



STAFF REPORT

Meeting Date: January 21, 2004

Agenda Item 10

TO: LAFCO Commissioners
FROM: Everett Millais, Executive Officer
SUBJECT: Revisions to Service Review and Sphere of Influence Update Work Plan

RECOMMENDATION:

Adopt the attached revised Service Review and Sphere of Influence Update Work Plan.

DISCUSSION:

The Commission adopted a work plan for the municipal service review and sphere of influence update process in May 2002. While the work plan was based on considerable discussion by the Commission about how to implement the mandates of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, it was developed before any service review work had commenced and with the full expectation that it would be reviewed periodically and revised as appropriate.

The attached revised work plan for the municipal service review and sphere of influence update process maintains and restates the basic principles established by the Commission in 2002. Importantly, it reflects the current status of work efforts, including the significant progress already achieved. The basic phasing of the work effort has not changed but, due primarily to CEQA issues, the revised work plan acknowledges that the sphere of influence updates for the service reviews already completed will be occurring in 2004.

The revised work plan contains the following major revisions:

- Completion of water and/or wastewater municipal service reviews for 36 agencies. For at least 24 of these agencies no further service reviews are necessary.

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- Current estimated timing for both the start of service reviews and completion of sphere of influence updates for each affected agency.
- A change for the completion of service reviews for the City of Fillmore and the Fillmore-Piru Memorial District from Phase 1 to Phase 3, with the concurrence of the City and to coincide with the completion of service reviews for the other cities.
- A recommended change to the timing of service reviews and sphere of influence updates for cemetery districts from Phase 3 to Phase 2 (this year) to provide for better workflow.
- Recognition that Russell Valley Municipal Water District no longer exists.
- Recognition that the Commission, upon future review, may determine that no sphere of influence update is necessary for some agencies and, therefore, no municipal service review will be required at this time. Candidate agencies include agencies whose sphere of influence is co-terminus with County boundaries (e.g. Ventura County Fire Protection District, Ventura County Watershed Protection District) and the City of Port Hueneme whose sphere is the City boundaries and no expansion is possible.

Beginning at the February meeting staff will be making recommendations about consultant services to conduct Phase 2 of the work plan for service reviews and about sphere of influence updates for those agencies where all service reviews have been completed. Sphere of influence update actions will be also be scheduled in March and future months based on review by the affected agencies and CEQA considerations. The Commission should expect further reports about the service review and sphere of influence update process during budget discussions and periodically as progress occurs or circumstances change. Further revisions to the work plan should be considered as major elements are completed.

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SERVICE REVIEW & SPHERE OF INFLUENCE UPDATE WORK PLAN: 2002-2005

Work Plan Principles

- The municipal service review and sphere of influence process will be conducted in three overlapping phases.
- Phase 1 will be a Countywide review of water and wastewater services. Water (non-agricultural) and wastewater services are core municipal services necessary for urban growth. Of the existing 10 cities and 49 special districts with sphere of influence boundaries, 36 provide some form of water and/or wastewater service. There is more overlap in the spheres of influence of water and wastewater service providers than any of the other categories of municipal services.
- Phase 2 will be an agency-by-agency review for services, except water and wastewater services, provided by all special districts, except health care, memorial and harbor/port districts.
- Phase 3 will be an agency-by-agency review for services, except water and wastewater services, provided by all cities and health care and harbor/port districts.
- Municipal service reviews should be prepared in collaboration with the affected agencies. Information requested should be from available public sources and the need for any agency to prepare new information should be minimized. To the maximum extent possible service review determinations should be based on information provided by the affected agencies. Municipal service reviews should be of meaningful use to the affected agencies.
- The focus of municipal service reviews should be on those aspects of operations that relate to the authorities of LAFCO, specifically issues that relate to governmental organization and agency and sphere of influence boundaries.
- Public participation in the service review and sphere of influence update process should be encouraged. All municipal service reviews should be readily accessible to, and easily understandable by, the general public.
- The first municipal service reviews should establish a base of information and data that can be readily updated and used for subsequent municipal service reviews.
- Municipal service reviews and sphere of influence updates are the responsibility of LAFCO. LAFCO will budget sufficient resources to prepare municipal service reviews and basic sphere of influence updates either by consultants or staff or some combination of consultants and staff. If, however, further special studies are warranted or in-depth environmental review is necessary for the completion of municipal service reviews or sphere of influence updates, LAFCO will seek funding from the affected agency.
- If, upon review, LAFCO determines that no sphere of influence update is necessary for an agency, no municipal service review will be conducted for that agency. Such a determination has been made for the Ahmanson Ranch Community Services District. While formed this District is not operational, has no revenues and should be dissolved.
- This Work Plan should be periodically revised and updated based on work completed and determinations made by LAFCO.

