



VENTURA LOCAL AGENCY FORMATION COMMISSION
AGENDA

Wednesday, January 20, 2016

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. Election of Officers for 2016
 - A. Elect a Chair for 2016
 - B. Elect a Vice-Chair for 2016
5. 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.
6. Commission Presentations and Announcements
Presentation of a Certificate of Recognition to the Ventura County Water and Sanitation Department for its commitment to the formation of Ventura County Waterworks District No. 38.
7. Public Comments
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 Speaker 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 John Zaragoza <i>Alternate:</i> Steve Bennett	CITY: Carl Morehouse, Vice Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez	DISTRICT: Bruce Dandy Elaine Freeman <i>Alternate:</i> Mary Anne Rooney	PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> David J. Ross
Executive Officer Kai Luoma, AICP	Analyst Andrea Ozdy	Office Manager/Clerk Richelle Beltran	Legal Counsel Michael Walker

CONSENT ITEMS

8. Minutes of the Ventura LAFCo October 21, 2015 Meeting
9. LAFCo 15-19 City of Thousand Oaks Reorganization - Gastaldo
A proposal requesting actions to allow the annexation of territory to the City of Thousand Oaks, which would enable the construction of a new single-family residence, on a 0.29-acre parcel known as Assessor's Parcel Numbers 673-0-090-110 and -120. The components of the proposal are as follows: Annexation to the City of Thousand Oaks; detachment from the Ventura County Resource Conservation District; detachment from Ventura County Service Area No. 32; and detachment from the Gold Coast Transit District.
10. Budget to Actual Reports: October, November, and December 2015
RECOMMENDED ACTION: Approval of Items 8 and 9 and Receive and File Item 10

PUBLIC HEARING ITEMS

11. LAFCo 15-18 Bell Canyon Community Services District – Activation of the Latent Power to Provide Community Emergency Response Team Service
RECOMMENDED ACTION: Continue to the next LAFCo meeting
12. Sphere of Influence Reviews/Updates
Review the sphere of influence for the following agencies, and determine that no sphere of influence updates or municipal service review reports are necessary pursuant to Government Code § 56430(a):
 - Casitas Municipal Water District
 - Channel Islands Beach Community Services District
 - Oxnard Drainage District No. 1
 - United Water Conservation DistrictRECOMMENDED ACTION: Approval

ACTION ITEMS

13. Naval Base Ventura County Joint Land Use Study

- A. Receive and file a presentation on the Naval Base Ventura County (NBVC) Joint Land Use Study (JLUS); and
- B. Adopt a Resolution in support of the Ventura Local Agency Formation Commission's continued collaboration with regional partners to evaluate the NBVC JLUS recommended strategies and identified compatibility issues to decide feasible steps for implementation.

RECOMMENDED ACTION: Approval

14. Commissioner's Handbook Sections 1.1.7.1 – Records; and 1.3.2.8 – Recordings of Meetings

- A. Adopt a Resolution making amendments to Section 1.1.7.1 of the Commission's By-Laws.
- B. Adopt a Resolution making amendments to Section 1.3.2.8 of the Commissioner's Handbook and adding Section 2.4.7.

RECOMMENDATION A REQUIRES SIX AFFIRMATIVE VOTES (4/5THS VOTE)

RECOMMENDED ACTION: Approval

15. Cancellation of the February 2016 Regular Meeting

RECOMMENDED ACTION: Approval

EXECUTIVE OFFICER'S REPORT

The next LAFCo meeting will be held on March 16, 2016.

INFORMATIONAL ITEMS

COMMISSIONERS' 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
STAFF REPORT

Meeting Date: January 20, 2016

TO: LAFCo Commissioners
FROM: Kai Luoma, Executive Officer
SUBJECT: Election of Officers for 2016

RECOMMENDATION:

- A. Elect a Chair for 2016
- B. Elect a Vice-Chair for 2016

DISCUSSION:

The Commission’s By-laws (Attachment 1) provide for both the Chair and Vice-Chair to serve one-year terms of office commencing on the third Wednesday of January. The By-laws provide for the officers to be rotated, “so that a member of each of the four represented groups of LAFCo serves one full year in every four-year period.” For 2016 a City Member should serve as Chair and a Special District Member should serve as Vice-Chair.

Attachment:

- 1: Commissioner’s Handbook, Chapter 1, Section 1.1.4

COMMISSIONERS AND STAFF

COUNTY:	CITY:	DISTRICT:	PUBLIC:
Linda Parks	Carl Morehouse, Vice Chair	Bruce Dandy	Lou Cunningham, Chair
John Zaragoza	Janice Parvin	Elaine Freeman	
<i>Alternate:</i>	<i>Alternate:</i>	<i>Alternate:</i>	<i>Alternate:</i>
Steve Bennett	Carmen Ramirez	Mary Anne Rooney	David J. Ross
Executive Officer:	Analyst	Office Manager/Clerk	Legal Counsel
Kai Luoma, AICP	Andrea Ozdy	Richelle Beltran	Michael Walker



COMMISSIONER'S HANDBOOK

DIVISION 1

SECTION 1.1.4 OFFICERS

1.1.4.1 Chair: The Chair shall be selected by the members. The Chair shall serve for one year or until his/her successor is selected at the first meeting of each calendar year or at the next regular meeting following the appointment and qualification of the requisite member to fill any expired and/or vacant terms.

The office of Chair shall be rotated so that a member of each of the four represented groups of LAFCo serves one full year in every four-year period. Commencing January of 2002, the rotation of the chair shall be in the following sequence: County, Public, City, and Special District member.

1.1.4.2 Vice-Chair: The Vice-Chair shall be selected by the members. The Vice Chair shall serve for one year or until his/her successor is selected at the first meeting of each calendar year or at the next regular meeting following the appointment and qualification of the requisite member to fill any expired and/or vacant terms. In the absence of the Chair, the Vice-Chair shall serve in place of the Chair.

The office of Vice-Chair shall be rotated so that a member of each of the four represented groups of LAFCo serves one full year in every four-year period. In January 2002, the rotation of the vice-chair shall be in the following sequence: Public, City, Special District, and County member.



VENTURA LOCAL AGENCY FORMATION COMMISSION
STAFF REPORT

Meeting Date: January 20, 2016

TO: LAFCo Commissioners

FROM: Kai Luoma, Executive Officer 

SUBJECT: Certificate of Recognition to Ventura County Water and Sanitation Department

The Chair will present a Certificate of Recognition on behalf of the Commission to staff from the Ventura County Water and Sanitation Department in recognition of their commitment to the formation of Ventura County Waterworks District No. 38. As you may recall, the formation of County Waterworks District No. 38 was selected as the CALAFCO Project of the Year for 2015.

COMMISSIONERS AND STAFF

COUNTY: Linda Parks John Zaragoza <i>Alternate:</i> Steve Bennett	CITY: Carl Morehouse, Vice Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez	DISTRICT: Bruce Dandy Elaine Freeman <i>Alternate:</i> Mary Anne Rooney	PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> David J. Ross
Executive Officer: Kai Luoma, AICP	Analyst Andrea Ozdy	Office Manager/Clerk Richelle Beltran	Legal Counsel Michael Walker



VENTURA LOCAL AGENCY FORMATION COMMISSION
MEETING MINUTES
 Wednesday, October 21, 2015
 Hall of Administration, Board of Supervisors Hearing Room
 800 S. Victoria Avenue, Ventura CA

OPENING

1. **Call to Order**
Chair Cunningham called the meeting to order at 9:00 A.M.
2. **Pledge of Allegiance**
Chair Cunningham led the Pledge of Allegiance.
3. **Roll Call**
The following Commissioners were present:
 Commissioner Dandy
 Commissioner Freeman
 Commissioner Morehouse
 Commissioner Parks
 Commissioner Parvin
 Commissioner Zaragoza
 Chair Cunningham
 Alt. Commissioner Ross
4. **Agenda Review**
A. Hear Items 16 and 17 before Item 15.

Motion: Approve as modified: with Item 11 heard as a Regular Agenda Item
 Moved by Bruce Dandy, seconded by Linda Parks

Vote: Motion carried 7-0

Yes: Bruce Dandy, Elaine Freeman, Carl Morehouse, Linda Parks, Janice Parvin, John Zaragoza, and Lou Cunningham

COMMISSIONERS AND STAFF

COUNTY: Linda Parks John Zaragoza <i>Alternate:</i> Steve Bennett	CITY: Carl Morehouse, Vice Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez	DISTRICT: Bruce Dandy Elaine Freeman <i>Alternate:</i> Mary Anne Rooney	PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> David J. Ross
Executive Officer Kai Luoma, AICP	Analyst Andrea Ozdy	Office Manager/Clerk Richelle Beltran	Legal Counsel Michael Walker

OPENING, CONTINUED

5. Commission Presentations and Announcements

None

6. Public Comments

None

CONSENT ITEMS

7. Minutes of the Ventura LAFCo September 10, 2015 Special Meeting – Agricultural Mitigation Workshop

Motion: Approve

Moved by Elaine Freeman, seconded by Linda Parks

Vote: Motion carried 7-0

Yes: Bruce Dandy, Elaine Freeman, Carl Morehouse, Linda Parks, Janice Parvin, John Zaragoza, and Lou Cunningham

8. Minutes of the Ventura LAFCo September 16, 2015 Meeting

Motion: Approve

Moved by Elaine Freeman, seconded by Linda Parks

Vote: Motion carried 6-0

Yes: Bruce Dandy, Elaine Freeman, Linda Parks, Janice Parvin, John Zaragoza, and Lou Cunningham

Abstain: Carl Morehouse

9. Ventura LAFCo Meeting Calendar for 2016

Motion: Approve

Moved by Elaine Freeman, seconded by Linda Parks

Vote: Motion carried 7-0

Yes: Bruce Dandy, Elaine Freeman, Carl Morehouse, Linda Parks, Janice Parvin, John Zaragoza, and Lou Cunningham

CONSENT ITEMS, CONTINUED

10. LAFCo 15-15 Ventura County Waterworks District No. 1 Annexation – Toll Brothers
Annexation of a vacant parcel (approximately 4.76 acres) and the contiguous portion of Grimes Canyon Road (approximately 1.05 acres) to Ventura County Waterworks District No. 1, to allow water and wastewater service for the development of a new single-family residence.

Motion: Approve

Moved by Elaine Freeman, seconded by Linda Parks

Vote: Motion carried 7-0

Yes: Bruce Dandy, Elaine Freeman, Carl Morehouse, Linda Parks, Janice Parvin, John Zaragoza, and Lou Cunningham

11. Budget to Actual Reports: August and September 2015

Motion: Receive and File; heard as a Regular Agenda Item

Moved by Elaine Freeman, seconded by Linda Parks

Vote: Motion carried 7-0

Yes: Bruce Dandy, Elaine Freeman, Carl Morehouse, Linda Parks, Janice Parvin, John Zaragoza, and Lou Cunningham

PUBLIC HEARING ITEMS

12. Sphere of Influence Reviews/Updates
Review the sphere of influence for the following agencies, and determine that no sphere of influence update or municipal service review is necessary pursuant to Government Code § 56430(a):
 Ojai Valley Sanitary District
 Ventura County Service Area No. 3

Chair Cunningham opened the public hearing, Andrea Ozdy presented the staff report; with no public speakers, Chair Cunningham closed the public hearing.

Motion: Approve

Moved by Carl Morehouse, seconded by Janice Parvin

Vote: Motion carried 7-0

Yes: Bruce Dandy, Elaine Freeman, Carl Morehouse, Linda Parks, Janice Parvin, John Zaragoza, and Lou Cunningham

PUBLIC HEARING ITEMS, CONTINUED

13. Sphere of Influence Review/Update

LAFCo 15-13S Ventura County Waterworks District No. 1

Determine that the sphere of influence update for Ventura County Waterworks District No. 1 (VCWD 1) is exempt from the California Environmental Quality Act (CEQA) pursuant to § 15061(b)(3) of the CEQA Guidelines; review and update the sphere of influence for VCWD 1 pursuant to Government Code § 56425(g); determine that no municipal service review is necessary for VCWD 1 pursuant to Government Code § 56430(a); and adopt Resolution LAFCo 15-13S making determinations and updating the sphere of influence for VCWD 1.

Chair Cunningham opened the public hearing, Andrea Ozdy presented the staff report; with no public speakers, Chair Cunningham closed the public hearing.

Motion: Approve

Moved by Janice Parvin, seconded by Elaine Freeman

Vote: Motion carried 7-0

Yes: Bruce Dandy, Elaine Freeman, Carl Morehouse, Linda Parks, Janice Parvin, John Zaragoza, and Lou Cunningham

14. Sphere of Influence Review/Update

LAFCo 15-14S Lake Sherwood Community Services District

Determine that the sphere of influence update for the Lake Sherwood Community Services District (LSCSD) is exempt from the California Environmental Quality Act (CEQA) pursuant to § 15061(b)(3) of the CEQA Guidelines; review and update the sphere of influence for the LSCSD pursuant to Government Code § 56425(g); determine that no municipal service review is necessary for the LSCSD pursuant to Government Code § 56430(a); and adopt Resolution LAFCo 15-14S making determinations and updating the sphere of influence for the LSCSD.

Chair Cunningham opened the public hearing, Andrea Ozdy presented the staff report; with no public speakers, Chair Cunningham closed the public hearing.

Motion: Approve

Moved by Linda Parks, seconded by Bruce Dandy

Vote: Motion carried 7-0

Yes: Bruce Dandy, Elaine Freeman, Carl Morehouse, Linda Parks, Janice Parvin, John Zaragoza, and Lou Cunningham

CLOSED SESSION

15. Pursuant to Government Code § 54957, the Ventura Local Agency Formation Commission met in closed session to consider the following item:

Public Employee Performance Evaluation – Title: LAFCo Executive Officer
Continued from September 16, 2015 Item 12

No Action Taken

ACTION ITEMS

16. Professional Services Agreement for Audit Services – Vavrinek, Trine, Day & Co., LLP
Adopt a Resolution approving a professional services agreement for audit services for fiscal year ended June 30, 2015, with Vavrinek, Trine, Day & Co., LLP for an amount not to exceed \$8,487 and authorizing the Chair to execute the agreement.
Continued from September 16, 2015 Item 9

Kai Luoma presented the Staff Report.

Motion: Approve

Moved by John Zaragoza, seconded by Janice Parvin

Vote: Motion carried 7-0

Yes: Bruce Dandy, Elaine Freeman, Carl Morehouse, Linda Parks, Janice Parvin, John Zaragoza, and Lou Cunningham

17. Agricultural Mitigation Workshop Follow Up

Kai Luoma presented the Staff Report; and the following person spoke: Lynn Jensen.

Motion: Direct Staff to convene a Special Meeting as a follow-up to the September 10, 2015 Agricultural Mitigation Workshop. The Special Meeting should take place in a central location, when all Commissioners are available, include stakeholders, and provide a summary of both Agricultural Mitigation requirements of CEQA and policies of other LAFCos.

Moved by Carl Morehouse, seconded by Linda Parks

Vote: Motion carried 7-0

Yes: Bruce Dandy, Elaine Freeman, Carl Morehouse, Linda Parks, Janice Parvin, John Zaragoza, and Lou Cunningham

ACTION ITEMS, CONTINUED

18. **Compensation of the Executive Officer**

Consideration of granting a merit increase for the LAFCo Executive Officer.

Continued from September 16, 2015 Item 13

Motion: Approve a 6% merit increase retroactive to July 19, 2015, for the LAFCo Executive Officer

Moved by Bruce Dandy, seconded by John Zaragoza

Vote Not Taken

Motion: Approve a 5% merit increase retroactive to July 19, 2015, for the LAFCo Executive Officer

Moved by Carl Morehouse, seconded by John Zaragoza

Vote: Motion carried 4-3

Yes: Bruce Dandy, Carl Morehouse, Linda Parks, and John Zaragoza

No: Elaine Freeman, Janice Parvin, and Lou Cunningham

19. **Cancellation of the November 2015 Regular Meeting**

Motion: Approve

Moved by Linda Parks, seconded by Lou Cunningham

Vote: Motion carried 7-0

Yes: Bruce Dandy, Elaine Freeman, Carl Morehouse, Linda Parks, Janice Parvin, John Zaragoza, and Lou Cunningham

EXECUTIVE OFFICER'S REPORT

Kai Luoma asked the Commission to respond in a timely manner regarding their availability for a follow-up meeting to the September 10, 2015 Agricultural Mitigation Workshop; all apportionment payments have been received; and the next LAFCo meeting will be held on January 20, 2016.

COMMISSIONERS' COMMENTS

Commissioner Zaragoza commended Kai Luoma's performance as the LAFCo Executive Officer and thanked him for his service.

Commissioner Parvin requested a future agenda item to review the Commission's policy regarding recording meetings.

Commissioner Morehouse concurred with Commissioner Parvin's request for a future agenda item to review the Commission's policy regarding recording meetings.

Ventura LAFCo Minutes

October 21, 2015

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ADJOURNMENT

Chair Cunningham adjourned the meeting at 11:29 A.M.

These Minutes were approved on January 20, 2016.

Motion: _____

Second: _____

Yes: _____

No: _____

Abstain: _____

Date _____ Chair, Ventura Local Agency Formation Commission

DRAFT



VENTURA LOCAL AGENCY FORMATION COMMISSION
STAFF REPORT

Meeting Date: January 20, 2016
 (Consent)

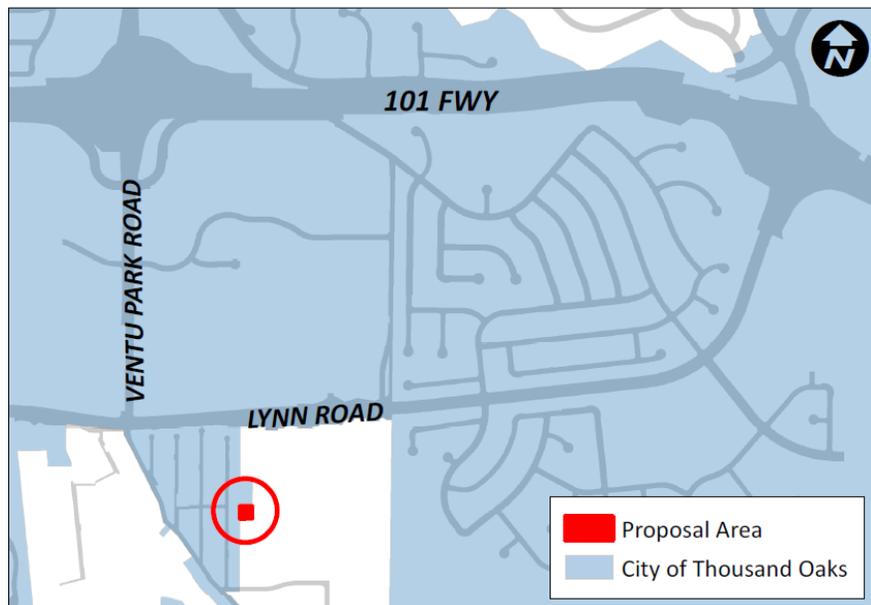
LAFCo Case: LAFCo 15-19 City of Thousand Oaks Reorganization – Gastaldo

Project: The proposal involves the following requested actions to allow the annexation of territory to the City of Thousand Oaks, which would enable the construction of a new single-family residence, on a 0.29-acre parcel known as Assessor’s Parcel Numbers 673-0-090-110 and -120.

- Annexation to the City of Thousand Oaks
- Detachment from the Ventura County Resource Conservation District (VCRCD)
- Detachment from Ventura County Service Area No. 32 (CSA 32)
- Detachment from the Gold Coast Transit District (GCTD)

Size: Approximately 0.29 acres.

Location: The proposal area is located at the southwest corner of Combs Road and Elm Road, and is generally southeast of the intersection of Lynn Road and Ventu Park Road. The territory is contiguous to the City of Thousand Oaks municipal boundary (see the map to the right).



Proponent: City of Thousand Oaks, by resolution.

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

COMMISSIONERS AND STAFF

<p>COUNTY: Linda Parks John Zaragoza <i>Alternate:</i> Steve Bennett</p> <p>Executive Officer: Kai Luoma, AICP</p>	<p>CITY: Carl Morehouse, Vice Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez</p> <p>Analyst Andrea Ozdy</p>	<p>DISTRICT: Bruce Dandy Elaine Freeman <i>Alternate:</i> Mary Anne Rooney</p> <p>Office Manager/Clerk Richelle Beltran</p>	<p>PUBLIC: Lou Cunningham, Chair</p> <p><i>Alternate:</i> David J. Ross</p> <p>Legal Counsel Michael Walker</p>
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Recommendations:

- A. Determine that the action to approve the reorganization request is exempt under California Environmental Quality Act (CEQA) Guidelines § 15319; and
- B. Adopt the attached resolution making determinations and approving a reorganization for the City of Thousand Oaks (Attachment 2).

Alternatives to the recommended actions are provided as “Alternative Actions Available” on pages 9 and 10 of this staff report.

