



VENTURA LOCAL AGENCY FORMATION COMMISSION

AGENDA

Wednesday May 21, 2014

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. Agenda Review
Consider and approve, by majority vote, minor revisions to Commission items and/or attachments and any item added to, or removed/continued from, the LAFCo agenda and changes to the order of business to accommodate a special circumstance.
5. Commission Presentations and Announcements

PUBLIC COMMENTS

6. 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

COUNTY: Linda Parks, Chair John Zaragoza <i>Alternate:</i> Steve Bennett	CITY: Carl Morehouse Janice Parvin <i>Alternate:</i> Carol Smith	DISTRICT: Bruce Dandy Vacant <i>Alternate:</i> Elaine Freeman	PUBLIC: Linda Ford-McCaffrey, Vice Chair <i>Alternate:</i> Lou Cunningham
Executive Officer Kai Luoma, AICP	Analyst Andrea Ozdy	Office Mgr/Clerk Debbie Schubert	Legal Counsel Michael Walker

CONSENT ITEMS

7. Minutes of the Ventura LAFCo April 16, 2014 Meeting
8. FY 2013-14 Budget to Actual Reports – March and April 2014

RECOMMENDED ACTION: Approval Item 7
Receive and File Item 8

PUBLIC HEARING ITEMS

9. LAFCo Recommended Final Budget and Work Plan for Fiscal Year 2014-15
Adopt a resolution:
 - A. Approving the Recommended Final Budget as the Final Budget for FY 2014-15 and directing staff to transmit the Final Budget to the County, each city, and each independent special district;
 - B. Finding that a decrease in program costs, as set forth in the Final Budget, will nevertheless allow the Commission to fulfill the purposes and programs of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and
 - C. Adopting the work plan for FY 2014-15 set forth in the Final Budget.

RECOMMENDED ACTION: Approval (A, B and C)

10. LAFCo 14-08 County Service Area No. 4 – Activation of Latent Power – Transportation Service

To exercise a latent power for the provision of transportation service within the jurisdictional boundaries of CSA 4, which includes the existing unincorporated community of Oak Park.

RECOMMENDED ACTION: Approval

ACTION ITEMS

11. Commissioner's Handbook Section 3.2.4.1– Policy Direction
The Commission directed staff to provide an analysis of Commissioner's Handbook Section 3.2.4.1 regarding general plan consistency.
RECOMMENDED ACTION: Direct staff as appropriate
12. Cancellation of the June 11 Meeting
Cancel the June 11, 2014 LAFCo meeting.
RECOMMENDED ACTION: Approval

EXECUTIVE OFFICER'S REPORT

Next LAFCo meeting

INFORMATIONAL ITEMS

Correspondence:

Letter from CALAFCO Executive Director, Pamela Miller

Applications Received:

LAFCo 14-09 OASA City of Ventura Out of Agency Service Agreement – 11152
Nardo Street.

COMMISSIONER COMMENTS

ADJOURNMENT

WEB ACCESS:

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

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, 4th 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, 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 April 16, 2014

Agenda Item 7

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

1. Call to Order

Chair Parks called the meeting to order at 9:00 AM.

3. Roll Call

The clerk called the roll. The following Commissioners were present:

- | | |
|-----------------------------|---------------------------------|
| Commissioner Dandy | Commissioner Parvin |
| Commissioner Ford-McCaffrey | Commissioner Zaragoza |
| Commissioner Morehouse | *Alternate Commissioner Freeman |
| Chair Parks | |

*Alternate Commissioner Freeman sat as a Special District voting member due to a Special District member vacancy.

2. Pledge of Allegiance

Supervisor Kathy Long led the pledge of allegiance.

4. Agenda Review

Supervisor Parks requested that Item 8, *LAFCo 14-06 City of Thousand Oaks Reorganization – Miller Ranch*, be pulled from the Consent Items for discussion, and also suggested that Item 12, *Audited Financial Statements for Fiscal Year Ended June 30, 2013*, be considered after the Consent Items, as a representative from Vavrinek, Trine, Day and Co. was in attendance to present this item to the Commission.

5. Commission Presentations and Announcements

- A. Chair Parks thanked Supervisor Kathy Long for her 17 years of service on LAFCo, her dedication to CALAFCO and presented her with a plaque on behalf of the Commission.
- B. Chair Parks introduced and welcomed Andrea Ozdy to the LAFCo staff as the new LAFCo Analyst.

COMMISSIONERS AND STAFF

COUNTY: Linda Parks, Chair John Zaragoza <i>Alternate:</i> Steve Bennett	CITY: Carl Morehouse Janice Parvin <i>Alternate:</i> Carol Smith	DISTRICT: Bruce Dandy Vacant <i>Alternate:</i> Elaine Freeman	PUBLIC: Linda Ford-McCaffrey, Vice Chair <i>Alternate:</i> Lou Cunningham
Executive Officer: Kai Luoma, AICP	Analyst Andrea Ozdy	Office Mgr/Clerk Debbie Schubert	Legal Counsel Michael Walker

PUBLIC COMMENTS

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

There were no public comments.

CONSENT ITEMS

7. Minutes of the Ventura LAFCo February 19, 2014 Meeting

9. Budget to Actual Report: February 2014

MOTION: Approval of Item 7 and receive and file Item 9: Dandy

SECOND: Ford-McCaffrey

AYES: Dandy, Ford-McCaffrey, Morehouse, Parks, Parvin, Zaragoza,
Freeman

NOES: None

ABSTAINED: None

MOTION PASSES 7/0/0

8. LAFCo 14-06 City of Thousand Oaks Reorganization – Miller Ranch

A. Certify that the Commission has reviewed and considered the information contained in the environmental impact report entitled “Final Environmental Impact Report No. 330 – Miller Ranch Residential Project” prepared by the City as lead agency.

B. Adopt resolution LAFCo 14-06 making determinations and approving the City of Thousand Oaks Reorganization – Miller Ranch.

After some Commission discussion, Chair Parks requested that staff review the pros and cons of modifying or eliminating section 3.2.4.1 of the Commissioner’s Handbook to allow for consideration of the County Open Space Plan as part of an annexation proposal to a city for Commission consideration at a future meeting.

MOTION: Approval of Item 8 (A and B) as recommended: Ford-McCaffrey

SECOND: Morehouse

AYES: Dandy, Ford-McCaffrey, Morehouse, Parks, Parvin, Zaragoza,
Freeman

NOES: None

ABSTAINED: None

MOTION PASSES 7/0/0

PUBLIC HEARING ITEMS

10. Review and Readopt the LAFCo Fee Schedule for Fiscal Year 2014-15
Chair Parks opened the public hearing. Kai Luoma presented the staff report. There were no public speakers. Chair Parks closed the public hearing.
MOTION: Approval as recommended: Zaragoza
SECOND: Morehouse
AYES: Dandy, Ford-McCaffrey, Morehouse, Parks, Parvin, Zaragoza, Freeman
NOES: None
ABSTAINED: None
MOTION PASSES 7/0/0
11. LAFCo Proposed Budget Fiscal Year 2014-15
Chair Parks opened the public hearing. Kai Luoma presented the staff report. There were no public speakers. Chair Parks closed the public hearing.
MOTION: Approval of A and B as recommended: Zaragoza
SECOND: Morehouse
AYES: Dandy, Ford-McCaffrey, Morehouse, Parks, Parvin, Zaragoza, Freeman
NOES: None
ABSTAINED: None
MOTION PASSES 7/0/0

ACTION ITEMS

12. Audited Financial Statements for Fiscal Year Ended June 30, 2013
Kinnaly Soukhaseum, a representative from Vavrinek, Trine, Day and Co., presented a report on the audited financial statements for fiscal year ended June 30, 2013.
MOTION: Approval as recommended: Morehouse
SECOND: Ford-McCaffrey
AYES: Dandy, Ford-McCaffrey, Morehouse, Parks, Parvin, Pringle, Zaragoza
NOES: None
ABSTAINED: None
MOTION PASSES 7/0/0

EXECUTIVE OFFICER'S REPORT

The next LAFCo meeting is May 21, 2014
The 2014 CALAFCO Annual Conference will be held October 15-17 in Ontario.

COMMISSIONER COMMENTS

There were no Commissioner comments.

ADJOURNMENT:

Chair Parks adjourned the meeting at 9:40 A.M.

These Minutes were approved on May 21, 2014.

Motion:

Second:

Ayes:

Nos:

Abstains:

Date	Chair, Ventura Local Agency Formation Commission
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VENTURA LOCAL AGENCY FORMATION COMMISSION

STAFF REPORT

Meeting Date: May 21, 2014

(Consent)

Agenda Item 8

TO: LAFCo Commissioners

FROM: Kai Luoma, AICP, Executive Officer

SUBJECT: FY 2013-14 Budget to Actual Reports – March and April 2014

RECOMMENDATION:

Receive and file Budget to Actual reports for March and April 2014.

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 reports, which have been prepared with the assistance of County Auditor-Controller staff, reflect revenue and expenditures for March and April 2014 of the 2013-2014 Fiscal Year.

Attachment: Budget to Actual Reports – March and April 2014

COMMISSIONERS AND STAFF

COUNTY:
Linda Parks, Chair
John Zaragoza
Alternate:
Steve Bennett

CITY:
Carl Morehouse
Janice Parvin
Alternate:
Carol Smith

DISTRICT:
Bruce Dandy
Vacant
Alternate:
Elaine Freeman

PUBLIC:
Linda Ford-McCaffrey, Vice Chair
Alternate:
Lou Cunningham

Executive Officer:
Kai Luoma, AICP

Analyst
Andrea Ozdy

Office Mgr/Clerk
Debbie Schubert

Legal Counsel
Michael Walker



**BUDGET TO ACTUAL FY 2013-14
YEAR TO DATE ENDING MARCH 31, 2014 (75.0% of year)
Fund 7920, Organization 8950**

Summary	Budget	Adj. Budget	To Date
Estimated Source:	675,769	675,769	681,143
Appropriations	675,769	675,769	419,798