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Phase 1 – Countywide Water & Wastewater Services 2002-2005

Jurisdiction	Services Reviewed	MSR Status	Sphere Update Status	Comments
Calleguas Municipal Water District	All (Water)	Completed Sept. 2003	3 rd quarter 2004	Sphere analysis to include: Islands; relationships w/ other agencies; pending developments
Camarillo Sanitary District	All (Water)	Completed Sept. 2003	1 st quarter 2004	Sphere analysis to include: Service areas outside sphere; pending developments
Camrosa Water District	All (Water & Wastewater)	Completed Sept. 2003	1 st quarter 2004	Sphere analysis to include: Service areas outside sphere
Casitas Municipal Water District	Water & Wastewater	Completed Dec. 2003	4 th quarter 2004	Additional service review necessary: Recreation Services; No sphere issues
Channel Islands Beach Community Services District	Water & Wastewater	Completed Dec. 2003	4 th quarter 2004	Additional service review necessary: Solid Waste Services; Sphere analysis to include: Areas in Channel Islands Harbor; possible zero sphere
City of Camarillo	Water	Completed Sept. 2003	4 th quarter 2005	Additional service reviews necessary: Drainage, Police, Solid Waste and Street & Highway Services: Sphere analysis to include: Service areas outside sphere; discrepancies with SOAR
City of Fillmore	Water & Wastewater)	Completed Dec. 2003	4 th quarter 2005	Additional service reviews necessary: Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway Services. Sphere analysis to include: Discrepancies with SOAR

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Phase 1 – Countywide Water & Wastewater Services 2002-2005

Jurisdiction	Services Reviewed	MSR Status	Sphere Update Status	Comments
City of Oxnard	Water & Wastewater	Completed Dec. 2003	4 th quarter 2005	Additional service reviews necessary: Drainage, Fire, Police, Recreation, Solid Waste & Street and Highway Services. Sphere analysis to include: Discrepancies with SOAR
City of Port Hueneme	Water & Wastewater	Completed Dec. 2003	1 st quarter 2004	No sphere issues; Possible determination that no sphere update necessary and no further service reviews are necessary; If sphere update is necessary the following additional service reviews are necessary: Drainage, Police, Recreation, Solid Waste and Street & Highway Services;
City of San Buenaventura	Water & Wastewater	Completed Dec. 2003	4 th quarter 2005	Additional service reviews necessary: Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway Services. Sphere analysis to include: Service areas outside sphere & discrepancies with SOAR & HVPA
City of Santa Paula	Water & Wastewater	Completed Dec. 2003	4 th quarter 2005	Additional service reviews necessary: Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway Services; Sphere analysis to include: Discrepancies with SOAR.
City of Simi Valley	Wastewater	Completed Sept. 2003	4 th quarter 2005	Additional service reviews necessary: Drainage, Police, Solid Waste and Street & Highway Services; Sphere analysis to include: Discrepancies with SOAR

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Phase 1 – Countywide Water & Wastewater Services 2002-2005