Project Description:

Background:

In November 2015, the City Council of the City of Thousand Oaks approved the request to pre-zone the subject property, in order to accommodate development of a single-family residence. On November 30, 2015, the City of Thousand Oaks submitted the subject application to LAFCo, requesting that the Commission approve a reorganization to allow for the proposed development.

Request:

The proposed reorganization involves annexation of the proposal area to the City of Thousand Oaks, so that the City can provide water and wastewater services to new residential development on the currently-vacant property.

The request also includes the detachment of the proposal area from the VCRCO (which provides soil and water conservation services in unincorporated County areas only); CSA 32 (which monitors and regulates individual sewage disposal systems in all areas outside cities and sanitation districts); and the GCTD (which provides transit services in the cities of Ojai, Oxnard, Port Hueneme, and Ventura, and in the unincorporated County area). No amendments to any spheres of influence are necessary in order to accomplish the requested reorganization.

General Analysis:

Government Code § 56668 identifies several factors that the Commission must consider as part of its review of a reorganization proposal. These factors are discussed below.

1. Land Use and Population [Government Code §§ 56668(a), 56668(g), and 56668(n)]

Land Area, Land Use, and Consistency with Plans

The proposal area currently has a County General Plan land use designation of Existing Community – Urban Reserve, a County zoning designation of Rural Agricultural (1 acre minimum parcel size), and a City General Plan land use designation of Low Density Residential (2-4.5 dwellings per net acre). The City has pre-zoned the proposal area to Rural Agricultural. Surrounding properties are designated and zoned as follows:

	Current Use	Jurisdiction	General Plan	Zoning
North	Single-Family Residential	City	Low Density Residential (2-4.5 dwellings per net acre)	Rural Agricultural
South	Single-Family Residential	County	Existing Community – Urban Reserve (County)	Rural Agricultural (1 acre minimum parcel size)
East	Single-Family Residential/ Vacant	County	Existing Community – Urban Reserve	Rural Agricultural (1 acre minimum parcel size)
West	Single-Family Residential	City	Medium Density Residential (4.6-15 dwellings per net acre)	Rural Planned Development (10 units per net acre)

The proposal area is surrounded by single-family residential development, except for a vacant residential parcel located immediately east of the proposal area. Commission approval of the subject proposal would not affect surrounding zoning or General Plan designations. The City of Thousand Oaks establishes the allowable land uses for territory within its jurisdiction. Additionally, the proposal area is within the City Urban Restriction Boundary (CURB) of the City. Based on the application materials submitted, it appears that the proposed development is consistent with the City’s General Plan.

Likelihood of Growth in the Area

The proposal area is in the unincorporated County area, and is contiguous to the City of Thousand Oaks to the north and west. Most of the surrounding residential community is developed and all of it is within the City’s sphere of influence (the probable physical boundary and service area, as defined in Government Code § 56076). The proposal area has been designated for single-family residential development by the City’s General Plan, is proposed for single-family residential development, and is contiguous to other similarly-developed territory within the City.

Topography, Natural Features and Drainage

According to the application materials submitted and a review of the site, the proposal area is relatively flat but contains gentle slopes. Surrounding properties are also relatively flat and void of natural features, except for mature trees located on both developed and undeveloped parcels.

Population

According to the County Registrar of Voters, there are no registered voters in the proposal area. As such, the annexation proposal area is considered to be uninhabited, pursuant to Government Code § 56046. The 2012 “*Nine Ventura County Cities*” Municipal Service Review (MSR) accepted by the Commission documents that the City’s population as of January 1, 2012 was 128,031, and that the expected population in 2015 is 131,050. As a result of the proposed single-family residential development, the City’s population is expected to increase by three residents.

Regional Transportation Plan

As stated above, the MSR accepted by the Commission documents that the City’s population as of January 1, 2012 was 128,031. The *Growth Forecast* appendix of the *2012-2035 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS)* (adopted by the Southern California Association of Governments in 2012) estimates that the City’s population will reach 136,242 by 2020 and 141,639 by 2035. The application materials submitted document that the proposed development is estimated to result in the addition of three new residents within the proposal area. LAFCo staff did not identify any conflicts of the proposal related to the contents of the *RTP/SCS*.

2. Services and Controls – Need, Cost, Adequacy and Availability [Government Code §§ 56668(b), 56668(j), and 56668(k)]

The City of Thousand Oaks established the allowable land uses for the proposal area. It appears that the proposed development is consistent with the City’s General Plan. The following details are based on information contained in the 2012 MSR and the application materials submitted to LAFCo:

Fire Protection Services: The Ventura County Fire Protection District (VCFPD) provides fire protection services within the City’s jurisdiction. The closest fire station to the proposal area is located at 325 Hillcrest Drive (Station 30), approximately 2.4 miles from the proposal area, and the average response time for fire/emergency service calls is 5.02 minutes for priority calls. Future development within the proposal area will increase demands for fire protection and related services. However, due to the proximity of the

proposal area to an existing fire station, it is anticipated that emergency response times to the additional residence will be lower than the City's average.

Law Enforcement: The Ventura County Sheriff's Department provides law enforcement services within the City. According to the 2012 MSR for the City of Thousand Oaks, in 2007-2008, the Sheriff's Department provided one sworn officer per 1,289 residents. The 2012 MSR projected that in 2012, the Sheriff's Department would provide one sworn officer per 1,377 residents. The closest police station to the proposal area is located at 2101 E. Olsen Road (East County Sheriff Station), and the average response time for service calls is six minutes for priority calls and nine minutes for non-priority calls. The application materials submitted indicate that development of the proposal area is expected to increase the City's population by approximately three residents. In order to maintain the City's current ratio of officers to residents, no additional officers would be required once the proposal area is developed.

Library Services: The City of Thousand Oaks provides library services within the City and operates two libraries: the Grant R. Brimhall Library and the Newbury Park Branch Library. The Newbury Park Branch Library, which is the City library located closest to the proposal area, is approximately two miles east of the proposal area. Library services are funded through the City's General Fund and property tax revenues. According to the 2012 MSR, the 2012-2013 per capita cost for library services in the City was expected to be \$59.65.

Recreation and Parks Services: The Conejo Recreation and Park District (CRPD) provides recreation and park services within the City of Thousand Oaks. Additionally, the Conejo Open Space Conservation Agency manages natural open space within the Conejo Valley, as authorized through a joint powers agreement between the City of Thousand Oaks and the CRPD.

According to the application materials submitted, development of the proposal area would result in an additional three residents who would have access to existing recreation and parks facilities. The City currently has a parkland ratio of 8.162 acres per 1,000 residents, and a parkland goal of 9.0 acres per 1,000 residents. While the expected addition of three residents would result in a decrease of 0.004 acres of parkland per 1,000 residents, such a decrease is considered to be minimal. According to City staff, the CRPD has reviewed the proposal to determine service availability. Recreation and parks services are financed through property tax revenues and assessments by the CRPD.

Schools: The proposal area would be served by Aspen Elementary School, Sequoia Middle School, and Newbury Park High School, within the Conejo Valley Unified School District. Attendance at Newbury Park High School currently exceeds design capacity. The number of students generated from development of the proposal area would further impact these schools. The developer will be required to pay a school impact mitigation fee. Pursuant to

state law, payment of this fee is considered to be sufficient to mitigate all impacts to school facilities. If the fee is paid, LAFCo cannot deny a proposal based on a lack of school capacity, regardless of whether the mitigation fee is or is not adequate to address the school capacity issue.

Flood Control Services: The submitted application materials state that the property will be served by private storm drain facilities, and that existing infrastructure can accommodate the proposed development. The developer is responsible for financing storm drainage service for the site.

Street Maintenance: The proposal does not include the addition of any new streets. Local streets are private and are maintained by property owners. The City provides street sweeping service 19 times per year for streets in the vicinity, which is financed through a solid waste collection fee. The City would not be responsible for any new road maintenance services.

Wastewater: The City proposes to provide sewer service to the proposal area. Pursuant to the “*Nine Ventura County Cities*” MSR adopted by the Commission in 2012, the City’s wastewater treatment plant has a current capacity of 14 million gallons per day with average daily flows of approximately 10.5 million gallons. Based on the application materials submitted, the proposal would result in the generation of approximately 0.00018 million gallons of wastewater per day. According to the City, the existing sewer system has adequate capacity to serve development of the proposal area.

The development within the proposal area will require a lateral connection to the existing sewer mainline, which is located approximately 10 feet from the proposal area within Combs Road. No sewer mainline or trunkline extensions would be necessary to accommodate the proposed sewer connection. The developer will finance the initial sewer infrastructure within the proposal area at the time of development. On-going maintenance service will be provided by the City of Thousand Oaks, and will be financed through connection fees and user fees.

Water: The City proposes to provide potable water to the proposal area. The City is a water retailer that receives water wholesale from the Calleguas Municipal Water District (CMWD) (CMWD is the regional member agency of the Metropolitan Water District of Southern California). The proposal area is within the boundaries of CMWD. City water would be provided through a new lateral line extended 10 feet from the existing mainline located in Combs Road or Elm Road (the specific location will be dependent upon the final design of the new residence to be constructed on the property). The application materials submitted and the analysis of the anticipated water supply and demand indicate that the City has sufficient long-term water supply to serve the proposal area with the estimated

necessary 0.49 acre feet per year to support the proposed development within the proposal area.

The developer will be responsible for financing the installation of the lateral line for water service. Ongoing maintenance and service of the water line within the development will be financed through user fees.

3. Effect of Proposed Action and Alternative Actions [Government Code § 56668(c)]

Staff has not identified any effects of the proposal on adjacent areas, mutual social and economic interests, or the local government structure of the County.

4. Conformity with Adopted Commission Policies [Government Code § 56668(d)]

The proposal is consistent with all the Commission policies for changes of organization that are contained in the Ventura LAFCo Commissioner's Handbook (Handbook).

5. Impact on Prime Agricultural Land and Agriculture and Open Space [Government Code §§ 56668(d), 56668(e), and 56377]

Prime Agricultural Land and Agriculture

In evaluating impacts to agricultural resources, LAFCo must apply the definition of prime agricultural land found in LAFCo law (Government Code § 56064), which includes standards relating to the value of agricultural products and the soils classification determined by the Natural Resources Conservation Service (NRCS). The proposal area is not irrigated, does not support livestock or crops, and is not rated by the NRCS as prime agricultural land. Therefore, the proposal area does not meet the definition of prime agricultural land provided in LAFCo law.

Open Space

In evaluating impacts to open space land, LAFCo must utilize the definition of open space found in LAFCo law (Government Code § 56059). The proposal area is not designated by either the County or the City as open space, and therefore does not meet the definition of open space provided in LAFCo law.

6. Boundaries and Lines of Assessment [Government Code § 56668(f)]

Map Review by County Surveyor

County Surveyor review and certification of the map and legal description are required in order to record the Certificate of Completion (pursuant to Government Code § 57201) and to file the statement of boundary change with the State Board of Equalization (pursuant to Government Code § 57204). As such, the attached Resolution (Attachment 2) includes a condition that predicates recordation of a Certificate of Completion upon the approval of a map and legal description by the County Surveyor. As of the date of this staff report, preparation and review of the map and legal description have been completed.

Legal Lot and Lines of Assessment

Handbook Sections 3.1.4.2 and 3.1.4.3 provide that the boundaries of a proposal shall follow lines of assessment or ownership, and that a proposal shall involve only legal lots. The proposal boundaries follow lines of assessment and ownership, and staff has no information to indicate that the lot was not legally created.

7. Applicable Spheres of Influence [Government Code § 56668(h)]

The proposal area is located within the sphere of influence of the City. Therefore, an amendment to the City's sphere is not required in order to accomplish the proposed reorganization. The proposal area is also within the spheres of influence of the CMWD, CRPD, GCTD, VCFPD, VCRCO, CSAs 14 and 32, Ventura County Watershed Protection District, and Ventura Regional Sanitation District. No sphere amendments are required in order to accomplish the requested reorganization, and no spheres of influence would be affected by the proposal.

8. Regional Housing Needs [Government Code § 56668(l)]

The proposal involves the residential use of an existing parcel. Pursuant to the application materials submitted, the City's General Plan Housing Element does not identify the proposal area as being necessary in order for the City to meet its regional housing needs obligation.

9. Environmental Justice [Government Code § 56668(o)]

Approval of the proposal would not result in the unfair treatment of any person based on race, culture, or income with respect to the provision of municipal services to the proposal area. Staff did not identify any issues regarding environmental justice.

10. Comments and Additional Information [Government Code §§ 56668(i) and 56668(m)]

As of the date of this report, no information or comments have been submitted by any affected local agency or other public agency, landowners, voters, or residents of the affected territory.

California Environmental Quality Act (CEQA):

When the Thousand Oaks City Council approved the proposed development for the proposal area, it determined that the project was exempt from CEQA. This reorganization is also subject to CEQA. The Commission must therefore determine the appropriate environmental document for the proposed action. LAFCo staff recommends that the Commission find that the requested reorganization to accommodate the new single-family residential development is exempt from CEQA pursuant to CEQA Guidelines § 15319 [annexations of individual small parcels of the minimum size for facilities exempted by § 15303 (new construction or conversion of small structures)]. The draft resolution contains a finding that the proposed action is exempt from CEQA, as described above.

Commission Proceedings – Process Considerations:

Pursuant to Government Code § 56662(a), the Commission may make determinations on the proposal without notice and a hearing and can waive protest proceedings entirely if the following criteria are met:

- (1) The territory is uninhabited.
- (2) An affected local agency has not submitted a written demand for notice and hearing during the 10-day period following the issuance of the notice of Receipt of Application.
- (3) The proposal is accompanied by proof, satisfactory to the Commission, that all the owners of land within the affected territory have given their written consent to the proposal.

According to the County Registrar of Voters, there are no registered voters who reside within the proposal area. As such, the proposal area is considered to be uninhabited (Government Code § 56046). No affected agency has submitted a written demand for notice and hearing. The property owner of the land within the proposal area is the proponent of the development and the reorganization. The draft resolution approving the reorganization contains the appropriate language to waive protest proceedings (see Attachment 2).

Alternative Actions Available:

- A. Continuance: The Commission may decide to continue the matter to a future meeting, not to exceed 70 days from date of the original hearing, pursuant to Government Code § 56666. An action to continue the matter should include the specific information desired and specify a date certain for further consideration.

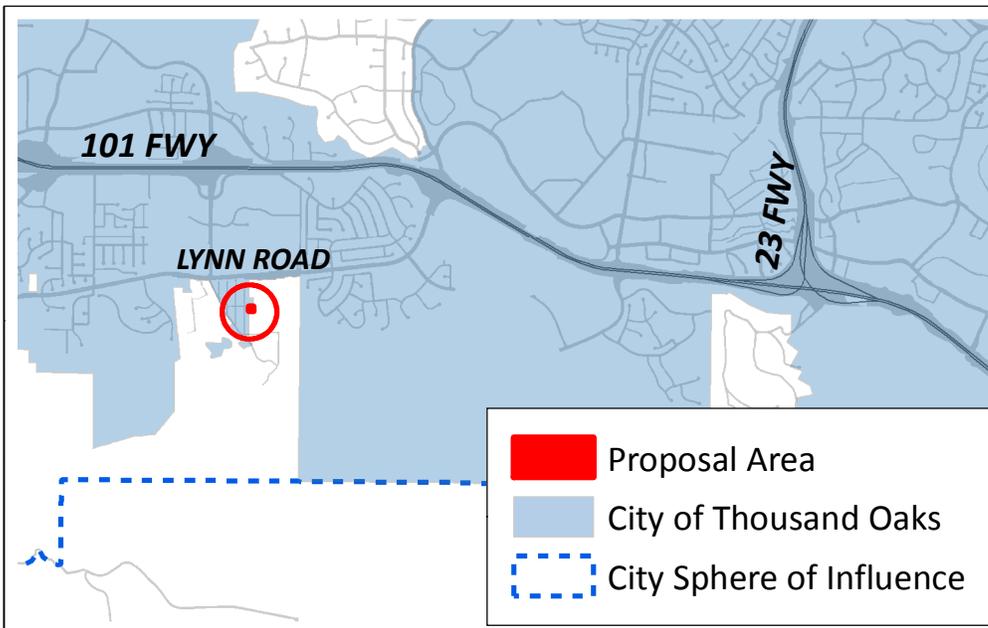
- B. Approval with modifications: The Commission may decide to approve the proposal subject to any changes or additions to the proposal boundaries and/or the recommended terms or conditions, pursuant to Government Code § 56375(a)(1). Any action to approve with modifications should clearly specify any such modifications and changes.
- C. Disapproval: The Commission may decide to disapprove the proposal, pursuant to Government Code § 56375(a)(1). Such action should include direction that the matter be continued to the next LAFCo meeting and that staff prepare a new report and resolution consistent with the anticipated decision.

BY: Andrea Ozdy
Andrea Ozdy
Analyst

Attachments:

1. Proposal Area Map/Vicinity Map
2. LAFCo 15-19 Resolution

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



LAFCO 15-19

RESOLUTION OF THE VENTURA LOCAL AGENCY FORMATION COMMISSION MAKING DETERMINATIONS AND APPROVING THE CITY OF THOUSAND OAKS REORGANIZATION – GASTALDO; ANNEXATION TO THE CITY OF THOUSAND OAKS AND DETACHMENT FROM THE VENTURA COUNTY RESOURCE CONSERVATION DISTRICT, VENTURA COUNTY SERVICE AREA NO. 32, AND GOLD COAST TRANSIT DISTRICT

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

WHEREAS, notice was provided at the times and in the manner required by law; and

WHEREAS, the proposal was duly considered on January 20, 2016; 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 (which contains the recommendations and a discussion of applicable spheres of influence and local plans and policies); and

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

WHEREAS, the affected territory has fewer than twelve registered voters and is considered uninhabited; and

WHEREAS, information satisfactory to the Commission has been presented that no subject or affected agencies have submitted written opposition to the proposal; and

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

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

- (1) The LAFCo Staff Report dated January 20, 2016 and recommendation for approval of the proposal are adopted.
- (2) The reorganization is hereby approved, and the boundaries are established as generally set forth in the attached Exhibit A.
- (3) The boundaries of the proposal are found to be definite and certain as approved.
- (4) The subject proposal is assigned the following distinctive short form designation: **LAFCO 15-19 CITY OF THOUSAND OAKS REORGANIZATION – GASTALDO.**
- (5) In accordance with staff's recommendation that the subject proposal is exempt from the California Environmental Quality Act (CEQA) pursuant to § 15319 of the CEQA Guidelines, the Commission hereby finds the reorganization to be categorically exempt.
- (6) The Commission directs staff to file a Notice of Exemption under § 15062 of the CEQA Guidelines.
- (7) The Commission determines that the project is in compliance with Government Code § 56741 as the territory to be annexed to the City is located within one county and is contiguous with the boundaries of the City.
- (8) The affected territory is uninhabited as defined by Government Code § 56046.
- (9) Pursuant to Government Code § 56662(a), the territory is uninhabited, no affected local agency has submitted a written demand for notice and hearing, and all the owners of land within the affected territory have given their written consent to the proposal. The Commission hereby makes determinations upon the proposal without notice and hearing, and waives protest proceedings entirely.
- (10) The affected territory shall be liable for all taxes, charges, fees or assessments that are levied on similar properties within the City.
- (11) **This reorganization shall not be recorded until all LAFCo fees have been paid and until fees necessary for filing with the State Board of Equalization have been submitted to the LAFCo Executive Officer.**

- (12) **This reorganization shall not be recorded until a map and legal description consistent with this approval and suitable for filing with the State Board of Equalization have been submitted to the LAFCo Executive Officer.**
- (13) **If a Certificate of Completion has not been filed within one year after the Commission's approval of the proposal, the proceeding shall be deemed terminated unless prior to the expiration of that year the Commission authorizes an extension of time for that completion (Government Code § 57001).**

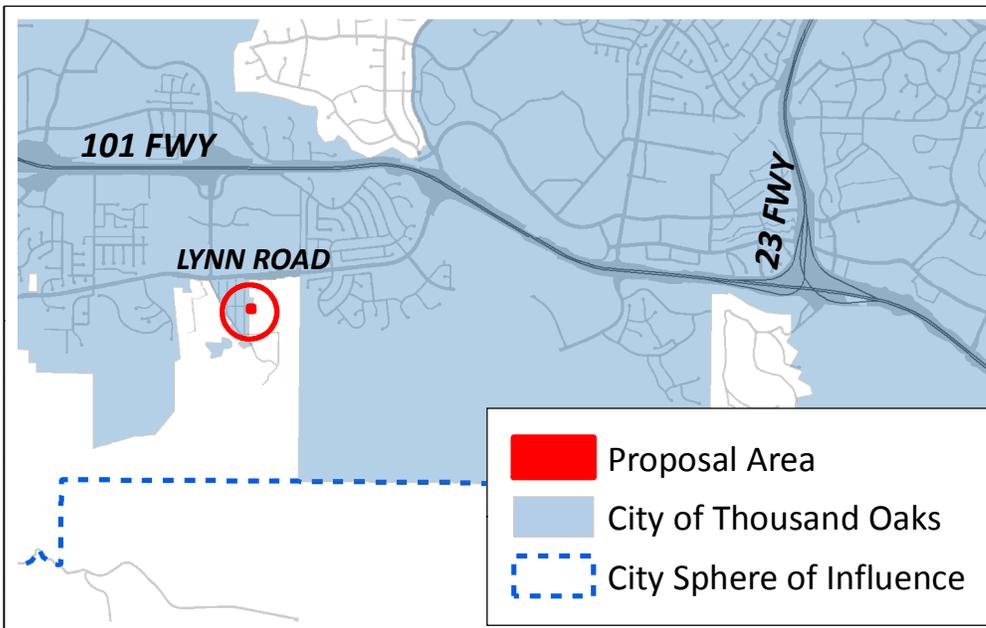
This resolution was adopted on January 20, 2016.

