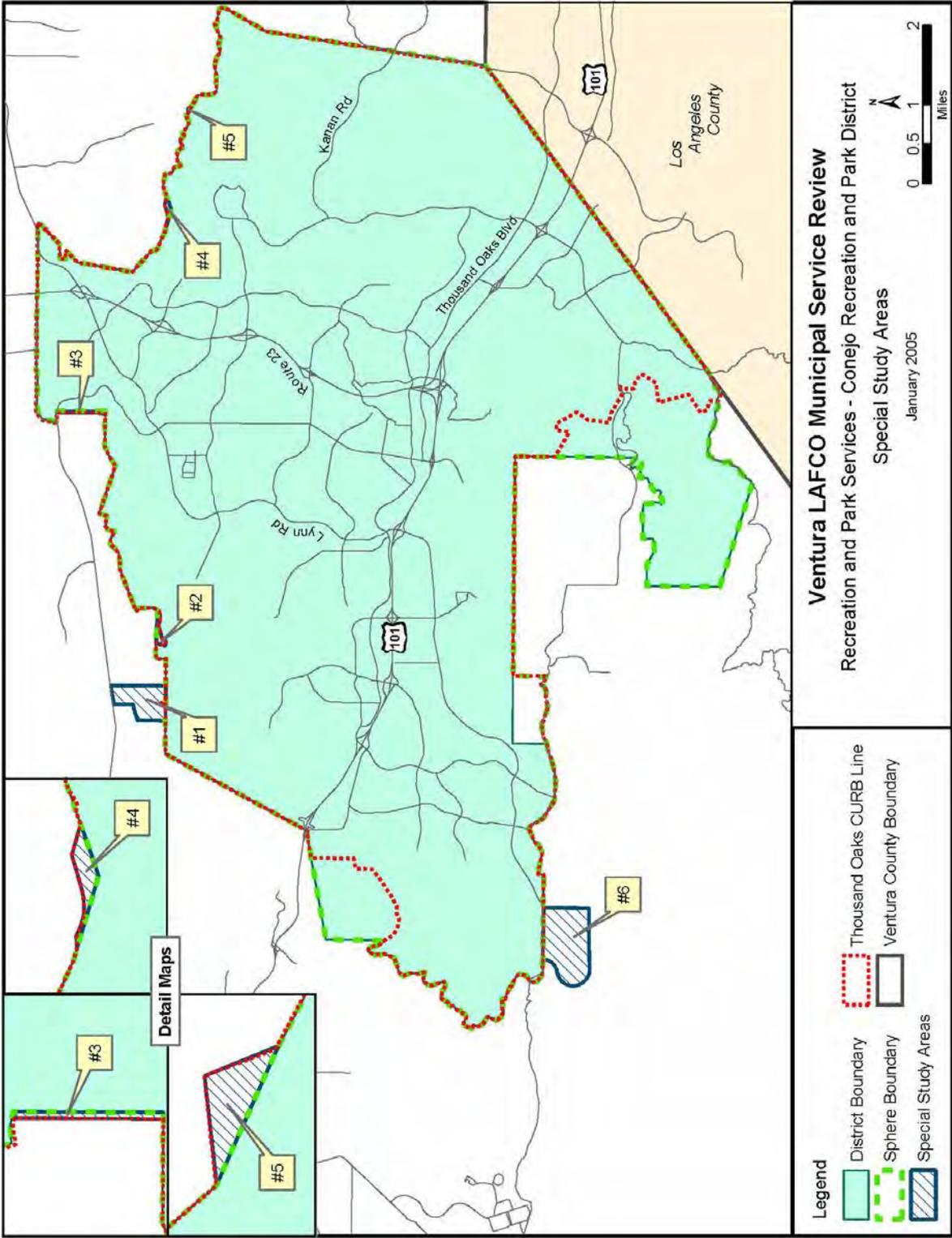
There are a number of “special study areas” areas for each of the three Recreation and Park Districts that will require additional analysis when completing sphere of influence updates. These special study areas are described briefly in *Table III-11*, *Table III –12*, and *Table III-13*, and shown on the corresponding maps for each Recreation and Park District. No similar special study areas were noted for the recreation and park services provided by either Casitas Municipal Water District or United Water Conservation District.

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**TABLE III-11  
Conejo Recreation and Park District Special Study Areas (Map III-7)**

SPECIAL STUDY AREA	DESCRIPTION
1	Approximately 151.7 acres south of Santa Rosa Road on both sides of Hill Canyon Road – Approximately 98.3 acres of this area are owned by the City of Thousand Oaks, with a small area of approximately 0.6 acres being within the boundary of the City of Thousand Oaks and the Thousand Oaks City Urban Restriction Boundary (CURB). The County of Ventura owns the remainder of this area. Because of the existing partnership relationships between the Conejo Recreation and Park District and the City of Thousand Oaks, this area and adjoining public property should be considered to be included in the District’s sphere of influence.
2	Approximately 14.8 acres consisting of portions of 4 lots accessed from Rocky High Road south of Santa Rosa Road – The District’s boundary and sphere of influence splits 4 privately owned lots in this area that are located outside the boundaries of the City of Thousand Oaks and the Thousand Oaks CURB. The District should consider initiating a detachment of this area and it should be removed from the District’s sphere of influence.
3	Approximately 10.2 acres located between two segments of Moorpark Road – This area is owned by Southern California Edison and used for transmission lines. The area is outside the boundaries and sphere of the Conejo RPD and outside the boundaries and sphere of influence of the City of Thousand Oaks. However, according to maps provided by the City of Thousand Oaks, the area is within the Thousand Oaks CURB. LAFCO and the District should confer with the City of Thousand Oaks about this discrepancy and the City’s intentions before updating the District’s sphere of influence. If the City expects to include this area in the City in the future it should be included in the District’s sphere of influence.
4	Approximately 8 acres north of Sunset Hills Boulevard between Windridge Avenue and Woodley Avenue – This area is owned by the Conejo Open Space Conservation Agency (COSCA), but is outside the Conejo RPD’s boundary and sphere of influence. The area is in the boundary of the City of Thousand Oaks and the Thousand Oaks CURB. The area is also currently in the boundary and sphere of influence of the Rancho Simi RPD, and is reflected as special study area 2 in Table III-13 and Map III-9 for the Rancho Simi RPD. Because both the Conejo RPD and the City of Thousand Oaks control the COSCA JPA, the Conejo RPD and the City of Thousand Oaks should work with the Rancho Simi RPD about detaching this area from Rancho Simi RPD, removing it from the Rancho Simi RPD sphere of influence, and adding it to the Conejo RPD sphere of influence and annexing it into Conejo RPD.
5	Approximately 0.9 acres in open space northerly of Oakbrook Regional Park – This small area is part of a much larger property owned by the City of Thousand Oaks. It is within the boundary of the City of Thousand Oaks and the Thousand Oaks CURB. Current maps reflect it as being outside the boundary and sphere of influence of the Conejo RPD. However, current maps indicate that this area is in the boundary and sphere of influence of the Rancho Simi RPD, and it is noted as special study area 1 in Table III-13 and Map III-11 for Rancho Simi RPD. Both the Conejo RPD and the Rancho Simi RPD should work with LAFCO to identify if this is a mapping error. If not, the area should be removed from the Rancho Simi RPD sphere of influence, detached from Ranch Simi RPD, and included in the Conejo RPD’s sphere of influence and annexed into the Conejo RPD.
6	Approximately 323.4 acres southerly of Portero Road across from Rancho Dos Vientos Drive – This area is owned by the Mountain Recreation and Conservation Authority (MRCA). Part of the area is used for the Two Winds Stables and the remainder is public open space. The area is outside the boundary of the City of Thousand Oaks and the Thousand Oaks CURB. However, because the Conejo RPD is a joint venture partner in MRCA, this area should be included in the District’s sphere of influence so that it could be annexed into the District in the future.

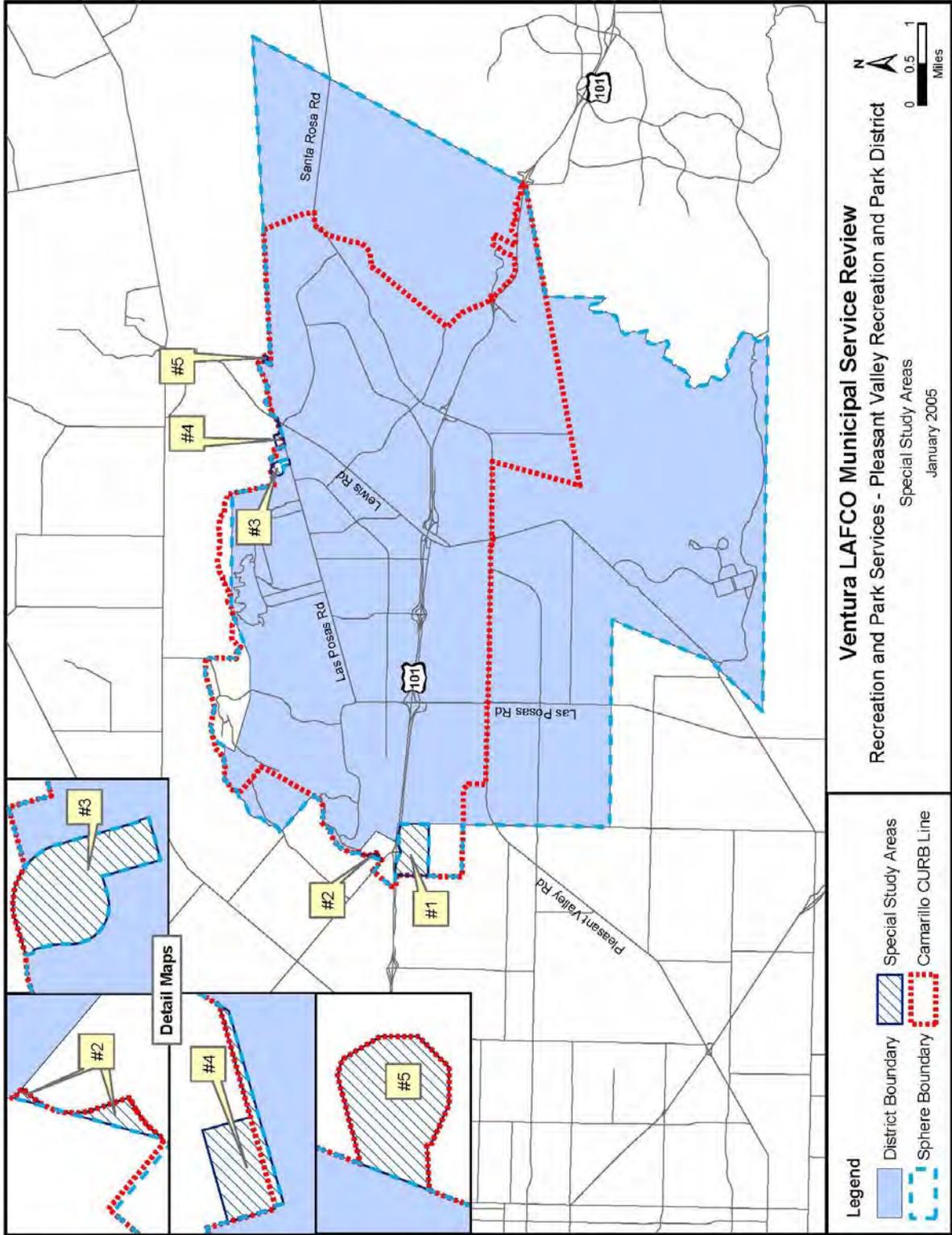
### Map III-7: Conejo Recreation and Park District – Special Study Areas



**TABLE III-12  
Pleasant Valley Recreation and Park District Special Study Areas (Map III-8)**

SPECIAL STUDY AREA	DESCRIPTION
1	Approximately 152 acres south of Highway 101, north of the Camarillo Airport and west of Wood Road – This area is in the Camarillo City Urban Restriction Boundary (CURB) and, therefore, can potentially be developed. As such, it should be included in the Pleasant Valley RPD sphere of influence.
2	Approximately 3.6 acres north of Central Avenue and west of W. Ponderosa Drive – This area is a portion of a larger parcel that is outside the boundaries of the City of Camarillo and the Camarillo CURB. It is outside the boundary of the Pleasant Valley RPD, but current maps show the area as being in the District’s sphere of influence. The District should work with LAFCO to identify if this is a mapping error. If not, the area should be removed from the District’s sphere of influence.
3	Approximately 18.4 acres north of Las Posas Road southerly of Antonio Avenue– This area includes St. John’s Medical Center and some medical office buildings. The area is in the City of Camarillo but outside the boundary and sphere of influence of the Pleasant Valley RPD. This area should considered for inclusion in the District’s sphere so that it could be annexed to the District in the future.
4	Approximately 13 acres north of Las Posas Road and east of Fieldgate Drive – This area is the site of the new Camarillo library and includes part of the right-of-way of Las Posas Road. It was annexed into the City of Camarillo in 2003, but is outside the Camarillo CURB. Because of Conejo RPD’s relationships with the City of Camarillo, this area should be considered for inclusion in the District’s sphere of influence so that it could be annexed to the District in the future.
5	Approximately 2.4 acres northeast of St. Johns Seminary – This property is owned by the City of Camarillo and includes a water tank that is part of the City’s water system. It is in the City, but is outside the boundary and sphere of influence of the Pleasant Valley RPD. For boundary consistency, this area should be considered for inclusion in the District’s sphere of influence so that it could be annexed to the District in the future.

