



VENTURA LOCAL AGENCY FORMATION COMMISSION
AGENDA

Wednesday, March 16, 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. Agenda Review
Consider and approve, by majority vote, minor revisions to Commission items and/or attachments and any item added to, or removed/continued from, the LAFCo agenda and changes to the order of business to accommodate a special circumstance.
5. Commission Presentations and Announcements
6. 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, Chair Janice Parvin <i>Alternate:</i> Carmen Ramirez	DISTRICT: Bruce Dandy Elaine Freeman, Vice-Chair <i>Alternate:</i> Mary Anne Rooney	PUBLIC: Lou Cunningham <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

7. Minutes of the Ventura LAFCo January 20, 2016 Meeting
8. LAFCo 16-01 City of Oxnard Reorganization - Dewey
The proposal consists of the following requested actions to allow for the replacement of an existing commercial building with a new, 5,818-square-foot commercial building on a half-acre parcel known as Assessor's Parcel Number 149-0-082-030: annexation to the City of Oxnard; detachment from the Ventura County Resource Conservation District; detachment from the Ventura County Fire Protection District; and detachment from County Service Area No. 33.
9. Budget to Actual Reports: January and February 2016
RECOMMENDED ACTION: Approval of Items 7 and 8 and Receive and File Item 9

PUBLIC HEARING ITEMS

10. Sphere of Influence Review/Update
Review the sphere of influence for Oxnard Drainage District No. 2 and determine that no sphere of influence update or municipal service review report is necessary pursuant to Government Code § 56430(a).
RECOMMENDED ACTION: Approval
11. LAFCo 15-18 Bell Canyon Community Services District – Activation of the Latent Power to Provide Community Emergency Response Team Service - Withdrawn
RECOMMENDED ACTION: Receive and File

ACTION ITEMS

12. LAFCo 16-02 Blanchard/Santa Paula Library District – Recognition of District Boundary
Adopt a Resolution acknowledging the existing district boundary for the Blanchard/Santa Paula Library District (BSPLD) and making findings that acknowledgment of the BSPLD's boundary is exempt from the California Environmental Quality Act (CEQA) pursuant to § 15061(b)(3) of the CEQA Guidelines.
RECOMMENDED ACTION: Approval

ACTION ITEMS, CONTINUED

13. Streaming LAFCo Meetings and Posting Recorded LAFCo Meetings on Website
- A. Direct staff to work with County staff to allow for the live streaming of regular LAFCo meetings from the LAFCo website.
 - B. Direct staff to work with County staff to post archived recordings of LAFCo meetings on the Ventura LAFCo website.
 - C. Other direction as appropriate.
- RECOMMENDED ACTION: Direct Staff as Appropriate

14. Potential Relocation of the LAFCo Office
- RECOMMENDED ACTION: Direct Staff as Appropriate

EXECUTIVE OFFICER'S REPORT

The next LAFCo meeting will be held on April 20, 2016.

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
MEETING MINUTES
Wednesday, January 20, 2016
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 9:02 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 Rooney
- Alt. Commissioner Ross

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

4. Election of Officers for 2016

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

Motion: Appoint city member Morehouse as Chair
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

Motion: Appoint special district member Freeman as Vice-Chair
Moved by Bruce Dandy, seconded by Janice Parvin

Vote: Motion carried 7-0

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

5. Agenda Review

The Commission reviewed the agenda and made no changes.

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.
David Sasek accepted the certificate.

Alternate Commissioner Ramirez arrived.

7. Public Comments

Charles Vanoni commented about LAFCo's involvement in the potential annexation of his family's property to the City of Ventura for development.

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

Motion: Approve Items 8 and 9 and Receive and File Item 10
Moved by Bruce Dandy, seconded by Elaine Freeman

Vote: Motion carried 7-0

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

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

Chair Morehouse opened the public hearing; and with no public speakers, Chair Morehouse closed the public hearing.

Motion: Continue to the next LAFCo meeting
Moved by John Zaragoza, seconded by Linda Parks

Vote: Motion carried 7-0

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

PUBLIC HEARING ITEMS, CONTINUED

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 District

RECOMMENDED ACTION: Approval

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

Motion: Approve

Moved by Janice Parvin, seconded by Elaine Freeman

Vote: Motion carried 7-0

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

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

Steve DeGeorge gave the presentation; and Amanda Fagan commented.

Motion: Receive and File recommendation A

Moved by Elaine Freeman, seconded by John Zaragoza

Vote: Motion carried 7-0

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

Motion: Approve recommendation B as modified: develop potential policies related to the recommendations of the JLUS for Commission consideration at a future meeting

Moved by John Zaragoza, seconded by Janice Parvin

Vote: Motion carried 7-0

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

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ACTION ITEMS, CONTINUED

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

Kai Luoma presented the staff report; and Lynn Jensen gave public comment

Motion: Approve as modified: section 2.4.7 to read: a digital copy of audio and audio/video recordings shall be retained in the LAFCo office for a minimum of seven years from the date of the recording. Recordings older than seven years may be destroyed

Moved by Elaine Freeman, seconded by John Zaragoza

Vote: Motion carried 7-0

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

15. Cancellation of the February 2016 Regular Meeting

RECOMMENDED ACTION: Approve

Motion: Approve

Moved by Linda Parks, seconded by John Zaragoza

Vote: Motion carried 6-1

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

No: Lou Cunningham

EXECUTIVE OFFICER’S REPORT

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

COMMISSIONERS’ COMMENTS

Commissioner Freeman thanked Michael Walker for his clarification regarding the subject of LAFCos having jurisdiction over transit districts.