	AYE	NO	ABSTAIN	ABSENT
Commissioner Cunningham	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Dandy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Freeman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Morehouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Parvin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner 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 Ramirez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Rooney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Ross	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dated: _____
Chair, Ventura Local Agency Formation Commission

Attachments: Exhibit A

Copies: City of Thousand Oaks
Gold Coast Transit District
Southern California Edison
Southern California Gas Company
Ventura County Assessor
Ventura County Auditor/Controller
Ventura County Elections-Registrar of Voters
Ventura County Fire Protection District
Ventura County Planning
Ventura County Environmental Health Division
Ventura County Resource Conservation District
Ventura County Sheriff – EOC
Ventura County Surveyor
Ventura County GIS Officer





VENTURA LOCAL AGENCY FORMATION COMMISSION

STAFF REPORT

Meeting Date: January 20, 2016

(Consent)

TO: LAFCo Commissioners

FROM: Kai Luoma, Executive Officer

SUBJECT: Budget to Actual Reports – October, November, and December 2015

RECOMMENDATION:

Receive and file the Budget to Actual Reports for October, November, and December of the 2015-16 Fiscal Year.

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 have been prepared with the assistance of the County Auditor-Controller staff. No adjustments to the budget are being recommended at this time.

Attachments:

1. Budget to Actual Report, October 2015
2. Budget to Actual Report, November 2015
3. Budget to Actual Report, December 2015

COMMISSIONERS AND STAFF

<p>COUNTY: Linda Parks John Zaragoza <i>Alternate:</i> Steve Bennett</p>	<p>CITY: Carl Morehouse, Vice Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez</p>	<p>DISTRICT: Bruce Dandy Elaine Freeman <i>Alternate:</i> Mary Anne Rooney</p>	<p>PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> David J. Ross</p>
<p>Executive Officer: Kai Luoma, AICP</p>	<p>Analyst Andrea Ozdy</p>	<p>Office Manager/Clerk Richelle Beltran</p>	<p>Legal Counsel Michael Walker</p>



BUDGET TO ACTUAL FY 2015-16
YEAR TO DATE ENDING OCTOBER 31, 2015 (33.33% of year)
Fund O720, Division/Unit 6170

Summary	Budget	Adj. Budget	To Date
Estimated Sources:	678,977	678,977	656,318
Appropriations	678,977	678,977	186,040

Account Number	Title	BUDGET			ACTUAL YTD			Variance Favorable (Unfavorable)	
		Budget	Proposed Adjustments	Adjusted Budget	Actual	Encumbered	Total Revenue/Obligation		
FUND BALANCE									
	Beginning Balance	437,204		437,204	437,204.43		437,204.43	0.00	
5700	Committed	100,000		100,000	100,000.00		100,000.00	0.00	
5950	Unassigned	262,204		262,204	262,204.43		262,204.43	0.00	
5950	Unassigned - Appropriated	75,000		75,000	75,000.00		75,000.00	0.00	
REVENUE									
8911	Investment Income	2,500		2,500	0.00		0.00	(2,500.00)	0%
9371	Other Governmental Agencies	576,477		576,477	576,477.00		576,477.00	0.00	100%
9790	Miscellaneous Revenue	25,000		25,000	4,840.96		4,840.96	(20,159.04)	19%
	Total Revenue	603,977	0	603,977	581,317.96		581,317.96	(22,659.04)	96%
	TOTAL SOURCES	678,977	0	678,977	656,317.96		656,317.96	(22,659.04)	97%
EXPENDITURES									
1101	Regular Salaries	320,000		320,000	98,477.13		98,477.13	221,522.87	31%
1106	Supplemental Payments	13,000		13,000	3,968.28		3,968.28	9,031.72	31%
1107	Terminations (Buydowns)	15,000		15,000	0.00		0.00	15,000.00	0%
1121	Retirement Contribution	66,500		66,500	18,788.67		18,788.67	47,711.33	28%
1122	OASDI Contribution	20,500		20,500	5,206.19		5,206.19	15,293.81	25%
1123	FICA Medicare	5,500		5,500	1,467.55		1,467.55	4,032.45	27%
1128	Retiree Health Payment 1099	14,500		14,500	5,788.80		5,788.80	8,711.20	40%
1141	Group Insurance	23,500		23,500	7,386.38		7,386.38	16,113.62	31%
1142	Life Insurance for Department Heads and Management	150		150	43.02		43.02	106.98	29%
1143	State Unemployment Insurance	400		400	119.63		119.63	280.37	30%
1144	Management Disability Insurance	2,500		2,500	713.40		713.40	1,786.60	29%
1165	Worker Compensation Insurance	2,900		2,900	758.76		758.76	2,141.24	26%
1171	401K Plan	12,500		12,500	1,569.12		1,569.12	10,930.88	13%
	Salaries and Benefits	496,950	0	496,950	144,286.93	0.00	144,286.93	352,663.07	29%
2032	Voice Data ISF	2,500		2,500	1,462.92		1,462.92	1,037.08	59%
2071	General Insurance Allocation ISF	2,000		2,000	0.00		0.00	2,000.00	0%
2114	Facilities and Materials Sq. Ft. Allocation ISF	15,000		15,000	5,036.00		5,036.00	9,964.00	34%
2116	Other Maintenance ISF	1,000		1,000	0.00		0.00	1,000.00	0%
2131	Memberships and Dues	7,100		7,100	6,830.00		6,830.00	270.00	96%
2158	Cost Allocation Plan Charges	15,800		15,800	0.00		0.00	15,800.00	0%
2163	Books and Publications	500		500	387.23		387.23	112.77	77%
2164	Mail Center ISF	2,500		2,500	1,350.00		1,350.00	1,150.00	54%
2165	Purchasing Charges ISF	100		100	0.00		0.00	100.00	0%
2166	Graphics Charges ISF	500		500	0.00		0.00	500.00	0%
2167	Copy Machine Charges ISF	500		500	0.00		0.00	500.00	0%
2168	Stores ISF	50		50	0.00		0.00	50.00	0%
2179	Miscellaneous Office Expenses	5,500		5,500	2,554.28		2,554.28	2,945.72	46%
2181	Board and Commission Member Compensation 1099	5,000		5,000	1,600.00		1,600.00	3,400.00	32%
2185	Attorney Services (County Counsel)	22,500		22,500	7,363.00		7,363.00	15,137.00	33%
2199	Other Professional and Specialized Non ISF	15,000		15,000	(3,200.00)		(3,200.00)	18,200.00	-21%
2202	Information Tech ISF	2,500		2,500	602.88		602.88	1,897.12	24%
2203	County Geographical Information Systems Expense ISF	21,500		21,500	3,168.41		3,168.41	18,331.59	15%
2205	Public Works ISF Charges	3,000		3,000	0.00		0.00	3,000.00	0%
2206	Special Services ISF	100		100	0.00		0.00	100.00	0%
2221	Publications and Legal Notices	5,000		5,000	1,788.86		1,788.86	3,211.14	36%
2244	Storage Charges ISF	500		500	0.00		0.00	500.00	0%
2261	Computer Equipment < \$5,000	3,100		3,100	386.13		386.13	2,713.87	12%
2262	Furniture and Fixtures < \$5,000	2,000		2,000	0.00		0.00	2,000.00	0%
2272	Conferences / Seminars ISF (Training ISF)	500		500	0.00		0.00	500.00	0%
2273	Education Training Conferences and Seminars	2,000		2,000	175.00		175.00	1,825.00	9%
2291	Private Vehicle Mileage	7,000		7,000	2,206.15		2,206.15	4,793.85	32%
2292	Travel Expenses (Conferences / Seminars)	19,000		19,000	10,041.99		10,041.99	8,958.01	53%
2303	Motorpool ISF	500		500	0.00		0.00	500.00	0%
	Services and Supplies	162,250	0	162,250	41,752.85	0.00	41,752.85	120,497.15	26%
6101	Contingency	19,777		19,777	0.00		0.00	19,777.00	0%
	TOTAL EXPENDITURES	678,977	0	678,977	186,039.78	0.00	186,039.78	492,937.22	27%

0.00

Note: Amounts with "()" in the ACTUAL column reflect FY15 accruals in excess of actual expenditures to date



BUDGET TO ACTUAL FY 2015-16
YEAR TO DATE ENDING NOVEMBER 30, 2015 (41.67% of year)
Fund O720, Division/Unit 6170

Summary	Budget	Adj. Budget	To Date
Estimated Sources:	678,977	678,977	659,580
Appropriations	678,977	678,977	239,995

Account Number	Title	BUDGET			ACTUAL YTD			Variance Favorable (Unfavorable)	
		Budget	Proposed Adjustments	Adjusted Budget	Actual	Encumbered	Total Revenue/Obligation		
FUND BALANCE									
	Beginning Balance	437,204		437,204	437,204.43		437,204.43	0.00	
5700	Committed	100,000		100,000	100,000.00		100,000.00	0.00	
5950	Unassigned	262,204		262,204	262,204.43		262,204.43	0.00	
5950	Unassigned - Appropriated	75,000		75,000	75,000.00		75,000.00	0.00	
REVENUE									
8911	Investment Income	2,500		2,500	0.00		0.00	(2,500.00)	0%
9371	Other Governmental Agencies	576,477		576,477	576,477.00		576,477.00	0.00	100%
9790	Miscellaneous Revenue	25,000		25,000	8,103.11		8,103.11	(16,896.89)	32%
	Total Revenue	603,977	0	603,977	584,580.11		584,580.11	(19,396.89)	97%
	TOTAL SOURCES	678,977	0	678,977	659,580.11		659,580.11	(19,396.89)	97%
EXPENDITURES									
1101	Regular Salaries	320,000		320,000	122,661.32		122,661.32	197,338.68	38%
1106	Supplemental Payments	13,000		13,000	4,941.20		4,941.20	8,058.80	38%
1107	Terminations (Buydowns)	15,000		15,000	0.00		0.00	15,000.00	0%
1121	Retirement Contribution	66,500		66,500	23,377.45		23,377.45	43,122.55	35%
1122	OASDI Contribution	20,500		20,500	5,979.80		5,979.80	14,520.20	29%
1123	FICA Medicare	5,500		5,500	1,827.97		1,827.97	3,672.03	33%
1128	Retiree Health Payment 1099	14,500		14,500	7,236.00		7,236.00	7,264.00	50%
1141	Group Insurance	23,500		23,500	9,168.38		9,168.38	14,331.62	39%
1142	Life Insurance for Department Heads and Management	150		150	53.40		53.40	96.60	36%
1143	State Unemployment Insurance	400		400	149.01		149.01	250.99	37%
1144	Management Disability Insurance	2,500		2,500	887.68		887.68	1,612.32	36%
1165	Worker Compensation Insurance	2,900		2,900	945.63		945.63	1,954.37	33%
1171	401K Plan	12,500		12,500	1,953.96		1,953.96	10,546.04	16%
	Salaries and Benefits	496,950	0	496,950	179,181.80	0.00	179,181.80	317,768.20	36%
2032	Voice Data ISF	2,500		2,500	1,656.40		1,656.40	843.60	66%
2071	General Insurance Allocation ISF	2,000		2,000	0.00		0.00	2,000.00	0%
2114	Facilities and Materials Sq. Ft. Allocation ISF	15,000		15,000	6,295.00		6,295.00	8,705.00	42%
2116	Other Maintenance ISF	1,000		1,000	0.00		0.00	1,000.00	0%
2131	Memberships and Dues	7,100		7,100	6,830.00		6,830.00	270.00	96%
2158	Cost Allocation Plan Charges	15,800		15,800	0.00		0.00	15,800.00	0%
2163	Books and Publications	500		500	387.23		387.23	112.77	77%
2164	Mail Center ISF	2,500		2,500	1,405.50		1,405.50	1,094.50	56%
2165	Purchasing Charges ISF	100		100	0.00		0.00	100.00	0%
2166	Graphics Charges ISF	500		500	0.00		0.00	500.00	0%
2167	Copy Machine Charges ISF	500		500	0.00		0.00	500.00	0%
2168	Stores ISF	50		50	0.00		0.00	50.00	0%
2179	Miscellaneous Office Expenses	5,500		5,500	3,045.96		3,045.96	2,454.04	55%
2181	Board and Commission Member Compensation 1099	5,000		5,000	1,600.00		1,600.00	3,400.00	32%
2185	Attorney Services (County Counsel)	22,500		22,500	10,696.25		10,696.25	11,803.75	48%
2199	Other Professional and Specialized Non ISF	15,000		15,000	(3,200.00)	8,487.00	5,287.00	9,713.00	35%
2202	Information Tech ISF	2,500		2,500	647.90		647.90	1,852.10	26%
2203	County Geographical Information Systems Expense ISF	21,500		21,500	4,486.57		4,486.57	17,013.43	21%
2205	Public Works ISF Charges	3,000		3,000	0.00		0.00	3,000.00	0%
2206	Special Services ISF	100		100	0.00		0.00	100.00	0%
2221	Publications and Legal Notices	5,000		5,000	1,792.86		1,792.86	3,207.14	36%
2244	Storage Charges ISF	500		500	0.00		0.00	500.00	0%
2261	Computer Equipment < \$5,000	3,100		3,100	386.13	375.18	761.31	2,338.69	25%
2262	Furniture and Fixtures < \$5,000	2,000		2,000	0.00		0.00	2,000.00	0%
2272	Conferences / Seminars ISF (Training ISF)	500		500	0.00		0.00	500.00	0%
2273	Education Training Conferences and Seminars	2,000		2,000	175.00		175.00	1,825.00	9%
2291	Private Vehicle Mileage	7,000		7,000	2,581.15		2,581.15	4,418.85	37%
2292	Travel Expenses (Conferences / Seminars)	19,000		19,000	13,114.27		13,114.27	5,885.73	69%
2303	Motorpool ISF	500		500	50.54		50.54	449.46	10%
	Services and Supplies	162,250	0	162,250	51,950.76	8,862.18	60,812.94	101,437.06	37%
6101	Contingency	19,777		19,777	0.00		0.00	19,777.00	0%
	TOTAL EXPENDITURES	678,977	0	678,977	231,132.56	8,862.18	239,994.74	438,982.26	35%

0.00

Note: Amounts with "()" in the ACTUAL column reflect FY15 accruals in excess of actual expenditures to date



BUDGET TO ACTUAL FY 2015-16
YEAR TO DATE ENDING DECEMBER 31, 2015 (50% of year)
Fund O720, Division/Unit 6170

Summary	Budget	Adj. Budget	To Date
Estimated Sources:	678,977	678,977	661,752
Appropriations	678,977	678,977	281,308

Account Number	Title	BUDGET			ACTUAL YTD			Variance Favorable (Unfavorable)	
		Budget	Proposed Adjustments	Adjusted Budget	Actual	Encumbered	Total Revenue/Obligation		
FUND BALANCE									
	Beginning Balance	437,204		437,204	437,204.43		437,204.43	0.00	
5700	Committed	100,000		100,000	100,000.00		100,000.00	0.00	
5950	Unassigned	262,204		262,204	262,204.43		262,204.43	0.00	
5950	Unassigned - Appropriated	75,000		75,000	75,000.00		75,000.00	0.00	
REVENUE									
8911	Investment Income	2,500		2,500	322.04		322.04	(2,177.96)	13%
9371	Other Governmental Agencies	576,477		576,477	576,477.00		576,477.00	0.00	100%
9790	Miscellaneous Revenue	25,000		25,000	9,953.11		9,953.11	(15,046.89)	40%
	Total Revenue	603,977	0	603,977	586,752.15		586,752.15	(17,224.85)	97%
	TOTAL SOURCES	678,977	0	678,977	661,752.15		661,752.15	(17,224.85)	97%
EXPENDITURES									
1101	Regular Salaries	320,000		320,000	146,845.52		146,845.52	173,154.48	46%
1106	Supplemental Payments	13,000		13,000	5,914.12		5,914.12	7,085.88	45%
1107	Terminations (Buydowns)	15,000		15,000	495.70		495.70	14,504.30	3%
1121	Retirement Contribution	66,500		66,500	28,049.51		28,049.51	38,450.49	42%
1122	OASDI Contribution	20,500		20,500	6,781.73		6,781.73	13,718.27	33%
1123	FICA Medicare	5,500		5,500	2,194.78		2,194.78	3,305.22	40%
1128	Retiree Health Payment 1099	14,500		14,500	8,683.20		8,683.20	5,816.80	60%
1141	Group Insurance	23,500		23,500	10,950.38		10,950.38	12,549.62	47%
1142	Life Insurance for Department Heads and Management	150		150	63.78		63.78	86.22	43%
1143	State Unemployment Insurance	400		400	178.32		178.32	221.68	45%
1144	Management Disability Insurance	2,500		2,500	1,061.96		1,061.96	1,438.04	42%
1165	Worker Compensation Insurance	2,900		2,900	1,136.46		1,136.46	1,763.54	39%
1171	401K Plan	12,500		12,500	2,338.80		2,338.80	10,161.20	19%
	Salaries and Benefits	496,950	0	496,950	214,694.26	0.00	214,694.26	282,255.74	43%
2032	Voice Data ISF	2,500		2,500	1,847.77		1,847.77	652.23	74%
2071	General Insurance Allocation ISF	2,000		2,000	941.00		941.00	1,059.00	47%
2114	Facilities and Materials Sq. Ft. Allocation ISF	15,000		15,000	7,554.00		7,554.00	7,446.00	50%
2116	Other Maintenance ISF	1,000		1,000	0.00		0.00	1,000.00	0%
2131	Memberships and Dues	7,100		7,100	6,830.00		6,830.00	270.00	96%
2158	Cost Allocation Plan Charges	15,800		15,800	0.00		0.00	15,800.00	0%
2163	Books and Publications	500		500	387.23		387.23	112.77	77%
2164	Mail Center ISF	2,500		2,500	1,408.30		1,408.30	1,091.70	56%
2165	Purchasing Charges ISF	100		100	32.04		32.04	67.96	32%
2166	Graphics Charges ISF	500		500	0.00		0.00	500.00	0%
2167	Copy Machine Charges ISF	500		500	0.00		0.00	500.00	0%
2168	Stores ISF	50		50	14.00		14.00	36.00	28%
2179	Miscellaneous Office Expenses	5,500		5,500	3,045.96		3,045.96	2,454.04	55%
2181	Board and Commission Member Compensation 1099	5,000		5,000	1,600.00		1,600.00	3,400.00	32%
2185	Attorney Services (County Counsel)	22,500		22,500	12,338.00		12,338.00	10,162.00	55%
2199	Other Professional and Specialized Non ISF	15,000		15,000	(3,200.00)	8,487.00	5,287.00	9,713.00	35%
2202	Information Tech ISF	2,500		2,500	754.52		754.52	1,745.48	30%
2203	County Geographical Information Systems Expense ISF	21,500		21,500	5,159.27		5,159.27	16,340.73	24%
2205	Public Works ISF Charges	3,000		3,000	0.00		0.00	3,000.00	0%
2206	Special Services ISF	100		100	0.00		0.00	100.00	0%
2221	Publications and Legal Notices	5,000		5,000	1,792.86		1,792.86	3,207.14	36%
2244	Storage Charges ISF	500		500	129.48		129.48	370.52	26%
2261	Computer Equipment < \$5,000	3,100		3,100	386.13	375.18	761.31	2,338.69	25%
2262	Furniture and Fixtures < \$5,000	2,000		2,000	0.00		0.00	2,000.00	0%
2272	Conferences / Seminars ISF (Training ISF)	500		500	0.00		0.00	500.00	0%
2273	Education Training Conferences and Seminars	2,000		2,000	175.00		175.00	1,825.00	9%
2291	Private Vehicle Mileage	7,000		7,000	2,956.15		2,956.15	4,043.85	42%
2292	Travel Expenses (Conferences / Seminars)	19,000		19,000	13,318.09		13,318.09	5,681.91	70%
2303	Motorpool ISF	500		500	281.78		281.78	218.22	56%
	Services and Supplies	162,250	0	162,250	57,751.58	8,862.18	66,613.76	95,636.24	41%
6101	Contingency	19,777		19,777	0.00		0.00	19,777.00	0%
	TOTAL EXPENDITURES	678,977	0	678,977	272,445.84	8,862.18	281,308.02	397,668.98	41%

0.00

Note: Amounts with "()" in the ACTUAL column reflect FY15 accruals in excess of actual expenditures to date



VENTURA LOCAL AGENCY FORMATION COMMISSION
STAFF REPORT

Meeting Date: January 20, 2016

TO: LAFCo Commissioners

FROM: Andrea Ozdy, Analyst *Andrea Ozdy*

SUBJECT: LAFCo 15-18 Bell Canyon Community Services District – Activation of the Latent Power to Provide Community Emergency Response Team Service.