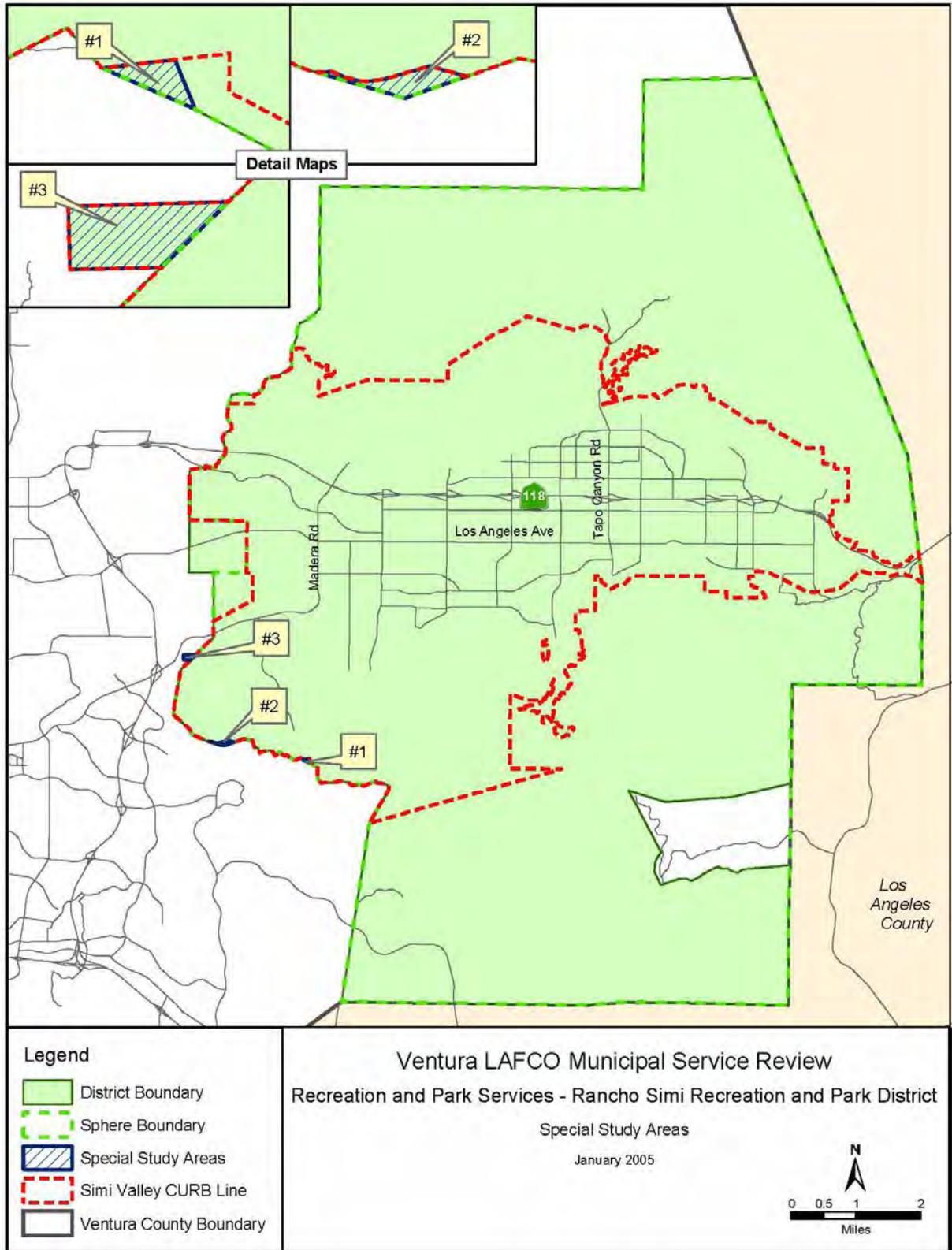
### Map III-8: Pleasant Valley Recreation and Park District- Special Study Areas



**TABLE III-13  
Rancho Simi Recreation and Park District Special Study Areas (Map III-9)**

SPECIAL STUDY AREA	DESCRIPTION
1	Approximately 0.9 acres in open space northerly of Oakbrook Regional Park – This small area is part of a much larger property owned by the City of Thousand Oaks. It is within the boundary of the City of Thousand Oaks and the Thousand Oaks CURB. Current maps reflect it as being in the boundary and sphere of influence of Rancho Simi RPD. This area is the same as special study area 5 in Table III-11 and Map III-7 for the Conejo RPD. Both the Rancho Simi RPD and the Conejo RPD should work with LAFCO to identify if this is a mapping error. If not, the area should be removed from the Rancho Simi RPD sphere of influence, detached from Ranch Simi RPD, and included in the Conejo RPD’s sphere of influence and annexed into the Conejo RPD.
2	Approximately 8 acres north of Sunset Hills Boulevard between Windridge Avenue and Woodley Avenue – This area is owned by the Conejo Open Space Recreation Agency (COSCA) but is in the boundary and sphere of influence of the Rancho Simi RPD. The area is in the boundary of the City of Thousand Oaks and the Thousand Oaks CURB, but is outside the Conejo RPD’s boundary and sphere of influence. The area is the same as special study area 4 in Table III-11 and Map III-7 for the Conejo RPD. Because both the Conejo RPD and the City of Thousand Oaks control the COSCA JPA, the Conejo RPD and the City of Thousand Oaks should work with the Rancho Simi RPD about detaching this area from Rancho Simi RPD, removing it from the Rancho Simi RPD sphere of influence, and adding it to the Conejo RPD sphere of influence and annexing it into Conejo RPD.
3	Approximately 7 acres southerly of Olsen Road, immediately behind the Calleguas Municipal Water District administration building – This area is owned by Calleguas Municipal Water District. The Calleguas administration building is in the boundary of the City of Thousand Oaks and in the Thousand Oaks CURB, but this adjoining area is outside the boundary of the City of Thousand Oaks and is within the City of Simi Valley’s CURB. The area is also outside the boundary and sphere of influence of the Rancho Simi RPD. Because all other territory within the City of Simi Valley’s CURB is within the boundary of the Rancho Simi RPD, this area should considered for inclusion in Rancho Simi RPD’s sphere of influence so that it could be annexed to the District in the future.

### Map III-9: Rancho Simi Recreation and Park District Special Study Areas



In addition to the special study areas noted in *Table III-1*, *Table III-12* and *Table III-13*, the following additional items should be considered as a part of the sphere of influence updates for the Conejo RPD and the Rancho Simi RPD:

- The Conejo RPD owns approximately 0.25 acres of land in Los Angeles County. The Conejo RPD also provides services to the Westlake Village area located in Los Angeles County, even though no property tax revenues are received for this out of agency service area. All property owned by and all areas served by the Conejo RPD should be noted and mapped as a part of the sphere of influence review and update process.
- LAFCO should discuss the Ahmanson Ranch CSD when updating the Rancho Simi RPD's sphere of influence. The Ahmanson Ranch CSD was originally formed in anticipation of its eventual development but since the Ranch has been designated as permanent open space, and is now is owned by public agencies, LAFCO should investigate the possibility of dissolving the Ahmanson Ranch CSD when updating the Rancho Simi RPD sphere of influence.
- The Bell Canyon CSD is surrounded by the Rancho Simi RPD and there are trails used by the residents of Bell Canyon that extend into the service area of the Rancho Simi RPD. It may be appropriate for LAFCO to include the Bell Canyon CSD within the sphere of influence of the Rancho Simi RPD to encourage the continued cooperation of the two agencies.

## G. LOCAL ACCOUNTABILITY AND GOVERNANCE

The independent special districts are governed by locally elected boards. CSA #33 is governed by the County's Board of Supervisors. The board members of each district, their terms of office and compensation are shown in the following tables:

**TABLE III-14**  
**Casitas Municipal Water District: Board Members and Terms**

BOARD MEMBER	TITLE	TERM OF OFFICE	COMPENSATION
James Word	President	12/08	\$171.06* per mtg
Bill Hicks	Vice President	12/06	\$171.06* per mtg
Peter Kaiser	Secretary	12/08	\$171.06* per mtg
Russ Baggerly	Director	12/08	\$171.06* per mtg
Charles Bennett	Director	12/06	\$171.06* per mtg

\* *Maximum per month = \$1,710.60*

In addition to compensation for meetings, the directors receive up to \$965.21 per month in medical insurance benefits and \$85.26 per month in dental insurance.

Meetings of the Casitas Municipal Water District Recreation Committee are held on the third Thursday of each month starting at 3:00 pm; general Board meetings are the second and fourth Wednesday of each month starting at 3:00 pm at the District office at 1055 Ventura Avenue in the unincorporated community of Oak View. Public notice is provided through mail and posting at the administrative office as well as on the District's website.

**TABLE III-15  
Conejo Recreation and Park District: Board Members and Terms**

BOARD MEMBER	TITLE	TERM OF OFFICE	COMPENSATION
Susan Holt	Director	11/06	\$100 per mtg.*
Michael Berger	Chair	11/06	\$100 per mtg.*
Mark Jacobsen	Director	11/08	\$100 per mtg.*
Joe Gibson	Vice-Chair	11/06	\$100 per mtg.*
George Lange	Director	11/08	\$100 per mtg.*

\* Directors are limited to a maximum of \$500 per month in compensation

The District directors do not receive any insurance benefits.

Meetings of the Conejo Recreation and Park District are held on the first and third Thursday of each month at 7:30 pm at the District offices at 403 West Hillcrest in Thousand Oaks. Notification of the public is through mailing and posting at the meeting location, on the District’s website, and at all District facilities.

**TABLE III-16  
County Service Area #33: Board Members and Terms**

BOARD MEMBER	TITLE	TERM OF OFFICE	COMPENSATION
Steve Bennett	Chair (District 1)	03/08	NA*
Linda Parks	Supervisor (District 2)	03/06	NA*
Kathy Long	Supervisor (District 3)	03/08	NA*
Judy Mikels	Supervisor (District 4)	03/06	NA*
John Flynn	Supervisor (District 5)	03/08	NA*

\* County Supervisors receive no additional compensation for CSA responsibilities

The Board of Supervisors generally meets at 8:30 a.m. each Tuesday throughout the year. The Board may also meet at other times and places as decided by the Board.

Notices are posted on bulletin boards at least ten days in advance of any public hearing at three locations, are published in local newspapers and are posted on the County’s website. The County’s website includes reports, agendas and other documents that improve public access.

**TABLE III-17  
Pleasant Valley Recreation and Park District: Board Members and Terms**

BOARD MEMBER	TITLE	TERM OF OFFICE	COMPENSATION
Jim Reser	Chair	2006	\$100 per mtg.*
Nancy Bush	Vice-Chair	2006	\$100 per mtg.*
Bob Stallings	Board Member	2008	\$100 per mtg.*
Patty Hamm	Board Member	2008	\$100 per mtg.*
Paul Rockenstein	Board Member	2008	\$100 per mtg.*

\* Board members are limited to a maximum of \$500 per month in compensation

Board members are eligible to participate in the District’s medical, dental and vision insurance programs at their own cost. The District reported that currently two board members receive medical insurance and all members receive dental and vision insurance. The individual Board members pay all costs for their own insurance.