Commissioner Cunningham announced that this is his 16th and final year as a public member of LAFCo and that he has enjoyed serving.

Chair Morehouse commented that Southern California Association of Governments’ Regional Transportation Plan Sustainable Communities Strategy draft is available for review until February 1st.

ADJOURNMENT

Chair Morehouse adjourned the meeting at 10:12 A.M.

These Minutes were approved on March 16, 2016

Motion: _____

Second: _____

Yes: _____

No: _____

Abstain: _____

Date Carl Morehouse, Chair, Ventura Local Agency Formation Commission



VENTURA LOCAL AGENCY FORMATION COMMISSION
STAFF REPORT

Meeting Date: March 16, 2016
(Consent)

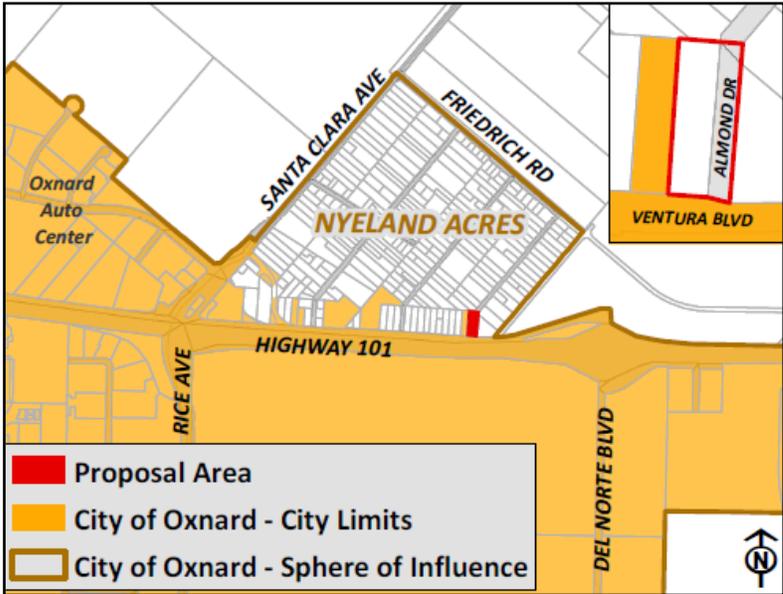
LAFCo Case: LAFCo 16-01 City of Oxnard Reorganization – Dewey

Proposal: The proposal consists of the following requested actions to allow for the replacement of an existing commercial building with a new, 5,818-square-foot commercial building on a ½ acre parcel (“Dewey property”) known as Assessor’s Parcel Number 149-0-082-030:

- Annexation to the City of Oxnard
- Detachment from the Ventura County Resource Conservation District (VCRCD)
- Detachment from the Ventura County Fire Protection District (VCFPD)
- Detachment from Ventura County Service Area No. 33 (CSA 33)

Size: Approximately ½ acre.

Location: The Dewey property is located at 2991 Ventura Boulevard, at the northwest corner of the intersection of Ventura Boulevard and Almond Drive, in the Nyeland Acres community north of and abutting the City of Oxnard. The proposal area includes the Dewey property and the segment of the Almond Drive road right-of-way that is east of and contiguous to the Dewey property (see Attachments 1 and 2)



The site is within the spheres of influence of the City and all districts involved in the reorganization. It is also within the spheres and boundaries of the Calleguas Municipal Water District (CMWD) and the Oxnard Harbor District (OHD). No sphere of influence amendments are requested or required in order to accomplish the reorganization.

COMMISSIONERS AND STAFF

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

Proponent: City of Oxnard, by resolution.

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

Recommendations:

1. Determine that the action to approve the reorganization request is exempt under California Environmental Quality Act (CEQA) Guidelines § 15302; and
2. Adopt the attached resolution LAFCo 16-01 making determinations and approving the City of Oxnard Reorganization – Dewey.

Description of Proposal:

Request:

In 2014, the City Council of the City of Oxnard approved the request to pre-zone the Dewey property, occupied by Dewey Pest Control, to General Commercial Planned Development (C-2-PD) and replace the existing commercial office building on the Dewey property. The City of Oxnard submitted the subject application to LAFCo, requesting that the Commission approve a reorganization to allow for the proposed development. The Commission approved the request on November 19, 2014.

However, pursuant to Government Code § 57001, a reorganization shall be terminated if a certificate of completion has not been filed (i.e., recorded) within one year of approval, unless LAFCo grants an extension prior to the expiration of that year. Among the items necessary for recording the certificate of completion are a County Surveyor-certified legal description and map, which formally describe the territory involved in the reorganization. As of November 19, 2015, the County Surveyor had not received a legal description and map that were sufficient for certification and recording. Therefore, the certificate of completion could not be filed and LAFCo proceedings were deemed to be terminated. On February 3, 2016, the City reapplied for the reorganization to allow for the proposed development.

Development of the proposed facility requires annexation to the City because the existing water purveyor for the site (Garden Acres Mutual Water Company) cannot provide sufficient water for fire suppression. In order to connect to the City's water system for fire suppression purposes, the Dewey property must be within the jurisdictional boundaries of the City. The City states that it recently completed installation of a new, 12-inch water main along Ventura Boulevard between Rice/Santa Clara Avenue and Almond Drive, and the project includes connection to the new water main.