Recommendation:

Continue the subject hearing to the next LAFCo meeting.

Discussion:

Upon review of the subject proposal and in consultation with the applicant’s representative, staff recommends that the item be continued to the next LAFCo meeting.

COMMISSIONERS AND STAFF

COUNTY: Linda Parks John Zaragoza <i>Alternate:</i> Steve Bennett	CITY: Carl Morehouse, Vice Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez	DISTRICT: Bruce Dandy Elaine Freeman <i>Alternate:</i> Mary Anne Rooney	PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> David J. Ross
Executive Officer Kai Luoma, AICP	Analyst Andrea Ozdy	Office Manager/Clerk Richelle Beltran	Legal Counsel Michael Walker



**VENTURA LOCAL AGENCY FORMATION COMMISSION
STAFF REPORT**

Meeting Date: January 20, 2016

TO: LAFCo Commissioners

FROM: Andrea Ozdy, Analyst *Andrea Ozdy*

SUBJECT: Sphere of Influence Reviews – No Updates Necessary:

- Casitas Municipal Water District
- Channel Islands Beach Community Services District
- Oxnard Drainage District No. 1
- United Water Conservation District

Recommendation:

Review the sphere of influence for each of the following agencies, and determine that no sphere of influence updates or municipal service review reports are necessary pursuant to Government Code § 56430(a):

- Casitas Municipal Water District (CMWD)
- Channel Islands Beach Community Services District (CIBCS D)
- Oxnard Drainage District No. 1 (ODD 1)
- United Water Conservation District (UWCD)

Background:

Pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code § 56000 et seq.), the Commission was required to determine and adopt a sphere of influence for each city and special district on or before January 1, 2008 (a sphere of influence is defined in Government Code § 56076 as the probable physical boundary and service area of a local agency). Every five years thereafter, the Commission must, as necessary, review and update each sphere of influence [Government Code § 56425(g)].

In compliance with Government Code § 56425(g), since 2003 the Commission accepted municipal service review (MSR) reports that provided analysis for several special districts, including but not limited to the following:

COMMISSIONERS AND STAFF

COUNTY: Linda Parks John Zaragoza <i>Alternate:</i> Steve Bennett	CITY: Carl Morehouse, Vice Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez	DISTRICT: Bruce Dandy Elaine Freeman <i>Alternate:</i> Mary Anne Rooney	PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> David J. Ross
Executive Officer Kai Luoma, AICP	Analyst Andrea Ozdy	Office Manager/Clerk Richelle Beltran	Legal Counsel Michael Walker

- *Water and Wastewater Municipal Service Review Report*
Accepted by LAFCo on December 12, 2003 for the CWMD, CIBCSD, and UWCD
- *Municipal Service Review – Drainage Services – Special Districts*
Accepted by LAFCo on February 16, 2005 for ODD 1

In 2006, the Commission reviewed, but did not update, the spheres for the CMWD and UWCD. However, the Commission did update the spheres in 2006 for the CIBCSD and ODD 1.

In 2011, the Commission again reviewed the spheres of influence for the subject districts. At that time, LAFCo staff and staff of the districts did not identify the need for any changes to the spheres of influence for any of these districts, and thus the Commission reviewed, but did not update, the spheres of these districts.

A summary of the Commission’s actions during the districts’ sphere reviews is contained in the following table:

District	2006 Sphere Reviews/Updates	2011 Sphere Reviews/Updates
CMWD	Reviewed in 2006	Reviewed in 2011
CIBCSD	Updated in 2006	Reviewed in 2011
ODD 1	Updated in 2006	Reviewed in 2011
UWCD	Reviewed in 2006	Reviewed in 2011

Discussion:

Over the last several months, LAFCo staff consulted with the staffs of the subject districts to discuss whether they have experienced any changes to their service needs or areas since LAFCo’s 2011 sphere review, and to determine if they anticipate any service changes that would warrant adjustment of the sphere boundaries. Based on LAFCo staff’s comprehensive review of the existing boundaries and spheres, the existing sphere boundaries appear to accurately reflect the current and anticipated service areas for the subject districts over the next five years. Therefore, it is recommended that the Commission review, but not update, the subject spheres of influence.

LAFCo law requires that a MSR be conducted prior to, or in conjunction with, any sphere of influence update [Government Code § 56430(a)]. If the Commission determines that sphere updates are not necessary for the subject districts, the preparation of MSRs will not be required.

California Environmental Quality Act (CEQA)

A project is defined in CEQA Guidelines § 21065, in part, as “an activity which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.” A sphere of influence review is not considered to be a project

subject to CEQA because it involves only a confirmation of an existing sphere boundary, without any changes to the potential service area of a district. Therefore, if the Commission determines that no updates to the subject spheres of influence are necessary, no environmental documents are required to be prepared.

Notice of Public Hearing

This matter has been noticed as a public hearing pursuant to Government Code § 56427. Additionally, all affected agencies have been notified of the public hearing.

Analysis

The following discussion includes details about each of the subject districts and the explanations for leaving the subject sphere of influence boundaries in their current configurations.

Casitas Municipal Water District (CMWD)

District Information

The CMWD, governed by a 5-person Board of Directors, is an independent special district formed in 1952 that provides both wholesale and retail water to municipal and individual customers, water conservation programs, recreation services at Lake Casitas (a reservoir operated by the CMWD), and limited wastewater collection services for portable wastewater facilities. The CMWD's service area includes the City of Ojai, the unincorporated communities of Meiners Oaks, Oak View, and Casitas Springs, and the western portion of the City of Ventura.

According to the MSR accepted by the Commission on December 12, 2003, the CMWD is funded primarily through water sales and charges, and property taxes. The CMWD's sphere of influence covers approximately 87,438 acres (about 136 square miles) (see Attachment 1).

In both 2006 and 2011, the Commission reviewed, but did not update, the CMWD sphere.

Sphere of Influence Review

Based on information provided by CMWD staff, the district's existing sphere of influence boundary continues to reflect its current and probable service area. Therefore, no changes to the sphere of influence for the CMWD are recommended.

Channel Islands Beach Community Services District (CIBCSD)

District Information

The CIBCSD, governed by a 5-person Board of Directors, is an independent special district formed in 1982 that provides water, wastewater, and solid waste collection services to the

unincorporated communities of Hollywood Beach, Hollywood-by-the-Sea, and Silverstrand; wastewater services to the unincorporated water areas of Channel Islands Harbor; and water and wastewater services to areas within the City of Oxnard adjacent to the Channel Islands Harbor (including County-owned properties in the Channel Islands Harbor).

According to the MSR accepted by the Commission on December 12, 2003, the CIBCSD is funded through service charges and fees. The CIBCSD's sphere of influence covers approximately 625 acres (about 1 square mile) (see Attachment 2).

In 2006, the Commission updated the CIBCSD's sphere to better reflect the area where the CIBCSD was providing services. This resulted in slight reductions to the CIBCSD's sphere at the northern end of Hollywood Beach and the southern end of Silverstrand to follow property lines and to better align the sphere with the CIBCSD's service boundary in those areas. Additionally, the sphere was enlarged to follow the northern side of the Channel Islands Boulevard road right-of-way and the eastern side of the Victoria Avenue road right-of-way, as CIBCSD service lines are located within the right-of-way. In 2011, the Commission reviewed, but did not update, the CIBCSD sphere.

Sphere of Influence Review

Based on information provided by CIBCSD staff, the district's existing sphere of influence boundary continues to reflect its current and probable service area. Therefore, no changes to the sphere of influence for the CIBCSD are recommended.

Oxnard Drainage District No. 1 (ODD 1)

District Information

ODD 1, governed by a 3-person Board of Directors, is an independent special district formed in 1918 for the purpose of installing and operating subsurface drains to lower the water table in the Oxnard Plain (generally west of the City of Oxnard), which created the opportunity to till the land for agricultural purposes. Currently, the District's primary function is to maintain its existing drainage infrastructure. While the underground tile drains require minimal maintenance, the open ditches require ongoing maintenance.

According to the MSR accepted by the Commission on February 16, 2005, ODD 1 is funded primarily through assessments on individual landowners, but also receives some property tax revenue. ODD 1's sphere of influence covers approximately 1,509 acres (about 2.4 square miles) (see Attachment 3).

In 2006, the Commission updated the ODD 1 sphere to include the area of the Reliant Energy Canal (formerly known as the Edison Canal), near the southeast corner of Wooley Road and Harbor Boulevard. This area, located within the ODD 1 boundary, is a primary drainage channel for ODD 1 and its maintenance is critical to the services provided by ODD 1. In 2011, the

Commission reviewed, but did not update, the ODD 1 sphere. Several properties are located within the ODD 1 service boundary but outside its sphere of influence. These properties continue to benefit from services provided by ODD 1 and it is expected that they will eventually be detached from ODD 1.

Sphere of Influence Review

Based on information provided by ODD 1 staff, the district's existing sphere of influence boundary continues to reflect its current and probable service area. Therefore, no changes to the sphere of influence for the ODD 1 are recommended.

United Water Conservation District (UWCD)

District Information

The UWCD, governed by a 7-person Board of Directors, is an independent special district formed in 1950 that provides services relating to the conservation of surface and groundwater resources, groundwater replenishment, wholesale water delivery to the Oxnard, Port Hueneme, and Camarillo areas, and recreation and potable water at the Lake Piru Recreation Area.

According to the MSR accepted by the Commission on December 12, 2003, and information available on the UWCD's website, its operations are funded primarily through groundwater pumping charges, water delivery charges, and property taxes. The UWCD's sphere of influence covers approximately 212,690 acres (about 332 square miles), and its boundary is coterminous with its sphere of influence boundary (see Attachment 4).

In both 2006 and 2011, the Commission reviewed, but did not update, the UWCD sphere.

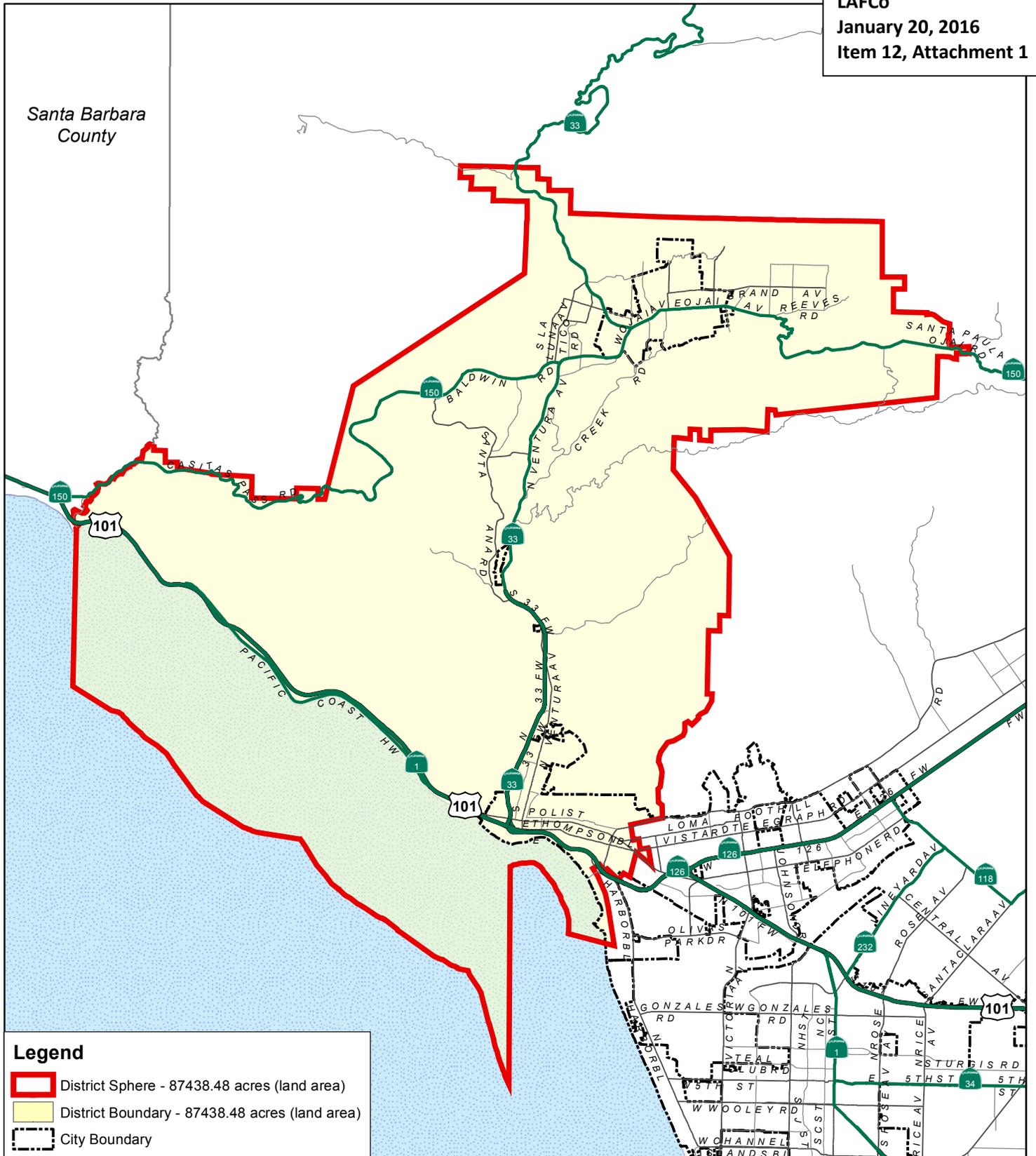
Sphere of Influence Review

Based on information provided by UWCD staff, the district's existing sphere of influence boundary continues to reflect its current and probable service area. Therefore, no changes to the sphere of influence for the UWCD are recommended.

Attachments:

1. CMWD Sphere of Influence Map
2. CIBCSO Sphere of Influence Map
3. ODD 1 Sphere of Influence Map
4. UWCD Sphere of Influence Map

Santa Barbara
 County



Casitas Municipal Water District Sphere of Influence

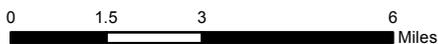
As Reviewed by the Ventura LAFCo - July 20, 2011

Prepared by County of Ventura - IT Services Department - GIS Division

State Plane Coordinate System California Zone V - NAD 27

This map was compiled from records and computations

Published: July, 2011



1 inch = 3 miles





Legend

-  District Sphere - 625.06 acres (acreage is for land area only)
-  District Boundary - 434.60 acres (acreage is for land area only)
-  City Boundary



Channel Islands Beach Community Services District Sphere of Influence

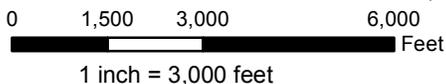
As Reviewed by the Ventura LAFCo - July 20, 2011

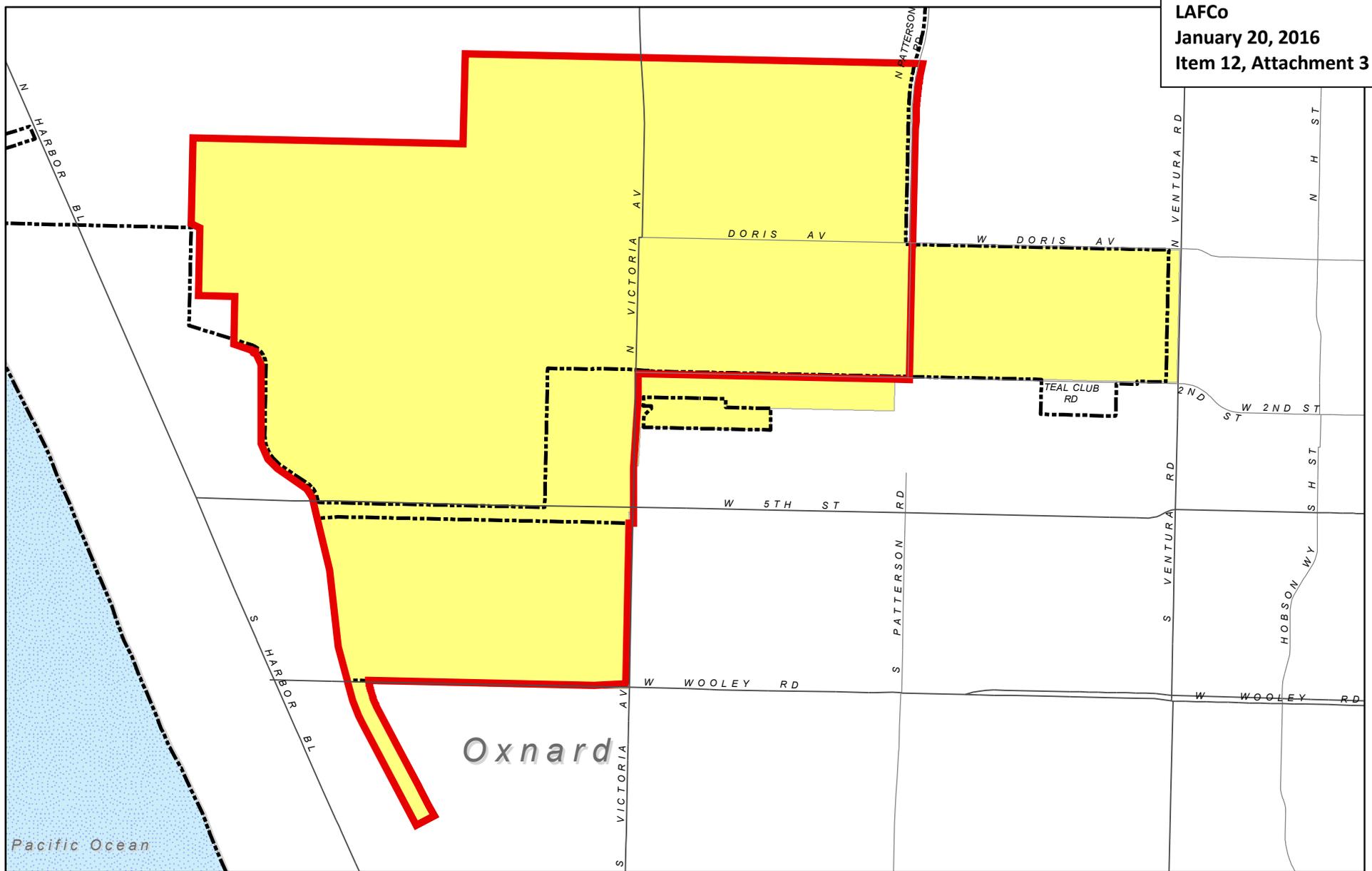
Prepared by County of Ventura - IT Services Department - GIS Division