Meetings of the Pleasant Valley Recreation and Park District are held on the first Wednesday of each month starting at 7:00 pm at the District offices at 1605 E. Burnley in Camarillo. Notification of the public is through posting at the meeting location, on the District’s website, mailings (including email) and in the newspaper.

**TABLE III-18  
Rancho Simi Recreation and Park District: Board Members and Terms**

BOARD MEMBER	TITLE	TERM OF OFFICE	COMPENSATION
Elaine Freeman	Chair	12/08	\$100 per mtg.*
Gene Hostetler	Vice Chair	12/06	\$100 per mtg.*
Mark Johnson	Director	12/08	\$100 per mtg.*
Kate O’Brien	Director	12/08	\$100 per mtg.*
Jim Meredith	Director	12/06	\$100 per mtg.*

\* Board members are limited to a maximum of \$500 per month in compensation

The directors receive \$25,000 coverage in life insurance, \$725 per month towards medical insurance premiums, \$1,440 per year in dental reimbursements, and \$332 per year in vision reimbursements.

Meetings of the Rancho Simi District are held on the first and third Thursday of each month. The District has two locations and times for its Board meetings. When the Board meetings are held in Simi Valley, they begin at 6:30 p.m. at 1692 Sycamore Drive, which is the District headquarters. When the meetings are held in the Oak Park community, they begin at 7:00 p.m. and are held at 1000 N. Kanaan Road. Notification of the public is through posting at the meeting location (both locations), on the District’s website and mailings.

**TABLE III-19**  
**United Water Conservation District: Board Members and Terms**

BOARD MEMBER	TITLE	TERM OF OFFICE	COMPENSATION
Sheldon Berger	President		\$121.50 per mtg*
Roger Orr	Vice-Chair		\$121.50 per mtg*
Bruce Dandy	Secretary/Treasurer		\$121.50 per mtg*
Robert Eranio	Director		\$121.50 per mtg*
Lynn Maulhardt	Director		\$121.50 per mtg*
Daniel Naumann	Director		\$121.50 per mtg*
F.W. Richardson	Director		\$121.50 per mtg*

\* Board members are limited to a maximum of \$1,215 per month in compensation

The District directors do not receive any insurance benefits.

Meetings of the United Water Conservation District are held the second Wednesday of each month starting at 1:00 pm at the District offices at 106 N. 8<sup>th</sup> Street in Santa Paula. Notification of the public is through posting at the meeting location, on the District's website, mailings (including email) and in the newspaper.

### Summary

Generally no significant issues regarding local accountability and governance were noted for any of the agencies included in this service review report. The governing boards appear to be locally accountable and all have current audits.

Public access was evaluated by regularly scheduled meetings and locations and by the use of legally required notices. All agencies reported using the legally required means of giving notice of meetings.

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## IV. DETERMINATIONS

*Determinations are based on data provided by the districts.*

### H. CASITAS MUNICIPAL WATER DISTRICT

- **Infrastructure needs or deficiencies**
  1. The Casitas Municipal Water District assesses its current and future infrastructure needs and deficiencies for its recreational services through its budget and annual Capital Improvement Program process.
- **Growth and population projections for the affected area**
  1. Population projections for the recreation and park services provided by the Casitas Municipal Water District are not relevant; the District bases the need for services on usage of current facilities.
- **Financing constraints and opportunities**
  1. The Casitas Municipal Water District prepares a comprehensive annual budget.
- **Cost avoidance opportunities**
  1. The Casitas Municipal Water District noted that it ensures that its recreational programs are self-supporting.
- **Opportunities for rate restructuring**
  1. The rates and fees of the Casitas Municipal Water District are set through a public process.
- **Opportunities for shared facilities**
  1. None were noted and no information was provided by the agency.
- **Government structure options, including advantages and disadvantages of the consolidation or reorganization of service providers**
  1. None were noted; no information was provided by the agency.
- **Evaluation of management efficiencies**
  1. The Casitas Municipal Water District noted that since 1989 it has decreased staff by 30%.
  2. The District has adequate reserves for its recreation and park services.
  3. The District is achieving management efficiencies related to recreation services through the Recreation Committee that oversees operations, capital expenditures and revenue, and provides recommendations to the Board.
- **Local accountability and governance**
  1. The Board members of the Casitas Municipal Water District are elected.
  2. The District holds regularly scheduled meetings and has a website where information related to Lake Casitas recreational facilities is posted.
  3. The District is locally accountable through adherence to applicable government code sections, open and accessible meetings, and dissemination of information.

## I. CONEJO RECREATION AND PARK DISTRICT

- **Infrastructure needs or deficiencies**
  1. The Conejo Recreation and Park District assesses its current and future infrastructure needs and deficiencies for its recreational services through its Master Plan (adopted in 1992), budget and annual Capital Improvement Program process.
- **Growth and population projections for the affected area**
  1. The Conejo Recreation and Park District relies on the population projections of the City of Thousand Oaks and other regional agencies. The City projects an ultimate population of 143,000; current population is approximately 121,000.
- **Financing constraints and opportunities**
  1. The Conejo Recreation and Park District prepares a comprehensive annual budget. The District's revenue sources are primarily comprised of property taxes, special assessments as allowed by Proposition 218, fees and grants.
  2. The impact of a reduction in property taxes will affect the agency and could result in a reduction of services; however, reserves are adequate and the agency could request additional assessments from residents.
- **Cost avoidance opportunities**
  1. The Conejo Recreation and Park District has an extensive set of agreements with other public and private agencies to ensure the maximum use of facilities and to avoid costs.
- **Opportunities for rate restructuring**
  1. The rates and fees of the Conejo Recreation and Park District are set through a public process; residents have approved special assessments for the purposes of providing higher levels of park and recreational services.
- **Opportunities for shared facilities**
  1. The Conejo Recreation and Park District has an extensive set of agreements with other public and private agencies to ensure the maximum use of facilities and public property.
- **Government structure options, including advantages and disadvantages of the consolidation or reorganization of service providers**
  1. The Conejo Recreation and Park District has considered reorganizations with other Recreation and Park Districts as well as with the City of Thousand Oaks. The benefits from the reorganizations were not considered to outweigh the costs and no reorganizations were initiated.
- **Evaluation of management efficiencies**
  1. The Conejo Recreation and Park District has a variety of mechanisms, agreements and joint uses to ensure maximum management efficiency.
- **Local accountability and governance**
  1. The Board members of the Conejo Recreation and Park District are elected and hold regularly scheduled meetings. The District has a website and posts copies of their budget and other appropriate information for residents and other interested parties. The District is locally accountable through adherence to applicable government code sections, open and accessible meetings, and dissemination of information.

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## J. VENTURA COUNTY SERVICE AREA #33

- **Infrastructure needs or deficiencies**
  1. County Service Area #33 has no facilities and is not currently providing services.
- **Growth and population projections for the affected area**
  1. The growth and population within County Service Area #33 is based on the population projections of the County's General Plan, VCOG and SCAG.
- **Financing constraints and opportunities**
  1. County Service Area #33 has not received any revenue or incurred expenses since 1995. No financial reports have been prepared since that time.
- **Cost avoidance opportunities**
  1. County Service Area #33 is non-functional and has no cost avoidance opportunities.
- **Opportunities for rate restructuring**
  1. County Service Area #33 does not charge any fees or service charges.
- **Opportunities for shared facilities**
  1. County Service Area #33 is non-functional and has no opportunities to share facilities.
- **Government structure options, including advantages and disadvantages of the consolidation or reorganization of service providers**
  1. County Service Area #33 is non-functional, does not provide any services and does not receive any revenue. The County's General Services Agency does not plan to use the functions or structure of this dependent special district in the future for the provision of recreation and park services in unincorporated areas. The Ventura County Board of Supervisors should initiate the dissolution of CSA #33 or LAFCO should consider taking unilateral action to initiate the dissolution of this District.
- **Evaluation of management efficiencies**
  1. County Service Area #33 is non-functional and there are no current management requirements.
- **Local accountability and governance**
  1. County Service Area #33 is governed by the Ventura County Board of Supervisors. The Board is locally accountable through adherence to applicable government code sections, open and accessible meetings, and dissemination of information and encouragement of participation in their process.

## **K. PLEASANT VALLEY RECREATION AND PARK DISTRICT**

- **Infrastructure needs or deficiencies**
  1. The Pleasant Valley Recreation and Park District assesses its current and future infrastructure needs and deficiencies for its recreational services through its Master Plan, its budget and its annual Capital Improvement Program process.
- **Growth and population projections for the affected area**
  1. The Pleasant Valley Recreation and Park District relies on the population projections of the City of Camarillo, VCOG and SCAG.
- **Financing constraints and opportunities**
  1. The Pleasant Valley Recreation and Park District prepares a comprehensive annual budget. The District's revenue sources are primarily comprised of property taxes and special assessments as allowed by Proposition 218.
  2. The impact of a reduction in property taxes will affect the agency and could result in a reduction of services; however, reserves are adequate and the agency could request additional assessments from residents.
- **Cost avoidance opportunities**
  1. The Pleasant Valley Recreation and Park District uses contractors and outside vendors for services when determined to be cost effective.
- **Opportunities for rate restructuring**
  1. The rates and fees of the Pleasant Valley Recreation and Park District are set through a public process; residents have approved special assessments for the purposes of providing higher levels of park and recreational services.
- **Opportunities for shared facilities**
  1. The Pleasant Valley Recreation and Park District has agreements with other public and private agencies to ensure the maximum use of facilities.
- **Government structure options, including advantages and disadvantages of the consolidation or reorganization of service providers**
  1. The Pleasant Valley Recreation and Park District has considered reorganizations with other Recreation and Park Districts. The benefits from the reorganizations were not considered to outweigh the costs and no reorganizations were initiated.
- **Evaluation of management efficiencies**
  1. The Pleasant Valley Recreation and Park District uses outside vendors and contracting agencies to provide more efficient services; it increases management efficiencies through numerous arrangements with other agencies.
- **Local accountability and governance**
  1. The Board members of the Pleasant Valley Recreation and Park District are elected and hold regularly scheduled meetings. The District has a website and posts appropriate information on it for their customers. The District is locally accountable through adherence to applicable government code sections, open and accessible meetings, and dissemination of information.

## L. RANCHO SIMI RECREATION AND PARK DISTRICT

- **Infrastructure needs or deficiencies**
  1. The Rancho Simi Recreation and Park District assesses its current and future infrastructure needs and deficiencies for its recreational services through its Master Plan (adopted in 1986), its budget and its annual Capital Improvement Program process.
- **Growth and population projections for the affected area**
  1. The Rancho Simi Recreation and Park District relies on the population projections of the City of Simi Valley and other regional agencies.
- **Financing constraints and opportunities**
  1. The Rancho Simi Recreation and Park District prepares a comprehensive annual budget. The District's revenue sources are primarily comprised of property taxes and service charges with some revenue from special assessments as allowed by Proposition 218.
  2. The impact of a reduction in property taxes will affect the agency and could result in a reduction of services; however, reserves are adequate and the agency could request additional assessments from residents.
- **Cost avoidance opportunities**
  1. The Rancho Simi Recreation and Park District began a process in August 2003 as part of its ongoing efforts to reduce costs and has saved approximately \$1.2 million to-date through acting on direct cost avoidance opportunities.
- **Opportunities for rate restructuring**
  1. The rates and fees of the Rancho Simi Recreation and Park District are set through a public process; residents have approved special assessments for the purposes of providing higher levels of park and recreational services.
- **Opportunities for shared facilities**
  1. The Rancho Simi Recreation and Park District has agreements with other public and private agencies to ensure the maximum use of facilities.
- **Government structure options, including advantages and disadvantages of the consolidation or reorganization of service providers**
  1. The Rancho Simi Recreation and Park District has considered reorganizations with other Recreation and Park Districts. The benefits from the reorganizations were not considered to outweigh the costs and no reorganizations were initiated.
- **Evaluation of management efficiencies**
  1. The Rancho Simi Recreation and Park District uses internal monitoring and evaluation to ensure maximum management efficiency.
- **Local accountability and governance**
  1. The Board members of the Rancho Simi Recreation and Park District are elected and hold regularly scheduled meetings. The District has a website and posts appropriate information for residents and users. The District is locally accountable through adherence to applicable government code sections, open and accessible meetings, and dissemination of information.