Account Number	Title	BUDGET			ACTUAL YTD			Variance Favorable (Unfavorable)	
		Budget	Proposed Adjustments	Adjusted Budget	Actual	Encumbered	Total Revenue/Obligation		
FUND BALANCE									
	Beginning Balance	388,453		388,453	388,452.87		388,452.87	(0.13)	
5331	Committed	100,000		100,000	100,000.00		100,000.00	0.00	
5395	Unassigned	220,320		220,320	220,319.87		220,319.87	(0.13)	
5395	Unassigned - Appropriated	68,133		68,133	68,133.00		68,133.00	(0.26)	
REVENUE									
8911	Interest Earnings	4,000		4,000	1,346.37		1,346.37	(2,653.63)	34%
9372	Other Governmental Agencies	573,636		573,636	573,636.00		573,636.00	0.00	100%
9772	Other Revenue - Miscellaneous	30,000		30,000	38,028.02		38,028.02	8,028.02	127%
	Total Revenue	607,636	0	607,636	613,010.39		613,010.39	5,374.39	101%
	TOTAL SOURCES	675,769	0	675,769	681,143.39		681,143.39	5,374.13	101%
EXPENDITURES									
1101	Regular Salaries	328,000		328,000	215,372.00		215,372.00	112,628.00	66%
1105	Overtime	0		0	0.00		0.00	0.00	0%
1106	Supplemental Payments	12,600		12,600	8,105.74		8,105.74	4,494.26	64%
1107	Term/Buydown	31,500		31,500	16,076.76		16,076.76	15,423.24	51%
1121	Retirement Contribution	77,500		77,500	51,118.84		51,118.84	26,381.16	66%
1122	OASDI Contribution	19,000		19,000	11,759.38		11,759.38	7,240.62	62%
1123	FICA - Medicare	5,100		5,100	3,456.35		3,456.35	1,643.65	68%
1141	Group Insurance	21,400		21,400	14,491.16		14,491.16	6,908.84	68%
1142	Life Ins/Dept. Heads & Mgmt.	150		150	90.45		90.45	59.55	60%
1143	State Unempl	400		400	260.11		260.11	139.89	65%
1144	Management Disability Ins.	820		820	522.88		522.88	297.12	64%
1165	Worker Compensation Ins	3,000		3,000	2,015.87		2,015.87	984.13	67%
1171	401K Plan	12,500		12,500	7,043.18		7,043.18	5,456.82	56%
	Salaries and Benefits	511,970	0	511,970	330,312.72	0.00	330,312.72	181,657.28	65%
2033	Voice/Data ISF	3,500		3,500	2,294.25		2,294.25	1,205.75	66%
2071	General Insurance Alloca - ISF	2,000		2,000	984.00		984.00	1,016.00	49%
2125	Facil/Matls Sq. Ft. Alloc. - ISF	15,500		15,500	10,944.00		10,944.00	4,556.00	71%
2128	Other Maint	500		500	0.00		0.00	500.00	0%
2141	Memberships & Dues	6,550		6,550	6,105.00		6,105.00	445.00	93%
2154	Education Allowance	0		0	0.00		0.00	0.00	0%
2158	Indirect Cost Recovery	5,500		5,500	2,676.00		2,676.00	2,824.00	49%
2172	Books & Publications	500		500	249.49		249.49	250.51	50%
2174	Mail Center - ISF	2,500		2,500	1,510.32		1,510.32	989.68	60%
2176	Purchasing Charges - ISF	500		500	31.03		31.03	468.97	6%
2177	Graphics Charges - ISF	2,000		2,000	0.00		0.00	2,000.00	0%
2178	Copy Machine Charges - ISF	1,000		1,000	71.46		71.46	928.54	7%
2179	Miscellaneous Office Expense	7,000		7,000	2,328.26	3,289.96	5,618.22	1,381.78	80%
2181	Stores ISF	50		50	11.25		11.25	38.75	23%
2191	Board Members Fees	4,500		4,500	2,550.00		2,550.00	1,950.00	57%
2192	Information Technology - ISF	3,000		3,000	708.75		708.75	2,291.25	24%
2195	Specialized Services/Software	1,500		1,500	737.50		737.50	762.50	49%
2197	Public Works - Charges	3,000		3,000	1,003.64		1,003.64	1,996.36	33%
2199	Other Prof & Spec Service	10,000		10,000	7,090.00		7,090.00	2,910.00	71%
2203	Accounting and Auditing Services	5,000		5,000	3,239.26		3,239.26	1,760.74	65%
2205	GSA Special Services ISF	100		100	0.00		0.00	100.00	0%
2214	County GIS Expenses	23,000		23,000	9,220.28		9,220.28	13,779.72	40%
2261	Public & Legal Notices	5,000		5,000	1,657.40		1,657.40	3,342.60	33%
2283	Records Storage Charges	350		350	137.16		137.16	212.84	39%
2293	Computer Equipment <5000	4,000		4,000	0.00	3,799.06	3,799.06	200.94	95%
2304	County Legal Counsel	22,500		22,500	13,432.00		13,432.00	9,068.00	60%
2521	Transportation Charges ISF	0		0	0.00		0.00	0.00	0%
2522	Private Vehicle Mileage	7,000		7,000	5,214.35		5,214.35	1,785.65	74%
2523	Conf. & Seminars Expense	13,000		13,000	10,066.11		10,066.11	2,933.89	77%
2526	Conf. & Seminars Expense ISF	500		500	20.00		20.00	480.00	4%
2528	County Motor Pool	1,000		1,000	115.15		115.15	884.85	0%
	Services and Supplies	150,550	0	150,550	82,396.66	7,089.02	89,485.68	61,064.32	59%
6101	Contingency	13,249		13,249	0.00		0.00	13,249.00	0%
	TOTAL EXPENDITURES	675,769	0	675,769	412,709.38	7,089.02	419,798.40	255,970.60	62%

0.00

Note: Amounts with "()" in the ACTUAL column reflect FY13 accruals in excess of actual expenditures to date



**BUDGET TO ACTUAL FY 2013-14
YEAR TO DATE ENDING APRIL 30, 2014 (83.3% of year)
Fund 7920, Organization 8950**

Summary	Budget	Adj. Budget	To Date
Estimated Sources	675,769	675,769	686,217
Appropriations	675,769	675,769	456,115

Account Number	Title	BUDGET			ACTUAL YTD			Variance Favorable (Unfavorable)	
		Budget	Proposed Adjustments	Adjusted Budget	Actual	Encumbered	Total Revenue/Obligation		
FUND BALANCE									
	Beginning Balance	388,453		388,453	388,452.87		388,452.87	(0.13)	
5331	Committed	100,000		100,000	100,000.00		100,000.00	0.00	
5395	Unassigned	220,320		220,320	220,319.87		220,319.87	(0.13)	
5395	Unassigned - Appropriated	68,133		68,133	68,133.00		68,133.00	(0.26)	
REVENUE									
8911	Interest Earnings	4,000		4,000	1,621.91		1,621.91	(2,378.09)	41%
9372	Other Governmental Agencies	573,636		573,636	573,636.00		573,636.00	0.00	100%
9772	Other Revenue - Miscellaneous	30,000		30,000	42,826.53		42,826.53	12,826.53	143%
	Total Revenue	607,636	0	607,636	618,084.44		618,084.44	10,448.44	102%
	TOTAL SOURCES	675,769	0	675,769	686,217.44		686,217.44	10,448.18	102%
EXPENDITURES									
1101	Regular Salaries	328,000		328,000	234,072.04		234,072.04	93,927.96	71%
1105	Overtime	0		0	0.00		0.00	0.00	0%
1106	Supplemental Payments	12,600		12,600	8,750.54		8,750.54	3,849.46	69%
1107	Term/Buydown	31,500		31,500	16,076.76		16,076.76	15,423.24	51%
1121	Retirement Contribution	77,500		77,500	55,494.66		55,494.66	22,005.34	72%
1122	OASDI Contribution	19,000		19,000	12,935.22		12,935.22	6,064.78	68%
1123	FICA - Medicare	5,100		5,100	3,731.33		3,731.33	1,368.67	73%
1141	Group Insurance	21,400		21,400	15,916.16		15,916.16	5,483.84	74%
1142	Life Ins/Dept. Heads & Mgmt.	150		150	99.10		99.10	50.90	66%
1143	State Unempl	400		400	282.43		282.43	117.57	71%
1144	Management Disability Ins.	820		820	568.69		568.69	251.31	69%
1165	Worker Compensation Ins	3,000		3,000	2,158.30		2,158.30	841.70	72%
1171	401K Plan	12,500		12,500	7,653.91		7,653.91	4,846.09	61%
	Salaries and Benefits	511,970	0	511,970	357,739.14	0.00	357,739.14	154,230.86	70%
2033	Voice/Data ISF	3,500		3,500	2,487.32		2,487.32	1,012.68	71%
2071	General Insurance Alloca - ISF	2,000		2,000	984.00		984.00	1,016.00	49%
2125	Facil/Matls Sq. Ft. Alloc. - ISF	15,500		15,500	12,160.00		12,160.00	3,340.00	78%
2128	Other Maint	500		500	0.00		0.00	500.00	0%
2141	Memberships & Dues	6,550		6,550	6,105.00		6,105.00	445.00	93%
2154	Education Allowance	0		0	0.00		0.00	0.00	0%
2158	Indirect Cost Recovery	5,500		5,500	5,351.00		5,351.00	149.00	97%
2172	Books & Publications	500		500	249.49		249.49	250.51	50%
2174	Mail Center - ISF	2,500		2,500	1,528.24		1,528.24	971.76	61%
2176	Purchasing Charges - ISF	500		500	59.89		59.89	440.11	12%
2177	Graphics Charges - ISF	2,000		2,000	0.00		0.00	2,000.00	0%
2178	Copy Machine Charges - ISF	1,000		1,000	71.46		71.46	928.54	7%
2179	Miscellaneous Office Expense	7,000		7,000	3,012.21	2,904.03	5,916.24	1,083.76	85%
2181	Stores ISF	50		50	14.75		14.75	35.25	30%
2191	Board Members Fees	4,500		4,500	2,800.00		2,800.00	1,700.00	62%
2192	Information Technology - ISF	3,000		3,000	787.50		787.50	2,212.50	26%
2195	Specialized Services/Software	1,500		1,500	737.50		737.50	762.50	49%
2197	Public Works - Charges	3,000		3,000	1,003.64		1,003.64	1,996.36	33%
2199	Other Prof & Spec Service	10,000		10,000	7,090.00		7,090.00	2,910.00	71%
2203	Accounting and Auditing Services	5,000		5,000	3,239.26		3,239.26	1,760.74	65%
2205	GSA Special Services ISF	100		100	56.90		56.90	43.10	57%
2214	County GIS Expenses	23,000		23,000	10,630.00		10,630.00	12,370.00	46%
2261	Public & Legal Notices	5,000		5,000	1,838.76		1,838.76	3,161.24	37%
2283	Records Storage Charges	350		350	153.68		153.68	196.32	44%
2293	Computer Equipment <5000	4,000		4,000	3,799.05		3,799.05	200.95	95%
2304	County Legal Counsel	22,500		22,500	15,410.00		15,410.00	7,090.00	68%
2521	Transportation Charges ISF	0		0	0.00		0.00	0.00	0%
2522	Private Vehicle Mileage	7,000		7,000	5,701.41		5,701.41	1,298.59	81%
2523	Conf. & Seminars Expense	13,000		13,000	10,066.11		10,066.11	2,933.89	77%
2526	Conf. & Seminars Expense ISF	500		500	20.00		20.00	480.00	4%
2528	County Motor Pool	1,000		1,000	115.15		115.15	884.85	12%
	Services and Supplies	150,550	0	150,550	95,472.32	2,904.03	98,376.35	52,173.65	65%
6101	Contingency	13,249		13,249	0.00		0.00	13,249.00	0%
	TOTAL EXPENDITURES	675,769	0	675,769	453,211.46	2,904.03	456,115.49	219,653.51	67%

0.00

Note: Amounts with "()" in the ACTUAL column reflect FY13 accruals in excess of actual expenditures to date



VENTURA LOCAL AGENCY FORMATION COMMISSION

STAFF REPORT

Meeting Date: May 21, 2014

Agenda Item 9

TO: LAFCo Commissioners

FROM: Kai Luoma, Executive Officer

SUBJECT: Recommended Final Budget and Work Plan – Fiscal Year 2014-15

RECOMMENDATION:

Adopt the attached resolution:

- A. Approving the Recommended Final Budget as the Final Budget for FY 2014-15 and directing staff to transmit the Final Budget to the County, each city, and each independent special district;
- B. Finding that a decrease in program costs, as set forth in the Final Budget, will nevertheless allow the Commission to fulfill the purposes and programs of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and
- C. Adopting the work plan for FY 2014-15 set forth in the Final Budget.