State Plane Coordinate System California Zone V - NAD 27

This map was compiled from records and computations

Published: July, 2011



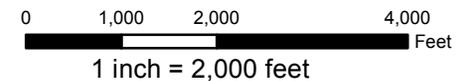


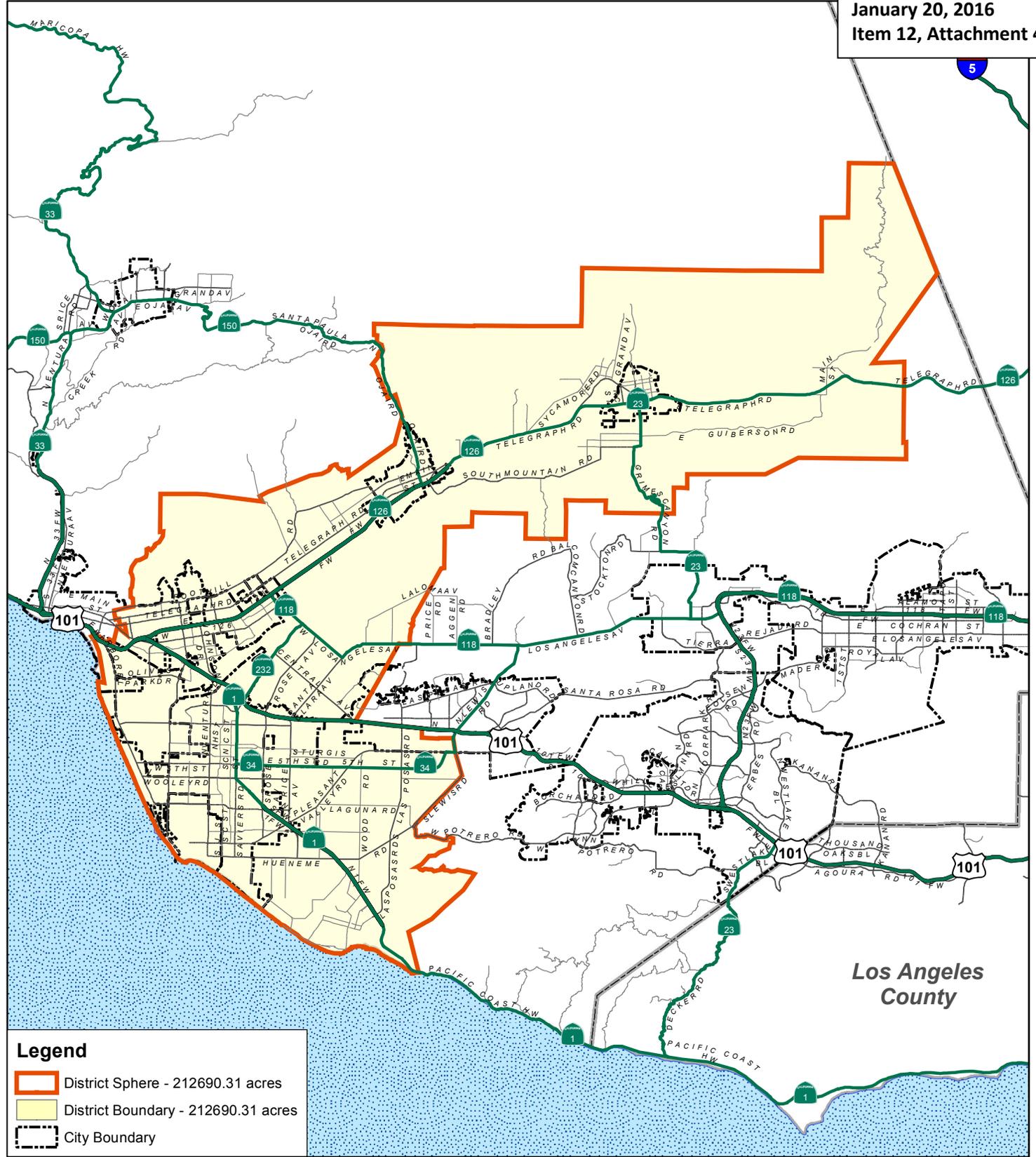
Legend

-  District Sphere - 1509.86 acres
-  District Boundary - 1737.48 acres
-  City Boundary

Oxnard Drainage District No. 1
 Current as of July 22, 2015

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





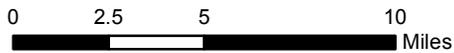
Legend

- District Sphere - 212690.31 acres
- District Boundary - 212690.31 acres
- City Boundary

United Water Conservation District Sphere of Influence

As Reviewed by the Ventura LAFco - July 20, 2011

Prepared by County of Ventura - IT Services Department - GIS Division
 State Plane Coordinate System California Zone V - NAD 27
 This map was compiled from records and computations
 Published: July, 2011



1 inch = 5 miles





**VENTURA LOCAL AGENCY FORMATION COMMISSION
STAFF REPORT**

Meeting Date: January 20, 2016

TO: LAFCo Commissioners
FROM: Kai Luoma, Executive Officer 
SUBJECT: Naval Base Ventura County Joint Land Use Study

RECOMMENDATION:

- A. Receive and File a presentation on the Naval Base Ventura County Joint Land Use Study.
- B. Adopt the attached resolution in support of the Ventura Local Agency Formation Commission’s continued collaboration with regional partners to evaluate the Joint Land Use Study recommended strategies and identified compatibility Issues to decide feasible steps for implementation.

BACKGROUND:

On May 18, 2011, the Commission accepted an invitation from the Naval Base Ventura County (NBVC) to support and participate in the development of a joint land use study (JLUS). The NBVC JLUS is a cooperative planning effort conducted in collaboration with the NBVC, surrounding Cities, County of Ventura, State and Federal agencies, and a number of other community stakeholders. The NBVC JLUS was funded through a grant from the Department of Defense, Office of Economic Adjustment and contributions by the designated local sponsor, Ventura County Transportation Commission (VCTC). Ventura LAFCo serves as a project partner for the NBVC JLUS with staff serving on the Technical Advisory Committee.

DISCUSSION:

The primary objective of a JLUS is to reduce potential operational mission compatibility conflicts between a military installation and surrounding areas while accommodating new growth and economic development, sustaining economic vitality, and protecting the general public’s health and safety. JLUS projects have three core objectives: understanding, collaboration and actions. These

COMMISSIONERS AND STAFF

COUNTY: Linda Parks John Zaragoza <i>Alternate:</i> Steve Bennett	CITY: Carl Morehouse, Vice Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez	DISTRICT: Bruce Dandy Elaine Freeman <i>Alternate:</i> Mary Anne Rooney	PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> David J. Ross
Executive Officer: Kai Luoma, AICP	Analyst Andrea Ozdy	Office Manager/Clerk Richelle Beltran	Legal Counsel Michael Walker

objectives promote increased communication and collaboration to safeguard the mission of an installation from future incompatible development as well as developing and implementing strategies for reducing effects of incompatible activities.

The NBVC JLUS Study Area was designed to address all lands near NBVC that may impact current or future military operations or be impacted by military operations, including portions of unincorporated Ventura County, Cities of Camarillo, Oxnard, and Port Hueneme, San Nicolas Island, and the Point Mugu Sea Range. The final NBVC JLUS Report includes 139 recommended strategies that address 82 compatibility issues developed by the public and study partners, as described in more detail in the NBVC JLUS Report. The NBVC JLUS is comprised of three documents: the Executive Summary, the JLUS Report, and the Background Report. Links to these documents were provided to the Commission under separate cover, and remain available on the LAFCo website. For convenience, the Executive Summary is attached to this Staff Report (Attachment 1), as are pertinent sections of the JLUS Report (Attachment 2) that outline the recommended strategies that would affect LAFCo.

The JLUS planning process was guided by two committees composed of community, agency, organizational and military representatives: the Policy Committee and a Technical / Advisory Committee. There were a number of public workshops where residents provided valuable feedback throughout the process. Residents were also able to provide feedback through an interactive NBVC JLUS website: www.nbvcilus.org.

It is the vision of the Department of Defense as well as the Office of Economic Adjustment that local jurisdictions establish their own course of action to implement a JLUS. Steve DeGeorge, Director of Planning for VCTC, was invited to present an overview of the final report and urge the Commission's support to remain engaged with regional partners in reviewing the recommended strategies and identified compatibility issues to determine feasible next steps.

Attachments:

1. Executive Summary NBVC JLUS
2. Excerpts from JLUS Report
3. Resolution Supporting Collaboration

EXECUTIVE SUMMARY



**Naval Base
Ventura County**
JOINT LAND USE STUDY

A graphic with a blue border. At the top, a military aircraft flies against a yellow sunburst background. Below it is a green silhouette of a map of Ventura County. To the right of the map is a white naval ship. The text 'Naval Base Ventura County' is in large, bold, orange letters with a black outline, and 'JOINT LAND USE STUDY' is in white, bold, sans-serif letters below it.

The NBVC Joint Land Use Study (JLUS) was conducted as a collaborative planning effort that included the following project partners:

- Ag Innovations Network
- California Air National Guard
- California Coastal Conservancy
- California State University Channel Islands (CSUCI)
- Camarillo Sustainable Growth
- Channel Islands Beach Communities Service District
- Channel Islands Harbor Department
- City of Camarillo
- City of Oxnard
- City of Port Hueneme
- County of Ventura
- County of Ventura, Department of Airports
- Economic Development Collaborative – Ventura County (EDC-VC)
- Environmental Coalition of Ventura County
- Environmental Defense Center
- Farm Bureau of Ventura County
- Naval Air Systems Command (NAVAIR)
- Naval Base Ventura County (NBVC)
- Oxnard Chamber of Commerce
- Oxnard Harbor District
- Pleasant Valley Recreation and Park District
- Regional Defense Partnership – 21st Century (RDP-21)
- Sierra Club
- Save Open Space and Agricultural Resources (SOAR)
- Ventura County Economic Development Association (VCEDA)
- Ventura County Local Agency Formation Commission (LAFCo)
- Ventura County Transportation Commission (VCTC)
- Ventura/Santa Barbara Counties Small Business Development Center
- Watershed Protection District





What Is a Joint Land Use Study?

A Joint Land Use Study (JLUS) is a cooperative planning effort conducted as a joint venture between an active military installation, surrounding cities and counties, state and federal agencies, organizations and the public. The Naval Base Ventura County (NBVC) JLUS was funded through a grant from the Department of Defense (DOD), Office of Economic Adjustment (OEA) and contributions by Ventura County Transportation Commission, the JLUS project manager.

The JLUS was developed under the guidance of three main objectives.

Understanding. Convene community and military representatives to identify, confirm, and understand the compatibility issues in an open forum, taking into consideration both community and NBVC perspectives and needs. This includes public awareness, education, and input as part of a cohesive outreach program.

Collaboration. Encourage cooperative land use and resource planning by NBVC, federal and state agencies, and neighboring jurisdictions so that future plans and development are compatible with the training and operational missions at NBVC. Concurrently, seek ways to reduce operational impacts on adjacent lands within the Study Area.

Actions. Provide a set of mutually supported tools, activities, and procedures (strategies) that local jurisdictions, federal and state agencies, and NBVC can implement in order to avoid and reduce compatibility issues. The strategies proposed include both operational measures to mitigate installation impacts on surrounding communities and local government and agency approaches to reduce community impacts on military operations. These strategies will help decision makers resolve compatibility issues and prioritize projects within the annual budgeting process of their respective agency / jurisdiction.

Compatibility Assessment

Compatibility, in relation to military readiness, can be defined as the balance or compromise between community needs and interests and military needs and interests. The goal of compatibility planning is to promote an environment where both community and military

can coexist successfully. A number of factors influence whether community and military plans, programs, and activities are compatible or in conflict. To provide a comprehensive assessment of potential compatibility issues, the NBVC JLUS process looked at 25 compatibility factors (topics). These factors included topics such as land use, marine environments, noise and vibration, safety, and vertical obstructions.

COMPATIBILITY FACTORS			
AQ	Air Quality	LAS	Land / Air / Sea Spaces
AT	Anti-Terrorism / Force Protection	LU	Land Use
BIO	Biological Resources	LEG	Legislative Initiatives
CA	Climate Adaptation	LG	Light and Glare
COM	Coordination / Communication	MAR	Marine Environments
CR	Cultural Resources	NOI	Noise
DSS	Dust / Smoke / Steam	PT	Public Trespassing
ED	Energy Development	RC	Roadway Capacity
FSC	Frequency Spectrum Capacity	SA	Safety Zones
FSI	Frequency Spectrum Impedance / Interference	SNR	Scarce Natural Resources
HA	Housing Availability	VO	Vertical Obstructions
IE	Infrastructure Extensions	V	Vibration
		WQQ	Water Quality / Quantity



Collaborative Planning

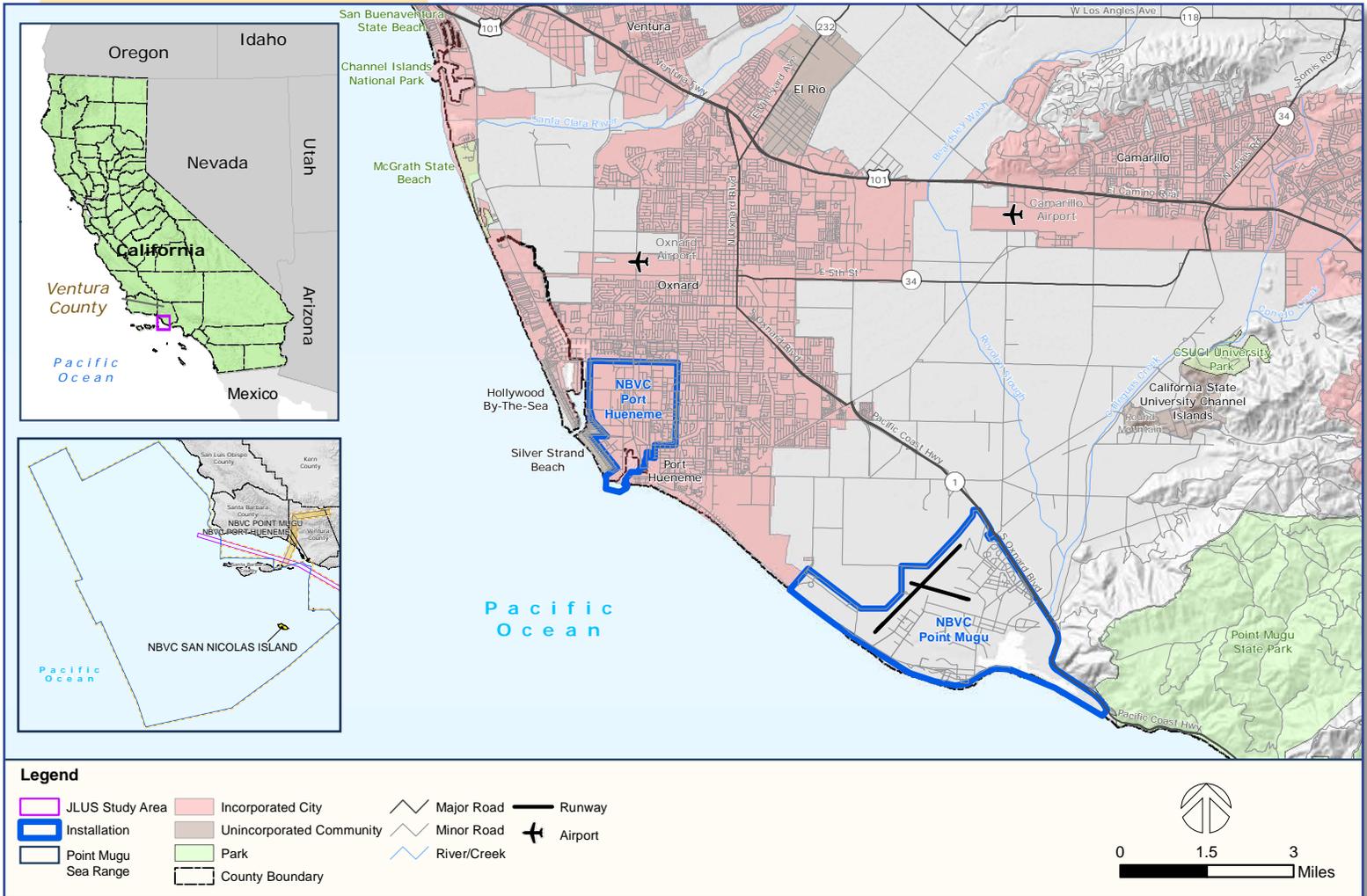
The JLUS planning process was designed to create a locally relevant study that builds consensus and obtains support from the stakeholders involved.

The public was instrumental in the development of this JLUS by providing their perspective and feedback, both in the JLUS public workshops and through the use of the interactive project website: www.nbvcljus.org.

The development of the project was also guided by two committees composed of community, agency, organizational and military representatives.

- Policy Committee (PC).** This committee was made up of elected officials and leaders representing jurisdictions in the Study Area, federal and state agency officials, and military leadership. The PC is responsible for the ultimate direction and content of the JLUS.
- Technical / Advisory Committee (TAC).** This committee was made up of staff representatives from local jurisdictions, agencies and organizations. The TAC helped identify and address technical issues, provide feedback on report development, and assist in the development and evaluation of the recommended strategies.

NBVC JLUS Study Area



The NBVC JLUS Study Area was designed to address all lands near NBVC that may impact current or future military operations or be impacted by these military operations. The Study Area covers portions of unincorporated Ventura County; the cities of Camarillo, Oxnard, and Port Hueneme; San Nicolas Island; and the Point Mugu Sea Range.

The primary characteristics evaluated to determine the Study Area included the 25 compatibility factors and their association

with military mission readiness and community zoning and development functions, e.g. land uses, infrastructure extensions, safety, noise, and vibration.

Geographically, the JLUS Study Area encompasses an area primarily referred to as the Oxnard Plain, coastal locations in Ventura County from the county line north to about Channel Islands National Park, the western edge of the Santa Monica Mountains, and the Pacific Ocean.



JLUS Recommended Strategies

The heart of the NBVC JLUS is the set of 139 recommended strategies that address the 82 compatibility issues identified. Since the NBVC JLUS is the result of a collaborative planning process, the strategies represent a true consensus plan — a realistic and coordinated approach to compatibility planning developed with the support of stakeholders involved throughout the process. The strategies developed are uniquely tailored for this JLUS and respect the local context.

The key to the implementation of the strategies is the establishment of a JLUS Coordination Committee to oversee the JLUS execution. Through this committee, local jurisdictions, NBVC, federal and state agencies, and other interested parties can continue their initial work together to establish procedures, recommend or refine specific actions for members, and make adjustments to strategies over time to ensure that the JLUS continues to resolve key compatibility issues into the future. Concurrent with the efforts of the JLUS Coordination Committee, each project partner is responsible for establishing their own course of action to implement the strategies unique to them through collaboration of their leadership, planners, and the public.

The strategies developed during the JLUS process are described in detail in Chapter 6 of the JLUS Report. The list on the following page provides a highlight of the key recommended strategies that were developed and agreed to by the JLUS partners.



Common Strategies for the Entire Study Area



Air Quality

- Update Air Quality Management Plan
- Look into ways to reduce naval emissions



Climate Change

- Develop climate change impact assessment



Coordination / Communication

- Establish a JLUS Coordination Committee
- Develop memorandum of understanding (MOU) among JLUS Coordination Committee members
- Enhance and maintain a GIS data clearinghouse
- Develop and maintain Military Compatibility Areas (MCAs) with subzones
- Establish communication procedures for mission activities and changes
- Encourage use of media methods and existing websites to disseminate information



Dust / Smoke / Steam

- Communication on visibility issues



Energy Development

- Policies for military compatibility on location of renewable energy facilities
- Coordinate development plans with the Navy
- Coordinate with DOD Siting Clearinghouse



Frequency Spectrum Impedance / Interference

- Identify and map areas of frequency concern
- Create frequency siting and review guidelines
- Develop informational brochure
- Conduct frequency interference assessment



Infrastructure Extensions

- Coordination on infrastructure and storm water improvement planning
- Update Calleguas Creek Watershed Management Plan



Land Use

- Update Airport Comprehensive Land Use Plan
- Update municipal service review process
- Update plans and amend regulations with AICUZ recommended land uses
- Support land use policies and laws that prevent encroachment
- Engage Readiness and Environmental Protection Integration funding
- Amend Conditional Use Permit / Special Use Permit regulations



Land / Sea / Air Spaces

- Coordination on unmanned aerial systems



Legislative Initiatives

- SOAR ordinance renewal process



Light and Glare

- Dark skies ordinances (standard conditions of approval)



Marine Environments

- Update tsunami information
- Create coastal regional sediment action committee



Roadway Capacity

- Traffic modeling of areas adjacent to NBVC facilities



Safety Zones

- Maintain and promote websites for information on safety concerns and areas



Vertical Obstructions

- Amend plans and zoning ordinances for imaginary surfaces heights and slopes

NBVC Point Mugu Strategies



Biological Resources

- Update general plans within Calleguas Creek watershed



Dust / Smoke / Steam

- Identify dust / smoke sensitive areas



Land Use

- Update general plans and zoning ordinances with Air Installation Compatible Use Zone (AICUZ) recommendations
- Update California State University Channel Islands Master Plan
- Amend nonconforming use regulations



Land / Sea / Air Spaces

- Conduct an airspace study
- Amend the Ventura County Non-Coastal Zoning Ordinance



Light and Glare

- Develop ordinances for renewable energy development



Noise and Vibration

- Update general plans and amend zoning ordinances and municipal codes for noise attenuation standards
- Monitor and track flight operations



Safety Zones

- Update plans and amend zoning ordinances to incorporate Bird/Wildlife Aircraft Strike Hazard (BASH) and AICUZ recommendations for safety



Water Quality / Quantity

- Develop an integrated flood management plan

NBVC Port Hueneme Strategies



Anti-Terrorism / Force Protection

- Perform a parking study
- Update County Coastal Area Plan
- Develop MOU to share resources for waterside security
- Landscaping to provide visual barrier for base



Coordination / Communication

- Maintain signage for commercial deliveries
- Enhance communications for commercial deliveries



Land Use

- Coordination on capital improvements



Land / Sea / Air Spaces

- Feasibility study for widening turning basin
- Capacity assessment of Wharves B and C



Marine Environments

- Continue wildlife / marine mammal strike hazard coordination
- Conduct a marine mammal location study



Roadway Capacity

- Update capital improvement plans to address circulation near Port Hueneme gates
- Access planning for peak hours
- Update regional transportation plan and local general plan transportation elements