The proposal also includes the detachment of the proposal area from the VCRCO (which provides soil and water conservation services in unincorporated County areas only); the VCFPD

(which provides fire protection and paramedic services to all unincorporated areas in the County and to the Cities of Ojai, Port Hueneme, Camarillo, Thousand Oaks, Moorpark, and Simi Valley); and CSA 33 (which provides recreation and parks services in all areas outside cities and recreation and parks districts).

General Analysis:

Government Code § 56668 identifies several factors that the Commission must consider as part of its review of a 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 *Limited Industrial (M2)*, and a City General Plan land use designation of *Commercial General*. The City has pre-zoned the proposal area to *General Commercial Planned Development (C-2-PD)*. Surrounding properties are designated and zoned as follows:

	Current Use	Jurisdiction	General Plan	Zoning
North	Residential	County	Existing Community – Urban Reserve	RE-10,000 sq.ft. (Rural Exclusive, 10,000 square foot minimum parcel size)
South	Highway 101	City	N/A (Road right-of-way)	N/A (Road right-of-way)
East	Commercial Office	County	Existing Community – Urban Reserve	CPD (Commercial Planned Development)
West	Commercial Office	City	Commercial General	C-2-PD (General Commercial Planned Development)

The project site is surrounded with commercial development to the west and east along Ventura Boulevard, residential properties to the north, and the Ventura Freeway (Highway 101) immediately to the south. The subject proposal will not affect surrounding zoning or General Plan designations. The City of Oxnard 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 of Oxnard. Based on 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 Nyeland Acres community, most of which is unincorporated and all of which is within the City of Oxnard's sphere of influence (the probable physical boundary and service area, as defined in Government Code § 56076). The proposal area has been designated for commercial development by the City's General Plan, contains a commercial facility, and is contiguous to other similarly-developed territory within the City.

Topography, Natural Features and Drainage

The Dewey property contains a commercial office and associated parking area. According to the application materials submitted and a review of the site, the proposal area is level. The property is surrounded by residential and commercial uses on flat land in the developed community of Nyeland Acres. Several mature trees are located on the property, however no other natural features are present.

Population

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 200,390, and that the estimated population in 2015 was 209,357. While the commercial development will support an estimated 13 employees, the Dewey property will not be used for residential purposes, and therefore will not result in any changes to the City's population.

Regional Transportation Plan

The application materials submitted document that the proposed development would not result in the addition of any new residents within the proposal area. Instead, the development proposal involves the replacement of an existing commercial building. LAFCo staff did not identify any conflicts of the proposal related to the contents of the *2012-2035 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS)* (adopted by the Southern California Association of Governments in 2012).

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

The City of Oxnard 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 City provides fire protection services within its jurisdiction. The closest fire station to the proposal area is Station 5 located at 1450 Colonia Road (approximately 3.3 miles from the proposal area), and the average response time for fire/emergency service calls is 4 minutes for priority calls and 5 minutes for non-priority calls. Future development within the proposal area is not expected to result in increased demands for fire protection and related services, as the proposal area is within an existing developed community, and the development consists of the replacement of an existing, operational office building with a new office building.

Law Enforcement: The City provides law enforcement services within its jurisdiction, the majority of which are financed through the City's General Fund. The development of a single commercial building is not expected to result in increased demands for law enforcement services.

Library Services: The City of Oxnard provides library services within the City and operates three public libraries throughout the City. Library operations are funded through the City's General Fund, which allocated \$4,272,386 for the 2012-2013 fiscal year. As stated above in this staff report, development of the proposal area is not expected to increase the City's population, and therefore would not increase demands on the City's library system.

Recreation and Parks Services: The City provides recreation and park services within its jurisdiction, the majority of which are financed through the City's General Fund. As discussed above in this report, the development is commercial in nature and will not result in a change in the City's population or an increased demand in recreation and parks services.

Schools: The proposal area is located within the Rio School District and the Oxnard Union High School District. As discussed in this staff report, the development is commercial in nature and will not result in an increased demand in school facilities.

Flood Control Services: The submitted application materials state that the property will be served by storm drain facilities that are operated and maintained by the City, and that existing infrastructure can accommodate the proposed development. The developer is responsible for complying with standard City requirements pertaining to protection of the new development from inundation during a 100-year storm.

Street Maintenance: The proposal does not include the addition of any new streets. Ventura Boulevard is currently, and would continue to be, maintained by the City. As discussed above in this report, the segment of Almond Drive that is immediately east of the project site is included within the proposal area. If the proposal is approved, the City would assume street maintenance from the County for the 300-foot long annexed segment of Almond Drive. Therefore, the City would be responsible for new road maintenance services.

Wastewater: Ventura County Service Area No. 30 (CSA 30) provides and will continue to provide wastewater collection and conveyance services to the proposal area using existing infrastructure (wastewater is conveyed to and treated by the City of Oxnard's treatment facility). System maintenance will continue to be provided by CSA 30, and funded through monthly sewer service payments. Build-out of the project will generate approximately 0.0007 mgd, and existing treatment capacity by the City can accommodate all existing and approved but as-of-yet unbuilt development projects. Therefore, it appears that there is adequate treatment capacity to serve development within the proposal area.

Water: The Garden Acres Mutual Water Company currently provides domestic water service to the proposal area. As discussed above in the project description, the City would provide potable water to the new development on the Dewey property. The City is a water retailer that receives water wholesale from the CMWD (CMWD is the regional member agency of the Metropolitan Water District). City water would be provided through a new lateral line extended 13 feet from the existing mainline in the Ventura Boulevard road right-of-way. The City plans to assume water service to the Dewey property through its new infrastructure, upon development of 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 1.5 acre feet per year (AFY) to support the proposed development.