## M. UNITED WATER CONSERVATION DISTRICT

- **Infrastructure needs or deficiencies**
  1. The United Water Conservation District has a draft Master Plan prepared in 1997 that addresses anticipated recreational facility needs at Lake Piru.
- **Growth and population projections for the affected area**
  1. The United Water Conservation District bases growth and population projections on SCAG, VCOG, Ventura County and municipal population projections and reports.
  2. Population projections for the recreation and park services provided by the District are not relevant; the District bases the need for services on usage of current facilities.
- **Financing constraints and opportunities**
  1. The United Water Conservation District adjusts recreational fees annually to ensure that recreational programs are self-supporting.
- **Cost avoidance opportunities**
  1. The United Water Conservation District uses outside vendors and contractors for services when shown to be cost effective.
- **Opportunities for rate restructuring**
  1. The rates and fees of the United Water Conservation District are set through a public process.
- **Opportunities for shared facilities**
  1. The United Water Conservation District currently participates in numerous common facilities and services with other agencies.
- **Government structure options, including advantages and disadvantages of the consolidation or reorganization of service providers**
  1. The government structure options for the United Water Conservation District recreational services are limited.
- **Evaluation of management efficiencies**
  1. The United Water Conservation District uses outside vendors and contracting agencies to provide more efficient services; it increases management efficiencies through numerous arrangements with other agencies.
  2. The District is achieving management efficiencies related to recreation services through the Recreation Committee that is responsible for revenue, expenditures and capital needs of the Lake Piru Recreation Area.
- **Local accountability and governance**
  1. The United Water Conservation District Board is locally accountable through adherence to applicable government code sections, open and accessible meetings, and dissemination of information and encouragement of participation in their process.
  2. The United Water Conservation District holds regularly scheduled meetings at a time and place that encourages public participation.



## DIVISION 4 – SPHERES OF INFLUENCE

### CHAPTER 2 – SPECIFIC POLICIES

#### SECTION 4.2.2 PROVISIONAL SPHERE OF INFLUENCE

4.2.2.1 Purpose: A provisional sphere of influence is intended to delineate territory within which the subject service provider should pursue restructuring or reorganization options as recommended in the most recent MSR prepared by LAFCo.

- (a) LAFCo encourages agencies with a provisional sphere of influence designation to discuss alternatives to existing service provision or reorganization options and to return to LAFCo with the results of their discussions and/or studies.
- (b) If, pursuant to the process outlined in subsection (a), any change of organization or reorganization is determined to be warranted, the subject agency, an affected agency, or LAFCo should consider initiation of such proceedings except as otherwise prohibited by law.

4.2.2.2 Changes of Organization or Reorganizations Within a Provisional Sphere of Influence: Annexations to any agency with a provisional sphere designation shall be discouraged unless the purpose of the proposal is to resolve the issues that prompted the provisional sphere of influence designation.

4.2.2.3 Basis for Adopting a Provisional Sphere of Influence: The designation of a provisional sphere for an agency should be based exclusively on the determinations in the most recent MSR prepared for that agency.

4.2.2.4. Reconsideration: The provisional status of a sphere of influence should be reconsidered if the Commission determines that the agency has adequately addressed the deficiencies and/or issues that led to the provisional designation. Removal of the provisional designation may occur:

- (a) During the quinquennial review of the agency's sphere of influence; or
- (b) At the request of the agency's legislative body; or
- (c) At any time that the Commission deems it to be warranted.

**LAFCO 12-05S**

**RESOLUTION OF THE VENTURA LOCAL AGENCY  
FORMATION COMMISSION MAKING DETERMINATIONS  
AND APPROVING THE UPDATE OF THE SPHERE OF  
INFLUENCE FOR VENTURA COUNTY SERVICE AREA  
NO. 33 BY APPLYING A PROVISIONAL SPHERE**

WHEREAS, Government Code Section 56425 et seq. requires the Local Agency Formation Commission (LAFCo) to develop and determine the sphere of influence of each local governmental agency within the County; and

WHEREAS, Government Code Section 56425(g) requires that LAFCo, as necessary, review and update the adopted sphere of influence boundaries on or before January 1, 2008 and every five years thereafter; and

WHEREAS, Government Code Section 56430 requires that a municipal service review be conducted prior to or in conjunction with a sphere of influence update; and

WHEREAS, LAFCo conducted a municipal service review of the services provided by County Service Area No. 33 (CSA No. 33) and adopted written determinations as required by Government Code Section 56430 on March 16, 2005 for the services provided by the CSA; and

WHEREAS, it was determined in the municipal service review that CSA No. 33 provides no services and is not funded to do so; and

WHEREAS, LAFCo adopted a recommendation for the Ventura County Board of Supervisors, acting as governing board of CSA No. 33, to initiate dissolution proceedings; and

WHEREAS, no action has been taken to date by the Ventura County Board of Supervisors to initiate dissolution of CSA No. 33; and

WHEREAS, no change in regulation, land use or development will occur as a result of updating the CSA's sphere of influence;

WHEREAS, at the times and in the manner required by law, the Executive Officer gave notice of the consideration of this action by the Commission; and

WHEREAS, the sphere of influence update action was duly considered at a public hearing on April 18, 2012; and

WHEREAS, the Commission heard, discussed and considered all oral and written testimony for and against the sphere of influence update including, but not limited to, testimony at the public hearing on April 18, 2012 and the staff report and recommendation;

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED as follows:

- (1) The Staff Report and Recommendation for approval of the sphere of influence update for CSA No. 33, dated April 18, 2012, are adopted.
- (2) The Commission has considered the criteria set forth in Government Code §56425(e) and determines as follows:
  - (a) *The present and planned land uses in the area, including agricultural and open-space lands.* – The sphere of influence update to apply a provisional sphere for CSA No. 33 would have no impact on the present and planned land uses in the area. There would be no changes with respect to land use and no impact to agricultural and open-space lands as a result of the sphere of influence update.
  - (b) *The present and probable need for public facilities and services in the area.* – The basis for the recommended sphere of influence update to apply a provisional sphere is to acknowledge the fact that CSA No. 33 provides no public facilities or services and therefore should ultimately be dissolved as an independent unit of local government.
  - (c) *The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.* – The basis for the recommended sphere of influence update to apply a provisional sphere is to acknowledge the fact that CSA No. 33 provides no public facilities or services and therefore should ultimately be dissolved as an independent unit of local government.

- (d) *The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.* - The sphere of influence update to apply a provisional sphere would not affect any social or economic communities of interest.
- (3) The sphere of influence for CSA No. 33 is hereby updated such that the area shown as “Service Area Sphere of Influence,” as generally depicted on Exhibit A attached hereto, shall be known as a Provisional Sphere of Influence pursuant to Section 4.2.2 of the Ventura LAFCo Commissioner’s Handbook.
- (4) The Commission directs staff to have the official sphere of influence geographic information system data maintained for the Ventura LAFCo by the County of Ventura as the official sphere of influence record for CSA No. 33 updated consistent with this action.
- (5) In accordance with the Executive Officer’s determination, the Commission, as lead agency for the purposes of the California Environmental Quality Act (CEQA), hereby determines that the sphere of influence update for CSA No. 33 is exempt pursuant to Section 15061(b)(3) of the CEQA Guidelines.
- (6) The Commission directs staff to file a Notice of Exemption as lead agency under Section 15062 of the CEQA Guidelines.

This resolution was adopted on April 18, 2012.

Resolution - Sphere of Influence Update  
County Service Area No. 33  
April 18, 2012  
Page 3 of 4

	<b>AYE</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Commissioner Cunningham	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Long	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Freeman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Morehouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Parvin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Pringle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Bennett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Dandy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Ford-McCaffrey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dated: \_\_\_\_\_  
 \_\_\_\_\_  
 Chair, Ventura Local Agency Formation Commission

Attachments: Exhibit A

c: County Executive Office  
 County of Ventura Public Works Agency, Real Estate Services  
 Ventura County Surveyor  
 Ventura County Geographic Information Officer  
 Ventura County Planning Department



**Legend**

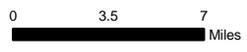
- Service Area Sphere of Influence
- Service Area Boundary
- City Boundary

## Ventura LAFCO

### Ventura County Service Area No. 33

Prepared by County of Ventura - Information Systems Department - GIS Division  
 State Plane Coordinate System California Zone V - NAD 27

This map was compiled from records and computations





VENTURA LOCAL AGENCY FORMATION COMMISSION  
STAFF REPORT

Meeting Date: April 18, 2012

**Agenda Item 12**

**TO:** LAFCo Commissioners  
**FROM:** Kai Luoma, Deputy Executive Officer  
**SUBJECT:** Re-Adoption of the LAFCo Fee Schedule for Fiscal Year 2012-13

**RECOMMENDATION:** Determine that no changes to the LAFCo Fee Schedule are necessary and adopt the attached resolution readopting the existing LAFCo Fee Schedule.

**DISCUSSION:** The current LAFCo Fee Schedule was adopted by the Commission on June 9, 2010 and became effective July 1, 2010. It was re-adopted April 20, 2011. Pursuant to Section 2.3.3.1 of the Commissioner’s Handbook, the Commission is to annually review the LAFCo Fee Schedule as a part of the budget process.

Application filing fees cover only the costs associated with processing applications. These fees do not apply to other types of LAFCo mandated functions, such as municipal service reviews and sphere of influence updates. Most of LAFCo staff time is spent on mandated work not subject to application fees. As such, fee revenue provides a relatively small portion of the total revenue. Depending on the number and complexity of the applications received in any year, revenue from applications has ranged from approximately 5.7% to 16.8% of total revenue over the past ten years.

Historically, LAFCo has tied its hourly staff composite rate to the Planning Division Contract Hourly Rate charged by the County of Ventura Resource Management Agency (RMA) for processing land use entitlement applications. According to RMA staff, no increase in the hourly rate will be pursued for FY 2012-13. Therefore, LAFCo staff recommends that no changes be made to the LAFCo Staff Composite Rate (currently \$150 per hour) or any other component of the existing LAFCo Fee Schedule.

The recommendation to maintain existing fees is also based on overall economic conditions. Although staff is projecting to receive an equivalent number of applications next year compared to this year, we still expect to receive fewer applications than the prior five-year average due to the effects of the ongoing economic recession. As such, increasing LAFCo application fees at this time could further discourage application filings,

COMMISSIONERS AND STAFF

**COUNTY:**  
Kathy Long  
Linda Parks  
*Alternate:*  
Steve Bennett

**CITY:**  
Carl Morehouse  
Janice Parvin, Chair  
*Alternate:*  
Carol Smith

**DISTRICT:**  
Elaine Freeman  
Gail Pringle, Vice Chair  
*Alternate:*  
Bruce Dandy

**PUBLIC:**  
Lou Cunningham  
*Alternate:*  
Linda Ford-McCaffrey

**Executive Officer:**  
Kim Uhlich

**Dep. Exec. Officer**  
Kai Luoma, AICP

**Office Mgr/Clerk**  
Debbie Schubert

**Office Assistant**  
Martha Escandon

**Legal Counsel**  
Michael Walker

particularly those for after-the-fact, “clean-up” changes of organization for territory already receiving services from the annexing agency. In real dollar terms, leaving the fees unchanged would represent a decrease in fees and a corresponding decrease in fee revenue. However, as indicated above, fee revenue comprises a relatively small percentage of LAFCo’s total revenue, so the overall budgetary impact of maintaining existing fees would not be significant.

This item has been publicly noticed as prescribed by law.