BACKGROUND:

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 Recommended Final Budget consists of a Budget Message and the line item budget of expenditures and revenue. With the exception of non-substantive language revisions in the Budget Message, the Recommended Final Budget is unchanged from the Proposed Budget adopted by the Ventura LAFCo on April 16, 2014. It should be noted that after adoption of the Proposed Budget in April, the State issued an updated Cities Report for FY 2011-12. For the Recommended Final Budget, the County Auditor-Controller’s Office used the most recent Report as the basis for calculating revenue to be collected from the cities for FY 2014-15 (see Attachment 1 of the Recommended Final Budget).

DISCUSSION:

The FY 2014-15 Final Budget being recommended by staff reflects an overall expenditure decrease of approximately 5% compared to the FY 2013-14 Adopted Final

COMMISSIONERS AND STAFF

COUNTY:
Linda Parks, Chair
John Zaragoza
Alternate:
Steve Bennett

CITY:
Carl Morehouse
Janice Parvin
Alternate:
Carol Smith

DISTRICT:
Bruce Dandy
Vacant
Alternate:
Elaine Freeman

PUBLIC:
Linda Ford-McCaffrey, Vice Chair
Alternate:
Lou Cunningham

Executive Officer:
Kai Luoma, AICP

Analyst
Andrea Ozdy

Office Mgr/Clerk
Debbie Schubert

Legal Counsel
Michael Walker

Budget. This is primarily due to decreases in projected costs for Salaries and Employee Benefits as outlined in the attached Budget Message.

The Recommended Final Budget includes a recommended contingency appropriation of \$18,699 which is equivalent to 3% of total expenditures. The Commission's budget policies indicate that the budget should provide for contingencies equaling 10% of total expenditures, unless the Commission deems that a different amount is appropriate. Staff believes that a lower amount is appropriate for two reasons: 1) Unassigned Fund Balance can be used as a financing source in the event it is needed; and 2) it will reduce the amount of revenue needed from other governmental agencies. The unassigned fund balance at the close of the current fiscal year is projected to be \$229,338.

The Recommended Final Budget reflects a decrease of approximately 9.5% in total revenue from other government agencies compared to the FY 2013-14 Adopted Final Budget. This decrease is due to an overall decrease in anticipated expenditures for FY 2014-15, primarily as a result of salary savings, and the proposed appropriation of \$90,000 of fund balance.

Included with the Proposed Budget were the estimated allocation percentages for the 10 cities and 29 independent special districts that together with the County are responsible for the majority of LAFCo's revenue. In the Adopted Proposed Budget, City revenues and Special District revenues were based on the FY 2010-11 and FY 2011-12 State Controller Reports, respectively, which were the most current Reports available at the time. After adoption of the Proposed Budget in April, the State issued an updated Cities Report for FY 2011-12, which was used by the County Auditor-Controller's Office for the Recommended Final Budget as the basis for calculating revenue to be collected from the cities for FY 2014-15 (see Attachment 1 of the Recommended Final Budget)

The Recommended Final Budget has been transmitted to the County and each city and independent special district for review and comment at any time prior to the adoption.

Attachment: (1) Resolution adopting the Final Budget FY 2014-15

**RESOLUTION OF THE
VENTURA LOCAL AGENCY FORMATION COMMISSION
ADOPTING A FINAL BUDGET FOR FISCAL YEAR 2014-15**

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, on April 16, 2014 the Commission adopted a Proposed Budget for Fiscal Year 2014-15; and

WHEREAS, the Commission desires to adopt a Final Budget for Fiscal Year 2014-15 that is lower than the adopted Fiscal Year 2013-14 Final Budget; and

WHEREAS, the Recommended Final Budget was made available to the public and transmitted to other governmental agencies which had an opportunity to comment prior to the adoption of the Final Budget for Fiscal Year 2014-15 on May 21, 2014.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED that pursuant to Government Code Section 56381, the Ventura Local Agency Formation Commission hereby:

- (1) Adopts the Recommended Final Budget as the Final Budget for the 2014-15 Fiscal Year as set forth in Exhibit A attached hereto; and
- (2) Finds that the Recommended Final 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) Adopts the work plan for the 2014-15 Fiscal Year set forth in the Recommended Final Budget; and
- (4) Directs the Executive Officer to forward the Final Budget, as adopted, to all the independent special districts, cities and the County.

This resolution was passed and adopted on May 21, 2014.

	AYE	NO	ABSTAIN	ABSENT
Commissioner Dandy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Ford-McCaffrey	<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 Zaragoza	<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 Cunningham	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Freeman	<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"/>

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

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

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

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EXHIBIT A

RECOMMENDED **FINAL** **BUDGET**

Fiscal Year
2014-2015

Hearing Date: May 21, 2014



BUDGET MESSAGE

Recommended Final Budget - Fiscal Year 2014-2015¹

Hearing Date: May 21, 2014

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 adopted a Proposed Budget for fiscal year 2014-15 on April 16, 2014 and will consider this Recommended Final Budget on May 21, 2014. The adopted Final Budget will be used by the County Auditor-Controller's Office 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 Recommended Final Budget for 2014-15 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 2014-15 are part of this Recommended Final 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 2013-14, sets forth a basic work plan for FY 2014-15, and provides background and explanatory information about the anticipated expenditures and revenues in this Recommended Final FY 2014-15 Budget.

¹ **With the exception of nonsubstantive language revisions in the Budget Message, the Recommended Final Budget is unchanged from the Proposed Budget adopted by the Ventura LAFCo on April 16, 2014. It should be noted that after adoption of the Proposed Budget in April, the State issued an updated Cities Report for FY 2011-12. For the Recommended Final Budget, the County Auditor-Controller's Office used the most recent Report as the basis for calculating revenue to be collected from the cities for FY 2014-15 (see Attachment 1).**

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 five 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 CEQA.
- Provide public information about LAFCo and public noticing of pending LAFCo actions.
- Maintain a website.
- Adopt and update, as necessary, written policies and procedures.
- Adopt an annual budget.

FY 2013-14 in Review

Based on information through the end of March 2014, total projected actual expenditures for FY 2013-14 should be approximately:

Description	FY 13-14 Adopted	FY 13-14 Projected	Estimated Savings
Total Salaries and Benefits	511,970	456,580	55,390
Total Services and Supplies	150,550	126,870	23,680
Contingencies	13,249	0	13,249
Total Expenditures	675,769	583,450	92,319

As shown above, we anticipate not using the Contingency appropriation of \$13,249. The anticipated savings in Salaries and Benefits and Services/Supplies and Contingency is projected to be \$92,319 for FY 2013-14.

Actual revenue for FY 2013-14 is projected to be approximately:

Account Code	Description	FY 13-14 Adopted	FY 13-14 Projected	Estimated Savings/ (Deficit)	Percent Change
8911	Interest Earnings	4,000	2,700	(1,300)	-32.5%
9772	Other Revenue (from Fees)	30,000	38,000	8,000	26.6%
9372	Other Govt. Agencies	573,636	573,636	0	0
	Total Revenue	607,636	614,336	6,700	1.1%

As noted in the table above, projected revenue exceeds that adopted as part of the current budget by \$6,700.

The projected \$92,319 savings in Salaries/Benefits and Services/Supplies and Contingency along with the projected \$6,700 in excess revenue result in a total projected unappropriated Fund Balance of \$99,019, which is \$30,886 more than the appropriated Fund Balance adopted as a part of the FY 2013-14 Budget (\$68,133).

The following work plan was adopted as a part of the FY 2013-14 Adopted Final Budget:

- Establish a work plan for sphere review mandates for the 2013-2017 cycle and begin municipal service reviews and sphere of influence reviews/updates in accordance with the approved 2013-2017 work plan.
- 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 2013 LAFCo approved a Work Plan for the 2013-2017 sphere of influence review/update and municipal service review cycle. All sphere reviews scheduled for 2013 were completed in March 2013. Staff has begun to review those spheres of influence scheduled for 2014. Further, an external audit of LAFCo's financial statements for the year ended June 30, 2013 was performed. Over the course of the current fiscal year, LAFCo staff has thus far reviewed and/or commented on a total of 9 CEQA notices/documents, general plan updates, and development proposals.

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 and County Planning Association and other local and regional associations.

Opportunities for ongoing training and professional development, including California Association of Local Agency Formation Commissions (CALAFCO) University courses, annual staff workshops and conferences, and classes offered by the County of Ventura are pursued as time and budget permit.

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 2014-15, the recommended work plan maintains the focus on municipal service reviews and sphere of influence updates and is otherwise similar to the work plan for this year.

FY 2014-15 Work Plan

- Continue municipal service reviews and sphere of influence reviews/updates in accordance with the approved 2013-2017 work plan.
- 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.

RECOMMENDED FINAL 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 3% contingency, the Recommended Final Budget reflects an overall expenditure decrease of approximately 5.0% compared to the FY 2013-14 Adopted Final Budget.

Salary and Employee Benefits

Salaries and Employee Benefits continue to be the major expense, comprising approximately 74.2% of the total expenditures (more if contingencies are not included). Expenditures for Salaries and Benefits will decrease by approximately 7.0% as compared to the FY 2013-14 as indicated in the following table:

Description	FY 13-14 Adopted	FY 14-15 Proposed	Increase / (Decrease)	Percent Change
Total Salaries and Benefits	511,970	476,200	(35,770)	-7.0%

The decrease comes primarily from reductions in regular salaries (account code 1101) due to staffing changes and related decreases in the various benefit accounts (especially account code 1121, Retirement Contribution), offset by an increase in Management Retiree Health Benefit (account code 1128). The decrease in expenditures for Salaries and Benefits is also partly due to a decrease in the anticipated expenditures associated with the redemption of accrued annual leave by the Executive Officer, Analyst, and Commission Clerk (account code 1107, Term/Buydown) as indicated in the following table:

Description	Acct Code	FY 13-14 Adopted	FY 14-15 Proposed	Increase / (Decrease)	Percent Change
Term/Buydown	1107	31,500	24,500	(7,000)	-22.2%

The Term/Buydown account code 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.

It should also be noted that the amount budgeted for regular salaries (account code 1101) reflects two salary increases for all employees covered by the County of Ventura Management, Confidential Clerical and Other Unrepresented Employees Resolution. These increases were adopted by the Board of Supervisors in August 2013 and include:

- An estimated 4.14% increase to offset an increase to the amount each employee must contribute to his/her retirement. The intent is for each employee to cover half of his/her retirement contribution, which is equivalent to 7.14% of salary. Currently, employees contribute 3% of their salary to retirement. The 4.14% increase will become effective in July 2014.
- A 1.0% general salary increase that takes effect in August 2014.