Water Quality / Quantity

- Amend regulations for wildlife waste management

Point Mugu Sea Range Strategies



Air Quality

- Monitor new commercial shipping regulations for military compatibility



Energy Development

- Identify and map locations for off-shore renewable energy development

Geographic Relevance

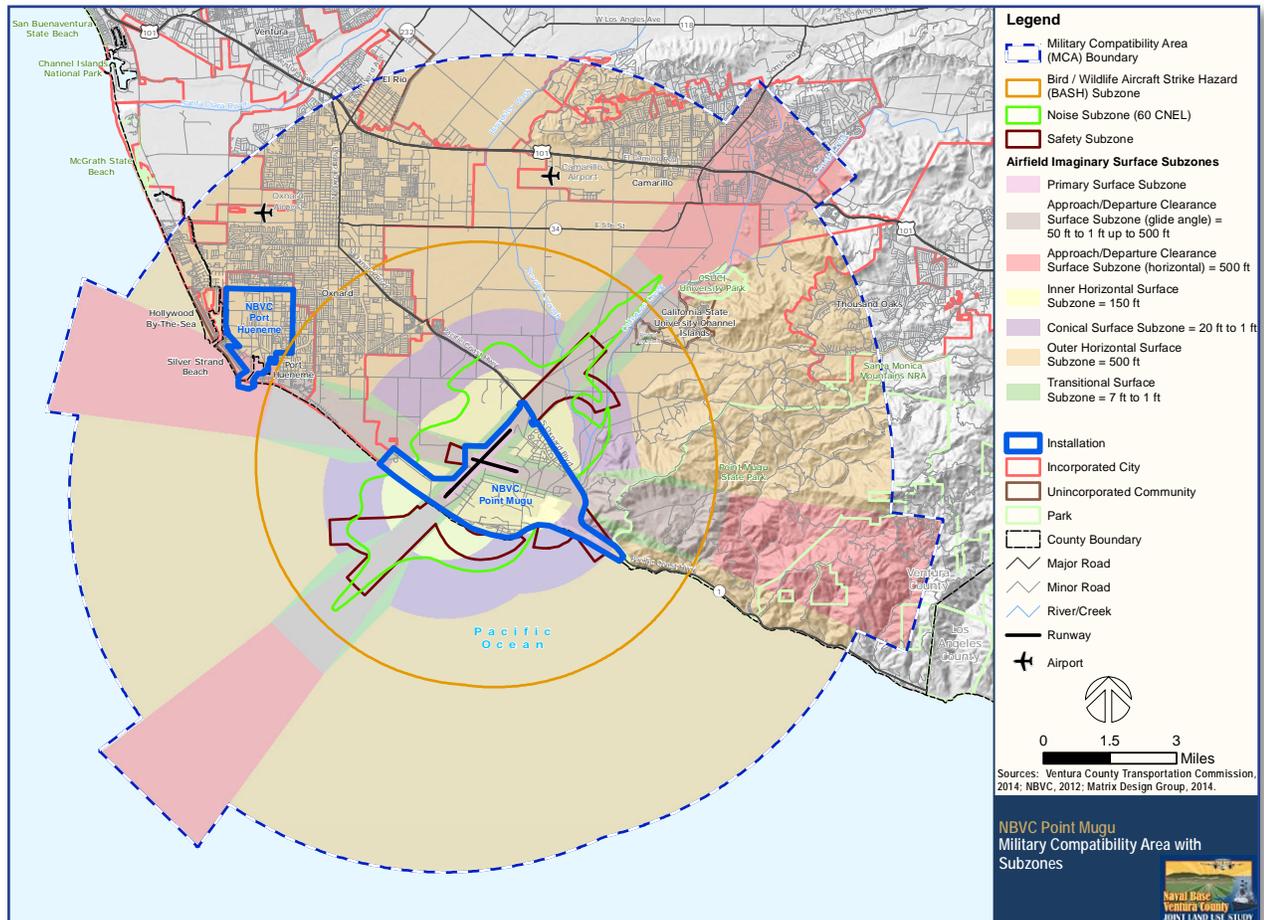
A key to guiding compatible development and activities without overregulation is the establishment of three Military Compatibility Areas (MCAs) and their associated subzones. The MCA maps and subzone maps (described below and on the following pages) illustrate the geographic areas where specific JLUS strategies are to be applied. This technique ensures that the strategies are applied to the appropriate areas, and that locations deemed not subject to a specific compatibility issue are not adversely impacted by regulations inappropriate for their location or circumstance.

The MCAs were designed to accomplish the following:

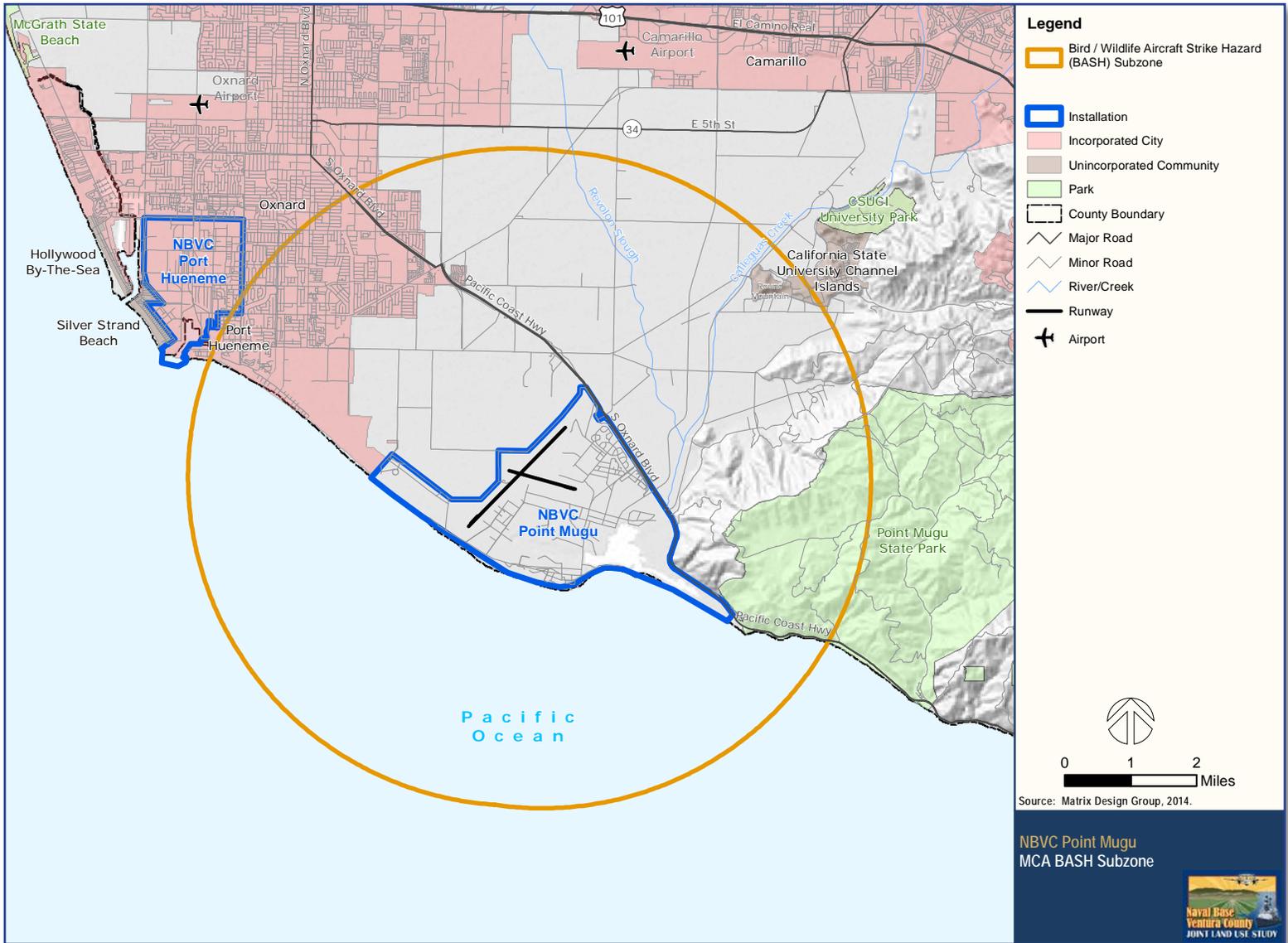
- 1 Promote an orderly transition between community and military land uses so that land uses remain compatible;
- 2 Protect public health, safety, and welfare;
- 3 Maintain operational capabilities of military installations and areas;
- 4 Promote an awareness of the size and scope of military training areas to protect areas separate from the actual military installation (e.g., critical air space) used for training purposes; and
- 5 Establish compatibility requirements within the designated area, such as requirements for sound attenuation and aviation easements.

NBVC Point Mugu MCA

The NBVC Point Mugu MCA encompasses four subzones: Bird / Wildlife Aircraft Strike Hazard (BASH), Safety, Noise, and Airfield Imaginary Surfaces.



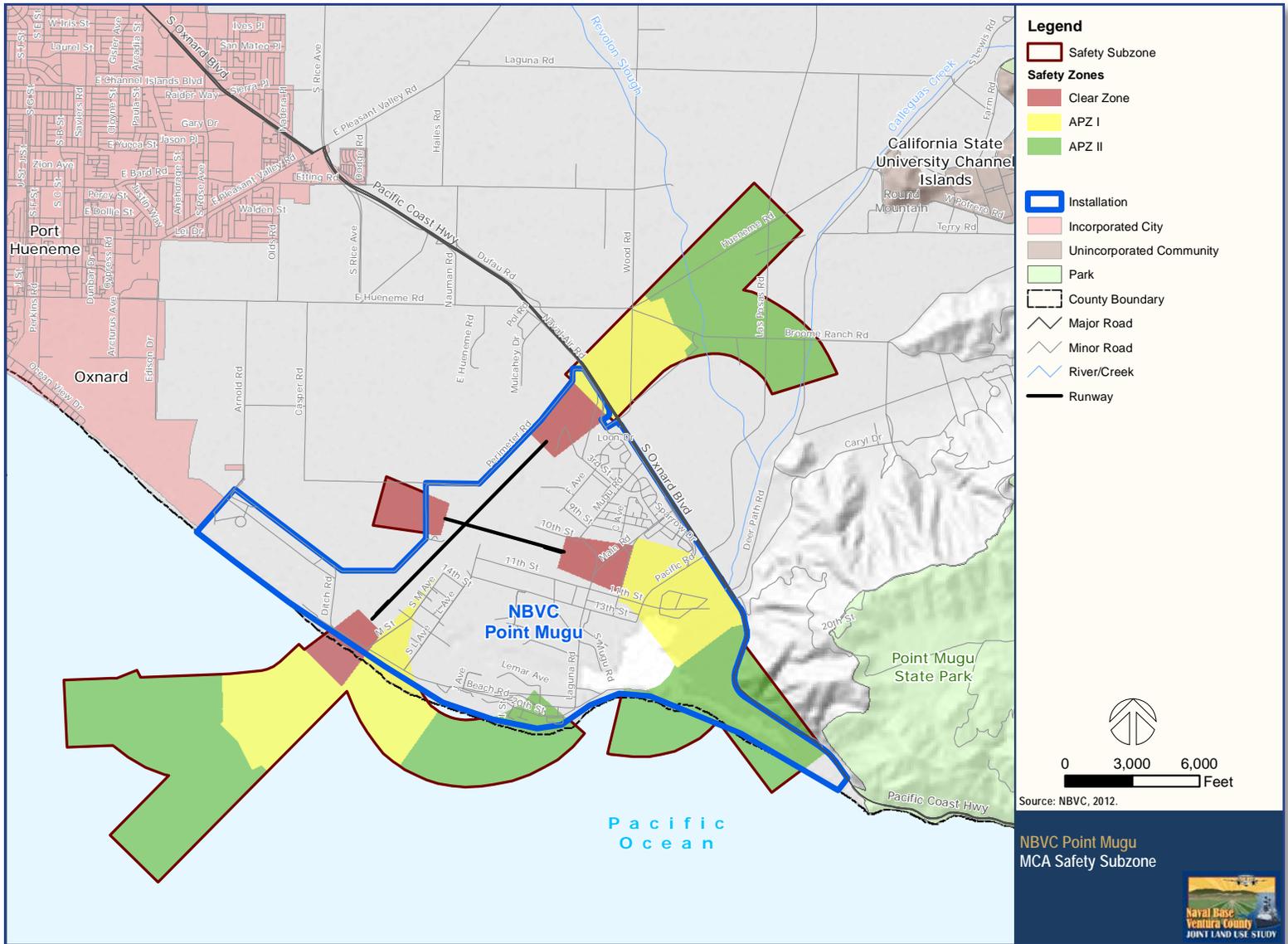
NBVC Point Mugu MCA BASH Subzone



The BASH Subzone is characterized by areas that could be affected by bird and wildlife strikes due to the lower altitude of flight operations in this area. The BASH Subzone represents a five-mile statutory area from the center of the runway based on Federal Aviation Administration (FAA) recommendations. Land uses in this area may be subject to additional regulations, where appropriate, to prevent attractants of birds and wildlife that could increase the risk of safety to pilots and aircraft flying at lower speeds and altitudes. BASH concerns are explained in more detail in Section 5.19, Safety, in the Background Report.



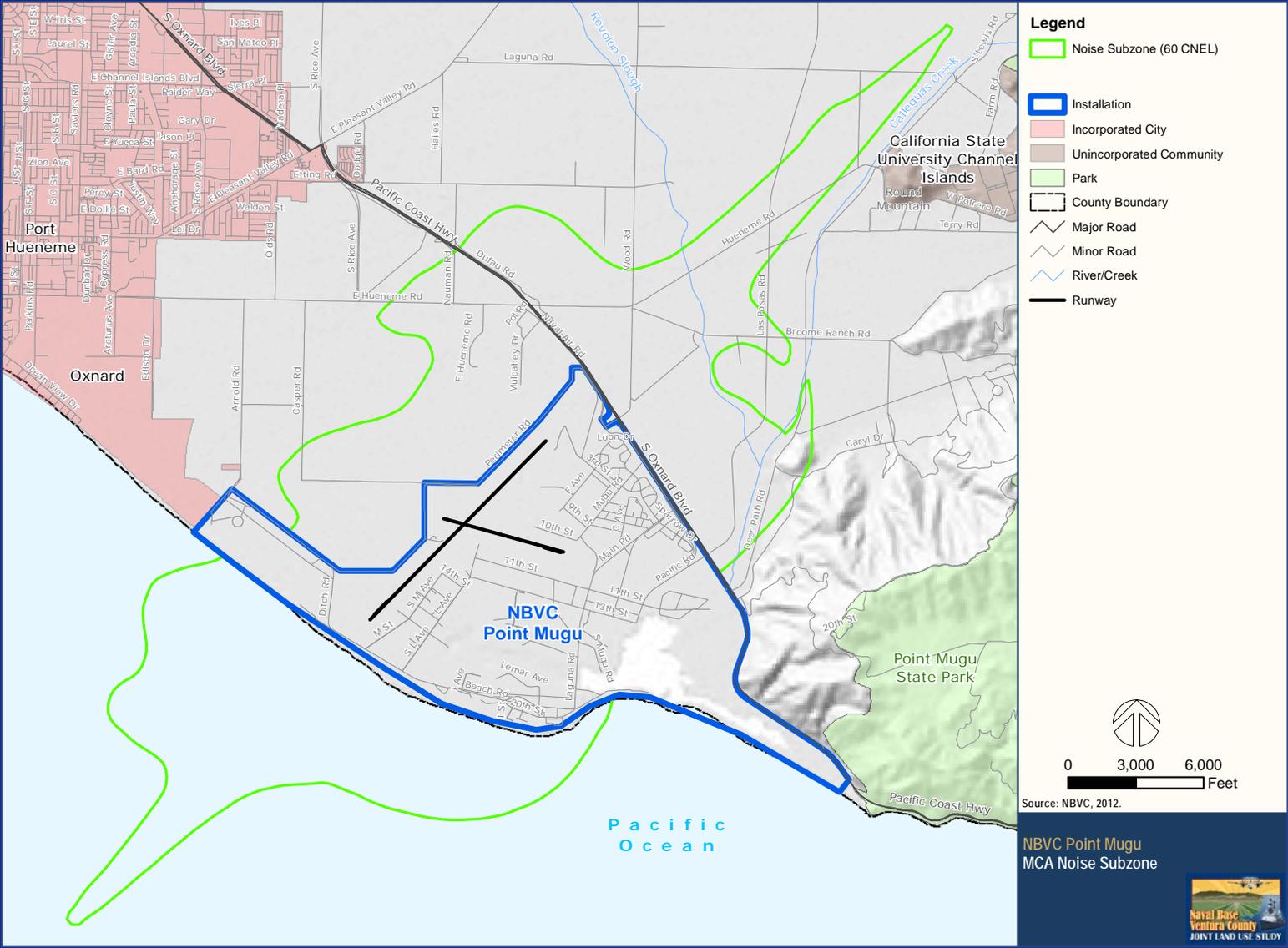
NBVC Point Mugu MCA Safety Subzone



The Safety Subzone would guide compatible land use types and densities / intensities within the Clear Zones (CZs) and Accident Potential Zones (APZs) I and II of Point Mugu's runways. The current location of each Safety Subzone is based on the airfield layout and air operations identified by the Navy.

A Safety Subzone is needed to prevent the development of incompatible land uses in areas with the greatest potential for an incident (although a very low probability). These safety zones were identified as a result of the Navy's guidance. The safety zones are explained in more detail in Section 5.19, Safety, in the Background Report.

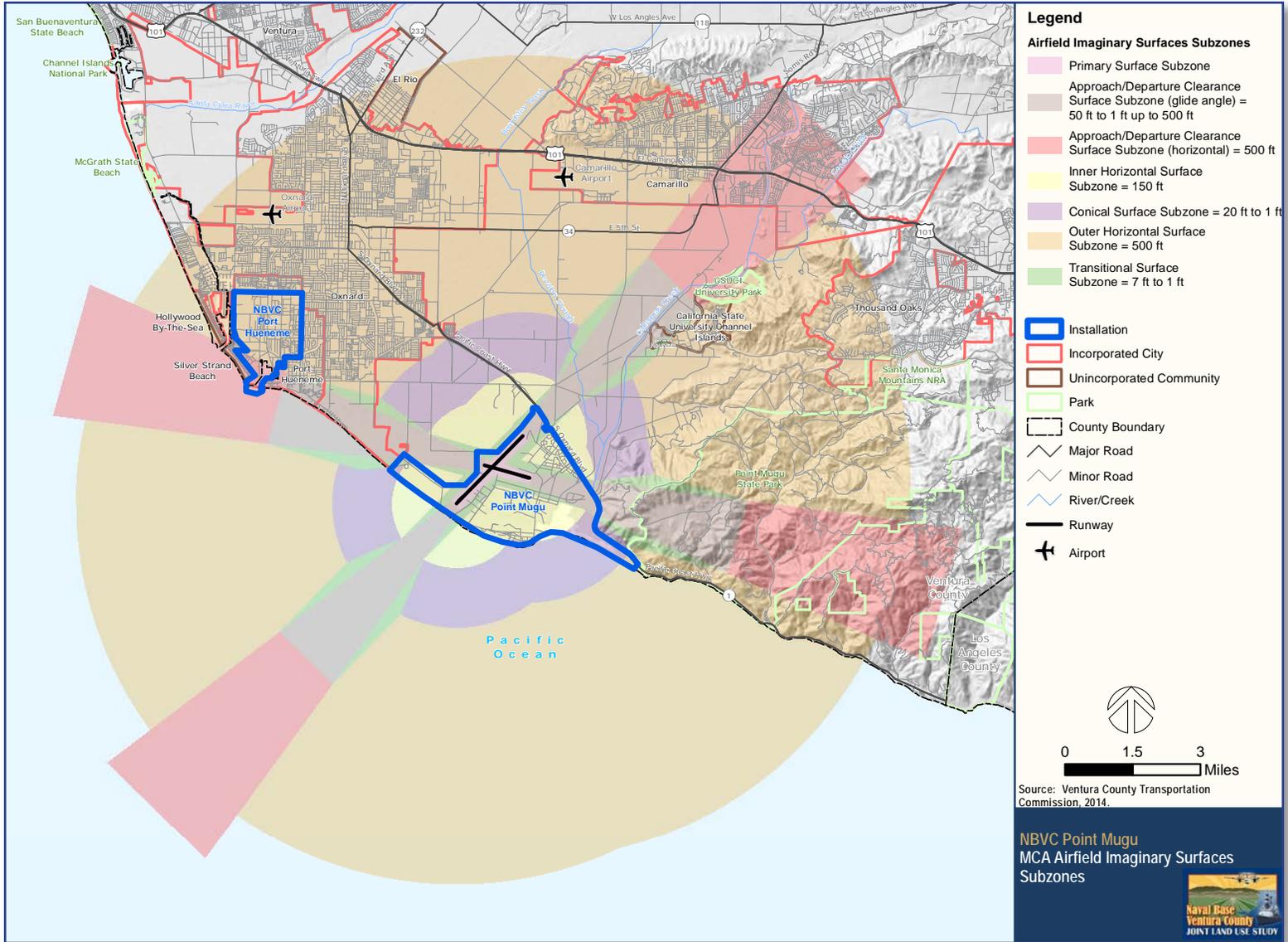
NBVC Point Mugu MCA Noise Subzone



Noise is often a concern to the public surrounding military installations with flying missions. The Noise Subzone includes all land located off-installation within the 60 dB CNEL noise contour for NBVC Point Mugu. Noise zones are explained in more detail in Section 5.16, Noise and Vibration, in the Background Report.