Attachment:           1) Resolution Readopting the LAFCo Fee Schedule

**RESOLUTION OF THE VENTURA LOCAL AGENCY  
FORMATION COMMISSION READOPTING  
THE LAFCo FEE SCHEDULE**

WHEREAS, California Government Code Section 56383 allows for a Local Agency Formation Commission to establish a schedule of fees for the costs of proceedings; and

WHEREAS, Section 2.3.3.1 of the Commissioner's Handbook provides that the Commission will review its fee schedule annually as a part of the annual budget process; and

WHEREAS, the Commission determines that fees should be based on actual processing costs plus indirect and administrative costs; and

WHEREAS, the Commission adopted the current fee schedule on June 9, 2010 to become effective July 1, 2010;

WHEREAS, the Executive Officer gave notice of this matter in the manner required by law; and

WHEREAS, the Commission discussed and considered all oral and written testimony for and against this matter including, but not limited to, the LAFCo Staff Report and recommendation; and

WHEREAS, the Commission duly considered the matter on April 18, 2012;

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Ventura Local Agency Formation Commission as follows:

- (1) The fee schedule set forth in Exhibit A attached hereto is hereby re-adopted.
- (2) The fees set forth in Exhibit A attached hereto do not exceed the estimated reasonable costs of providing the services for which the fees are charged, and are necessary to pay the costs of operation of the Ventura Local Agency Formation Commission.
- (3) The Executive Officer is directed to notify all cities and all special districts in Ventura County of this action.

This resolution was passed and adopted on April 18, 2012.

	AYE	NO	ABSTAIN	ABSENT
Commissioner Cunningham	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Long	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Freeman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Morehouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Parvin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Pringle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Commissioner Bennett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Commissioner Dandy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Commissioner Ford-Mc Caffrey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Commissioner Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dated: \_\_\_\_\_  
Chair, Ventura Local Agency Formation Commission

Attachment: Exhibit A

Cc Ventura County Cities  
Ventura County Special Districts



# VENTURA LOCAL AGENCY FORMATION COMMISSION

COUNTY GOVERNMENT CENTER • HALL OF ADMINISTRATION

800 S. VICTORIA AVENUE • VENTURA, CA 93009-1850

TEL (805) 654-2576 • FAX (805) 477-7101

HTTP://WWW.VENTURA.LAFCO.CA.GOV

Exhibit A

## FEE SCHEDULE Effective on July 1, 2010 (Re-adopted April 20, 2011)

Fees and deposits are charged and accounted for as described in the Ventura LAFCo Fee and Billing Policies. Each application or petition to LAFCo must be accompanied by payment of the Administrative Fee and the Initial Deposit set forth below. All LAFCo staff time and legal counsel time spent on the proposal shall be billed to the applicant or petitioner at the hourly rates set forth below, and shall be paid from the deposit, with the exception of deposits for incorporation proposals \*\*\*. If the hourly charges exceed the amount of the deposit, the applicant or petitioner shall pay the excess within 15 days of receipt of a statement from LAFCo. Failure to pay may be cause for denial of the application/petition, and no proceeding or proposal shall be completed until all fees due have been paid in full.

TYPE OF ACTION		Administrative Fee (Non Refundable)	Deposit Required (Initial)	Total Initial Payment	
Changes of Organization or Reorganization	Annexation to, or detachment from, a city or district	Does NOT require conducting authority protest proceedings*	\$1,750	\$1,800	<b>\$3,550</b>
		Requires, or may require, conducting authority protest proceedings**	\$1,750	\$3,600	<b>\$5,350</b>
	Special District - Consolidation, Merger, Dissolution, or Formation of a Subsidiary District		\$1,750	\$4,500	<b>\$6,250</b>
	Expansion of Special District Powers		\$1,750	\$1,800	<b>\$3,550</b>
	Special District Formation		\$1,750	\$5,400	<b>\$7,150</b>
	City Incorporation***		\$5,000	\$25,000	<b>\$30,000</b>
Changes to Spheres of Influence	Update (filed separately from a change of organization or reorganization)		\$1,750	\$3,600	<b>\$5,350</b>
	Amendment (filed in conjunction with a Change of Organization or Reorganization)		\$1,750	\$900	<b>\$2,650</b>
Out of Agency Service Agreements	Administrative Action	Determination	\$450		<b>\$450</b>
		Time Extension	\$450		<b>\$450</b>
	Commission Action	Determination	\$1,750	\$1,800	<b>\$3,550</b>
		Time Extension	\$450	\$600	<b>\$1,050</b>
Other Actions	Extension of Time Request to Complete Proceedings		\$1,750	\$900	<b>\$2,650</b>
	Reconsideration Request		\$1,750	\$900	<b>\$2,650</b>
	Amendment to, Waiver of, or Establishment of New LAFCo Policy		\$1,750	\$900	<b>\$2,650</b>
	Fee Waiver or Reduction of Fee Request		\$600		<b>\$600</b>
Other Requests for Commission Action – Administrative fee plus actual time			\$450		<b>\$450</b>
Pre-application Review and Meetings - 3 hour minimum plus additional actual time in excess of 3 hours - due at time of scheduling)			\$450		<b>\$450</b>

\* Area is uninhabited and all owners and subject agencies consent to the proposal.

\*\* Area is inhabited or uninhabited and all owners and/or subject agencies do not consent to the proposal.

\*\*\* For incorporations, the application deposit shall be held in trust until all outstanding charges are paid and LAFCo proceedings are completed. No LAFCo charges associated with the processing of an incorporation application may be paid from the deposit; the applicant shall be provided with a monthly invoice starting from the date of application submittal in accordance with the applicable LAFCo fee agreement.

**LAFCo TIME BILLING RATES**

LAFCo staff composite rate	\$150/hour
LAFCo legal counsel rate	Actual Costs

**NON-LAFCo FEES  
Fees & Charges Related to LAFCo Actions**

<b>FEES</b>	<b>APPLICANT/PETITIONER SHALL PAY:</b>
Mapping fees	Payable to the County Surveyor's Section of the Ventura County Public Works Agency per the applicable County Surveyor's Fee Schedule
State Board of Equalization fees	For changes of organization and reorganization; payable to the State Board of Equalization in accordance with its latest fee schedule; collected by LAFCo prior to County and State filing of an action
Publication costs	Costs for publishing notices in the newspaper will be charged at actual costs
Consultant costs	Costs for any consultants hired by LAFCo (e.g. environmental consultants, fiscal review consultants, etc.) will be charged at actual costs
State Department of Fish and Game fees	Payable to the State Department of Fish and Game; collected, as necessary, by LAFCo prior to filing environmental notices of determination
Charges by County Assessor, County Clerk and Recorder or other County agencies for verifying ownership information, registered voter information, filing notices, recording documents, etc.	Actual costs
State Controller's costs	Costs by the State Controller's Office for fiscal reviews to be paid by the party making the request; payable to the State Controller in accordance with the Controller's latest fee schedule; collected by LAFCo prior to submittal to the State Controller.
Special legal counsel and any legal defense costs	Actual costs
Reproductions and Copies	Per County Ordinance No. 4339 Audio Tape Duplication - Actual costs



VENTURA LOCAL AGENCY FORMATION COMMISSION

STAFF REPORT

Meeting Date: April 18, 2012

Agenda Item 13

**TO:** LAFCo Commissioners

**FROM:** Kim Uhlich, Executive Officer *KU*

**SUBJECT:** Proposed Budget – Fiscal Year 2012 - 2013

**RECOMMENDATION:**

Adopt the attached resolution:

- A. Finding that a decrease in staffing and program costs will nevertheless allow the Commission to fulfill the purposes and programs of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and
- B. Approving the Proposed Budget for FY 2012-13 and directing staff to transmit the Proposed Budget to the County, each city, and each independent special district.

**DISCUSSION:**

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH) requires each LAFCo to adopt a Proposed Budget by May 1 and a Final Budget by June 15. The enclosed Proposed Budget consists of a Budget Message and the line item budget of expenditures and revenue.

The FY 2012-13 Proposed Budget reflects an overall expenditure decrease of approximately 13.9% compared to the FY 2011-12 Adopted Budget. This is primarily due to decreases in staffing and program costs, most notably a decrease in expenditures for regular salaries and related costs due to the elimination of the half-time Office Assistant II-Confidential position effective July 1, 2012. As this position is currently filled, this will result in the layoff of a staff member. Unfortunately, this step is necessary to address ongoing decreases in revenue from application filing fees, which are projected to continue at least through the next fiscal year.

The Proposed Budget includes a recommended contingency appropriation of \$12,936 which is equivalent to approximately 2.0% of total expenditures. The Commission's budget policies indicate that the budget should provide for contingencies equaling 10%

COMMISSIONERS AND STAFF

<b>COUNTY:</b> Kathy Long Linda Parks <i>Alternate:</i> Steve Bennett	<b>CITY:</b> Carl Morehouse Janice Parvin, Chair <i>Alternate:</i> Carol Smith	<b>DISTRICT:</b> Elaine Freeman Gail Pringle, Vice Chair <i>Alternate:</i> Bruce Dandy	<b>PUBLIC:</b> Lou Cunningham  <i>Alternate:</i> Linda Ford-McCaffrey	
<b>Executive Officer:</b> Kim Uhlich	<b>Dep. Exec. Officer</b> Kai Luoma, AICP	<b>Office Mgr/Clerk</b> Debbie Schubert	<b>Office Assistant</b> Martha Escandon	<b>Legal Counsel</b> Michael Walker



**RESOLUTION OF THE VENTURA LOCAL AGENCY FORMATION  
COMMISSION ADOPTING A PROPOSED BUDGET FOR FISCAL  
YEAR 2012-13**

WHEREAS, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 et seq.) requires each Local Agency Formation Commission (LAFCO) to adopt an annual budget; and

WHEREAS, at a minimum, the proposed and final budget must be equal to the budget adopted for the previous fiscal year unless the Commission finds that reduced staffing or program costs will nevertheless allow the Commission to fulfill the purposes and programs of the Cortese-Knox-Hertzberg Local Government Reorganization Act; and

WHEREAS, the Commission desires to adopt a Proposed Budget for Fiscal Year 2012-13 that is lower than the adopted Fiscal Year 2011-12 Final Budget; and

WHEREAS, the public and other governmental agencies had an opportunity to comment and the Commission considered adoption of a Proposed Budget for Fiscal Year 2012-13.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED that the Ventura Local Agency Formation Commission hereby:

- (1) Adopts the Proposed Budget for the 2012-2013 Fiscal Year as set forth in Exhibit A attached hereto; and
- (2) Finds the Proposed Budget as set forth in Exhibit A attached hereto will not result in reductions in staffing or program costs to such an extent that the Commission would be impeded from fulfilling the purpose and programs of the Cortese-Knox-Hertzberg Local Government Reorganization Act; and
- (3) Directs the Executive Officer to forward the Proposed Budget, as adopted, to all the independent special districts, cities and the County pursuant to Government Code Section 56381.

This resolution was passed and adopted on April 18, 2012.

	AYE	NO	ABSTAIN	ABSENT
Commissioner Cunningham	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Long	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Freeman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Morehouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Parvin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Pringle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Commissioner Bennett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Commissioner Dandy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Commissioner Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Commissioner Ford-McCaffrey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dated: \_\_\_\_\_  
Chair, Ventura Local Agency Formation Commission

Attachment: Exhibit A

c: County of Ventura  
Ventura County Cities  
Ventura County Independent Special Districts



**VENTURA LOCAL AGENCY FORMATION COMMISSION**

COUNTY GOVERNMENT CENTER • HALL OF ADMINISTRATION

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# ***PROPOSED BUDGET***

**Fiscal Year  
2012-2013**

**Hearing Date: April 18, 2012 - 9:00 A.M.  
Ventura County Government Center, Administration Building  
Board of Supervisors' Hearing Room**



## VENTURA LOCAL AGENCY FORMATION COMMISSION

### **BUDGET MESSAGE**

#### **Proposed Budget - Fiscal Year 2012-2013**

Meeting Date: April 18, 2012

#### **Introduction**

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 *et seq*) (CKH) requires each Local Agency Formation Commission (LAFCo) to adopt a Proposed Budget by May 1 of each year and a Final Budget by June 15 of each year. The Ventura LAFCo will have a hearing on April 18, 2012 to consider this Proposed Budget for Fiscal Year (FY) 2012-13. A public hearing to consider action on the Final Budget for FY 2012-13 is tentatively scheduled for May 16, 2012. Once adopted, the Final Budget will be used by the County Auditor-Controller to collect revenues as necessary from the County, cities and independent special districts.