The amount budgeted also includes prospective merit increases within the existing salary ranges of the Executive Officer and Analyst as provided for under the terms of the Executive Officer employment contract and the County of Ventura Management, Confidential Clerical and Other Unrepresented Employees Resolution.

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

Title	FY 2013 – 14	FY 2014 – 15
Executive Officer	1	1
Analyst/Deputy Executive Officer	1	1
Office Manager/Clerk of the Commission	1	1
Total Authorized Positions	3	3

Services and Supplies

The Recommended Final Budget for Services and Supplies is approximately 2.3% less than the Adopted Final Budget for the current fiscal year, as indicated in the following table:

Description	FY 13-14 Adopted	FY 14-15 Proposed	Increase / (Decrease)	Percent Change
Services and Supplies	150,550	147,050	(3,500)	-2.3%

For those Services and Supplies account codes that reflect discretionary expenditures, most of the budget amounts are either unchanged or lower as compared to the current fiscal year. The major Services and Supplies expenditures will change as follows:

- An increase in the amount budgeted for education allowance (account code 2154) from \$0.00 in the current year to \$1,000 for FY 2014-15. The increase will allow for the recently hired Analyst to receive GIS mapping training.
- An increase in Indirect Cost Recovery charges (account code 2158). These cost recovery charges are for County services provided primarily by the General Services Agency, the Auditor-Controller's Office and the County Executive Office, including Human Resources. The current fiscal year charge is \$5,500. For FY 2014-15 the total charges for this account will be approximately \$12,200.
- A decrease in internal service fund charges for Graphics charges (account code 2177) from \$2,000 in the current year to \$500 for FY 2014-15. All monthly meeting packets are currently being produced internally by LAFCo staff. As such, the decrease in County Graphics charges reflects a reduction in the number of anticipated external printing jobs.
- A decrease in the amount budgeted for Miscellaneous Office Expenses (account code 2179) from \$7,000 in the current year to \$4,000 for FY 2014-15. The decrease reflects the one-time purchases made in FY 2013-14 of replacement signage in the hallway outside of the LAFCo office and replacement of worn out and/or nonfunctioning conference room furniture.
- A decrease in the County GIS Expense (account code 2214) from \$23,000 in the current year to \$21,500 for FY 2014-15. This account code includes LAFCo's share of Countywide GIS charges as well as specialized costs including that for maintaining/updating digital sphere of influence maps and printing maps in conjunction with the mandate to review and update spheres of influence for each city and special district. The budgeted amount reflects the anticipated number of sphere reviews that are planned to be completed in FY 2014-15.
- A decrease in the Conference and Seminars Expense (account code 2523) from \$13,000 in the current year to \$12,000 for FY 2014-15. This reduction is due to lower anticipated travel costs to attend the 2014 CALAFCO Annual conference to be held in Ontario.

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

Ventura LAFCo

Recommended Final Budget FY 2014-15

Hearing Date: May 21, 2014

Page 6

governmental agencies, it is recommended that the FY 2014-15 Final Budget include a contingency appropriation of \$18,699 which is equivalent to approximately 3.0% 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 unassigned fund balance (which is estimated to be \$229,338 at the beginning of FY 2014-15 and includes \$97,242 to cover 60 days working capital, \$30,886 net income, and \$101,210 unassigned).

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 2013-14 in Review' section above, approximately \$99,019 is projected to be available at the end of the current fiscal year to appropriate for the FY 2014-15 Budget. However, because this is only a projection, the Recommended Final Budget includes an appropriated fund balance of \$90,000.

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 the Governmental Accounting Standards Board (GASB) requirements and the 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. Based on the Projected Actual Expenditures for FY 2013-14 (\$583,450), 60 days working capital would be approximately \$97,242. The total unassigned fund balance for the current year is \$229,338 which is equivalent to approximately 142 days working capital.

Miscellaneous Revenue

Miscellaneous revenue includes interest earnings and Other Revenue, primarily application filing fees. The Recommended Final Budget for Miscellaneous Revenue is \$32,700, which is approximately 3.8% less than the Adopted Budget amount for the current fiscal year (\$34,000). This decrease is reflected in the \$2,700 budgeted for Interest Earnings (account code 8911), which is 32.5% lower than the \$4,000 budgeted for the current year and consistent with the projected actual amount for FY 2013-14.

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. In conjunction with the adoption of the Proposed Budget for FY 2014-15 on April 16, 2014 the Commission re-adopted the Fee Schedule with no changes.

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 from \$573,636 to \$519,249 for the current year (9.5%). The table below 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. As shown in the table, the amount of projected total revenue from Other Governmental Agencies for FY 2014-15 is lower than it has been in the previous 5 years. This is due to an overall decrease in anticipated expenditures for FY 2014-15, primarily as a result of salary savings, and the appropriation of \$90,000 of fund balance.

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%
FY 2012-13	\$659,706	\$550,515	83%
FY 2013-14	\$675,769	\$573,636	85%
FY 2014-15 ²	\$641,949	\$519,249	81%

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

² Based on FY 2014-15 Recommended Final Budget

(Attachment 1) and the independent special districts (Attachment 2). In the Adopted Proposed Budget, City revenues and Special District revenues were based on the FY 2010-11 and FY 2011-12 State Controller Reports, respectively, which were the most current Reports available at the time. After adoption of the Proposed Budget in April, the State issued an updated Cities Report for FY 2011-12. The County Auditor-Controller's Office used this more recent Report as the basis for calculating revenue to be collected from the cities for FY 2014-15 as shown in Attachment 1. As a further means of comparison, Attachment 3 shows individual agency revenue allocation amounts as a percentage of each agency's total revenue.

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 thirteen 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 Recommended Final Budget for FY 2014-15 was prepared and is being recommended consistent with the Commission's policies and the knowledge and experience gained from prior years.

Respectfully submitted,



Kai Luoma
Executive Officer

- ATTACHMENTS:
- (1) Other Governmental Agencies-Cities Allocation Amounts
 - (2) Other Governmental Agencies-Independent Special District Allocation Amounts
 - (3) Agency Revenue Allocation Percentages

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: A portion of existing fund balance that is incorporated into the subsequent year's budget to "balance" expected expenditures in excess of expected revenues.

ASSET: Resources with present service capacity that the government presently controls; for example, money, investments and property.

ASSIGNED FUND BALANCE: Comprises amounts intended to be used by the government for specific purposes; for example, appropriated fund balance. 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: Also known as a statement of net position, 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.

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 Handbook 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.

EXPENDITURES: Under the current financial resources measurement focus, decreases in net financial resources not properly classified as *other financing uses*; for example, disbursements of cash for the cost of salaries, benefits, services or supplies.

FINANCIAL STATEMENT: Presentation of financial data including balance sheets, income statements or any supporting statement that are 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.

GASB: The Governmental Accounting Standards Board (GASB) is the ultimate authoritative accounting and financial reporting standard-setting body for state and local governments. The GASB was established in June 1984 to replace the NCGA (National Council on Governmental Accounting).

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: Present obligations to sacrifice resources that the government has little or no discretion to avoid; for example, amounts owed for items received, services rendered, expenses incurred and assets acquired.

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 and appropriated fund balances.

UNAPPROPRIATED FUND BALANCE: The portion of fund balance remaining, following an approved budget appropriation of fund balance and any commitments.

UNASSIGNED FUND BALANCE: The difference between total fund balance in a governmental fund and its non-spendable, restricted, committed and assigned components.

UNRESTRICTED FUND BALANCE: The difference between total fund balance in a governmental fund and its non-spendable and restricted components.

**VENTURA LOCAL AGENCY FORMATION COMMISSION
EXPENDITURES AND REVENUE DETAIL
RECOMMENDED FINAL BUDGET
FY 2014 - 2015**

	Acct Code	Final Adopted/ Adjusted FY 13-14	Projected Actuals FY 13-14	Recommended Proposed Budget FY 14-15 Adopted 04/16/14	Recommended Final Budget FY 14-15 5/21/14	Final Budget FY 14-15 Adopted MM/DD/YY
EXPENDITURES						
Salaries and Employee Benefits						
Regular Salaries	1101	328,000	297,500	310,000	310,000	
Supplemental Payments	1106	12,600	11,100	11,500	11,500	
Term/Buydown	1107	31,500	17,500	24,500	24,500	
Retirement Contribution	1121	77,500	70,500	63,000	63,000	
OASDI Contribution	1122	19,000	19,000	18,500	18,500	
FICA-Medicare	1123	5,100	5,000	4,700	4,700	
Mgmt. Retiree Health Benefit	1128	-	-	5,300	5,300	
Group Insurance	1141	21,400	20,500	23,000	23,000	
Life Ins/Dept Heads/Mgt	1142	150	130	150	150	
State Unemployment	1143	400	400	400	400	
Management Disability Ins	1144	820	750	750	750	
Workers Compensation	1165	3,000	2,700	2,900	2,900	
401k Plan	1171	12,500	11,500	11,500	11,500	
Total Salaries and Employee Benefits		511,970	456,580	476,200	476,200	-

**VENTURA LOCAL AGENCY FORMATION COMMISSION
EXPENDITURES AND REVENUE DETAIL
RECOMMENDED FINAL BUDGET
FY 2014 - 2015**

	Acct Code	Final Adopted/ Adjusted FY 13-14	Projected Actuals FY 13-14	Recommended Proposed Budget FY 14-15 Adopted 04/16/14	Recommended Final Budget FY 14-15 5/21/14	Final Budget FY 14-15 Adopted MM/DD/YY
EXPENDITURES						
Services and Supplies						
Voice/Data -ISF	2033	3,500	3,500	2,500	2,500	
General Insurance Allocation	2071	2,000	2,000	2,000	2,000	
Facilities/Materials Sq Ft Alloc-ISF	2125	15,500	15,500	15,000	15,000	
Other Maintenance	2128	500	200	500	500	
Memberships & Dues	2141	6,550	6,570	7,100	7,100	
Education Allowance	2154	0	0	1,000	1,000	
Indirect Cost Recovery (Co. Cost Allocation Plan Charges)	2158	5,500	5,500	12,200	12,200	
Books & Publications	2172	500	300	300	300	
Mail Center-ISF	2174	2,500	2,500	2,500	2,500	
Purchasing Charges-ISF	2176	500	75	100	100	
Graphics Charges-ISF	2177	2,000	250	500	500	
Copy Machine Charges-ISF	2178	1,000	500	750	750	
Misc Office Expenses	2179	7,000	7,000	4,000	4,000	
Stores-ISF	2181	50	25	50	50	
Board Member Fees	2191	4,500	3,700	4,500	4,500	
Info Tech-ISF Data Ctr/Service Contracts	2192	3,000	3,000	2,500	2,500	
Specialized Services/Software	2195	1,500	750	1,500	1,500	
Public Works Charges	2197	3,000	3,000	3,000	3,000	
Other Professional & Special Service	2199	10,000	8,000	10,000	10,000	
Accounting and Auditing Services	2203	5,000	3,300	4,500	4,500	
GSA Special Services ISF	2205	100	0	100	100	
County GIS Expense	2214	23,000	12,000	21,500	21,500	
Public And Legal Notices	2261	5,000	2,200	5,000	5,000	
Records Storage Charges	2283	350	250	350	350	
Computer Equip <\$5000	2293	4,000	4,000	3,100	3,100	
Spec Dept xo4 (Legal Counsel)	2304	22,500	22,500	22,500	22,500	
Private Vehicle Mileage	2522	7,000	7,000	7,000	7,000	
Conference & Seminars Exp.	2523	13,000	13,000	12,000	12,000	
Conference & Seminars ISF	2526	500	100	500	500	
County Motor Pool	2528	1,000	150	500	500	
Total Services and Supplies		150,550	126,870	147,050	147,050	-
Contingencies	6101	13,249	0	18,699	18,699	
Total Contingencies		13,249	0	18,699	18,699	-
TOTAL EXPENDITURES		675,769	583,450	641,949	641,949	-