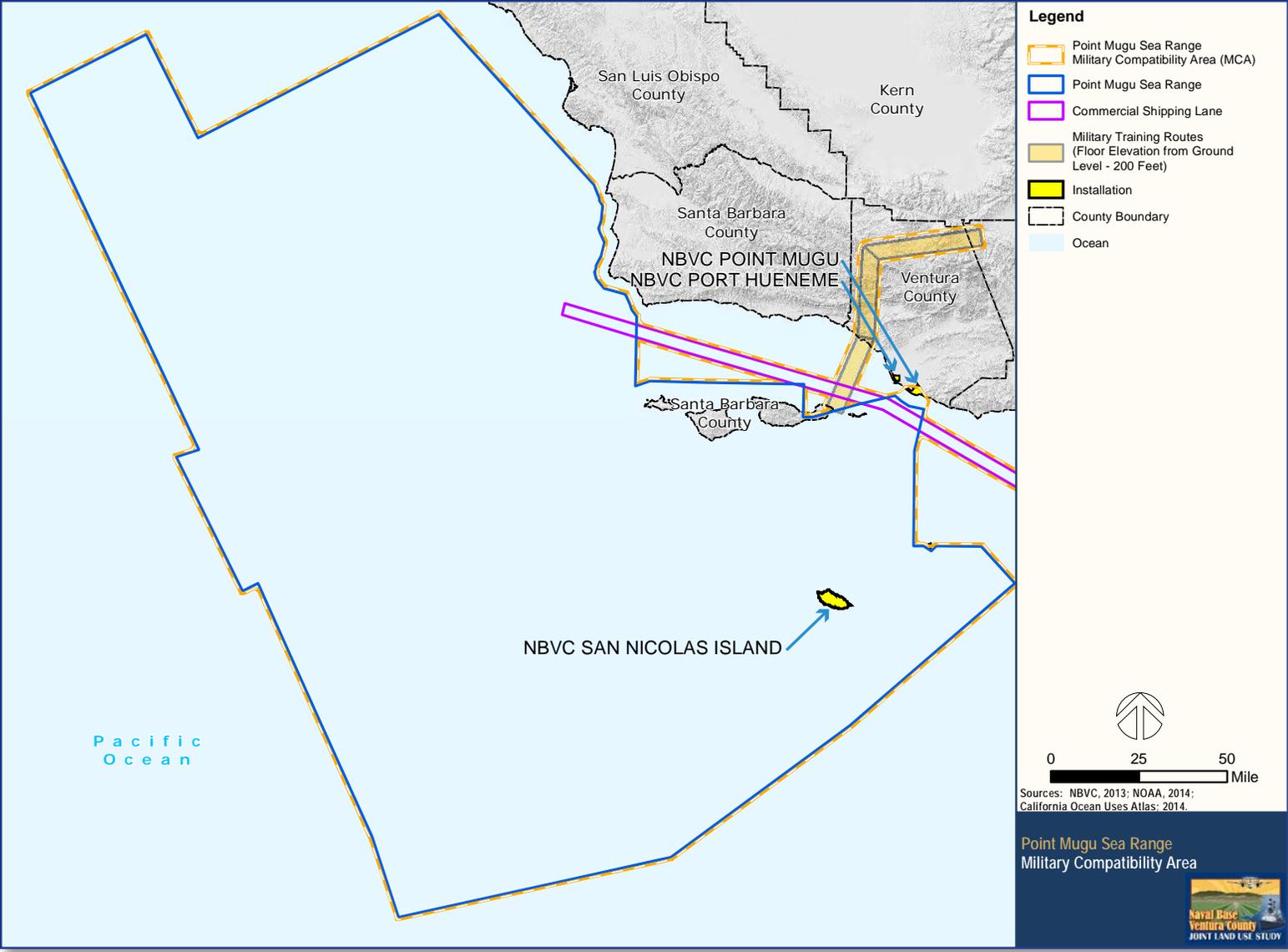
NBVC Point Mugu MCA Airfield Imaginary Surfaces Subzones



The purpose of the Imaginary Surfaces Subzones is to provide guidance on the height of structures and buildings within the area defined by FAA guidance and Navy instructions known as imaginary surfaces. The imaginary surfaces are a 3-D geographic area comprising approach and departure airspace corridors and safety buffers. Vertical obstruction heights are a major concern for flight operations due to the potential for a structure to extend into navigable airspace, which could impede safe flight operations and put both pilots and citizens on the ground at risk of an aircraft accident. Vertical obstructions that can affect flight safety include, but are not limited to, cell towers, power lines, wind turbines, buildings, and trees. Imaginary surfaces are explained in more detail in Section 5.21, Vertical Obstructions, in the Background Report.



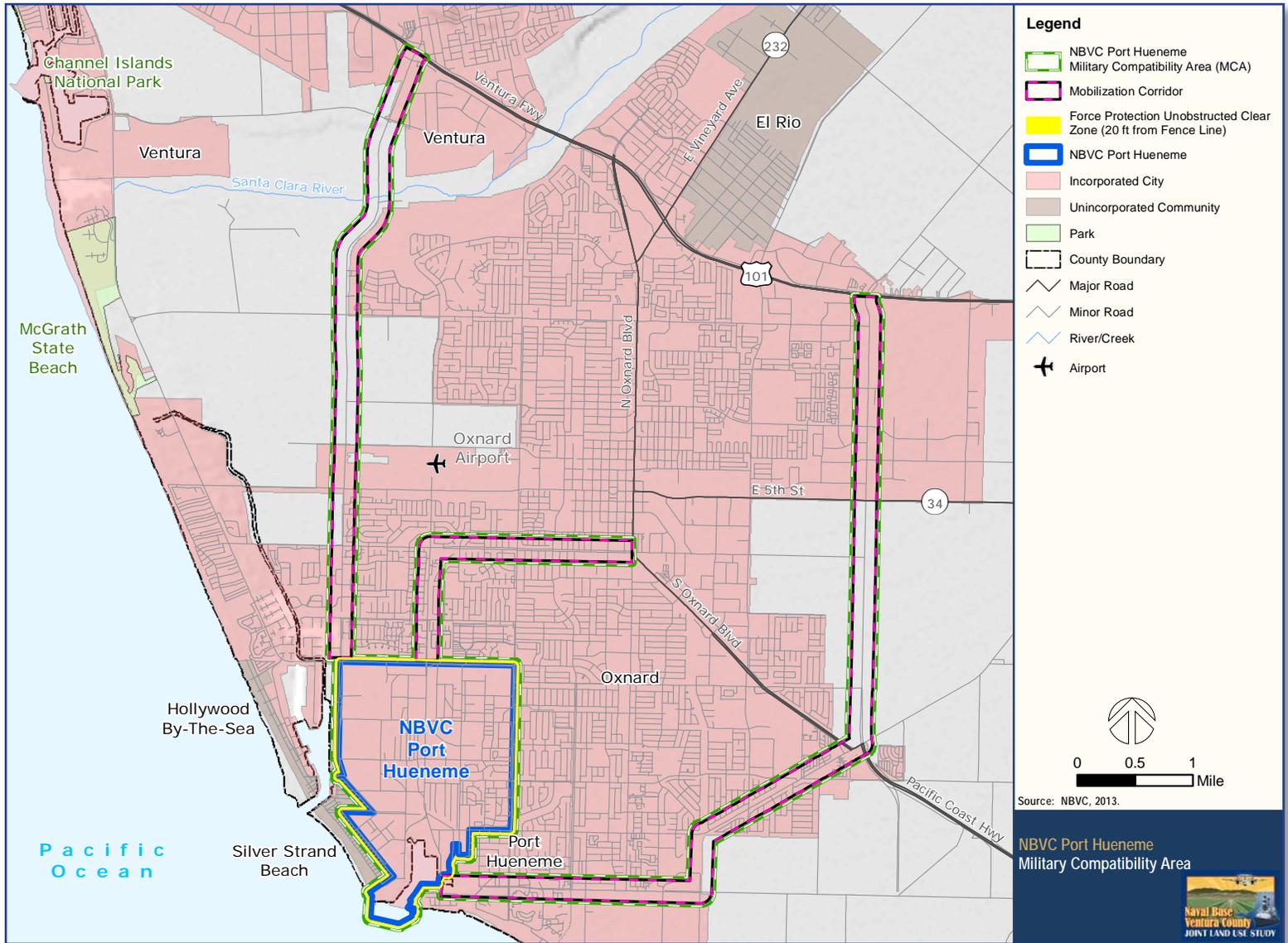
Point Mugu Sea Range MCA



The Point Mugu Sea Range MCA encompasses the entire Point Mugu Sea Range, San Nicolas Island, portions of the commercial shipping lane, restricted airspace, and military training routes. While the commercial shipping lane is not incorporated in the Sea Range, for the purpose of this JLUS, it is incorporated into the MCA due to its potential impact to the military compatibility area footprint. Guidance on compatibility of commercial shipping activities, vertical heights, and renewable energy development areas will apply in this MCA.



NBVC Port Hueneme MCA



The NBVC Port Hueneme MCA covers the military operational components that make up the portion of training and logistics support activities performed at NBVC Port Hueneme. This area includes the Force Protection Unobstructed Clear Zone area (20 feet from the fence line of NBVC Port Hueneme) and the 500-foot clearance zone for mobilization corridors outside the fence line to connect to Highway 101 and Highway 1. This operational area not only interfaces with the surrounding community but also interfaces with commercial shipping and port operations. Guidance that will apply here includes requiring landscaping barriers, vertical height limits, and a safety area along the roadways to ensure the safety of mobilization of equipment and troops.



JLUS Documents

Three JLUS documents, each providing different levels of information, are available to the public, elected and appointed officials, and the military. These documents provide an overview of the JLUS process, detailed information on NBVC and the overall Study Area, an assessment of existing compatibility issues, and recommended strategies. These documents are as follows.

Joint Land Use Study

The JLUS report presents an overview of the JLUS planning process, purpose and objectives of the study and the recommended strategies. The report presents a concise description of the following:

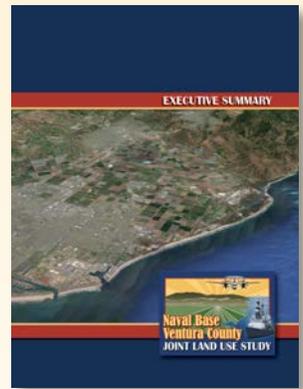
- JLUS project Study Area;
- Population profile and economic overview of the communities in the JLUS Study Area;
- NBVC mission overview;
- Summary of the factors and compatibility issues identified during the JLUS process; and
- Set of recommended strategies to mitigate or prevent encroachment and proactively achieve land use compatibility.

Background Report

The JLUS Background Report provides the technical background and detailed assessment of the compatibility issues identified as part of the JLUS project.

Executive Summary

The JLUS Executive Summary serves as a quick reference describing the purpose of the JLUS and providing an overview of the key JLUS strategies and Military Compatibility Areas.



This study was prepared under contract with Ventura County Transportation Commission, with financial support from the Office of Economic Adjustment, Department of Defense. The content reflects the views of the key JLUS partners involved in the development of this study and does not necessarily reflect the views of the Office of Economic Adjustment.



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How to Read the Recommended Strategies

The recommended strategies developed were designed to address the issues identified during preparation of the JLUS. The purpose of each strategy is to:

- (1) Avoid future actions, operations, or approvals that would cause a compatibility issue,
- (2) Eliminate or reduce the adversity of existing compatibility issues where possible, and
- (3) Provide for enhanced communications and collaboration.

To make the strategies easier to use, they are presented in a table format that provides the strategy and information on when and how that strategy will be implemented. Figure 12 highlights the format and content of the strategy table, and the following paragraphs provide an overview of how to read the information presented within each strategy.

Issue or Strategy #. The issue # and strategy # are unique alpha-numeric numbers that provides a reference for each specific issue and strategy. A strategy’s reference number is composed of the Compatibility Issue number and this ID.

Military Compatibility Area (MCA). This column indicates the applicable MCA, or if the strategy relates to the whole JLUS Study Area. Additional details on MCAs are provided under the previous “Military Compatibility Area (MCA)” column.

Strategy. In bold type is a title that describes the recommended strategy. This is followed by the complete strategy statement that describes the action needed.

Timeframe. This column indicates the projected timeframe of each recommended strategy. The timeframes describe the year in which a strategy will be initiated or if it is an on-going action.

- Short Term Strategy proposed for initiation in 2016 / 2017 (within year of JLUS completion)
- Mid Term Strategy proposed to be initiated in 2018 / 2019 (within 1-2 years of JLUS completion)
- Long Term Strategy proposed to be initiated in 2020 - 2022 (3 to 5 years from JLUS completion)
- On-going An on-going implementation action

Responsible Party. At the right end of the strategy table are a series of columns, one for each jurisdiction, military entity, agency, and organization with responsibility for implementing the recommended JLUS strategies. If an entity has responsibility relative to implementing a recommended strategy, a mark is shown under their name. This mark is one of two symbols that represent their role. A solid square (■) designates that the entity identified is responsible for implementing the recommended strategy. A hollow square (□) designates that the entity plays a key supporting role, but is not directly responsible for implementation. The responsible parties are identified by their name or assigned acronym in the heading at the top of each page.

- NBVC Naval Base Ventura County
- CSUCI California State University Channel Islands
- BOEM Bureau of Ocean Energy Management
- CALTRANS California Department of Transportation
- VCWPD Ventura County Watershed Protection District
- VCAPCD Ventura County Air Pollution Control District
- LAFCO Ventura Local Agency Formation Commission
- SCAG Southern California Association of Governments
- VCTC Ventura County Transportation Commission

The JLUS recommended strategies are presented in Table 2.

Issue or Strategy #	Military Compatibility Area (MCA)	Strategy	Timeframe for Initiation	COORDINATION / COMMUNICATION (COM)																Other Partner (See Notes)				
				City of Camarillo	City of Oxnard	City of Port Hueneme	Ventura County	NBVC / Navy	Oxnard Harbor District	CSUCI	BOEM	CALTRANS	California Highway Patrol	California Coastal Conservancy	VCWPD	VCAPCD	Ventura County Department of Airports	LAFCO	SCAG		VCTC			
COM-1	Communication between NBVC and Multiple Agencies and the Community <i>Associated with: NBVC</i> Communications with the community is challenging due to the multiple number of agencies with responsibilities in the area, which can create delays and conflicts for addressing issues associated with NBVC.																				Jurisdictions / Agencies	Compatibility Factor	Issue Statement	
COM-1A	Study Area	Identify a JLUS Coordination Committee Identify a JLUS Coordination Committee to maintain efficient and effective coordination among the JLUS partners, oversee the implementation of JLUS recommendations, and enhance long-term coordination on military compatibility issues. This could be integrated into an existing advisory committee appropriate to the area and issues addressed. The JLUS Coordination Committee should meet on a regular basis as agreed upon by the Committee. The JLUS Coordination Committee should develop a common and agreed upon public outreach method to ensure commonality from each entity. Other Partners: Any additional entities deemed appropriate (e.g., entities from the JLUS Technical or Policy Committees).	Short Term	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■			

Issue or Strategy ID Number: Alpha-numeric identifier used for reference.

MCA: The MCA in which each strategy applies.

Strategy: Description of the strategy.

Timeframe: Year in which each strategy should be initiated.

- Short (start 2016 / 2017)
- Mid (start 2018 / 2019)
- Long (start 2020 – 2022)
- On-going

Responsible Party: The primary and partner responsible agencies. For example, the ■ denotes a primary agency who will take the lead in implementation. The □ denotes a partner agency who will assist the primary agency in implementation

Figure 12. How to Read JLUS Recommended Strategies

Issue or Strategy #	Military Compatibility Area (MCA)	Recommended Strategy	Timeframe for Initiation	Initiators																
				City of Camarillo	City of Oxnard	City of Port Hueneme	Ventura County	NBVC / Navy	Oxnard Harbor District	CSUCI	BOEM	CALTRANS	California Highway Patrol	California Coastal Conservancy	VCWPD	VCAPCD	Ventura County Department of Airports	LAFCO	SCAG	VCTC
CLIMATE CHANGE (CC)																				
CC-1	Impacts of Climate Change <i>Associated with: NBVC</i> Potential implications of climate change, such as sea level rise, storm intensity, wild fires, and associated impacts to the NBVC mission.																			
CC-1A	Study Area Develop Climate Change Impact Assessment NBVC should work with the local jurisdictions, the OHD, California Department of Conservation and the DOD to develop a Climate Change Impact Assessment that addresses issues related to climate change for the installation, including references to sea level rise, wildfires and stormwater runoff intensities. This assessment and its associated actions should be coordinated with other local on-going studies. The Nature Conservancy / Coastal Resilience completed a climate change model for the area that should be used as a first look and relevant information can be used and expanded upon if necessary. Other Partners: DOD, California Department of Conservation, non-governmental organizations	Long Term <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												<input checked="" type="checkbox"/>
COORDINATION / COMMUNICATION (COM)																				
COM-1	Communication between NBVC and Multiple Agencies and the Community <i>Associated with: NBVC</i> Communications with the community is challenging due to the multiple number of agencies with responsibilities in the area, which can create delays and conflicts for addressing issues associated with NBVC.																			
COM-1A	Study Area Identify a JLUS Coordination Committee Identify a JLUS Coordination Committee to maintain efficient and effective coordination among the JLUS	Short Term <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>														

Issue or Strategy #	Military Compatibility Area (MCA)	Recommended Strategy	Timeframe for Initiation	City of Camarillo	City of Oxnard	City of Port Hueneme	Ventura County	NBVC / Navy	Oxnard Harbor District	CSUCI	BOEM	CALTRANS	California Highway Patrol	California Coastal Conservancy	VCWPD	VCAPCD	Ventura County Department of Airports	LAFCO	SCAG	VCTC	Other Partner (See Notes)
COM-1A (cont'd)		<p>partners, oversee the implementation of JLUS recommendations, and enhance long-term coordination on military compatibility issues.</p> <p>This could be integrated into an existing advisory committee appropriate to the area and issues addressed.</p> <p>The JLUS Coordination Committee should meet on a regular basis as agreed upon by the Committee.</p> <p>The JLUS Coordination Committee should develop a common and agreed upon public outreach method to ensure commonality from each entity.</p> <p>Other Partners: Any additional entities deemed appropriate (e.g., entities from the JLUS Technical or Policy Committees).</p>																			
COM-1B	Study Area	<p>Develop Memorandum of Understanding (MOU)</p> <p>NBVC should collaborate through the JLUS Coordination Committee to facilitate the development of a formal MOU that delineates the roles and responsibilities for each agency in the JLUS Study Area. This MOU should contain information such as:</p> <ul style="list-style-type: none"> ■ Point of Contact and contact information for each agency, ■ Role in addressing compatibility issues with the base, ■ Responsibility in addressing compatibility issues, ■ Community and military response times, and ■ Triggers for coordination and communication, e.g., infrastructure planning, water resources planning, economic development, etc. <p>Other Partners: Channel Islands Beach Community Services District, environmental groups, duck clubs, etc.</p>	Mid Term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Issue or Strategy #	Military Compatibility Area (MCA)	Recommended Strategy	Timeframe for Initiation	City of Camarillo	City of Oxnard	City of Port Hueneme	Ventura County	NBVC / Navy	Oxnard Harbor District	CSUCI	BOEM	CALTRANS	California Highway Patrol	California Coastal Conservancy	VCWPD	VCAPCD	Ventura County Department of Airports	LAFCO	SCAG	VCTC	Other Partner (See Notes)
COM-1C	Study Area	<p>Enhance and Maintain a GIS Data Clearinghouse</p> <p>Working with the Channel Islands Regional GIS Collaborative (CIRGIS), Ventura County and cities in the JLUS Study Area, as well as federal and state agencies and NBVC should work collaboratively to enhance the data held by CIRGIS, with emphasis on data layers related to compatibility planning (as contained in this JLUS). A protocol for accessing and updating the information should be developed to ensure accuracy and appropriate security measures are established.</p> <p>Other Partner: CIRGIS</p>	Mid Term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM-1D	Study Area	<p>Develop a Resource Management Reference Guide</p> <p>Ventura County, in cooperation with the JLUS partners, should develop a brief reference guide providing information about the various agencies in the JLUS Study Area with their respective responsibilities. This guide should be developed in a format that is easily posted to appropriate entity websites. It should be tailored to existing Navy issues and contain:</p> <ul style="list-style-type: none"> ■ Map(s) identifying the important resources in the area, and ■ Contact information for the agency representative that would help in cases of community-military compatibility. 	Mid Term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>												