At the time of building permit issuance, the developer will be responsible for financing the installation of the lateral line for water service improvements to the Dewey property. 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 LAFCo Commissioner's Handbook (Handbook), including Handbook Section 3.2.1 which provides that "cities shall annex entire roadway sections adjacent to territory proposed to be annexed and shall include complete intersections." While the City Council resolution of application to LAFCo does not specifically state that the proposal includes a portion of the Almond Drive road right-of-way, the materials submitted in the City's application to LAFCo document that the City agrees to the annexation of the segment of Almond Drive located immediately east of the Dewey property.

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 3) 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, review of the map and legal description is in progress but has not yet 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. These provisions do not apply to roads within the public road network.

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

All of the territory included in the proposed reorganization 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 VCRCO, VCFPD, and CSA 33. The spheres of these districts encompass the entire County (in general), and therefore no sphere amendments for these districts are required in association with the requested detachments. Additionally, the proposal area is within the spheres and service areas of the CMWD and the OHD. No other spheres of influence would be affected by the proposal.

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

The proposal does not involve the creation of any parcels for residential use. Pursuant to the application materials submitted, the City’s General Plan Housing Element does not identify the site as one needed in order for the City to meet its regional housing needs obligation.

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

The proposal area is located in the Nyeland Acres community, which is one of the two communities that the Commission determined met the definition of a disadvantaged unincorporated community (DUC) (Handbook Section 3.2.5). LAFCo will generally not approve an annexation of 28 acres or more of land contiguous to a DUC unless a request to annex the DUC has been filed with the LAFCo Executive Officer. Because the proposal involves the annexation of territory within a DUC to the City and does not involve the annexation of 28 acres or more contiguous to the DUC, the proposal is consistent with LAFCo law and the Handbook. Therefore, 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.

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 Oxnard City Council approved the proposed development on the Dewey property, 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 replacement of an office building is exempt from CEQA pursuant to CEQA Guidelines § 15302 because it consists of a “replacement of a commercial structure with a new structure of substantially the same size, purpose, and capacity” and because the proposed facility involves “negligible or no expansion of capacity.” 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 in the proposal area. As such, the proposal area is considered by LAFCo 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 annexation. Staff recommends that the Commission consider the proposal without notice and a hearing, and waive protest proceedings entirely. The resolution approving the reorganization contains the appropriate language to waive protest proceedings.

