Ventura
Local Agency Formation Commission

STAFF REPORT **Agenda Item 11**

Meeting Date: November 16, 2005

TO: LAFCO Commissioners

FROM: Everett Millais, Executive Officer

SUBJECT: Revision to Municipal Service Review and Sphere of Influence Update Work Plan

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RECOMMENDATION:

Adopt the October 2005 revision to the Municipal Service Review and Sphere of Influence Update Work Plan.

DISCUSSION:

The Commission first adopted a Work Plan for the municipal service review and sphere of influence update process in May 2002. While the first 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.

In January of 2004, after the completion of the water and/or wastewater service reviews, the Work Plan was revised and updated in preparation for the start of the second phase of the service review and sphere of influence update process. The Work Plan was last revised and updated in July 2004 to reflect progress made at that time with sphere of influence updates.

It is now recommended that the Work Plan again be revised and updated. Substantial progress has been made since the last revision. There are a total of 59 agencies (10 cities and 49 special district) in the County that are subject to the mandate for sphere of

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influence reviews every 5 years. If sphere of influence updates are deemed necessary, municipal service reviews (MSRs) must also be first completed. As of October 2005, 38 MSRs have been completed (with no MSR determined to be necessary for 3 agencies) and the spheres of influence of 31 agencies have been reviewed and, as necessary, updated (with 4 more pending). The summary on pages 11 and 12 of the recommended updated Work Plan provides the details about what has been completed and what work remains.

The original deadline for completing all sphere of influence updates was December 31, 2005 (5 years from the effective date of the Cortese-Knox-Hertzberg legislation). This year, however, legislation was approved extending the deadline for the first round of sphere of influence reviews and related MSRs to December 31, 2007. The extension was due to the fact that the state was two years late in issuing guidelines for how to conduct MSRs. As the recommended updated Work Plan indicates, we should be complete with our MSRs and related sphere of influence updates next year, well in advance of the new deadline.

The service review and sphere of influence update process will continue to be a major focus of staff activities. The Commission will continue to receive periodic reports as progress occurs or circumstances change. Further revisions to the Work Plan will also be presented as major elements are completed.

VENTURA LAFCO
MUNICIPAL SERVICE REVIEW & SPHERE OF INFLUENCE UPDATE WORK PLAN: 2002-2006

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.

VENTURA LAFCO
Phase 1 – All City and District Water & Wastewater Services Countywide
2002-2006

Jurisdiction	Services Reviewed	MSR Status	Sphere Update Status	Comments
Calleguas Municipal Water District	All (Water)	Completed Sept. 2003	Updated 5-19-04	**Completed**
Camarillo Sanitary District	All (Water)	Completed Sept. 2003	Updated 5-19-04	**Completed**
Camrosa Water District	All (Water & Wastewater)	Completed Sept. 2003	Reviewed May 2004	**Completed**; sphere of influence reviewed, no update necessary
Casitas Municipal Water District	Water & Wastewater	Completed Dec. 2003	1st quarter 2006	Recreation Services service review completed in March 2005 as part of Phase 2; Sphere of influence review pending
Channel Islands Beach Community Services District	Water & Wastewater	Completed Dec. 2003	4th quarter 2006	Solid Waste Services service review completed in Jan. 2005 as part of Phase 2; Sphere of influence review pending
City of Camarillo	Water	Completed Sept. 2003	2nd quarter 2006	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	2nd quarter 2006	Additional service reviews necessary: Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway Services. Sphere analysis to include: Discrepancies with SOAR

VENTURA LAFCO
Phase 1 – All City and District Water & Wastewater Services Countywide
2002-2006

Jurisdiction	Services Reviewed	MSR Status	Sphere Update Status	Comments
City of Oxnard	Water & Wastewater	Completed Dec. 2003	2nd quarter 2006	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	Reviewed March 2004	**Completed**; Sphere of Influence reviewed; Determination that no sphere update necessary and no further service reviews are necessary
City of San Buenaventura	Water & Wastewater	Completed Dec. 2003	2nd quarter 2006	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	2nd quarter 2006	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	2nd quarter 2006	Additional service reviews necessary: Drainage, Police, Solid Waste and Street & Highway Services; Sphere analysis to include: Discrepancies with SOAR

VENTURA LAFCO
Phase 1 – All City and District Water & Wastewater Services Countywide
2002-2006