Issue or Strategy #	Military Compatibility Area (MCA)	Recommended Strategy	Timeframe for Initiation	City of Camarillo	City of Oxnard	City of Port Hueneme	Ventura County	NBVC / Navy	Oxnard Harbor District	CSUCI	BOEM	CALTRANS	California Highway Patrol	California Coastal Conservancy	VCWPD	VCAPCD	Ventura County Department of Airports	LAFCO	SCAG	VCTC	Other Partner (See Notes)
INFRASTRUCTURE EXTENSIONS (IE)																					
IE-1	Potential Extension of Infrastructure <i>Associated with: NBVC</i> The extension of additional / new services to areas near the installation to supplement (i.e., add redundant capacity or access) or replace current facilities could extend infrastructure into undeveloped areas, creating the potential for incompatible growth near the base.																				
IE-1A	Study Area	Coordination on Infrastructure Planning Notify and coordinate infrastructure expansion plans with the Public Works Department at NBVC. When communities or other service providers move forward with any plans of extending infrastructure in the vicinity of any of the facilities of NBVC, such as a sewer extension, water redundancy, or power lines, NBVC shall be notified. The provider should be prepared to discuss alternatives that would help reduce potential future development along the infrastructure line (growth-inducement). The coordination should be done early in the planning process to optimize compatibility and reduce costs associated with plan changes. Other Partners: Southern California Edison, local school districts, utility providers, and other special districts	Mid Term / On-going	■	■	■	■	□		■					■			■			■
IE-1B	Study Area	Annexations and Sphere of Influence Changes The JLUS jurisdictions should communicate with NBVC on all proposed annexations or changes to spheres of influence or infrastructure service areas for review and comment before they submit their proposals to LAFCO for a decision.	On-going	■	■	■		□													

Issue or Strategy #	Military Compatibility Area (MCA)	Recommended Strategy	Timeframe for Initiation	City of Camarillo	City of Oxnard	City of Port Hueneme	Ventura County	NBVC / Navy	Oxnard Harbor District	CSUCI	BOEM	CALTRANS	California Highway Patrol	California Coastal Conservancy	VCWPD	VCAPCD	Ventura County Department of Airports	LAFCO	SCAG	VCTC	Other Partner (See Notes)
IE-1C	Study Area	<p>Placement of New or Expanded High Voltage Transmission Lines</p> <p>Early in the planning process for new or expanded capacity relative to high voltage transmission lines (120 kV or above), utility providers should coordinate with NBVC to ensure placement is safe relative to air operations and to ensure new or expanded facilities will not adversely impact electromagnetic spectrum used by NBVC. Local jurisdictions and LAFCO should ensure NBVC has been coordinated with on permit processes they have purview over.</p> <p>Other Partners: Southern California Edison, Utility providers, California Public Utilities Commission, California Independent System Operator, and other special districts</p>	On-going	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>								<input type="checkbox"/>			<input checked="" type="checkbox"/>

Issue or Strategy #	Military Compatibility Area (MCA)	Recommended Strategy	Timeframe for Initiation	Recommended Strategy														Other Partner (See Notes)		
				City of Camarillo	City of Oxnard	City of Port Hueneme	Ventura County	NBVC / Navy	Oxnard Harbor District	CSUCI	BOEM	CALTRANS	California Highway Patrol	California Coastal Conservancy	VCWPD	VCAPCD	Ventura County Department of Airports		LAFCO	SCAG
LU-5	Victoria Avenue Ownership	<p><i>Associated with: NBVC Port Hueneme</i></p> <p>A recent survey of Navy land revealed that the Navy and the adjoining jurisdictions (County of Ventura, City of Oxnard, and City of Port Hueneme) own portions of Victoria Avenue, a public roadway.</p>																		
LU-5A	Port Hueneme	<p>Update Jurisdictional Surveys</p> <p>NBVC should work with Ventura County, Oxnard, and Port Hueneme to update surveys associated with Victoria Avenue ownership to ensure regulations and right-of-ways are accounted for appropriately.</p>	Mid Term		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>												
LU-5B	Port Hueneme	<p>Coordination of Capital Improvements</p> <p>The Navy, Ventura County, Oxnard, and Port Hueneme should coordinate, update CIPs, and share in the responsibility of maintaining and improving including funding of improvement projects to Victoria Avenue based on ownership of land under the right-of-way.</p>	On-going		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
LU-6	Future Annexations / Changes to SOI	<p><i>Associated with: NBVC</i></p> <p>In the evaluation of future changes to SOI and/or annexation proposals in the vicinity of NBVC, LAFCO criteria do not currently address military compatibility issues.</p>																		
LU-6A	Study Area	<p>Update Municipal Service Review Process</p> <p>The Ventura County LAFCO should update its Municipal Service Review Process to incorporate military compatibility guidelines.</p>	Mid Term					<input type="checkbox"/>										<input checked="" type="checkbox"/>		
		See strategy IE-1C.																		

Issue or Strategy #	Military Compatibility Area (MCA)	Recommended Strategy	Timeframe for Initiation	City of Camarillo	City of Oxnard	City of Port Hueneme	Ventura County	NBVC / Navy	Oxnard Harbor District	CSUCI	BOEM	CALTRANS	California Highway Patrol	California Coastal Conservancy	VCWPD	VCAPCD	Ventura County Department of Airports	LAFCO	SCAG	VCTC	Other Partner (See Notes)	
LU-8B	Study Area	<p>Support Land Use Policies and Laws that Prevent Encroachment.</p> <p>LAFCO should update and review its guidelines to include the evaluation of military compatibility issues within the JLUS Study Area (see also LU-6A). LAFCO should review school proposals within the JLUS Study Area to ensure siting and development are done in a way to be compatible with AICUZ guidance.</p> <p>For any GPA or change in CURB boundaries, the County and JLUS cities should review changes to ensure that military compatibility, including incorporation of concepts documented in the JLUS strategies and NBVC AICUZ recommendations, are addressed.</p>	Mid Term	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>											<input type="checkbox"/>				
LU-8C	Study Area	<p>Engage Readiness and Environmental Protection Integration Funding</p> <p>NBVC should look into the possibility of engaging Readiness and Environmental Protection Integration (REPI) funds and partnering with local entities to preserve undeveloped lands for agriculture.</p> <p>Other partner: Local agricultural and open space preservation entities.</p>	Mid Term					<input checked="" type="checkbox"/>														<input checked="" type="checkbox"/>
LU-9	<p>Military Compatibility Policy within General Plans and Local Coastal Plans <i>Associated with: NBVC</i> Local jurisdictions may need to update general plans and/or local coastal plans to address military compatibility.</p>																					

RESOLUTION SUPPORTING COLLABORATION WITH REGIONAL PARTNERS TO EVALUATE THE NAVAL BASE VENTURA COUNTY JOINT LAND USE STUDY RECOMMENDED STRATEGIES AND IDENTIFIED COMPATIBILITY ISSUES TO DECIDE FEASIBLE STEPS FOR IMPLEMENTATION

WHEREAS, the Naval Base Ventura County (NBVC) Joint Land Use Study (JLUS) is a cooperative planning effort, in a defined study area, to identify compatibility guidelines within, and adjacent to, active military installations. Its primary objective is to establish and encourage a working relationship among military installations and stakeholders in the area to act as a team to prevent and / or reduce encroachment issues associated with current and future missions and local growth; and

WHEREAS, NBVC is the premier US Naval Base for fleets testing, evaluation, training and experimentation in all conflict scenarios and a premier naval construction mobilization base. NBVC has been an integral part of Ventura County through direct and indirect employment, operations, and maintenance contracts, and as an active member in the local community. In 2013, it was recognized that NBVC supported over 20,060 military and civilian personnel that generated an annual economic impact of two billion dollars; and

WHEREAS, the NBVC JLUS defined study area was designed to address all lands near NBVC that may impact current or future military operations or be impacted by military operations, including portions of unincorporated Ventura County, Cities of Camarillo, Oxnard, and Port Hueneme, San Nicolas Island, and the Point Mugu Sea Range; and

WHEREAS, conducted in collaboration with NBVC installation personnel, the JLUS stakeholders included surrounding Cities; County of Ventura; State and Federal agencies; Local, County, Regional, and State planning, regulatory, and land management agencies; advocacy organizations; non-governmental organizations; and a number of other special interest stakeholders including educational institutions; and

WHEREAS, the NBVC JLUS effort was funded through a grant from the Department of Defense, Office of Economic Adjustment and contributions by the designated local sponsor, Ventura County Transportation Commission. The content of the JLUS is produced by and for the local stakeholders; and

WHEREAS, the JLUS planning process was guided by two committees composed of community, agency, organizational and military representatives: the Policy Committee and a Technical / Advisory Committee. There were a number of public workshops where residents provided valuable feedback throughout the process; and

WHEREAS, the final NBVC JLUS Report includes 139 recommended strategies that address 82 compatibility issues developed by the public and study stakeholders. The JLUS Policy Committee accepted the document and recommended that project partners commit to continued regional collaboration to evaluate the JLUS recommended strategies and identified compatibility issues.

NOW, THEREFORE, BE IT RESOLVED, that the Ventura Local Agency Formation Commission does hereby express support for the continued collaboration with regional partners to evaluate the NBVC JLUS recommended strategies and identified compatibility issues to decide feasible steps for implementation. The Commission further recognizes the Naval Base Ventura County Joint Land Use Study as a resource to help preserve long-term compatibility between NBVC and the surrounding areas and to better protect health, safety, and welfare.

This resolution was adopted on January 20, 2016.

	AYE	NO	ABSTAIN	ABSENT
Commissioner Cunningham	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Dandy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Freeman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Morehouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Parvin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner 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 Ramirez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Rooney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Ross	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date

Chair, Ventura Local Agency Formation Commission

Copies: Naval Base Ventura County
Ventura County Transportation Commission
County of Ventura
City of Camarillo
City of Oxnard
City of Port Hueneme



VENTURA LOCAL AGENCY FORMATION COMMISSION
STAFF REPORT

Meeting Date: January 20, 2016

TO: LAFCo Commissioners

FROM: Kai Luoma, Executive Officer

SUBJECT: Commissioner’s Handbook Sections 1.1.7.1 – Records; and 1.3.2.8 – Recordings of Meetings

RECOMMENDATION:

- A. Adopt the attached resolution making amendments to Section 1.1.7.1 of the Commission’s By-Laws (requires affirmative vote of six members (four-fifths) of the Commission).
- B. Adopt the attached resolution making amendments to Section 1.3.2.8 of the Commissioner’s Handbook and adding Section 2.4.7.

BACKGROUND:

At the October 2015 LAFCo meeting, the Commission directed staff to develop policies to require that Commission meetings be recorded. Currently, there are two sections of the Commissioner’s Handbook that pertain to the recording of Commission meetings, neither of which requires that meetings be recorded. Handbook Section 1.3.2.8 provides that meetings are not typically recorded. Should a meeting be recorded, Section 1.1.7.1(c) of the Commission’s By-Laws provides that the recording may be destroyed after 30 days. These sections are as follows:

1.3.2.8 Recordings of Meetings: Meetings of the Commission are not typically tape-recorded as there is no requirement that the proceedings of any meeting of the Ventura LAFCo be tape-recorded. If tape or film recordings of any meeting are available they will be maintained as provided in the By-Laws.

COMMISSIONERS AND STAFF

<p>COUNTY: Linda Parks John Zaragoza <i>Alternate:</i> Steve Bennett</p>	<p>CITY: Carl Morehouse, Vice Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez</p>	<p>DISTRICT: Bruce Dandy Elaine Freeman <i>Alternate:</i> Mary Anne Rooney</p>	<p>PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> David J. Ross</p>
<p>Executive Officer: Kai Luoma, AICP</p>	<p>Analyst Andrea Ozdy</p>	<p>Office Manager/Clerk Richelle Beltran</p>	<p>Legal Counsel Michael Walker</p>

1.1.7.1 Records:

(c) Any tape or film record of a Ventura LAFCo meeting may be erased or destroyed 30 days after the taping or recording pursuant to law.

DISCUSSION

Consistent with the Commission's direction, staff recommends that Section 1.3.2.8 be replaced entirely with language to require that all regular meetings of the Commission are to be audio or audio/video recorded and that special meetings of the Commission are to be audio or audio/video recorded if feasible. The recommended revisions (~~strikeout~~ indicates language to be removed, red underline indicates new language) include:

**DIVISION 1 – OPERATIONAL RULES AND REGULATIONS
CHAPTER 3 – COMMISSION PROTOCOLS
SECTION 1.3.2 MEETINGS**

1.3.2.8 Recordings of Meetings: Meetings of the Commission are not typically tape recorded as there is no requirement that the proceedings of any meeting of the Ventura LAFCo be tape recorded. If tape or film recordings of any meeting are available they will be maintained as provided in the By-Laws. All regular meetings of the Commission shall be audio or audio/video recorded. Special meetings of the Commission shall be audio or audio/video recorded if such recordings are feasible in the venue of the meeting.

Staff also recommends that Section 1.1.7.1(c) of the By-Laws be removed. Instead, staff recommends that a new subsection be added to Handbook Division 2 (Operational Policies), Chapter 4 (Public Information and Records Retention) regarding the retention of the audio and audio/visual recordings. Staff recommends that the new section provide for the retention of the recordings in the LAFCo office for a minimum period of three years. Though the time period to retain the recordings is arbitrary, the recommended three-year time period is consistent with the Commission's other policies that provide that original case files are to be maintained in the LAFCo office for three years after which they are to be moved to a secure, off-site long-term storage facility (see Sections 2.4.6(a)(i, ii)). These recommended Handbook revisions include:

**DIVISION 1 – OPERATIONAL RULES AND REGULATIONS
CHAPTER 1 – BY-LAWS
SECTION 1.1.7 RECORD OF PROCEEDINGS**

1.1.7.1 Records:

- (a) The Executive Officer shall keep a record of the resolutions, transactions, findings and determinations of the Ventura LAFCo.
- (b) Any duplicate record, paper, or other document may be destroyed that is more than two years old, but only if an original or photographic copy of the

record, paper, or other document is retained in the files of the Ventura LAFCo pursuant to law.

~~(c) — Any tape or film record of a Ventura LAFCo meeting may be erased or destroyed 30 days after the taping or recording pursuant to law.~~

DIVISION 2 – OPERATIONAL POLICIES

CHAPTER 4 – PUBLIC INFORMATION AND RECORDS RETENTION

SECTION 2.4.7 RETENTION OF AUDIO AND AUDIO/VIDEO RECORDINGS

A digital copy of audio and audio/video recordings required pursuant to Handbook Section 1.3.2.8 shall be retained in the LAFCo office for a minimum of three years from the date of the recording. Recordings older than three years may be destroyed.

Pursuant to Section 1.1.8.2, revisions to Section 1.1.7.1, which is part of the Commission's By-Laws, may be revised only with the affirmative vote of six members (four-fifths) of the Commission.

Attachments:

1. Resolution making amendments to Section 1.1.7.1 of the Commissioner's Handbook
2. Resolution making amendments to Section 1.3.2.8 of the Commissioner's Handbook and adding Section 2.4.7 to the Handbook

**RESOLUTION OF THE VENTURA LOCAL AGENCY
FORMATION COMMISSION MAKING AMENDMENTS TO
DIVISION 1, CHAPTER 1 – BY-LAWS OF THE
COMMISSIONER’S HANDBOOK**

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

WHEREAS, the Ventura Local Agency Formation Commission (LAFCo or Commission) first adopted bylaws in 1963 to assist its operation; and

WHEREAS, the Commission periodically adopts revisions to the Commissioner’s Handbook containing its written policies, procedures, and bylaws as necessary; and

WHEREAS, the Commission desires to make various amendments to its bylaws relating to the recording of Commission meetings as set forth in the Staff Report; and

WHEREAS, on January 20, 2016, the Commission heard and considered the Staff Report and the public had an opportunity to comment on the recommended amendments to the Commission’s bylaws;

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

- (1) Amends Division 1 – Operational Rules and Regulations, Chapter 1 – By-laws by amending Section 1.1.7.1 of the Commissioner’s Handbook regarding the retention of recordings of Commission meetings as shown in Exhibit A.
- (2) Directs the Executive Officer to compile the amendments to the Commissioner’s Handbook in the form of replacement pages and distribute them to interested parties.
- (3) Establishes the effective date of this resolution as January 20, 2016.

This resolution was adopted on January 20, 2016.

	AYE	NO	ABSTAIN	ABSENT
Commissioner Cunningham	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Dandy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Freeman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Morehouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Parvin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner 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 Ramirez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Rooney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Ross	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date

Chair, Ventura Local Agency Formation Commission

Attachments: Exhibit A

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

EXHIBIT A

DIVISION 1 – OPERATIONAL RULES AND REGULATIONS

CHAPTER 1 – BY-LAWS

SECTION 1.1.7 RECORD OF PROCEEDINGS

1.1.7.1 Records:

- (a) The Executive Officer shall keep a record of the resolutions, transactions, findings and determinations of the Ventura LAFCo.
- (b) Any duplicate record, paper, or other document may be destroyed that is more than two years old, but only if an original or photographic copy of the record, paper, or other document is retained in the files of the Ventura LAFCo pursuant to law.

**RESOLUTION OF THE VENTURA LOCAL AGENCY
FORMATION COMMISSION MAKING AMENDMENTS TO
DIVISION 1, CHAPTER 3 (COMMISSION PROTOCOLS) OF
THE COMMISSIONER'S HANDBOOK AND ADDING SECTION
2.4.7 (RETENTION OF AUDIO AND AUDIO/VIDEO
RECORDINGS) TO DIVISION 2, CHAPTER 4 OF THE
COMMISSIONER'S HANDBOOK**

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

WHEREAS, the Ventura Local Agency Formation Commission (LAFCo or Commission) first adopted bylaws in 1963 to assist its operation; and

WHEREAS, the Commission periodically adopts revisions to the Commissioner's Handbook containing its written policies, procedures, and bylaws as necessary; and

WHEREAS, the Commission desires to make various amendments to its bylaws relating to the audio or audio/visual recording of Commission meetings as set forth in the Staff Report; and

WHEREAS, on January 20, 2016, the Commission heard and considered the Staff Report and the public had an opportunity to comment on the recommended amendments to the Commission's bylaws;

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

- (1) Amends Division 1 – Operational Rules and Regulations, Chapter 3 – Commission Protocols by amending Section 1.3.2.8 of the Commissioner's Handbook regarding the recording of Commission meetings as shown on Exhibit A.
- (2) Adds Section 2.4.7 – Retention of Audio and Audio/Video Recordings to Division 2 – Operational Policies, Chapter 4 – Public Information and Records Retention to the Commissioner's Handbook as shown in Exhibit A.
- (3) Directs the Executive Officer to compile the amendments to the Commissioner's Handbook in the form of replacement pages and distribute them to interested parties.
- (4) Establishes the effective date of this resolution as January 20, 2016.

This resolution was adopted on January 20, 2016.

	AYE	NO	ABSTAIN	ABSENT
Commissioner Cunningham	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Dandy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Freeman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Morehouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Parks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Parvin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner 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 Ramirez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Rooney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alt. Commissioner Ross	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date

Chair, Ventura Local Agency Formation Commission

Attachments: Exhibit A

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

EXHIBIT A

DIVISION 1 – OPERATIONAL RULES AND REGULATIONS
CHAPTER 3 – COMMISSION PROTOCOLS
SECTION 1.3.2 MEETINGS

1.3.2.8 Recordings of Meetings: All regular meetings of the Commission shall be audio or audio/video recorded. Special meetings of the Commission shall be audio or audio/video recorded if such recordings are feasible at the venue of the meeting.

DIVISION 2 – OPERATIONAL POLICIES
CHAPTER 4 – PUBLIC INFORMATION AND RECORDS RETENTION
SECTION 2.4.7 RETENTION OF AUDIO AND AUDIO/VIDEO RECORDINGS

A digital copy of audio and audio/video recordings required pursuant to Handbook Section 1.3.2.8 shall be retained in the LAFCo office for a minimum of three years from the date of the recording. Recordings older than three years may be destroyed.



VENTURA LOCAL AGENCY FORMATION COMMISSION
STAFF REPORT

Meeting Date: January 20, 2016

TO: LAFCo Commissioners

FROM: Kai Luoma, AICP, Executive Officer 

SUBJECT: Cancellation of the February 17, 2016 Regular Meeting

RECOMMENDATION:

Cancel the February 17, 2016 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 action as of the date this report was prepared, staff is recommending that the Commission cancel the February meeting. The next scheduled meeting would occur on March 16, 2016.

COMMISSIONERS AND STAFF

COUNTY: Linda Parks John Zaragoza <i>Alternate:</i> Steve Bennett	CITY: Carl Morehouse, Vice Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez	DISTRICT: Bruce Dandy Elaine Freeman <i>Alternate:</i> Mary Anne Rooney	PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> David J. Ross
Executive Officer: Kai Luoma, AICP	Analyst Andrea Ozdy	Office Manager/Clerk Richelle Beltran	Legal Counsel Michael Walker