The Ventura LAFCo Commissioner's Handbook, the compendium of the Ventura LAFCo's policies and procedures, contains budget policies in Section 2.3.1 *et seq*. The 2012-13 Proposed Budget was prepared in accordance with these policies. Major goals continue to be minimizing expenditures while fulfilling basic functions, and providing for effective and efficient compliance with mandates.

LAFCo and the County of Ventura entered into a Memorandum of Agreement effective July 1, 2001. While LAFCo is an independent agency, the Memorandum of Agreement provides for the County to provide personnel, support services, offices and materials as requested by LAFCo. All of the personnel, support services, offices and materials to be requested of the County for FY 2012-13 are part of this Proposed Budget. Budget information is formatted using County of Ventura account descriptions and codes.

This Budget Message highlights LAFCo's major responsibilities, reviews the major work accomplishments and budget information for the first three quarters of FY 2011-12, sets forth a basic work plan for FY 2012-13, and provides background and explanatory information about the anticipated expenditures and revenues in this Proposed FY 2012-13 Budget.

## Major LAFCo Responsibilities

- Act on proposals for incorporation of cities; formation, dissolution, consolidation and merger of special districts; and annexation and detachment of territory to and from cities and special districts.
- Establish spheres of influence for cities and special districts.
- Review and, as necessary, update spheres of influence for cities and special districts every 5 years.
- Conduct municipal service reviews prior to or in conjunction with the establishment or update of spheres of influence.
- Perform special studies relating to services and make recommendations about consolidation, mergers or other governmental changes to improve services and reduce operational costs.
- Serve as the conducting authority for the determination of protests relating to proposals for incorporation, formation, and subsequent boundary changes.
- Act on requests for out-of-agency contracts for extensions of services.
- Function as either a responsible or lead agency pursuant to the California Environmental Quality Act (CEQA).
- Review and comment on draft changes/updates to city and county general plans.
- Review and comment on draft environmental documents prepared pursuant to the California Environmental Quality Act.
- Provide public information about LAFCo and public noticing of pending LAFCo actions.
- Establish and maintain a web site.
- Adopt and update, as necessary, written policies and procedures.
- Adopt an annual budget.

## FY 2011-2012 in Review

Based on information through the end of March, 2012, total projected actual expenditures for FY 2011-12 should be approximately \$118,691 (15.5%) less than the Adopted Final Budget. Salaries and employee benefits are projected to be approximately \$20,000 (4.0%) less than the Adopted Final Budget. Actual services and supplies expenditures are projected to be approximately \$29,000 (15.2%) less than the Adopted Final Budget. In addition, we anticipate not using the contingency appropriation of \$69,691. The anticipated savings in salaries/benefits and services/supplies and contingency will contribute to a projected available Fund Balance for FY 2012-13 of \$85,191 which is \$37,622 (30.6%) less than the Fund Balance adopted as a part of the FY 2011-12 Final Budget (\$122,813).

Actual revenue for FY 2011-12 is projected to be approximately \$33,500 (5.2%) less than that reflected in the Adopted Final Budget. The County, the cities and the independent special districts all paid their respective shares of the net operating expenditures as apportioned by the County Auditor-Controller pursuant to the CKH (account code 9372). Actual interest revenue (account code 8911) is projected to be approximately \$5,000, which is \$3,000 (37.5%) less than the Adopted Final Budget (\$8,000). Based on applications filed

as of the end of March, projected actual revenues from application filing fees (account code 9772) are approximately \$30,000 (45.8%) less than the \$65,500 Adopted Final Budget.

The following work plan was adopted as a part of the FY 2011-12 Final Budget:

- Complete municipal service reviews and sphere of influence reviews/updates consistent with the time table in the 2008 – 2013 Service Review and Sphere of Influence Update Work Plan approved by the Commission on May 21, 2008.
- Continue to review and comment on draft environmental documents and general plan updates as they may be prepared by the cities and the County.
- Maintain and enhance operations with a focus on: communication with the Commission, the County, cities, districts and the public; budget monitoring and information; staff training and development; and enhanced records management.
- Update and revise the Commissioner's Handbook and consider policy additions consistent with the mission and purpose of LAFCo.
- Increase public awareness about the mission, purpose and function of LAFCo.

Substantial progress has been made on each of these work plan items. In May, 2008 LAFCo approved a Work Plan for the 2008-2013 sphere of influence review/update and municipal service review cycle. Between July 1, 2011 and the present time, sphere of influence (SOI) reviews/updates have been completed for the Casitas Municipal Water District, Channel Islands Beach Community Services District, United Water Conservation District, Oxnard Drainage District Nos. 1 and 2 and the Bardsdale Cemetery District. In addition, the Montalvo Municipal Improvement District was reorganized as a community services district and the Ahmanson Ranch Community Services District was dissolved. Further, the Commissioner's Handbook was updated, an external audit of LAFCo's financial statements for the year ended 2011 was performed and the LAFCo website was completely redesigned. Over the course of the current fiscal year, LAFCo staff has thus far reviewed and commented on a total of 9 CEQA notices/documents, general plan updates, and development proposals during the current fiscal year.

Positive communications have been maintained with all cities and districts. Staff continues to attend and participate in meetings with staff and consultants representing cities, special districts and other local public agencies as well as individual members of the public and community groups. As time allows, staff continues to attend meetings of the Ventura Special Districts Association, the Association of Water Agencies, the City & County Planning Association, Southern California Association of Governments (SCAG) and other local and regional associations.

Opportunities for ongoing training and professional development, including CALAFCo University courses and annual CALAFCo staff workshops, are pursued as time and budget permit. The process to convert LAFCo's administrative records to digital format will be completed by the end of the current fiscal year.

## **Work Plan**

The Ventura LAFCo Commissioner's Handbook provides that LAFCo will annually review and adopt a work plan as a part of the budget development process. For FY 2012-13, the recommended work plan maintains the focus on municipal service reviews and sphere of influence updates, carries forward the update and possible revisions to the Commissioner's Handbook and is otherwise similar to the work plan for this year.

### **FY 2012- 13 Work Plan**

- Complete remaining municipal service reviews and sphere of influence reviews/updates in accordance with the approved 2008 – 2013 Service Review and Sphere of Influence Update Work Plan and establish a work plan for sphere review mandates for the 2013 – 2017 cycle.
- Continue to review and comment on draft environmental documents and general plan updates as they may be prepared by the cities and the County.
- Maintain and enhance operations with a focus on: communication with the Commission, the County, cities, districts and the public; budget monitoring and information; staff training and development; and enhanced records management.
- Update and revise the Commissioner's Handbook and consider policy additions consistent with the mission and purpose of LAFCo.
- Increase public awareness about the mission, purpose and function of LAFCo.

Staff believes that the items listed above are realistic provided the number and/or complexity of proposals filed do not increase significantly.

## **PROPOSED BUDGET**

### **Expenditures**

The expense portion of the budget is divided into three main sections, the Salary and Employee Benefits section (1000 series account codes), the Services and Supplies section (2000 series account codes), and Contingencies (account code 6101). Including a 2% contingency, the Proposed Budget reflects an overall expenditure decrease of approximately 13.9% compared to the FY 2011-12 Adopted Final Budget. This is due to decreases in both the Salary/Employee benefits and Services/Supplies portions of the budget. The rationale for decreasing expenditures to such a significant extent is based primarily on significant decreases in projected revenue from application filing fees (account code 9772) in the current year and FY 2012-13. Further details regarding revenue projections are detailed in the 'Miscellaneous Revenue' section below.

Although it is impossible to accurately predict future revenue from LAFCo service charges, data from the past several years suggest that it appears to correlate with statewide economic conditions. As the economy lags, the pace of new development slows which, in turn, tends to reduce the demand for annexations of land to cities and/or other urban services providers. Since the recession ended in 2009, the economy continues to recover but is doing so at a relatively slow pace. As such, staff anticipates that revenue from LAFCo service charges will remain relatively low for at least the next two years.

Given that revenue from service charges directly offsets the amount of apportionment revenue that must be collected from the LAFCo funding agencies, apportionments must be Ventura LAFCo

Proposed Budget FY 2012-13

Hearing Date: April 18, 2012

Page 4

increased as other revenue sources decrease unless expenditures are correspondingly reduced. This presents an extremely difficult challenge. LAFCo funding agencies have been significantly impacted by the lingering results of the recession as well as from State actions to raid local government revenues and options for further reducing LAFCo expenditures are very limited. Nevertheless, the present economic climate makes it incumbent on LAFCo to do all that it can to further reduce operational costs.

Salary and Employee Benefits

Expenditures for salaries and benefits are proposed to decrease by approximately 2.9% from \$506,150 to \$491,670 as compared to the FY2011-12 Adopted Final Budget. This decrease is primarily due to a decrease in the expenditures associated with regular salaries (account code 1101) and related decreases in the various benefit accounts (e.g., account code 1122, OASDI Contribution; account code 1123, FICA Medicare; account code 1124, Safe Harbor; and account code 1141, Group Insurance) resulting from the elimination of the half-time Office Assistant II-Confidential position effective July 1, 2012. As this position is currently filled, this will result in the layoff of a staff member.

The currently authorized and proposed classifications are reflected in the following table:

Title	FY 2011 – 12	FY 2012 - 13
Executive Officer	1	1
Analyst/Deputy Executive Officer	1	1
Office Manager/Clerk of the Commission	1	1
Office Assistant II	.5	0
<b>Total Authorized Positions</b>	<b>3.5</b>	<b>3</b>

It should also be noted that the amount budgeted for regular salaries (account code 1101) includes merit increases for the Executive Officer and Deputy Executive Officer as provided for under the terms of their employment contracts and the County of Ventura Management, Confidential Clerical and Other Unrepresented Employees Resolution. Based on information provided by the County Executive Office, it is unlikely that the Board of Supervisors will grant any general salary increases or cost of living adjustments for County employees during FY 2012-13. Therefore, no such increases are included in the proposed budget amount.

The Term/Buydown account code (account code 1107) includes costs for pay in lieu of accrued annual leave up to a specified number of hours each year, which is a benefit LAFCo staff members are entitled to receive as employees of the County of Ventura. This account code also includes costs associated with termination pay, which includes payment for any unused accrued annual leave upon termination of employment. Of the total amount budgeted (\$22,500), \$20,000 is for employee buy downs and \$2,500 is for termination pay due to layoff. Similar to last year, the amount budgeted for employee buy downs is less than LAFCo’s full cost liability in the event that all LAFCo staff members were to redeem the maximum allowable number of hours in their annual leave bank. This is due to the unlikelihood that all staff will exercise the full redemption option. However, it should be noted that actual redemptions could exceed the budgeted amount. If this were to occur, the contingency appropriation and/or unassigned fund balance could be used.

## Services and Supplies

The Proposed Budget for Services and Supplies is approximately 18.7% less than the Adopted Final Budget for the current fiscal year. Many of the Services and Supplies account codes are based on County charges and are unchanged or decreasing either due to decreases in the County's charges or decreases in utilization by LAFCo. For those Services and Supplies account codes that reflect discretionary expenditures, most of the proposed budget amounts have been decreased in an effort to maximize fiscal efficiency. The major Services and Supplies expenditures are proposed to change as follows:

- A decrease in internal service fund charges for Voice/Data services (account code 2033) from \$5,000 in the current year to \$3,500 for FY 2012-13. This is due to decreases in rates for voice mail and telephone services charged by the County and the decrease in projected service needs which will result from the elimination of the Office Assistant position.
- A decrease in internal service fund charges for the use of County office space and other facilities (account code 2125). For FY 2012-13 the County has estimated that the total charges for this account will be approximately \$15,500.
- A decrease in Indirect Cost Recovery charges (account code 2158). These cost recovery charges are for County services provided primarily by the General Services Agency, Auditor-Controller and Chief Executive Officer, including Human Resources. The current fiscal year charge is \$20,107. For FY 2012-13 the total charges for this account will be approximately \$3,000.
- A decrease in internal service fund charges for Graphics charges (account code 2177) from \$5,500 in the current year to \$4,000 for FY 2012-13. Based on a decrease in the number of LAFCo applications that have been filed over the past three years as well as projections for the upcoming year, the monthly meeting packets are smaller and thus more amenable to being produced internally by LAFCo staff. As such, the decrease in charges for County Graphics charges reflects a reduction in the number of anticipated printing jobs. Likewise, the budgeted amount for Copy Machine internal service fund (account code 2178) charges is being increased to reflect a greater number of internally produced meeting packets.
- A decrease in the amount budgeted for Miscellaneous Office Expenses (account code 2179) from \$7,000 in the current year to \$6,000 for FY 2012-13 to more closely reflect the current year projected actual amount.
- A decrease in the amount budgeted for Information Technology – ISF Data Center/Service Contracts (account code 2192) from \$13,500 in the current year to \$3,000 for FY 2012-13. Typically, the services charged to this account consist of access to the County server, e-mail network and tech support. Last year, the budgeted amount was increased to include expenses associated with the planned re-design the LAFCo website, which has since been completed.
- A decrease in the Public Works charges (account code 2197) from \$6,000 in the current year to \$5,000 for FY 2012-13. This amount is more consistent with actual current year charges by the Surveyor's Office staff for services not otherwise reimbursable through LAFCo applications fees.