Jurisdiction	Services Reviewed	MSR Status	Sphere Update Status	Comments
City of Thousand Oaks	Water & Wastewater	Completed Sept. 2003	4 th quarter 2005	Additional service reviews necessary: Drainage, Police, Solid Waste and Street & Highway Services; No sphere issues
Fox Canyon Groundwater Management Agency	All (Water)	Completed Dec. 2003	1 st quarter 2004	Sphere analysis to include: Possible additional aquifer outcrop area
Hidden Valley Municipal Water District	All (no services provided currently, but potential Water services)	Completed Sept. 2003	1 st quarter 2004	No sphere issues
Lake Sherwood Community Services District	All (Water)	Completed Sept. 2003	1 st quarter 2004	No sphere issues
Meiners Oaks County Water District	All (Water)	Completed Dec. 2003	1 st quarter 2004	Sphere analysis to include: District facilities outside sphere and/or possible zero sphere
Montalvo Municipal Improvement District	All (Wastewater)	Completed Dec. 2003	1 st quarter 2004	Sphere analysis to include: Service areas outside sphere and/or possible zero sphere
Ocean View Municipal Water District	All (Water)	Completed Dec. 2003	1 st quarter 2004	Sphere analysis to include: Possible zero sphere
Ojai Basin Groundwater Management Agency	All (Water)	Completed Dec. 2003	1 st quarter 2004	Sphere analysis to include: Possible zero sphere
Ojai Valley Sanitary District	All (Wastewater)	Completed Dec. 2003	4 th quarter 2004	Significant sphere issues; sphere analysis to include: Areas in boundaries, but outside sphere & areas outside sphere and boundaries receiving service
Ojai Water Conservation District	All (Water)	Completed Dec. 2003	1 st quarter 2004	Sphere analysis to include: Possible zero sphere

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Phase 1 – Countywide Water & Wastewater Services 2002-2005

Jurisdiction	Services Reviewed	MSR Status	Sphere Update Status	Comments
Pleasant Valley County Water District	All (Water)	Completed Sept. 2003	1 st quarter 2004	Sphere analysis to include: Reducing sphere (and boundaries) for areas no longer being used for agriculture
Saticoy Sanitary District	All (Wastewater)	Completed Dec. 2003	1 st quarter 2004	Sphere analysis to include: Possible zero sphere
Triunfo Sanitation District	All (Water & Wastewater)	Completed Sept. 2003	1 st quarter 2004	Sphere analysis to include: Discrepancies between boundaries and sphere; possible zero sphere
United Water Conservation District	Water	Completed Dec. 2003	4 th quarter 2004	Additional service review necessary: Recreation Services; No sphere issues
Ventura County Service Area No. 29	All (Wastewater)	Completed Dec. 2003	1 st quarter 2004	No sphere issues
Ventura County Service Area No. 30	All (Wastewater)	Completed Dec. 2003	1 st quarter 2004	No sphere issues
Ventura County Service Area No. 32	All (Wastewater)	Completed Dec. 2003	1 st quarter 2004	No sphere issues
Ventura County Waterworks District No. 1	All (Water & Wastewater)	Completed Sept. 2003	1 st quarter 2004	Sphere analysis to include: Possible zero sphere
Ventura County Waterworks District No. 8	All (Water)	Completed Sept. 2003	1 st quarter 2005	Sphere analysis to include: Relationship to City of Simi Valley boundaries & Soar; future growth areas
Ventura County Waterworks District No. 16	All (Wastewater)	Completed Dec. 2003	1 st quarter 2004	Sphere analysis to include: Service areas outside sphere; future growth areas
Ventura County Waterworks District No. 17	All (Water)	Completed Sept. 2003	1 st quarter 2004	No sphere issues

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Phase 1 – Countywide Water & Wastewater Services 2002-2005

Jurisdiction	Services Reviewed	MSR Status	Sphere Update Status	Comments
Ventura County Waterworks District No. 19	All (Water)	Completed Sept. 2003	1 st quarter 2004	No sphere issues
Ventura Regional Sanitation District	Water & Wastewater	Completed Sept. 2003	1 st quarter 2005	Additional service review necessary: Solid Waste Services; Sphere analysis to include: Areas including City of Moorpark and City of Simi Valley
Ventura River County Water District	All (Water)	Completed Dec. 2003	1 st quarter 2004	Sphere analysis to include: Existing & new service areas not in sphere

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Phase 2 – Agency By Agency service reviews and sphere of influence updates for all districts
(except health care, memorial and harbor/port districts)