Jurisdiction	Services Reviewed	MSR Status	Sphere Update Status	Comments
City of Thousand Oaks	Water & Wastewater	Completed Sept. 2003	2nd quarter 2006	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	Updated 2-18-04	**Completed**
Hidden Valley Municipal Water District	All (no services provided currently, but potential Water services)	Completed Sept. 2003	Reviewed Feb. 2004	**Completed**; sphere of influence reviewed, no update necessary
Lake Sherwood Community Services District	All (Water)	Completed Sept. 2003	Reviewed Feb. 2004	**Completed**
Meiners Oaks County Water District	All (Water)	Completed Dec. 2003	Updated 2-18-04	**Completed**
Montalvo Municipal Improvement District	All (Wastewater)	Completed Dec. 2003	Updated 5-19-04	**Completed**
Ocean View Municipal Water District	All (Water)	Completed Dec. 2003	Reviewed Feb. 2004	**Completed**; sphere of influence reviewed, no update necessary
Ojai Basin Groundwater Management Agency	All (Water)	Competed Dec. 2003	Reviewed Feb. 2004	**Completed**; sphere of influence reviewed, no update necessary
Ojai Valley Sanitary District	All (Wastewater)	Completed Dec. 2003	Updated 4-20-05	**Completed**
Ojai Water Conservation District	All (Water)	Completed Dec. 2003	Reviewed Feb. 2004	**Completed**; sphere of influence reviewed, no update necessary
Pleasant Valley County Water District	All (Water)	Completed Sept. 2003	Updated 5-19-04	**Completed**

VENTURA LAFCO
Phase 1 – All City and District Water & Wastewater Services Countywide
2002-2006

Jurisdiction	Services Reviewed	MSR Status	Sphere Update Status	Comments
Saticoy Sanitary District	All (Wastewater)	Completed Dec. 2003	Reviewed Feb. 2004	**Completed**; sphere of influence reviewed, no update necessary
Triunfo Sanitation District	All (Water & Wastewater)	Completed Sept. 2003	Reviewed Nov. 2004	**Completed**: Sphere analysis to include: Discrepancies between boundaries and sphere; possible zero sphere
United Water Conservation District	Water	Completed Dec. 2003	1st quarter 2006	Recreation Services service review completed in March 2005 as part of Phase 2; Sphere of influence review pending
Ventura County Service Area No. 29	All (Wastewater)	Completed Dec. 2003	Reviewed Feb. 2004	**Completed**; sphere of influence reviewed, no update necessary
Ventura County Service Area No 30	All (Wastewater)	Completed Dec. 2003	Reviewed Feb. 2004	**Completed**; sphere of influence reviewed, no update necessary
Ventura County Service Area No. 32	All (Wastewater)	Completed Dec. 2003	Reviewed Feb. 2004	**Completed**; sphere of influence reviewed, no update necessary
Ventura County Waterworks District No. 1	All (Water & Wastewater)	Completed Sept. 2003	Updated 7-20-05	**Completed**; sphere of influence reviewed, no update necessary
Ventura County Waterworks District No. 8	All (Water)	Completed Sept. 2003	Updated 7-20-05	**Completed**
Ventura County Waterworks District No. 16	All (Wastewater)	Completed Dec. 2003	Updated 2-18-04	**Completed**
Ventura County Waterworks District No. 17	All (Water)	Completed Sept. 2003	Reviewed Feb. 2004	**Completed**; sphere of influence reviewed, no update necessary
Ventura County Waterworks District No. 19	All (Water)	Completed Sept. 2003	Updated 2-18-04	**Completed**

VENTURA LAFCO
Phase 1 – All City and District Water & Wastewater Services Countywide
2002-2006

Jurisdiction	Services Reviewed	MSR Status	Sphere Update Status	Comments
Ventura Regional Sanitation District	Water & Wastewater	Completed Sept. 2003	Reviewed May 2005	**Completed**; Solid Waste Service Review Completed in Jan 2005 as part of Phase 2; sphere of influence reviewed, no update necessary
Ventura River County Water District	All (Water)	Completed Dec. 2003	Updated 5-19-04	**Completed**

VENTURA LAFCO
Phase 2 – District Cemetery, Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway Services
2002-2006

Jurisdiction	Services Reviewed	Start Service Review (on/before)	Completion of SOI Update (on/before)	Comments
Bardsdale Cemetery District	All (Cemetery)	1st quarter 2004	1st quarter 2006	Combine review with El Rancho Simi and Piru Public Cemetery Districts
Bell Canyon Community Services District	All (Fire, Police, Solid Waste)	Completed Jan. 2005	Reviewed May 2005	**Completed**; sphere of influence reviewed, no update necessary
Casitas Municipal Water District	Recreation	Completed March 2005	1st quarter 2006	Sphere of Influence review pending
Channel Islands Beach Community Services District	Solid Waste	Completed Jan. 2005	4th quarter 2005	Sphere of Influence review pending
Conejo Recreation and Park District	All (Health, Police, Recreation)	Completed March 2005	4th quarter 2005	Sphere of Influence review pending
El Rancho Simi Cemetery District	All (Cemetery)	1st quarter 2004	1st quarter 2006	Combine review with Bardsdale and Piru Public Cemetery Districts
Oxnard Drainage District No. 1	All (Drainage)	Completed Feb. 2005	1st quarter 2006	Sphere of Influence review pending
Oxnard Drainage District No. 2	All (Drainage)	Completed Feb. 2005	1st quarter 2006	Sphere of Influence review pending
Piru Public Cemetery District	All (Cemetery)	1st quarter 2004	1st quarter 2006	Combine review with Bardsdale and El Rancho Simi Cemetery Districts
Pleasant Valley Recreation and Park District	All (Police, Recreation)	Completed March 2005	4th quarter 2005	Sphere of Influence review pending
Rancho Simi Recreation and Park District	All (Police, Recreation)	Completed March 2005	4th quarter 2005	Sphere of Influence review pending
United Water Conservation District	Recreation	Completed March 2005	1st quarter 2006	Sphere of Influence review pending