- A decrease in Legal Counsel charges (account code 2304) from \$25,000 in the current year to \$22,500 for FY 2012-13 to more closely reflect the current year projected actual amount.
- A decrease in internal service fund charges for Transportation Charges (account code 2521) from \$1,000 in the current year Adopted Budget to zero and an increase in County Motor Pool charges (account code 2528) from zero in the current year Adopted Budget to \$1,000. This is due to changes in accounting practices implemented by the County GSA Transportation Division regarding charges for the use of non-assigned County vehicles.

### Contingencies

In accordance with the Commission's budget policies, the budget should provide for contingencies equaling 10% of total expenditures, unless the Commission deems that a different amount is appropriate. To reduce the amount of revenue necessary from other governmental agencies, it is recommended that the FY 2012-13 Proposed Budget include a contingency appropriation of \$12,936 which is equivalent to approximately 2.0% of total expenditures. Should there be a need for any unanticipated expenditures which might exceed the contingency amount, an appropriation could be made from the unappropriated/unassigned fund balance (which is currently \$154,983).

### **Financing Sources**

Potential financing sources consist of Fund Balance and Miscellaneous Revenues, including interest earnings and application filing fees (e.g. account codes 8911 and 9772), and Other Governmental Agencies, the revenue to be collected from the County, cities and independent special districts (account code 9372).

### Fund Balance

Section 56381(c) of the CKH provides, "If, at the end of the fiscal year, the commission has funds in excess of what it needs, the commission may retain those funds and calculate them into the following fiscal year's budget." As indicated in the 'FY 2011-12 in Review' section above, approximately \$85,191 is now projected to be available at the end of the current fiscal year as appropriated fund balance. This amount is \$37,622 (30.6%) less than the appropriated fund balance adopted as a part of the FY 2011-12 budget (\$122,813).

The Commission's budget policies provide for the maintenance of a Litigation Reserve Account balance in the amount of \$100,000 with the intent of limiting its use for unanticipated expenditures resulting from litigation against the Commission that does not occur routinely and would not be reimbursed by another party. This amount is classified as "committed" fund balance with respect to GASB requirements and Commission's fund balance policies. The policies also provide that excess fund balance remaining over and above the committed and assigned fund balances should be classified as unassigned. Currently the LAFCo General Fund does not include any assigned fund balance. Further, the policies provide that an unassigned (and unappropriated) fund balance of approximately 60 days working capital must be maintained. That total is currently \$154,983, which is equivalent to more than 60 days working capital.

### Miscellaneous Revenue

Miscellaneous revenue includes interest earnings and Other Revenue, primarily application filing fees. The Proposed Budget for Miscellaneous Revenue is \$24,000, which is approximately 67.3% less than the Adopted Budget amount for the current fiscal year (\$73,500). Although this is a significantly lower amount than that reflected in previous budgets, projected actual fee revenue for the current year (\$35,000) is significantly less than budgeted and economic forecasts for the next one to two years indicate that growth will continue to be sluggish. Accordingly, the amount budgeted for Interest Earnings (account code 8911) is \$4,000, which is 20% less than projected actual interest as of the end of March 2012.

The Commission has a policy to annually review the LAFCo fee schedule as a part of the budget process. The existing fee schedule has been in effect since July 2010. On the April 18, 2012 agenda is a separate action item recommending that no changes be made to the fee schedule for FY 2012-13. Should the Commission instead take action to revise the fee schedule, this may alter the projections in the Final Budget for Miscellaneous Revenues to the extent that revenue from application fees is altered.

### Revenues from Other Governmental Agencies (the County, Cities and Independent Special Districts)

Pursuant to the CKH, the LAFCo net operating expenses are to be apportioned one-third to the County, one-third to the cities, and one-third to the independent special districts. The Ventura LAFCo determines net operating expenses as the cost for LAFCo operations net of those funds appropriated for budget purposes plus Other Revenue. The CKH describes how the County Auditor-Controller is to make this apportionment and collect revenues once LAFCo adopts a Final Budget.

The revenue projected to be collected from the County, cities and independent special districts will decrease to \$550,515 from \$570,285 for the current year (3.5%). As a share of the total budget, it is within the range reflected in the budgets for the last several years as shown in the table below. This table shows how the amount of revenue from Other Governmental Agencies (the County, cities and independent special districts) has fluctuated since LAFCo first adopted an independent budget in June, 2001:

Year	Adopted Budget – Total Finance Sources	Amount of Revenue from Other Governmental Agencies	Percent of Total Revenue from Other Governmental Agencies
FY 2001-02	\$548,737	\$468,737	85%
FY 2002-03	\$719,131	\$568,503	79%
FY 2003-04	\$641,215	\$390,699	61%
FY 2004-05	\$702,503	\$472,997	67%
FY 2005-06	\$723,226	\$361,874	50%
FY 2006-07	\$830,154	\$621,617	75%
FY 2007-08	\$949,269	\$715,957	75%
FY 2008-09	\$735,422	\$488,684	66%
FY 2009-10	\$783,101	\$587,084	75%
FY 2010-11	\$772,892	\$590,055	76%
FY 2011-12	\$766,598	\$570,285	74%

Year	Adopted Budget – Total Finance Sources	Amount of Revenue from Other Governmental Agencies	Percent of Total Revenue from Other Governmental Agencies
FY 2012-13 <sup>1</sup>	\$659,706	\$550,515	83%

Not formally a part of the budget, but included for general information are the percentage shares of the Other Governmental Agencies revenue for each of the cities (Attachment 1) and the independent special districts (Attachment 2) based on the most current State Controller Reports available. The information for cities and districts is based on the FY 2009-10 State Controller Report, which will be used by the County Auditor-Controller as the basis for collecting revenue from cities for FY 2012-13.

The CKH continues to provide the ability for the cities and independent special districts in each County to determine an alternate apportionment method. To date, however, neither the cities nor the special districts have agreed on any alternate apportionment methodology. This means that the City of Oxnard, as the city with the largest gross revenue, and Calleguas Municipal Water District, the largest special district in terms of gross revenue, will continue to pay the largest respective shares of the city and special district portion of LAFCo revenue.

**Conclusion**

The Ventura LAFCo is continuing to exercise fiscal prudence. The Commission and its staff understand the economic realities of the time and the constraints on local government revenues. The Commission’s budgeting process has come a long way in the last eleven years. Systems and policies are now in place to ensure best practices and proper oversight. Mandates are being met and basic services provided with a highly trained staff that seeks to limit discretionary expenditures. The Proposed Budget for FY 2012-13 was prepared and is being recommended consistent with the Commission’s policies and the knowledge and experience gained from prior years.

Respectfully submitted,



Kim Uhlich  
Executive Officer

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<sup>1</sup> Based on FY 2012-13 Proposed Budget

## **Appendix Glossary of Terms**

**ANNUAL (OPERATING) BUDGET:** A financial plan that outlines proposed expenditures for the coming fiscal year and estimated revenues which will be used to finance them.

**APPROPRIATED FUND BALANCE:** Used to balance the budget, that portion of fund balance appropriated to bridge the gap between expenditure appropriations and estimated revenues. The portion of fund balance thus appropriated for the following year would properly be classified as assigned fund balance.

**ASSET:** Anything owned, including money, investments and property.

**ASSIGNED FUND BALANCE:** Comprises amounts intended to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority to assign amounts to be used for specific purposes.

**AUDIT:** A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in its financial statements or to evaluate whether management has efficiently and effectively carried out its responsibilities.

**BALANCE SHEET:** A basic financial statement, and presentation of an entity's net assets and liabilities on a specified date. A balance sheet is usually accompanied by appropriate disclosures that describe the basis of accounting used in its preparation, also known as a statement of financial condition.

**BUDGET:** A plan of financial operation including an estimate of proposed expenditures for a given period and the proposed means of financing them.

**BUDGET MESSAGE:** A written overview of the budget from the LAFCo Executive Officer that discusses the major budget items and LAFCo's present and future financial condition.

**COMMITTED FUND BALANCE:** Includes amounts that can be used only for the specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. Commitments may be changed or removed only by the same decision-making authority taking the same formal action that imposed the constraint originally.

**CONTINGENCY:** A budgetary expenditure allowance (appropriation) to cover unanticipated expenditures or revenue shortfalls during the fiscal year (LAFCo Budget Account Code 6101). The Ventura LAFCo Commissioner's policies provide that the annual budget include an allocation of 10% of total operating expenses for contingencies, unless the Commission deems a different amount appropriate. Transfers from the contingency account require prior approval of the Commission.

**DEFICIT:** An excess of expenditures or expenses over revenues.

**EXPENDITURE:** Disbursements of cash for the cost of a service, supply or asset.

**FINANCIAL STATEMENT:** Presentation of financial data including balance sheets, income statements and statements of cash flow, or any supporting statement that is intended to

communicate an entity's financial position at a point in time and its results of operations for a period then ended.

**FISCAL YEAR:** The 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

**FUND BALANCE:** The difference between a fund's assets and its liabilities. With regard to a LAFCo budget, Government Code Section 56381(c) provides, "If, at the end of the fiscal year, the commission has funds in excess of what it needs, the commission may retain those funds and calculate them into the following fiscal year's budget."

**FUND:** A complete accounting entity reflecting financial transactions, both receipts and expenditures, of money that is set up to carry out a special function or attain objectives in accordance with established laws, policies, and regulations. The fund concept also applies to budget activities.

**GIS:** Geographic Information System.

**INCOME STATEMENT:** Summary of the effect of revenues and expenses over a period of time.

**INTEREST:** Interest income earned as idle funds are invested with a goal of protecting each investment while achieving the highest rate of return.

**INTERNAL CONTROL:** Process designed to provide reasonable assurance regarding achievement of various management objectives such as the reliability of financial reports.

**INTERNAL SERVICE FUND:** A fund that accounts for the provision of services by various County departments on a cost reimbursement basis.

**LIABILITIES:** Amounts owed for items received, services rendered, expenses incurred, assets acquired, and amounts received but as yet unearned.

**LINE-ITEM BUDGET:** A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately, along with the dollar amount budgeted for each.

**OBJECT:** An individual expenditure account.

**FINANCING SOURCES:** Total amounts available during the fiscal year for appropriation including estimated revenues, fund transfers and beginning fund balances.

**UNAPPROPRIATED FUND BALANCE:** The portion of unassigned fund balance remaining, following a budget appropriation of fund balance that has been approved (used to bridge the gap between expenditure appropriations and estimated revenues).

**UNASSIGNED FUND BALANCE:** The residual classification of the general fund and includes all amounts not constrained in other fund balance classifications for specific purposes. Unassigned amounts are technically available for any purpose.