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

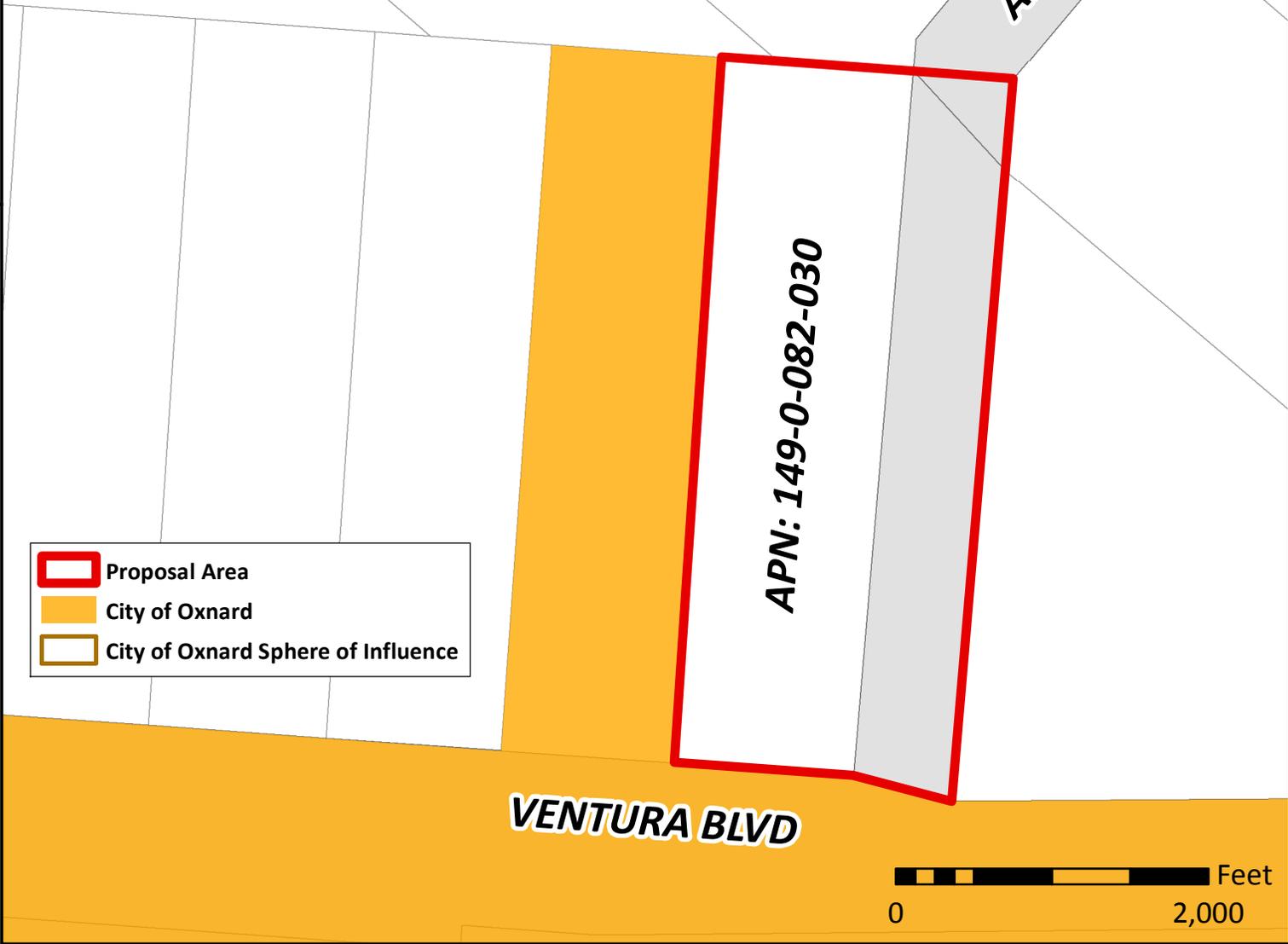
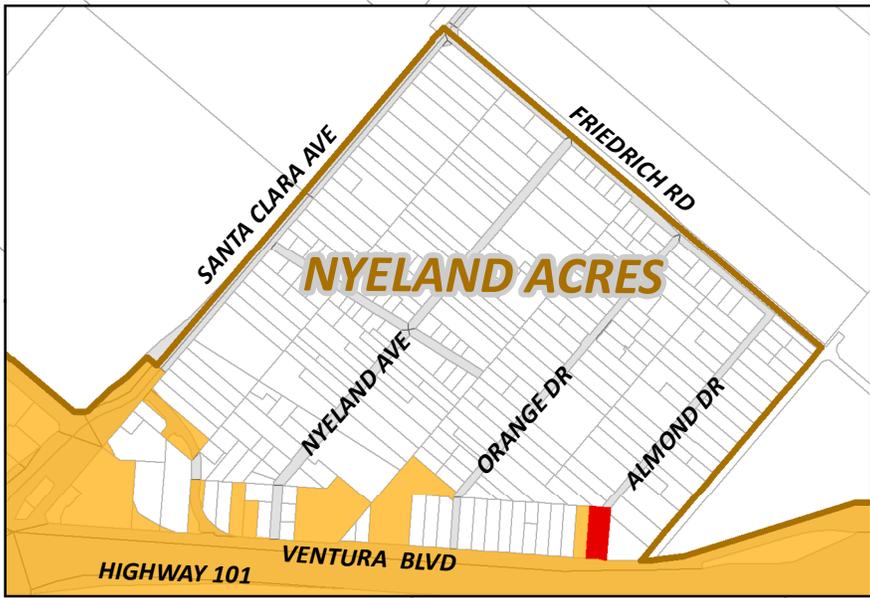
be continued to the next LAFCo meeting and that staff prepare a new report and resolution consistent with the anticipated decision.

BY: Andrea Ozdy
Andrea Ozdy
Analyst

Attachments:

1. Proposal Area Map/Vicinity Map
2. Aerial Photo of Proposal Area
3. LAFCo 16-01 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 16-01

RESOLUTION OF THE VENTURA LOCAL AGENCY FORMATION COMMISSION MAKING DETERMINATIONS AND APPROVING THE CITY OF OXNARD REORGANIZATION – DEWEY; ANNEXATION TO THE CITY OF OXNARD AND DETACHMENT FROM THE VENTURA COUNTY RESOURCE CONSERVATION DISTRICT, VENTURA COUNTY FIRE PROTECTION DISTRICT, AND VENTURA COUNTY SERVICE AREA NO. 33

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 March 16, 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 Oxnard (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 March 16, 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 16-01 CITY OF OXNARD REORGANIZATION – DEWEY.**
- (5) In accordance with staff's recommendation that the subject proposal is exempt from the California Environmental Quality Act (CEQA) pursuant to § 15302 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).**