**VENTURA LOCAL AGENCY FORMATION COMMISSION
EXPENDITURES AND REVENUE DETAIL
RECOMMENDED FINAL BUDGET
FY 2014 - 2015**

	Acct Code	Final Adopted/ Adjusted FY 13-14	Projected Actuals FY 13-14	Recommended Proposed Budget FY 14-15 Adopted 04/16/14	Recommended Final Budget FY 14-15 5/21/14	Final Budget FY 14-15 Adopted MM/DD/YY
FINANCING SOURCES						
Appropriation of Fund Balance		68,133	-	90,000	90,000	
Interest Earnings	8911	4,000	2,700	2,700	2,700	
Other Revenue-Misc. (LAFCo application fees)	9772	30,000	38,000	30,000	30,000	
Total Miscellaneous Revenue		34,000	40,700	32,700	32,700	-
Other Governmental Agencies						
Other Government Agencies (County of Ventura)	9372	191,212	191,212	173,083	173,083	0
Other Government Agencies (Cities)	9372	191,212	191,212	173,083	173,083	0
Other Government Agencies (Independent Special Districts)	9372	191,212	191,212	173,083	173,083	0
Total Other Government Agencies Revenue Revenue		573,636	573,636	519,249	519,249	0
TOTAL REVENUE		607,636	614,336	551,949	551,949	0
TOTAL FINANCING SOURCES		675,769	614,336	641,949	641,949	0
PROJECTED UNAPPROPRIATED FUND BALANCE (Net Income)			30,886			

**Preliminary Fund Balance and Estimated
Ending Fund Balance at June 30, 2015**

FUND BALANCES	Actual Fund Balance 6/30/13	Projected Fund Balance 6/30/14	Estimated Fund Balance 06/30/15
Assigned:			
Appropriated	68,133	90,000	0
Committed:			
Litigation	100,000	100,000	100,000
Unassigned:			
60 Days' Working Capital	98,697	97,242	106,991
Unassigned	121,623	132,096	122,348
TOTAL UNASSIGNED	220,319	229,338	229,338
TOTAL FUND BALANCE	388,452	419,338	329,338

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

Attachment 1

ADOPTED BUDGET FOR FISCAL YEAR 2014 - 2015

ALLOCATION - CITIES

SOURCE: STATE OF CALIFORNIA, CITIES ANNUAL REPORT, FY 11/12

CITY	TOTAL REVENUE		PERCENTAGE	ALLOCATION	
	PER REPORT			\$	173,083
1 Camarillo	\$ 73,361,211		8.28%	\$	14,338
2 Fillmore	14,362,356		1.62%	\$	2,807
3 Moorpark	24,908,774		2.81%	\$	4,869
4 Ojai	10,447,576		1.18%	\$	2,042
5 Oxnard	314,633,554		35.53%	\$	61,496
6 Port Hueneme	38,646,518		4.36%	\$	7,553
7 San Buenaventura	139,862,793		15.80%	\$	27,338
8 Santa Paula	37,663,749		4.25%	\$	7,361
9 Simi Valley	82,016,244		9.26%	\$	16,031
10 Thousand Oaks	149,632,453		16.91%	\$	29,248
TOTAL	\$ 885,535,228		100.00%	\$	173,083

(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)¹, (F)²

Attachment 2

ADOPTED BUDGET FOR FY 2014- 2015

ALLOCATION - SPECIAL DISTRICTS

SOURCE: STATE OF CALIFORNIA, SPECIAL DISTRICTS ANNUAL REPORT, FY 11/12

	NAME	TOTAL		ALLOCATION
		REVENUE PER REPORT	PERCENTAGE (See Note 2)	
1	Bardsdale Cemetery District	\$ 170,401	0.060%	\$ 104
2	Bell Canyon Comm. Services District	458,552	0.162%	280
3	Calleguas Municipal Water District	124,398,906	44.072%	76,281
4	Camarillo Health Care District	3,615,186	1.281%	2,217
5	Camrosa Water District	16,199,700	5.739%	9,933
6	Casitas Municipal Water District	15,660,766	5.549%	9,604
7	Channel Islands Beach Comm. Serv. Dist.	3,981,748	1.411%	2,442
8	Conejo Recreation & Park District	19,500,060	6.908%	11,957
9	El Rancho Simi Pioneer Cemetery District	130,078	0.046%	80
10	Fillmore-Piru Memorial District	172,027	0.061%	106
11	Fox Canyon Groundwater Mgmt. Agency	1,248,118	0.442%	765
12	Hidden Valley Municipal Water District	7,176	0.003%	5
13	Meiners Oaks Water District	1,191,831	0.422%	730
14	Montalvo Comm. Services District	719,452	0.255%	441
15	Ojai Valley Sanitary District	8,842,277	3.133%	5,423
16	Ojai Water Conservation District	7,328	0.003%	5
17	Oxnard Drainage District No. 1	47,614	0.017%	30
18	Oxnard Drainage District No. 2	165,095	0.058%	100
19	Oxnard Harbor District	12,208,234	4.325%	7,486
20	Piru Public Cemetery District	34,954	0.012%	21
21	Pleasant Valley Co. Water District	3,187,554	1.129%	1,954
22	Pleasant Valley Rec & Park District	7,753,621	2.747%	4,755
23	Rancho Simi Rec & Park District	18,560,158	6.575%	11,380
24	Saticoy Sanitary District	330,154	0.117%	203
25	Triunfo Sanitation District	14,095,113	4.994%	8,644
26	United Water Conservation District	19,860,339	7.036%	12,178
27	Ventura Co. Resource Conserv. District	63,447	0.022%	38
28	Ventura Port District	8,167,365	2.894%	5,009
29	Ventura River County Water District	1,486,915	0.527%	912
	TOTAL	\$ 282,264,169	100.000%	\$ 173,083

- (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.

Ventura LAFCo Budget FY 2014-15
Apportionment of Net Operating Expenses Expressed As Percentage Of Each Agency's Total Revenue

Attachment 3

NAME	TOTAL REVENUE PER REPORT*	ALLOCATION	PERCENTAGE OF TOTAL REVENUE
COUNTY OF VENTURA			
	\$ 961,545,694	\$ 173,083	0.02%
CITIES			
Camarillo	\$ 73,361,211	\$ 14,338	0.02%
Fillmore	14,362,356	2,807	0.02%
Moorpark	24,908,774	4,869	0.02%
Ojai	10,447,576	2,042	0.02%
Oxnard	314,633,554	61,496	0.02%
Port Hueneme	38,646,518	7,553	0.02%
San Buenaventura	139,862,793	27,338	0.02%
Santa Paula	37,663,749	7,361	0.02%
Simi Valley	82,016,244	16,031	0.02%
Thousand Oaks	149,632,453	29,248	0.02%
TOTAL	\$ 885,535,228	173,083	0.02%
SPECIAL DISTRICTS			
Bardsdale Cemetery District	\$ 170,401	\$ 104	0.06%
Bell Canyon Comm. Services District	458,552	280	0.06%
Calleguas Municipal Water District	124,398,906	76,281	0.06%
Camarillo Health Care District	3,615,186	2,217	0.06%
Camrosa Water District	16,199,700	9,933	0.06%
Casitas Municipal Water District	15,660,766	9,604	0.06%
Channel Islands Beach Comm. Serv. Dist.	3,981,748	2,442	0.06%
Conejo Recreation & Park District	19,500,060	11,957	0.06%
El Rancho Simi Pioneer Cemetery District	130,078	80	0.06%
Fillmore-Piru Memorial District	172,027	106	0.06%
Fox Canyon Groundwater Mgmt. Agency	1,248,118	765	0.06%
Hidden Valley Municipal Water District	7,176	5	0.07%
Meiners Oaks Water District	1,191,831	730	0.06%
Montalvo Comm. Services District	719,452	441	0.06%
Ojai Valley Sanitary District	8,842,277	5,423	0.06%
Ojai Water Conservation District	7,328	5	0.07%
Oxnard Drainage District No. 1	47,614	30	0.06%
Oxnard Drainage District No. 2	165,095	100	0.06%
Oxnard Harbor District	12,208,234	7,486	0.06%
Piru Public Cemetery District	34,954	21	0.06%
Pleasant Valley Co. Water District	3,187,554	1,954	0.06%
Pleasant Valley Rec & Park District	7,753,621	4,755	0.06%
Rancho Simi Rec & Park District	18,560,158	11,380	0.06%
Saticoy Sanitary District	330,154	203	0.06%
Triunfo Sanitation District	14,095,113	8,644	0.06%
United Water Conservation District	19,860,339	12,178	0.06%
Ventura Co. Resource Conserv. District	63,447	38	0.06%
Ventura Port District	8,167,365	5,009	0.06%
Ventura River County Water District	1,486,915	912	0.06%
TOTAL	\$ 282,264,169	\$ 173,083	0.06%

Source: State of California Annual Reports FY 11/12.

For special districts, total revenue excludes aid from other governments.



VENTURA LOCAL AGENCY FORMATION COMMISSION

STAFF REPORT

Meeting Date: May 21, 2014

Agenda Item 10

LAFCo CASE NO. AND NAME: LAFCo 14-08: County Service Area No. 4 (CSA 4) – Activation of Latent Power for Transportation Service.

PROPOSAL: Request for CSA 4 to exercise a latent power for the provision of public transportation service within the jurisdictional boundaries of CSA 4.

SIZE: CSA 4 covers approximately 2,845 acres (i.e., 4.45 square miles).

LOCATION: Approval of the exercise of a latent power for CSA 4 to provide transportation service would authorize the CSA to provide transportation service within the jurisdictional boundaries of the CSA.

PROPONENT: CSA 4, by resolution.

NOTICE: This matter has been noticed as prescribed by law.

RECOMMENDATIONS:

1. Determine that the action to approve a request by CSA 4 to exercise a latent power to provide transportation service is exempt under California Environmental Quality Act (CEQA) Guidelines [§ 15061(b)(3)]; and
2. Adopt the attached resolution making findings and approving CSA 4’s proposal for the establishment of transportation service as a new service within all of the jurisdictional boundaries of CSA 4, pursuant to Government Code § 56824.14.

DESCRIPTION OF PROPOSAL:

Request:

The County of Ventura Public Works Agency submitted an application to LAFCo on behalf of CSA 4, requesting approval for CSA 4 to exercise a latent power for the provision of public transportation service.