2002-2005

Jurisdiction	Services Reviewed	Start Service Review (on/before)	Completion of SOI Update (on/before)	Comments
Bardsdale Cemetery District	All (Cemetery)	1 st quarter 2004	4 th quarter 2004	Combine review with El Rancho Simi and Piru Public Cemetery Districts
Bell Canyon Community Services District	All (Fire, Police, Solid Waste)	1 st quarter 2004	4 th quarter 2004	Separate review; a unique district
Casitas Municipal Water District	Recreation	1 st quarter 2004	4 th quarter 2004	Include prior Water and Wastewater service review determinations
Channel Islands Beach Community Services District	Solid Waste	1 st quarter 2004	4 th quarter 2004	Include prior Water and Wastewater service review determinations
Conejo Recreation and Park District	All (Health, Police, Recreation)	1 st quarter 2004	4 th quarter 2004	Combine w/ Pleasant Valley and Rancho Simi Recreation and Park Districts and Ventura County Service Area No. 33
El Rancho Simi Cemetery District	All (Cemetery)	1 st quarter 2004	4 th quarter 2004	Combine review with Bardsdale and Piru Public Cemetery Districts
Oxnard Drainage District No. 1	All (Drainage)	1 st quarter 2004	4 th quarter 2004	Combine review with Oxnard Drainage District No. 2
Oxnard Drainage District No. 2	All (Drainage)	1 st quarter 2004	4 th quarter 2004	Combine review with Oxnard Drainage District No. 1
Piru Public Cemetery District	All (Cemetery)	1 st quarter 2004	4 th quarter 2004	Combine review with Bardsdale and El Rancho Simi Cemetery Districts
Pleasant Valley Recreation and Park District	All (Police, Recreation)	1 st quarter 2004	4 th quarter 2004	Combine review with Conejo and Rancho Simi Recreation and Park Districts and Ventura County Service Area No. 33
Rancho Simi Recreation and Park District	All (Police, Recreation)	1 st quarter 2004	4 th quarter 2004	Combine with Conejo and Pleasant Valley Recreation and Park Districts and Ventura County Service Area No. 33

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Phase 2 – Agency By Agency service reviews and sphere of influence updates for all districts
(except health care, memorial and harbor/port districts)

2002-2005

Jurisdiction	Services Reviewed	Start Service Review (on/before)	Completion of SOI Update (on/before)	Comments
United Water Conservation District	Recreation	1 st quarter 2004	4 th quarter 2004	Include prior Water service review determinations
Ventura County Fire Protection District	All (Fire)	1 st quarter 2004	4 th quarter 2004	No sphere issues; Possible determination that no sphere update necessary and no further service reviews are necessary
Ventura County Watershed Protection District	All (Drainage)	1 st quarter 2004	4 th quarter 2004	No sphere issues; Possible determination that no sphere update necessary and no further service reviews are necessary
Ventura County Resource Conservation District	All (Soil & water conservation)	1 st quarter 2004	4 th quarter 2004	No sphere issues; Possible determination that no sphere update necessary and no further service reviews are necessary
Ventura County Service Area No. 3	All (Street & Highway)	1 st quarter 2004	4 th quarter 2004	Combine review with Ventura County Service Areas No. 4 and No. 14
Ventura County Service Area No. 4	All (Police, Street & Highway)	1 st quarter 2004	4 th quarter 2004	Combine review with Ventura County Service Areas No. 3 and No. 14
Ventura County Service Area No. 14	All (Street & Highway)	1 st quarter 2004	4 th quarter 2004	Combine review with Ventura County Service Areas No. 3 and No. 4
Ventura County Service Area No. 33	All (Police, Recreation)	1 st quarter 2004	4 th quarter 2004	Combine review with Conejo, Pleasant Valley and Rancho Simi Recreation and Park Districts
Ventura Regional Sanitation District	Solid Waste	1 st quarter 2004	4 th quarter 2004	Include prior Water and Wastewater determinations

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Phase 3 – Agency by Agency service reviews and sphere of influence updates
for all cities, and health care, memorial and harbor/port districts
2002-2005