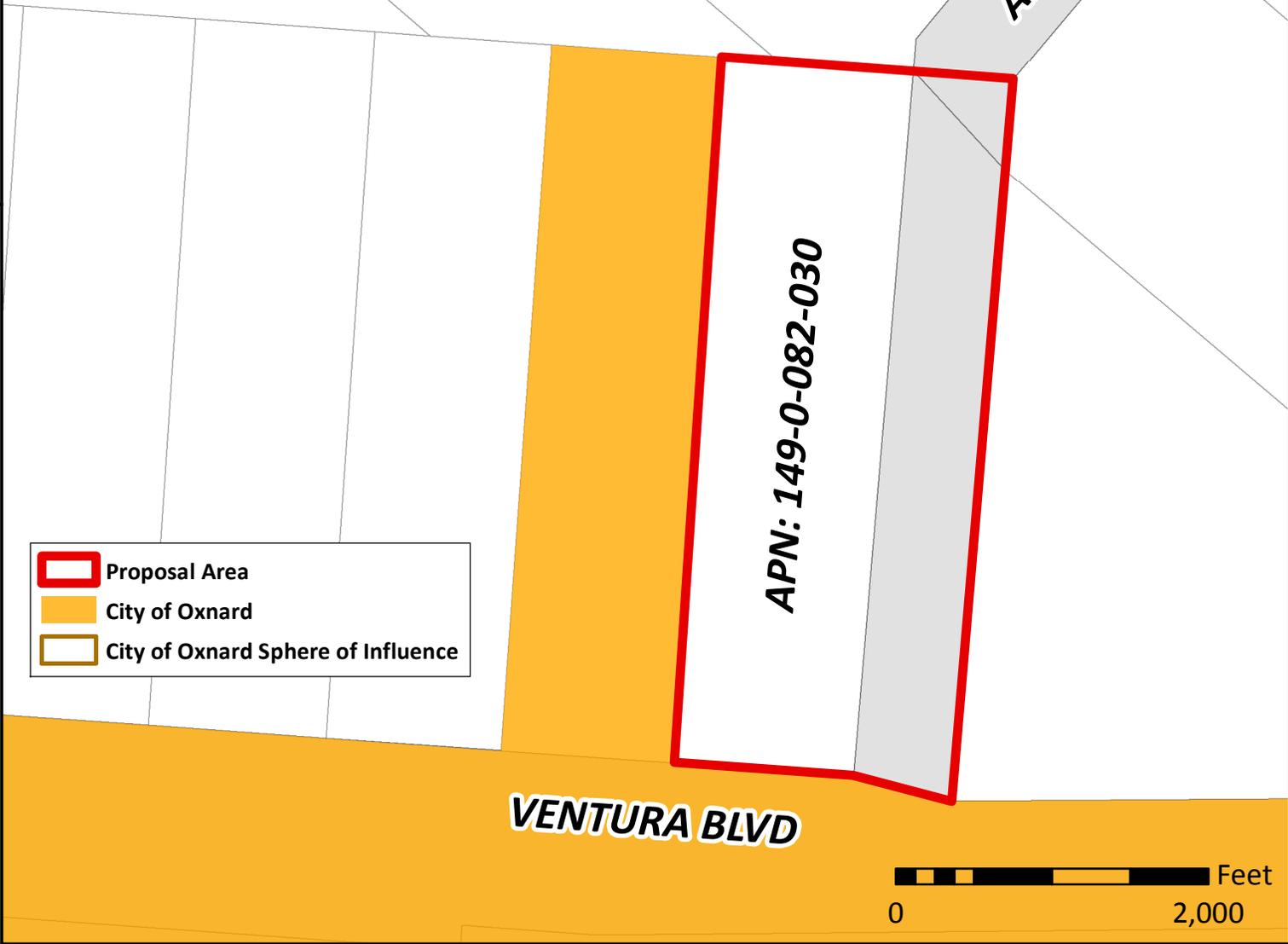
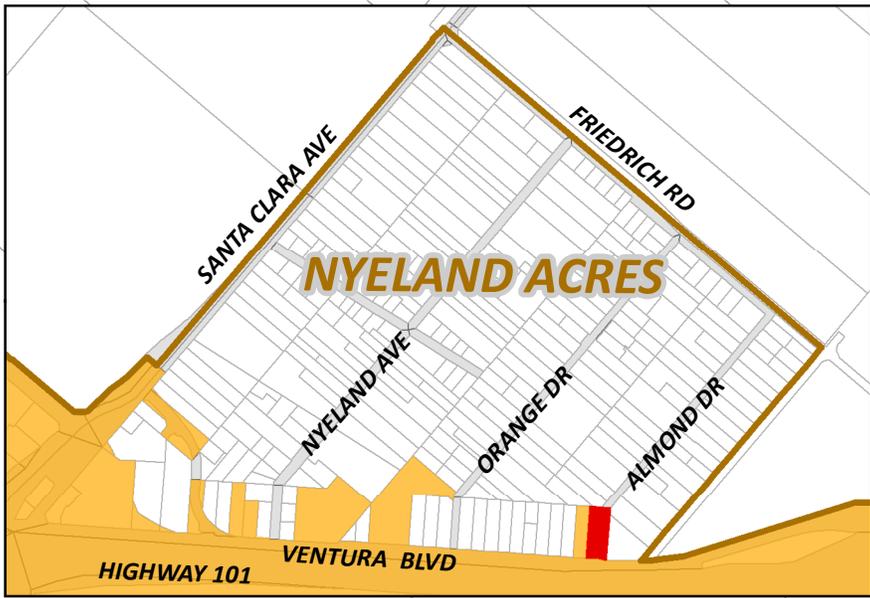
This resolution was adopted on March 16, 2016.

	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: _____
Carl Morehouse, Chair, Ventura Local Agency Formation Commission

Attachments: Exhibit A

Copies: City of Oxnard
Oxnard Harbor District
Calleguas Municipal Water District
Ventura County Fire Protection District
Ventura County Service Area No. 33
Ventura County Planning Division
Ventura County Resource Conservation District
Southern California Edison
Sempra Energy/Gas Company
Ventura County Watershed Protection District
Ventura County Assessor
Ventura County Auditor/Controller
Ventura County Elections-Registrar of Voters
Ventura County Sheriff – EOC
Ventura County Surveyor
Ventura County GIS Officer





VENTURA LOCAL AGENCY FORMATION COMMISSION
STAFF REPORT

Meeting Date: March 16, 2016
(Consent)

TO: LAFCo Commissioners
FROM: Kai Luoma, Executive Officer 
SUBJECT: Budget to Actual Reports – January and February 2016

RECOMMENDATION:

Receive and file the Budget to Actual Reports for January and February 2016 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, January 2016
2. Budget to Actual Report, February 2016

COMMISSIONERS AND STAFF

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



BUDGET TO ACTUAL FY 2015-16
YEAR TO DATE ENDING JANUARY 31, 2016 (58.33% of year)
Fund O720, Division/Unit 6170