COMMISSIONERS AND STAFF

COUNTY:
Linda Parks, Chair
John Zaragoza
Alternate:
Steve Bennett

CITY:
Carl Morehouse
Janice Parvin
Alternate:
Carol Smith

DISTRICT:
Bruce Dandy
Vacant
Alternate:
Elaine Freeman

PUBLIC:
Linda Ford-McCaffrey, Vice Chair
Alternate:
Lou Cunningham

Executive Officer
Kai Luoma, AICP

Analyst
Andrea Ozdy

Office Mgr/Clerk
Debbie Schubert

Legal Counsel
Michael Walker

The application materials submitted indicate that the desired transportation service is a fixed-route shuttle operating in a loop along Kanan Road, Lindero Canyon Road, and the general vicinity. The service line would originate outside the boundaries of CSA 4 near Highway 101 in the City of Agoura Hills, and the service route includes roads within the jurisdictional boundaries of the County, the City of Agoura Hills, and the City of Thousand Oaks (a portion of Lindero Canyon Road is within the City of Thousand Oaks). The shuttle service would operate Monday through Friday, from 6:30 a.m. to 6:30 p.m., with shuttles running every 20 to 30 minutes. Shuttle service known as the “Kanan Shuttle” is currently provided under a contract between the County Transportation Department and the City of Agoura Hills, and is operated by a private contractor. In July 2014, the County Transportation Department anticipates the shuttle service will be provided under a new contract with the City of Thousand Oaks. The County Public Works Agency anticipates approximately 84,000 passenger trips annually for the proposed service.

Background:

CSA 4 is a dependent special district governed by the Board of Supervisors, and was established by LAFCo on October 5, 1965 to provide street lighting service within the unincorporated community of Oak Park. Currently, CSA 4 provides street lighting and street sweeping service, school crossing guards for Oak Park Unified School District (OPUSD) students, maintenance of roadway landscaping, public bike paths, non-structural subdivision perimeter walls and community identification markers, and Community Emergency Response Team (CERT) support service, within its boundaries. On February 16, 2005, the Commission accepted the Municipal Service Review (MSR) prepared for CSA 4, dated February 16, 2005, which acknowledged the CSA’s existing powers. On June 9, 2010, the Commission determined that no sphere of influence update or new MSR was necessary for the CSA.

CSA law provides “a broad statutory authority for county boards of supervisors to use county service areas as a method to finance and provide needed public facilities and services” [Government Code § 25210.1(f)]. In accordance with Government Code § 25213, “A county service area may provide any governmental services and facilities within the county service area that the county is authorized to perform and that the county does not perform to the same extent on a countywide basis...” including transportation service [Government Code § 25213(p)]. CSA law (Government Code § 25210 et seq.) requires any county service area that desires to exercise a latent power to first receive approval from the Commission pursuant to Government Code § 56824.14. Government Code § 25210.2(g) defines a latent power as any authorized service or facility that LAFCo has determined a district was not authorized to provide prior to January 1, 2009.

GENERAL ANALYSIS:

Pursuant to Government Code § 56668, the Commission shall consider the following information when evaluating a proposal.

1. Land Use

As discussed above, CSA 4 encompasses approximately 2,845 acres within the Oak Park community. Land contiguous to the proposed bus route that is within CSA 4 is zoned for residential use of varying density, except for the commercially-zoned area located at the intersection of Kanan Road and Lindero Canyon Road. The County General Plan designates use of the land within CSA 4 as *Urban* and *Open Space*, and the proposed activation of new public transportation service on existing public roads would be consistent with the County's General Plan. Lindero Canyon Road is partially outside the boundaries of CSA 4 and within the jurisdiction of the City of Thousand Oaks, but no shuttle stops are proposed within the City limits. The subject proposal involves the addition of public transportation service on existing public roads within a community that is fully developed.

Based on the information above, the addition of transportation service would create a use that is consistent with the zoning or general plan designations of land within or surrounding CSA 4, and would not impact agricultural or open space resources.

2. Population

According to the MSR accepted by LAFCo on February 16, 2005, 13,541 people resided within CSA 4, and at that time no change in population was projected through 2020. Therefore, LAFCo staff concludes that more than 12 registered voters reside within the boundaries of CSA 4, qualifying it as an "inhabited territory" pursuant to Government Code § 56046.

3. Service and Controls – Need, Cost, Adequacy and Availability

CSA 4 provides service including, but not limited to, street sweeping and landscaping maintenance, as described above in the background discussion. Existing public services related to fire protection, law enforcement, libraries, recreation and parks, schools, street maintenance, water, and wastewater would not be impacted by the addition of public transportation service within the jurisdictional boundaries of CSA 4.

The application materials submitted by the Public Works Agency represent that the shuttle service is expected to cost a total of \$500,000 annually. Partial funding of up to 80% of the cost is available through the State's Transportation Development Act funds, and the remaining 20% (i.e., \$100,000 annually) must be provided by other means. CSA 4 has the capacity to fund the fixed-route shuttle service for a

minimum of four years through use of existing CSA 4 reserves (\$400,000). Alternatively, a per-trip fare from riders (for example, \$1.00 to \$1.50 fare per rider) could be used to supply the 20% remainder needed to fund the shuttle. CSA 4 intends to provide the transportation service to riders free of charge, but is prepared to fund the service through outside sources if necessary.

Pursuant to Government Code § 56824.14, the Commission shall not approve a proposal for the establishment of a new service within the jurisdictional boundaries of a special district unless the Commission determines that the special district will have sufficient revenues to carry out the proposed new service or, where the Commission determines that the special district will not have sufficient revenue to provide the proposed new service, if the Commission conditions its approval on the concurrent approval of sufficient revenue sources pursuant to Government Code § 56886. As described above, it appears that CSA 4 will have sufficient revenues to carry out the proposed new transportation service.

Currently, CSA 4 is not authorized to provide transportation service. Approval of the latent power enabling CSA 4 to provide transportation service will result in the addition of a public transportation option within the community of Oak Park and general vicinity. The Gold Coast Transit District was formed by the State Legislature in October 2013 to “develop, provide, operate, and administer public transportation” within the unincorporated areas of Ventura County and the cities of Ojai, Oxnard, Port Hueneme and Ventura (Public Utilities Code §§ 107001 & 107003). As of July 1, 2014, the Gold Coast Transit District will be authorized to provide public transportation service within unincorporated areas of Ventura County, including the area within CSA 4. Thus, should the Commission approve the requested activation of the latent power, two districts will be authorized to provide transportation service within the boundaries of CSA 4. If and when the Gold Coast Transit District begins to provide public transit within the boundaries of CSA 4, CSA 4 may wish to consider the divestiture of its authority to provide transportation service within the Oak Park community.

4. Boundaries and Lines of Assessment

No changes to the existing boundaries of CSA 4 are necessary as part of the exercise of the latent power request.

5. Regional Housing Needs

Transportation service will occur within the existing public road network, and will have no effect on the need or availability of housing within the area serviced by CSA 4.

6. Environmental Justice

The proposed transportation service will occur along existing public roads, and is not isolated to specific areas of CSA 4 that would result in the unfair treatment of any person based on race, culture or income with respect to the provision of transportation service within the proposal area.

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA):

The activation of latent powers is subject to CEQA. The Commission must therefore determine the appropriate environmental document for the proposed action. LAFCo staff believes that the provision of transportation service within the existing County road network that would decrease weekday automobile trips does not have the possibility to create a significant impact on the environment.

Therefore, LAFCo staff recommends that the Commission find that requested action is exempt from CEQA pursuant to CEQA Guidelines § 15061(b)(3), which states:

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 draft resolution contains a finding that the proposed action is exempt from CEQA based on the “general rule” provided in CEQA Guidelines §15061(b)(3).

COMMISSION PROCEEDINGS – PROCESS CONSIDERATIONS:

Public Hearing Notice:

Pursuant to Government Code § 56824.14(a), the Commission’s actions associated with a request for authorization to exercise latent powers can only be taken at a public hearing. To meet the legal notice requirements, LAFCo provided notice of the hearing by means of publishing in the Ventura County Star on April 27, 2014 and in The Acorn on May 8, 2014, posting on the Ventura LAFCo website and outside the main entrance of the Ventura County Government Center Hall of Administration, and e-mail to the affected local agencies.

Conducting Authority:

The proposed exercise of a new class of service within the boundaries of CSA 4 is subject to conducting authority proceedings, otherwise known as protest proceedings (Government Code § 57000 et seq.). Therefore, should the Commission approve the request, LAFCo must publish notice of the date and time of a protest hearing within 35

days of the Commission's hearing. Pursuant to Section 2.5.1 of the LAFCo Commissioner's Handbook, the Commission has "delegated the conducting authority functions and responsibilities to the Executive Officer."

ALTERNATIVE ACTIONS AVAILABLE:

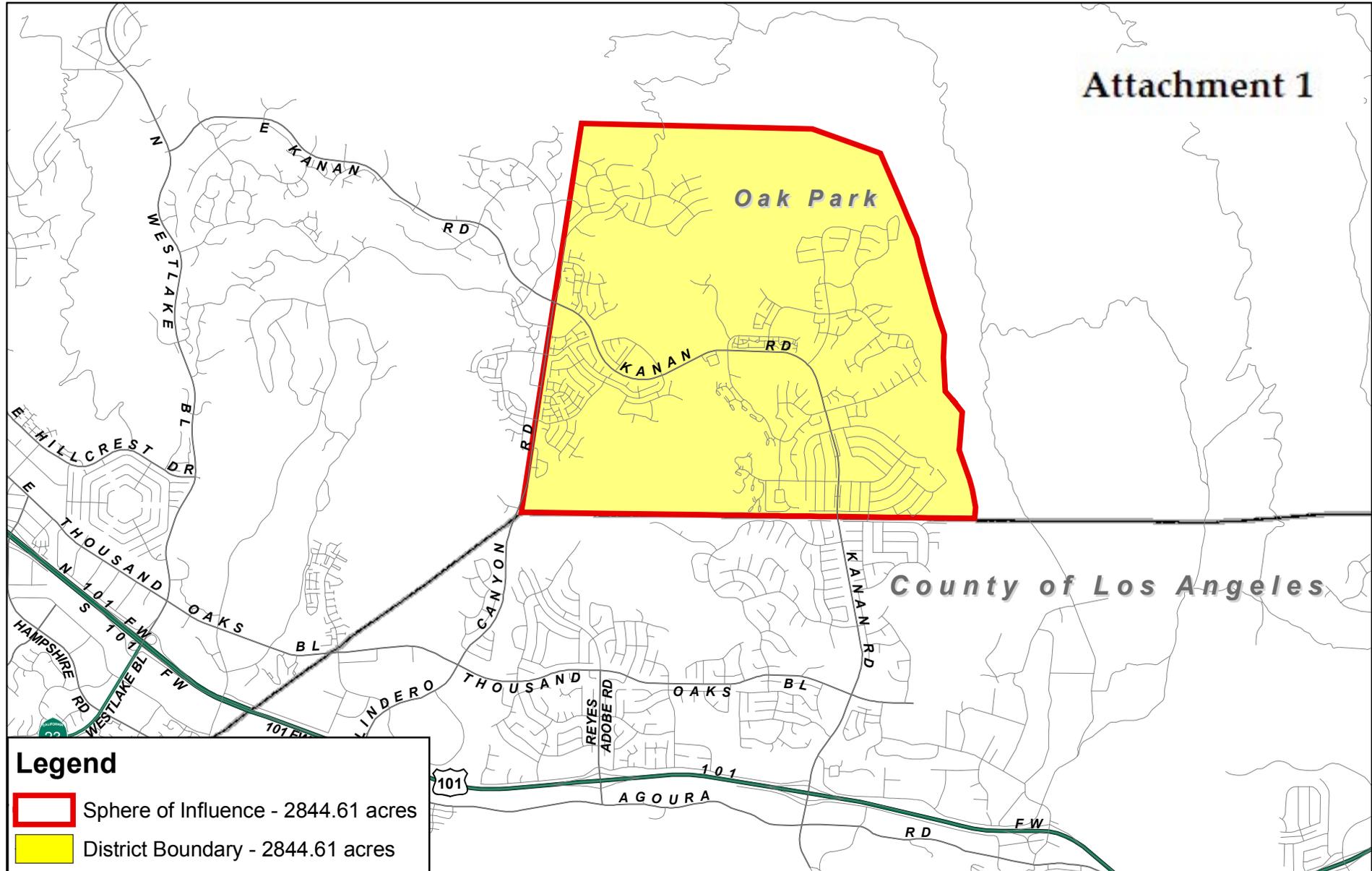
- A. If the Commission, following public testimony and review of the materials submitted, determines that further information is necessary, a motion to continue the hearing should include the specific information desired and specify a date certain for further consideration.
- B. If the Commission, following public testimony and review of the materials submitted, determines that the proposal should be approved subject to any changes or additions to the terms and conditions recommended, a motion to approve should clearly specify 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 change of organization 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: Andrea Ozdy
Andrea Ozdy
Analyst