VENTURA LAFCO
Phase 2 – District Cemetery, Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway Services
2002-2006

Jurisdiction	Services Reviewed	Start Service Review (on/before)	Completion of SOI Update (on/before)	Comments
Ventura County Fire Protection District	All (Fire)	NA	Reviewed March 2004	**Completed**; Sphere of Influence reviewed; Determination that no sphere update necessary and no further service reviews are necessary
Ventura County Watershed Protection District	All (Drainage)	NA	Reviewed March 2004	**Completed**; Sphere of Influence reviewed; Determination that no sphere update necessary and no further service reviews are necessary
Ventura County Service Area No. 3	All (Street & Highway)	Completed Feb. 2005	Reviewed May 2005	**Completed**; sphere of influence reviewed, no update necessary
Ventura County Service Area No. 4	All (Police, Street & Highway)	Completed Feb. 2005	Reviewed May 2005	**Completed**; sphere of influence reviewed, no update necessary
Ventura County Service Area No. 14	All (Street & Highway)	Completed Feb. 2005	Reviewed May 2005	**Completed**; sphere of influence reviewed, no update necessary
Ventura County Service Area No. 33	All (Police, Recreation)	Completed March 2005	1st quarter 2006	Sphere of Influence review pending
Ventura Regional Sanitation District	Solid Waste	Completed Jan. 2005	Reviewed May 2005	**Completed**; sphere of influence reviewed, no update necessary

VENTURA LAFCO
Phase 3 – City's (except Water & Wastewater) and District Health Care, Memorial, Harbor/Port and Resource Conservation Services 2002-2006

Jurisdiction	Services Reviewed	Start Service Review (on/before)	Completion of SOI Update (on/before)	Comments
Camarillo Health Care District	All (Health)	3rd quarter 2005	2nd quarter 2006	Separate review; a unique district
City of Camarillo	Drainage, Police, Recreation, Solid Waste and Street & Highway	3rd quarter 2005	2nd quarter 2006	Include prior Water service review determinations
City Of Fillmore	Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway	3rd quarter 2005	2nd quarter 2006	Include prior Water service review determinations
City of Moorpark	Drainage, Police, Recreation, Solid Waste and Street & Highway	3rd quarter 2005	2nd quarter 2006	Separate review, no prior service determinations
City of Ojai	Cemetery, Drainage, Police, Recreation, Solid Waste and Street & Highway	3rd quarter 2005	2nd quarter 2006	Separate review, no prior service determinations
City of Oxnard	Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway	3rd quarter 2005	2nd quarter 2006	Include prior Water and Wastewater service review determinations
City of Port Hueneme	Drainage, Police, Recreation, Solid Waste and Street & Highway	NA	Reviewed March 2004	**Completed**; Sphere of Influence reviewed; Determination that no sphere update necessary and no further service reviews are necessary
City of San Buenaventura	Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway	3rd quarter 2005	2nd quarter 2006	Include prior Water and Wastewater service review determinations. Possibility of combining portions with amendments to City General Plan

VENTURA LAFCO
Phase 3 – City's (except Water & Wastewater) and District Health Care, Memorial, Harbor/Port and Resource Conservation Services 2002-2006

Jurisdiction	Services Reviewed	Start Service Review (on/before)	Completion of SOI Update (on/before)	Comments
City of Santa Paula	Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway	3rd quarter 2005	2nd quarter 2006	Include prior Water and Wastewater service review determinations
City of Simi Valley	Drainage, Police, Solid Waste and Street & Highway	3rd quarter 2005	2nd quarter 2006	Include prior Water and Wastewater service review determinations
City of Thousand Oaks	Drainage, Police, Recreation, Solid Waste and Street & Highway	3rd quarter 2005	2nd quarter 2006	Include prior Water and Wastewater service review determinations
Fillmore-Piru Memorial District	All (Veteran Memorial Hall Services)	3rd quarter 2005	2nd quarter 2006	Possibly combine with service review for the City of Fillmore
Oxnard Harbor District	All (Harbor and Port)	3rd quarter 2005	2nd quarter 2006	Limited or no sphere issues
Ventura County Resource Conservation District	All (Soil & water conservation)	3rd quarter 2005	Reviewed March 2004	Limited or no sphere issues; Possible determination that no sphere update necessary and no further service reviews are necessary
Ventura Port District	All (Harbor and Port)	3rd quarter 2005	2nd quarter 2006	Separate review.