**UNRESTRICTED FUND BALANCE:** Includes committed, assigned and unassigned fund balance.

**VENTURA LOCAL AGENCY FORMATION COMMISSION**

	<b>Acct Code</b>	<b>Final Adopted FY 11-12</b>	<b>Adjusted FY 11-12</b>	<b>Projected Actuals FY 11-12</b>	<b>Proposed Budget FY 12-13 4/18/12</b>	<b>Proposed Final Budget FY 12-13</b>	<b>Final Adopted Budget FY 12-13</b>
<b>EXPENDITURES</b>							
<b>Salaries and Employee Benefits</b>							
Regular Salaries	1101	337,000	337,000	332,000	323,550		
Overtime	1105	-	-	-	-		
Supplemental Payments	1106	13,000	13,000	12,500	12,400		
Term/Buydown	1107	17,000	17,000	11,000	22,500		
Retirement Contribution	1121	66,000	66,000	63,000	72,000		
OASDI Contribution	1122	20,000	20,000	19,250	18,300		
FICA-Medicare	1123	5,200	5,200	5,200	5,000		
Safe Harbor	1124	1,750	1,750	1,700	-		
Group Insurance	1141	27,100	27,100	26,500	21,400		
Life Ins/Dept Heads/Mgt	1142	400	400	200	150		
State Unemployment	1143	700	700	700	700		
Management Disability Ins	1144	2,400	2,400	800	820		
Workers Compensation	1165	2,600	2,600	2,550	2,850		
401k Plan	1171	13,000	13,000	10,750	12,000		
<b>Total Salaries and Emp. Benefits</b>		<b>506,150</b>	<b>506,150</b>	<b>486,150</b>	<b>491,670</b>		-

**VENTURA LOCAL AGENCY FORMATION COMMISSION**

	<b>Acct Code</b>	<b>Final Adopted FY 11-12</b>	<b>Adjusted FY 11-12</b>	<b>Projected Actuals FY 11-12</b>	<b>Proposed Budget FY 12-13 4/18/12</b>	<b>Proposed Final Budget FY 12-13</b>	<b>Final Adopted Budget FY 12-13</b>
<b>EXPENDITURES</b>							
<b>Services and Supplies</b>							
Voice/Data -ISF	2033	5,000	5,000	5,000	3,500		
General Insurance Allocation	2071	2,500	2,500	2,500	2,250		
Facilities/Materials Sq Ft Alloc-ISF	2125	17,000	17,000	15,000	15,500		
Other Maintenance	2128	500	500	500	500		
Memberships & Dues	2141	6,300	6,300	6,300	6,500		
Education Allowance	2154	2,000	2,000	2,000	1,350		
Indirect Cost Recovery (Co. Cost Allocation Plan Charges)	2158	20,107	20,107	20,107	3,000		
Books & Publications	2172	700	700	500	500		
Mail Center-ISF	2174	3,000	3,000	3,000	3,000		
Purchasing Charges-ISF	2176	500	500	300	500		
Graphics Charges-ISF	2177	5,500	5,500	4,000	4,000		
Copy Machine Charges-ISF	2178	400	400	400	1,000		
Misc Office Expenses	2179	7,000	5,236	4,000	6,000		
Stores-ISF	2181	50	50	50	50		
Board Member Fees	2191	5,000	5,000	4,000	5,000		
Info Tech-ISF Data Ctr/Service Contracts	2192	13,500	13,500	5,000	3,000		
Specialized Services/Software	2195	1,850	1,850	1,500	1,500		
Public Works Charges	2197	6,000	6,000	3,500	5,000		
Other Professional & Special	2199	9,000	10,764	11,000	9,000		
Accounting and Auditing Services	2203	5,000	5,000	5,000	5,500		
GSA Special Services ISF	2205	100	100	50	100		
County GIS Expense	2214	25,000	25,000	25,000	25,000		
Public And Legal Notices	2261	5,000	5,000	4,000	5,000		
Records Storage Charges	2283	250	250	300	350		
Computer Equip <\$5000	2293	3,500	3,500	500	4,000		
Spec Dept xo4 (Legal Counsel)	2304	25,000	25,000	20,000	22,500		
Transportation Charges -ISF	2521	1,000	-	-	-		
Private Vehicle Mileage	2522	6,500	6,500	6,500	7,000		
Conference & Seminars Exp.	2523	13,000	13,000	10,250	13,000		
Conference & Seminars ISF	2526	500	500	500	500		
County Motor Pool	2528	-	1,000	1,000	1,000		
<b>Total Services and Supplies</b>		<b>190,757</b>	<b>190,757</b>	<b>161,757</b>	<b>155,100</b>	-	-
Contingencies	6101	69,691	69,691	-	12,936		
<b>Total Contingencies</b>		<b>69,691</b>	<b>69,691</b>	<b>-</b>	<b>12,936</b>	-	-
<b>TOTAL EXPENDITURES</b>		<b>766,598</b>	<b>766,598</b>	<b>647,907</b>	<b>659,706</b>	-	-

VENTURA LOCAL AGENCY FORMATION COMMISSION							
	Acct Code	Final Adopted FY 11-12	Adjusted FY 11-12	Projected Actuals FY 11-12	Proposed Budget FY 12-13 4/18/12	Proposed Final Budget FY 12-13	Final Adopted Budget FY 12-13
<b>FINANCING SOURCES</b>							
<b>Appropriation of Fund Balance</b>		<b>122,813</b>	<b>122,813</b>	<b>122,813</b>	<b>85,191</b>		
Interest Earnings	8911	8,000	8,000	5,000	4,000		
Other Revenue - Misc. (LAFCo application fees)	9772	65,500	65,500	35,000	20,000		
Cost Allocation Plan Reimbursement)	9411	-	-	-	-	-	-
<b>Total Miscellaneous Revenue</b>		<b>73,500</b>	<b>73,500</b>	<b>40,000</b>	<b>24,000</b>	-	-
<b>Other Governmental Agencies</b>							
Other Government Agencies (County of Ventura)	9372	190,095	190,095	190,095	183,505	-	
Other Government Agencies (Cities)	9372	190,095	190,095	190,095	183,505	-	
Other Government Agencies (Independent Special Districts)	9372	190,095	190,095	190,095	183,505	-	
<b>Total Other Government Agencies Revenue</b>		<b>570,285</b>	<b>570,285</b>	<b>570,285</b>	<b>550,515</b>	-	-
<b>TOTAL REVENUE</b>		<b>643,785</b>	<b>643,785</b>	<b>610,285</b>	<b>574,515</b>	-	-
<b>TOTAL FINANCING SOURCES</b>		<b>766,598</b>	<b>766,598</b>	<b>733,098</b>	<b>659,706</b>	-	-
<b>PROJECTED INCREASE TO FUND BALANCE</b>				<b>85,191</b>			

**Preliminary Fund Balance and Estimated Ending Fund Balance at June 30, 2013**

Description	Fund Balance at FY 11-12 Adopted Budget	Fund Balance at FY 11-12 Adjusted Budget	Projected Fund Balance at 6/30/12	Estimated Fund Balance at 6/30/13
<b>Committed:</b>				
Litigation	100,000	100,000	100,000	100,000
<b>Assigned:</b>				
Appropriated Fund Balance	-	-	85,191	-
<b>Unassigned</b>	<b>154,983</b>	<b>154,983</b>	<b>154,983</b>	<b>154,983</b>
<b>Total</b>	<b>254,983</b>	<b>254,983</b>	<b>340,174</b>	<b>254,983</b>

**LAFCO NET OPERATING EXPENSES**  
**GOV'T CODE 56381 (b) (1) (A) & (B)<sup>1</sup>**

PROPOSED BUDGET FOR FISCAL YEAR 2012 - 2013

ALLOCATION - CITIES

SOURCE: STATE OF CALIFORNIA, CITIES ANNUAL REPORT, FY 09/10

CITY	TOTAL REVENUE		ALLOCATION	
	PER REPORT	PERCENTAGE	\$	183,505
1 Camarillo	\$ 57,436,152	6.80%	\$	12,479
2 Fillmore	12,744,262	1.51%	\$	2,771
3 Moorpark	23,111,537	2.74%	\$	5,028
4 Ojai	9,371,738	1.11%	\$	2,037
5 Oxnard	280,520,910	33.20%	\$	60,923
6 Port Hueneme	35,656,354	4.22%	\$	7,744
7 San Buenaventura	135,294,807	16.01%	\$	29,379
8 Santa Paula	68,897,039	8.15%	\$	14,956
9 Simi Valley	83,951,361	9.94%	\$	18,240
10 Thousand Oaks	137,878,964	16.32%	\$	29,948
TOTAL	\$ 844,863,124	100.00%	\$	183,505

(1) In counties in which there is city and independent special district representation on the commission, the county, cities, and independent special districts shall each provide a one-third share of the commission's operational costs. The cities' share shall be apportioned in proportion to each city's total revenues, as reported in the most recent edition of the Cities Annual Report published by the Controller, as a percentage of the combined city revenues within a county, or by an alternative method approved by a majority of cities representing the majority of the combined cities' populations.

**LAFCO NET OPERATING EXPENSES**  
**GOV'T CODE 56381 (b) (1) (A) & (C)<sup>1</sup>, (F)<sup>2</sup>**

**PROPOSED BUDGET FOR FY 2012- 2013**

**ALLOCATION - SPECIAL DISTRICTS**

**SOURCE: STATE OF CALIFORNIA, SPECIAL DISTRICTS ANNUAL REPORT, FY 09/10**

NAME	TOTAL		
	REVENUE PER REPORT	PERCENTAGE (See Note 2)	ALLOCATION \$ 183,505
1 Bardsdale Public Cemetery	\$ 170,696	0.069%	\$ 127
2 Bell Canyon Comm. Services District	458,018	0.184%	338
3 Calleguas Municipal Water District	99,452,069	39.977%	73,360
4 Camarillo Health Care District	3,758,567	1.511%	2,773
5 Camrosa Water District	15,041,331	6.046%	11,095
6 Casitas Municipal Water District	15,621,744	6.280%	11,524
7 Channel Island Beach CSD	3,681,596	1.480%	2,716
8 Conejo Recreation & Park District	17,986,674	7.230%	13,267
9 El Rancho Simi Public Cemetery District	80,467	0.032%	59
10 Fillmore-Piru Memorial District	163,694	0.066%	121
11 Fox Canyon Groundwater Mgmt. Agency	1,617,567	0.650%	1,193
12 Hidden Valley Municipal Water District	8,853	0.004%	7
13 Meiners Oaks Water District	1,001,296	0.402%	738
14 Montalvo Municipal Impv. District	737,581	0.296%	543
15 Ojai Valley Sanitary District	8,688,705	3.493%	6,410
16 Ojai Water Conservation District	7,073	0.003%	6
17 Oxnard Drainage District No. 1	48,143	0.019%	35
18 Oxnard Drainage District No. 2	161,417	0.065%	119
19 Oxnard Harbor District	11,233,804	4.516%	8,287
20 Piru Public Cemetery District	16,389	0.007%	13
21 Pleasant Valley Co. Water District	2,830,734	1.138%	2,088
22 Pleasant Valley Rec & Parks District	7,710,180	3.099%	5,687
23 Rancho Simi Rec & Park District	18,426,115	7.407%	13,592
24 Saticoy Sanitary District	281,672	0.113%	207
25 Triunfo Sanitation District	12,735,893	5.120%	9,395
26 United Water Conservation District	16,826,496	6.764%	12,412
27 Ventura Co. Resource Conserv. District	72,315	0.029%	53
28 Ventura Port District	8,559,102	3.441%	6,314
29 Ventura River County Water District	1,391,512	0.559%	1,026
<b>TOTAL</b>	<b>\$ 248,769,703</b>	<b>100.000%</b>	<b>\$ 183,505</b>

- (1) In counties in which there is city and independent special district representation on the commission, the county, cities, and independent special districts shall each provide a one-third share of the commission's operational costs. The independent special districts' share shall be apportioned in proportion to each district's total revenues as a percentage of the combined total district revenues within a county. An independent special district's total revenue shall be calculated for nonenterprise activities as total revenues for general purpose transactions less aid from other governmental agencies and for enterprise activities as total operating and nonoperating revenues less revenue category other governmental agencies, as reported in the most recent edition of the "Special Districts Annual Report" published by the Controller, or by an alternative method approved by a majority of the agencies, representing a majority of their combined populations.
- (2) No independent special district shall be apportioned a share of more than 50 percent of the total independent special districts' share of the commission's operational costs, without the consent of the district. The share of the remaining districts shall be increased on a proportional basis so that the total amount for all districts equal the share apportioned by the auditor to independent special districts.