Attachments:

- 1. CSA 4 Boundary Map
- 2. LAFCo 14-08 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.



Legend

-  Sphere of Influence - 2844.61 acres
-  District Boundary - 2844.61 acres

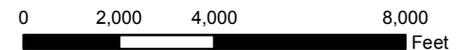
**Ventura County Service Area No. 4
Sphere of Influence
As Reviewed by the Ventura LAFCo - June 9, 2010**

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 June, 2010



LAFCO 14-08

**RESOLUTION OF THE VENTURA LOCAL AGENCY
FORMATION COMMISSION MAKING DETERMINATIONS
AND APPROVING THE PROPOSAL FROM COUNTY
SERVICE AREA NO. 4 TO EXERCISE A LATENT POWER
TO PROVIDE TRANSPORTATION SERVICE**

WHEREAS, the above-referenced proposal has been filed with the Executive Officer of the Ventura Local Agency Formation Commission (“LAFCo” or “Commission”) pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (§ 56000 et seq. of the California Government Code) and the County Service Area Law (§ 25210 et seq. of the Government Code); and

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

WHEREAS, the proposal was duly considered on May 21, 2014, as specified in the notice of hearing; and

WHEREAS, evidence has been provided to the Commission that the affected territory contains more than 12 registered voters and is therefore inhabited as defined by Government Code § 56046; 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 recommendations, the environmental determination, spheres of influence and applicable local plans and policies; and

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

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

- (1) The LAFCo Staff Report dated May 21, 2014 and recommendation for approval of the proposal are adopted; and

- (2) The subject proposal is assigned the following distinctive short form designation: **COUNTY SERVICE AREA NO. 4 (CSA 4) - ACTIVATION OF LATENT POWER FOR TRANSPORTATION SERVICE**; and
- (3) The proposal is exempt from CEQA pursuant to § 15061(b)(3) of the CEQA Guidelines and LAFCo staff is directed to file a Notice of Exemption under § 15062 of the CEQA Guidelines; and
- (4) County Service Area No. 4 will have sufficient revenues to carry out the proposed new transportation service; and
- (5) The change of organization to exercise a latent power to provide transportation service is hereby approved, and the boundaries for such service are established as generally set forth in the attached Exhibit A; and
- (6) The change of organization is subject to conducting authority proceedings, pursuant to Government Code § 57000 et seq.; and
- (7) **This change of organization shall not be recorded until all LAFCo fees have been submitted to the LAFCo Executive Officer.**

This resolution was adopted on May 21, 2014.

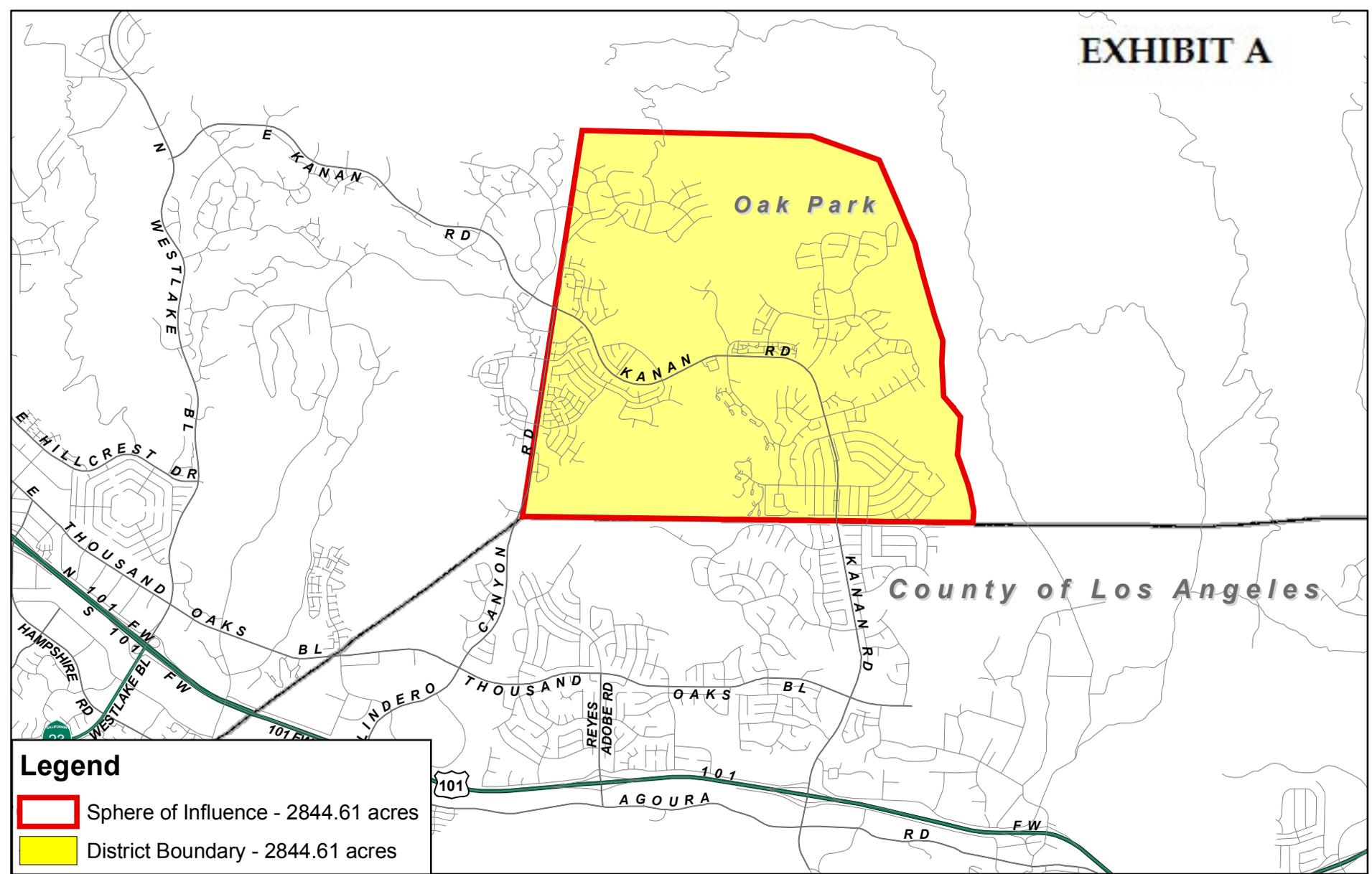
	AYE	NO	ABSTAIN	ABSENT
Commissioner Dandy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Ford-McCaffrey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Morehouse	<input type="checkbox"/>	<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 Zaragoza	<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 Cunningham	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Freeman	<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"/>

Dated: _____
Chair, Ventura Local Agency Formation Commission

Attachments: Exhibit A

Copies: CSA 4
County Transportation Department
Gold Coast Transit
City of Thousand Oaks
City of Agoura Hills

EXHIBIT A



Legend

- Sphere of Influence - 2844.61 acres
- District Boundary - 2844.61 acres

Ventura County Service Area No. 4 Sphere of Influence As Reviewed by the Ventura LAFCo - June 9, 2010

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

WARNING: The information contained hereon was created by the Ventura County Geographic Information System (GIS), which is designed and operated solely for the convenience of the County and related contract entities. The County does not warrant the accuracy of this information, and no decision involving a risk of economic loss or physical injury should be made in reliance thereon.

Published June, 2010





VENTURA LOCAL AGENCY FORMATION COMMISSION
STAFF REPORT

Meeting Date: May 21, 2014

Agenda Item 11

TO: LAFCo Commissioners

FROM: Kai Luoma, Executive Officer

SUBJECT: Commissioner's Handbook Section 3.2.4.1– Policy Direction

RECOMMENDATION:

Direct staff as appropriate.

BACKGROUND:

At the April 16, 2014 LAFCo meeting, the Commission directed staff to provide an analysis of Commissioner's Handbook Section 3.2.4.1 regarding general plan consistency. Section 3.2.4.1 provides:

3.2.4.1 Consistency with General and Specific Plans: Unless exceptional circumstances are shown, LAFCo will not approve a proposal unless it is consistent with the applicable general plan and any applicable specific plan. For purposes of this policy, the applicable general plan is as follows:

- (a) For proposals by a city, the general plan of the city.
- (b) For proposals by a district, where the affected territory lies within an adopted sphere of influence of a city, the general plan of the city.
- (c) For proposals by a district, where the affected territory lies outside an adopted city sphere of influence, the Ventura County General Plan.

The issue raised at the April meeting pertained to the application of this policy to a city annexation that involved territory designated by the County general plan as Open Space, but designated by the annexing city's general plan for residential use. Pursuant to this policy, to approve an annexation to a city or to a district within a city sphere of influence, the Commission must determine consistency with the general plan of the city rather than that of the County. As a result, the application of this policy may limit the Commission's consideration of the original purpose of the County's Open Space land use designation for

COMMISSIONERS AND STAFF

COUNTY: Linda Parks, Chair John Zaragoza <i>Alternate:</i> Steve Bennett	CITY: Carl Morehouse Janice Parvin <i>Alternate:</i> Carol Smith	DISTRICT: Bruce Dandy Vacant <i>Alternate:</i> Elaine Freeman	PUBLIC: Linda Ford-McCaffrey, Vice Chair <i>Alternate:</i> Lou Cunningham
Executive Officer: Kai Luoma, AICP	Analyst Andrea Ozdy	Office Mgr/Clerk Debbie Schubert	Legal Counsel Michael Walker

territory that is proposed to be annexed to a city or to a district within a city's sphere of influence.