Summary	Budget	Adj. Budget	To Date
Estimated Sources:	678,977	678,977	662,217
Appropriations	678,977	678,977	328,396

Account Number	Title	BUDGET			ACTUAL YTD			Variance Favorable (Unfavorable)	
		Budget	Proposed Adjustments	Adjusted Budget	Actual	Encumbered	Total Revenue/Obligation		
FUND BALANCE									
	Beginning Balance	440,869		440,869	440,868.82		440,868.82	0.00	
5700	Committed	100,000		100,000	100,000.00		100,000.00	0.00	
5950	Unassigned	265,869		265,869	265,868.82		265,868.82	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	10,418.40		10,418.40	(14,581.60)	42%
	Total Revenue	603,977	0	603,977	587,217.44		587,217.44	(16,759.56)	97%
	TOTAL SOURCES	678,977	0	678,977	662,217.44		662,217.44	(16,759.56)	98%
EXPENDITURES									
1101	Regular Salaries	320,000		320,000	171,029.71		171,029.71	148,970.29	53%
1106	Supplemental Payments	13,000		13,000	6,887.04		6,887.04	6,112.96	53%
1107	Terminations (Buydowns)	15,000		15,000	495.70		495.70	14,504.30	3%
1121	Retirement Contribution	66,500		66,500	32,638.29		32,638.29	33,861.71	49%
1122	OASDI Contribution	20,500		20,500	8,305.65		8,305.65	12,194.35	41%
1123	FICA Medicare	5,500		5,500	2,551.19		2,551.19	2,948.81	46%
1128	Retiree Health Payment 1099	14,500		14,500	10,271.50		10,271.50	4,228.50	71%
1141	Group Insurance	23,500		23,500	12,732.38		12,732.38	10,767.62	54%
1142	Life Insurance for Department Heads and Management	150		150	74.16		74.16	75.84	49%
1143	State Unemployment Insurance	400		400	207.37		207.37	192.63	52%
1144	Management Disability Insurance	2,500		2,500	1,236.24		1,236.24	1,263.76	49%
1165	Worker Compensation Insurance	2,900		2,900	1,323.33		1,323.33	1,576.67	46%
1171	401K Plan	12,500		12,500	2,723.64		2,723.64	9,776.36	22%
	Salaries and Benefits	496,950	0	496,950	250,476.20	0.00	250,476.20	246,473.80	50%
2032	Voice Data ISF	2,500		2,500	2,041.95		2,041.95	458.05	82%
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	8,813.00		8,813.00	6,187.00	59%
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	7,881.00		7,881.00	7,919.00	50%
2163	Books and Publications	500		500	387.23		387.23	112.77	77%
2164	Mail Center ISF	2,500		2,500	1,415.86		1,415.86	1,084.14	57%
2165	Purchasing Charges ISF	100		100	37.38		37.38	62.62	37%
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	2,992.20	737.50	3,729.70	1,770.30	68%
2181	Board and Commission Member Compensation 1099	5,000		5,000	2,050.00		2,050.00	2,950.00	41%
2185	Attorney Services (County Counsel)	22,500		22,500	12,437.50		12,437.50	10,062.50	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	861.14		861.14	1,638.86	34%
2203	County Geographical Information Systems Expense ISF	21,500		21,500	5,650.77		5,650.77	15,849.23	26%
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	1,671.77		1,671.77	3,328.23	33%
2244	Storage Charges ISF	500		500	157.60		157.60	342.40	32%
2261	Computer Equipment < \$5,000	3,100		3,100	735.13		735.13	2,364.87	24%
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	3,374.96		3,374.96	3,625.04	48%
2292	Travel Expenses (Conferences / Seminars)	19,000		19,000	13,146.29		13,146.29	5,853.71	69%
2303	Motorpool ISF	500		500	281.78		281.78	218.22	56%
	Services and Supplies	162,250	0	162,250	68,695.56	9,224.50	77,920.06	84,329.94	48%
6101	Contingency	19,777		19,777	0.00		0.00	19,777.00	0%
	TOTAL EXPENDITURES	678,977	0	678,977	319,171.76	9,224.50	328,396.26	350,580.74	48%

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 FEBRUARY 29, 2016 (66.67% of year)
Fund O720, Division/Unit 6170

Summary	Budget	Adj. Budget	To Date
Estimated Sources:	678,977	678,977	664,892
Appropriations	678,977	678,977	370,014