Jurisdiction	Services Reviewed	Start Service Review (on/before)	Completion of SOI Update (on/before)	Comments
Camarillo Health Care District	All (Health)	4 th quarter 2004	4 th quarter 2005	Separate review; a unique district
City of Camarillo	Drainage, Police, Recreation, Solid Waste and Street & Highway	4 th quarter 2004	4 th quarter 2005	Include prior Water service review determinations
City of Moorpark	Drainage, Police, Recreation, Solid Waste and Street & Highway	4 th quarter 2004	4 th quarter 2005	Separate review, no prior service determinations
City of Ojai	Cemetery, Drainage, Police, Recreation, Solid Waste and Street & Highway	4 th quarter 2004	4 th quarter 2005	Separate review, no prior service determinations
City of Oxnard	Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway	4 th quarter 2004	4 th quarter 2005	Include prior Water and Wastewater service review determinations
City of Port Hueneme	Drainage, Police, Recreation, Solid Waste and Street & Highway	4 th quarter 2004	4 th quarter 2005	Include prior Water and Wastewater service review determinations
City of San Buenaventura	Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway	4 th quarter 2004	4 th quarter 2005	Include prior Water and Wastewater service review determinations. Possibility of combining portions with amendments to City General Plan
City of Santa Paula	Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway	4 th quarter 2004	4 th quarter 2005	Include prior Water and Wastewater service review determinations

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Phase 3 – Agency by Agency service reviews and sphere of influence updates
for all cities, and health care, memorial and harbor/port districts
2002-2005

City of Simi Valley	Drainage, Police, Solid Waste and Street & Highway	4 th quarter 2004	4 th quarter 2005	Include prior Water and Wastewater service review determinations
City of Thousand Oaks	Drainage, Police, Recreation, Solid Waste and Street & Highway	4 th quarter 2004	4 th quarter 2005	Include prior Water and Wastewater service review determinations
Fillmore-Piru Memorial District	All (Veteran Memorial Hall Services)	4 th quarter 2002	4 th quarter 2003	Logical to combine with all service review for the City of Fillmore
Oxnard Harbor District	All (Harbor and Port)	4 th quarter 2004	4 th quarter 2005	No sphere issues; Possible determination that no sphere update necessary and no service reviews are necessary
Ventura Port District	All (Harbor and Port)	4 th quarter 2004	4 th quarter 2005	Recently reviewed by City of Ventura for possible merger.

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COMPLETION YEAR FOR SERVICE REVIEWS
2002-2005

2003

1. Calleguas Municipal Water District
2. Camarillo Sanitary District
3. Camrosa Water District
4. Fox Canyon Groundwater Management Agency
5. Hidden Valley Municipal Water District
6. Lake Sherwood Community Services District
7. Meiners Oaks County Water District
8. Montalvo Municipal Improvement District
9. Ocean View Municipal Water District
10. Ojai Basin Groundwater Management Agency
11. Ojai Valley Sanitary District
12. Ojai Water Conservation District
13. Pleasant Valley County Water District
14. Saticoy Sanitary District
15. Triunfo Sanitation District
16. Ventura County Service Area No. 29
17. Ventura County Service Area No 30
18. Ventura County Service Area No. 32
19. Ventura County Waterworks District No. 1
20. Ventura County Waterworks District No. 8
21. Ventura County Waterworks District No. 16
22. Ventura County Waterworks District No. 17
23. Ventura County Waterworks District No. 19
24. Ventura River County Water District

2004

1. Bardsdale Cemetery District
2. Bell Canyon Community Services District
3. Casitas Municipal Water District
4. Channel Islands Beach Community Services District
5. Conejo Recreation and Park District
6. El Rancho Simi Cemetery District

7. Oxnard Drainage District No. 1
8. Oxnard Drainage District No. 2
9. Piru Public Cemetery District
10. Pleasant Valley Recreation and Park District
11. Rancho Simi Recreation and Park District
12. United Water Conservation District
13. Ventura County Fire Protection District
14. Ventura County Watershed Protection District
15. Ventura County Resource Conservation District
16. Ventura County Service Area No. 3
17. Ventura County Service Area No. 4
18. Ventura County Service Area No. 14
19. Ventura County Service Area No. 33
20. Ventura Regional Sanitation District

2005

1. Camarillo Health Care District
2. City of Camarillo
3. City of Fillmore
4. City of Moorpark
5. City of Ojai
6. City of Oxnard
7. City of Port Hueneme
8. City of San Buenaventura
9. City of Santa Paula
10. City of Simi Valley
11. City of Thousand Oaks
12. Fillmore-Piru Memorial District
13. Oxnard Harbor District
14. Ventura Port District

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Service Review & Sphere of Influence Update Work Plan 2002-2005

Updated & Revised January 2004