DISCUSSION

Of the County's 1,172,745 total acres, approximately 922,000 acres (78.6%) are designated by the County general plan as Open Space. As can be seen on the attached map, several of the cities in the county abut a substantial amount of open space land. Approximately 13,000 acres of open space land is within city spheres of influence (designated as Open Space – Urban Reserve on the attached map).

The purpose of LAFCos is outlined in Govt. Code § 56301, which provides:

Among the purposes of a commission are discouraging urban sprawl, preserving open-space and prime agricultural lands, efficiently providing government services, and encouraging the orderly formation and development of local agencies based upon local conditions and circumstances. (underline added)

Govt. Code § 56300 provides that each LAFCo:

Shall establish written policies and procedures and exercise its powers pursuant to this part in a manner consistent with those policies and procedures and that encourages and provides planned, well-ordered, efficient urban development patterns with appropriate consideration of preserving open-space and agricultural lands within those patterns. (underline added)

Open Space Provisions in the Government Code

LAFCo law provides the following definitions regarding open space:

“Open-space” means any parcel or area of land or water which is substantially unimproved and devoted to an open-space use, as defined in Section 65560. (Govt. Code § 56059)

“Open space use” means any use as defined in Section 65560. (Govt. Code § 56060)

Govt. Code § 65560 provides the following definitions:

“Local open-space plan” is the open-space element of a county or city general plan adopted by the board or council...

“Open-space land” is any parcel or area of land or water that is essentially unimproved and devoted to an open-space use as defined in this section, and that is designated on a local, regional or state open-space plan as any of the following.

- (1) Open space for the preservation of natural resources...
- (2) Open space used for the managed production of resources...
- (3) Open space for outdoor recreation...
- (4) Open space for public health and safety...
- (5) Open space in support of the mission of military installations that comprises areas adjacent to military installations...
- (6) Open space for the protection of places, features, and objects described in Sections 5097.9 and 5097.993 of the Public Resources Code.

Govt. Code § 65563 provides that every city and county shall prepare and adopt a local open-space plan and § 65302(e) provides that every city and county general plan must contain an open-space element. Pursuant to the aforementioned definitions, a “local open-space plan” is the open space element of the general plan. For land to be considered “open-space land” it must be devoted to an open space use *and* designated as such in the general plan. Thus, if land is not designated as open space in the general plan, it does not meet the definition of open space used by LAFCo, even if the land is devoted to an open space use.

Application of Handbook Section 3.2.4.1

Pursuant to LAFCo Handbook Section 3.2.4.1, a city general plan is the applicable plan under the following circumstances:

1. A proposal to annex land to a city
2. A proposal to annex land to a district that is within a city sphere of influence

Under these two circumstances, if the city’s general plan does not designate the subject territory to be annexed as “open space”, it is not considered to be open space for LAFCo purposes, even if the territory is designated as open space in the County general plan. Thus, the policy allows for little or no consideration of the purpose/intent of the County’s open space designation as part of consideration of the annexation (preservation of natural resources, managed production of resources, recreation, health and safety, etc). It should be noted that in addition to the six open space uses/purposes listed in Govt. Code § 65560, the County’s open-space plan/general plan includes the following two additional open-space uses:

- Open space to promote the formation and continuation of cohesive communities by defining the boundaries and by helping to prevent urban sprawl.
- Open space to promote efficient municipal services and facilities by confining urban development to defined development areas.

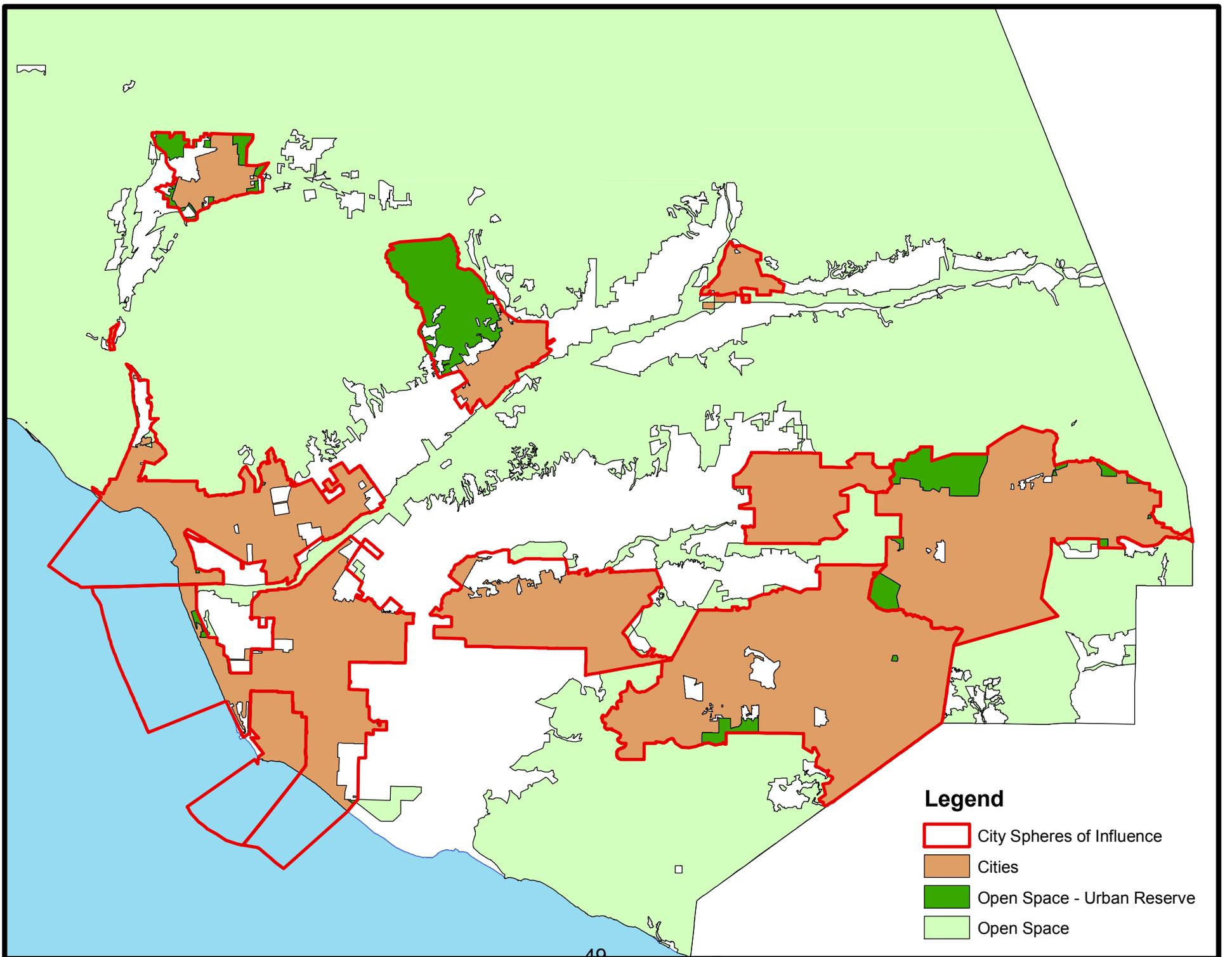
It should also be noted that discouraging urban sprawl and promoting the efficient provision of government services and facilities are two of the purposes of LAFCo, as provided for in Govt. Code § 56301.

Commission Options

Should the Commission wish to allow for consideration of the County's open space policies as part of a proposal to annex open space land to a city or district, the Commission could:

- Remove Handbook Section 3.2.4.1 – The removal of Section 3.2.4.1 would provide for the Commission to consider the County's open space policies as part of the change of organization that affects open space lands. However, it would also eliminate the Commission's current provision that an annexation must be consistent with the annexing city's general plan. Without such a provision, it would not be clear which general plan's land use and development policies would be applicable, including, but not limited to, land use, public services, service infrastructure, water supply, etc. This may cause uncertainty and confusion to cities, districts, and the public undergoing the LAFCo process. In addition, it would be unclear to LAFCo staff which land use and development policies would apply during the review and analysis of such an annexation.
- Waive Handbook Section 3.2.4.1 – Handbook Section 3.1.1.2 provides that the Commission's policies regarding changes of organization are to be given great weight as part of the Commission's consideration of proposals. However, the policies are not mandatory or binding and may be waived as long as the Commission specifies the reason for the waiver as part of the resolution adopted on the matter. The Commission could choose to waive the policy as it pertains to consideration of Open Space. However, this approach may also result in uncertainty, as it would be unclear under what circumstances the Commission may waive the policy and what open space policies/provisions of the County general plan would be considered by the Commission.
- Adopt Open Space policies – The Commission could consider the adoption of policies that provide for consideration of the County's open space plan. Such policies could apply to changes of organization, sphere of influence amendments, and/or out of agency service agreements. In addition, such policies could specify the extent to which the County open space plan and its various policies/provisions would be considered by the Commission.

Attachment: Open Space Map





VENTURA LOCAL AGENCY FORMATION COMMISSION

STAFF REPORT

Meeting Date: May 21, 2014

Agenda Item 12

TO: LAFCo Commissioners

FROM: Kai Luoma, AICP, Executive Officer 

SUBJECT: Cancellation of the June 11, 2014 Regular Meeting

RECOMMENDATION:

Cancel the June 11, 2014 regular LAFCo meeting and direct staff to provide notice of cancellation to the County, all cities, independent special districts and other interested parties as required by law.

DISCUSSION:

Due to the fact that there are no pending applications for Commission consideration as of the date this report was prepared, staff is recommending that the Commission cancel the June meeting. The next scheduled meeting would occur on July 16, 2014.

COMMISSIONERS AND STAFF

COUNTY:
 Linda Parks, Chair
 John Zaragoza
Alternate:
 Steve Bennett

CITY:
 Carl Morehouse
 Janice Parvin
Alternate:
 Carol Smith

DISTRICT:
 Bruce Dandy
 Vacant
Alternate:
 Elaine Freeman

PUBLIC:
 Linda Ford-McCaffrey, Vice Chair

Alternate:
 Lou Cunningham

Executive Officer:
 Kai Luoma, AICP

Analyst
 Andrea Ozdy

Office Mgr/Clerk
 Debbie Schubert

Legal Counsel
 Michael Walker



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Deputy Executive Officer

DAVID CHURCH
Deputy Executive Officer

JENI TICKLER
Executive Assistant

30 April, 2014

Ventura LAFCo
800 S. Victoria Ave.
Ventura, CA 93009-1850

Ventura LAFCo

Dear Ventura LAFCo Commission,

On behalf of the California Association of Local Agency Formation Commissions (CALAFCO), I would like to thank your commission for allowing your staff the opportunity to attend the CALAFCO 2014 annual staff workshop, held in Berkeley on April 23rd through 25th.

We know how lean budgets and resources are, and understand that prioritizing expenditures can be difficult. Ensuring your staff has access to ongoing professional development and specialized educational opportunities, allows them the opportunity to better serve your commission and fulfill the mission of LAFCo. The sharing of information and resources among the LAFCo staff statewide serves to strengthen their network and creates opportunities for rich and value-added learning that is applied within each LAFCo.

Thank you again for your staff's participation in the CALAFCO 2014 staff workshop. We truly appreciate your membership and value your involvement in CALAFCO.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Pamela Miller'.

Pamela Miller
Executive Director