VENTURA LAFCO
Summary and Status of Municipal Service Reviews and Sphere of Influence Updates
October 2005

CITY/DISTRICT	MSR/SERVICES COMPLETED	MSR OUTSTANDING	SOI-UPDATE REVIEW STATUS
Bardsdale Cemetery District		Cemetery	
Bell Canyon Community Services District	All	Completed	Completed
Calleguas Municipal Water District	All	Completed	Completed
Camarillo Health Care District		Health	
Camarillo Sanitary District	Water	Completed	Completed
Camrosa Water District	All	Completed	Completed
Casitas Municipal Water District	All	Completed	Pending
Channel Islands Beach Community Svs Dist	All	Completed	Pending
City of Camarillo	Water	Drainage, Police, Rec, Solid Waste, Street & Hwy	
City of Fillmore	Water/Wastewater	Drainage, Fire, Police, Rec, Solid Waste, Street & Hwy	
City of Moorpark		Drainage, Police, Rec, Solid Waste, Street & Hwy	
City of Ojai		Drainage, Police, Rec, Solid Waste, Street & Hwy	
City of Oxnard	Water/Wastewater	Drainage, Fire, Police, Rec, Solid Waste, Street & Hwy	
City of Port Hueneme	Water/Wastewater	Completed	Completed
City of San Buenaventura	Water/Wastewater	Drainage, Fire, Police, Rec, Solid Waste, Street & Hwy	
City of Santa Paula	Water/Wastewater	Drainage, Fire, Police, Rec, Solid Waste, Street & Hwy	
City of Simi Valley	Wastewater	Drainage, Police, Rec, Solid Waste, Street & Hwy	
City of Thousand Oaks	Water/Wastewater	Drainage, Police, Rec, Solid Waste, Street & Hwy	
Conejo Recreation and Park District	All	Completed	Pending
El Rancho Cemetery District		Cemetery	
Fillmore-Piru Memorial District		Veterans Memorial Hall Svs	
Fox Canyon Groundwater Mgnt Agency	All	Completed	Completed
Hidden Valley Municipal Water District	All	Completed	Completed
Lake Sherwood Comm Service Dist	All	Completed	Completed
Montalvo Municipal Improvement District	All	Completed	Completed
Ocean View Municipal Water District	All	Completed	Completed
Ojai Basin Groundwater Mgnt Agency	All	Completed	Completed
Ojai Valley Sanitary District	All	Completed	Completed
Ojai Water Conservation District	All	Completed	Completed

VENTURA LAFCO
Summary and Status of Municipal Service Reviews and Sphere of Influence Updates
October 2005

CITY/DISTRICT	MSR/SERVICES COMPLETED	MSR OUTSTANDING	SOI-UPDATE REVIEW STATUS
Oxnard Drainage District No. 1	All	Completed	Pending
Oxnard Drainage District No. 2	All	Completed	Pending
Oxnard Harbor District		Harbor and Port	
Piru Public Cemetery District		Cemetery	
Pleasant Valley County Water District	All	Completed	Completed
Pleasant Valley Recreation and Park District	All	Completed	Pending
Rancho Simi Recreation and Park District	All	Completed	Pending
Saticoy Sanitary District	All	Completed	Completed
Triunfo Sanitation District	All	Completed	Completed
United Water Conservation District	All	Completed	Pending
Ventura County Fire Protection District	N/A	Completed	Completed
Ventura County Resource Conservation Dist		Soil & Water Conservation (may not be necessary)	
Ventura County Service Area No. 3	All	Completed	Completed
Ventura County Service Area No. 4	All	Completed	Completed
Ventura County Service Area No. 14	All	Completed	Completed
Ventura County Service Area No. 29	All	Completed	Completed
Ventura County Service Area No. 30	All	Completed	Completed
Ventura County Service Area No. 32	All	Completed	Completed
Ventura County Service Area No. 33	All	Completed	Pending
Ventura County Watershed Protection Dist	N/A	Completed	Completed
Ventura County Waterworks District No. 1	All	Completed	Completed
Ventura County Waterworks District No. 8	All	Completed	Completed
Ventura County Waterworks District No. 16	All	Completed	Completed
Ventura County Waterworks District No. 17	All	Completed	Completed
Ventura County Waterworks District No. 19	All	Completed	Completed
Ventura Port District		Harbor and Port	
Ventura Regional Sanitation District	All	Completed	Completed
Ventura River County Water District	All	Completed	Completed