Account Number	Title	BUDGET			ACTUAL YTD			Variance Favorable (Unfavorable)	
		Budget	Proposed Adjustments	Adjusted Budget	Actual	Encumbered	Total Revenue/Obligation		
FUND BALANCE									
	Beginning Balance	440,869		440,869	440,868.82		440,868.82	0.00	
5700	Committed	100,000		100,000	100,000.00		100,000.00	0.00	
5950	Unassigned	265,869		265,869	265,868.82		265,868.82	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	13,093.40		13,093.40	(11,906.60)	52%
	Total Revenue	603,977	0	603,977	589,892.44		589,892.44	(14,084.56)	98%
	TOTAL SOURCES	678,977	0	678,977	664,892.44		664,892.44	(14,084.56)	98%
EXPENDITURES									
1101	Regular Salaries	320,000		320,000	195,213.91		195,213.91	124,786.09	61%
1106	Supplemental Payments	13,000		13,000	7,859.96		7,859.96	5,140.04	60%
1107	Terminations (Buydowns)	15,000		15,000	495.70		495.70	14,504.30	3%
1121	Retirement Contribution	66,500		66,500	37,227.07		37,227.07	29,272.93	56%
1122	OASDI Contribution	20,500		20,500	9,829.59		9,829.59	10,670.41	48%
1123	FICA Medicare	5,500		5,500	2,907.58		2,907.58	2,592.42	53%
1128	Retiree Health Payment 1099	14,500		14,500	11,859.80		11,859.80	2,640.20	82%
1141	Group Insurance	23,500		23,500	14,514.38		14,514.38	8,985.62	62%
1142	Life Insurance for Department Heads and Management	150		150	84.54		84.54	65.46	56%
1143	State Unemployment Insurance	400		400	236.41		236.41	163.59	59%
1144	Management Disability Insurance	2,500		2,500	1,410.52		1,410.52	1,089.48	56%
1165	Worker Compensation Insurance	2,900		2,900	1,510.20		1,510.20	1,389.80	52%
1171	401K Plan	12,500		12,500	3,108.48		3,108.48	9,391.52	25%
	Salaries and Benefits	496,950	0	496,950	286,258.14	0.00	286,258.14	210,691.86	58%
2032	Voice Data ISF	2,500		2,500	2,233.20		2,233.20	266.80	89%
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	10,072.00		10,072.00	4,928.00	67%
2115	Facilities Projects ISF	0		0	545.85		545.85	(545.85)	0%
2116	Other Maintenance ISF	1,000		1,000	144.28		144.28	855.72	14%
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	7,881.00		7,881.00	7,919.00	50%
2163	Books and Publications	500		500	387.23		387.23	112.77	77%
2164	Mail Center ISF	2,500		2,500	1,415.86		1,415.86	1,084.14	57%
2165	Purchasing Charges ISF	100		100	42.72		42.72	57.28	43%
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	18.00		18.00	32.00	36%
2179	Miscellaneous Office Expenses	5,500		5,500	4,504.86		4,504.86	995.14	82%
2181	Board and Commission Member Compensation 1099	5,000		5,000	2,050.00		2,050.00	2,950.00	41%
2185	Attorney Services (County Counsel)	22,500		22,500	13,183.75		13,183.75	9,316.25	59%
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	967.76		967.76	1,532.24	39%
2203	County Geographical Information Systems Expense ISF	21,500		21,500	6,356.65		6,356.65	15,143.35	30%
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	1,671.77		1,671.77	3,328.23	33%
2244	Storage Charges ISF	500		500	213.84		213.84	286.16	43%
2261	Computer Equipment < \$5,000	3,100		3,100	735.13		735.13	2,364.87	24%
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	3,749.96		3,749.96	3,250.04	54%
2292	Travel Expenses (Conferences / Seminars)	19,000		19,000	14,067.11		14,067.11	4,932.89	74%
2303	Motorpool ISF	500		500	281.78		281.78	218.22	56%
	Services and Supplies	162,250	0	162,250	75,268.75	8,487.00	83,755.75	78,494.25	52%
6101	Contingency	19,777		19,777	0.00		0.00	19,777.00	0%
	TOTAL EXPENDITURES	678,977	0	678,977	361,526.89	8,487.00	370,013.89	308,963.11	55%

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: March 16, 2016

TO: LAFCo Commissioners
FROM: Andrea Ozdy, Analyst *Andrea Ozdy*
SUBJECT: Sphere of Influence Review – No Update Necessary:
 • Oxnard Drainage District No. 2

Recommendation:

Review the sphere of influence for Oxnard Drainage District No. 2 (ODD 2), and determine that no sphere of influence update or municipal service review report is necessary pursuant to Government Code § 56430(a).

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)].

ODD 2, governed by a three-person Board of Directors, is an independent special district formed in 1926 for the purpose of installing and operating subsurface drains to lower the water table in the Oxnard Plain (generally east 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.

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 *Municipal Service Review – Drainage Services – Special Districts* (accepted by LAFCo on February 16, 2005). According to the MSR, ODD 2 is funded primarily through assessments on individual landowners, but also receives some property tax revenue. ODD 2’s sphere of influence covers approximately 7,676 acres (about 12 square miles) (see Attachment 1).

COMMISSIONERS AND STAFF

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

In 2006, the Commission updated the ODD 2 sphere to reflect two changes: (1) a reduction in the sphere near the southeast corner of the intersection of Wooley Road and Rose Avenue, based on the fact that the area to be removed is located within the City of Oxnard and is not being served by ODD 2, and (2) an increase to the sphere near the northwest corner of the intersection of Fifth Street and Del Norte Boulevard, as this area is within the ODD 2 boundary, receives services from ODD 2, and was not anticipated for annexation to the City. In 2011, the Commission reviewed, but did not update, the ODD 2 sphere.

Discussion:

In December 2015, LAFCo staff consulted with ODD 2 staff to discuss whether the District has experienced any changes to its service needs since LAFCo’s 2011 sphere review, and to determine if the District anticipates any changes in service that would warrant modification of its sphere boundary. Based on LAFCo staff’s comprehensive review of the sphere, the existing sphere boundaries appear to accurately reflect the current and anticipated service area for ODD 2 over the next five years. Therefore, it is recommended that the Commission review, but not update, the ODD 2 sphere 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 a sphere update is not necessary for ODD 2, the preparation of a MSR 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 update to the ODD2 sphere of influence is necessary, no environmental document is required to be prepared.

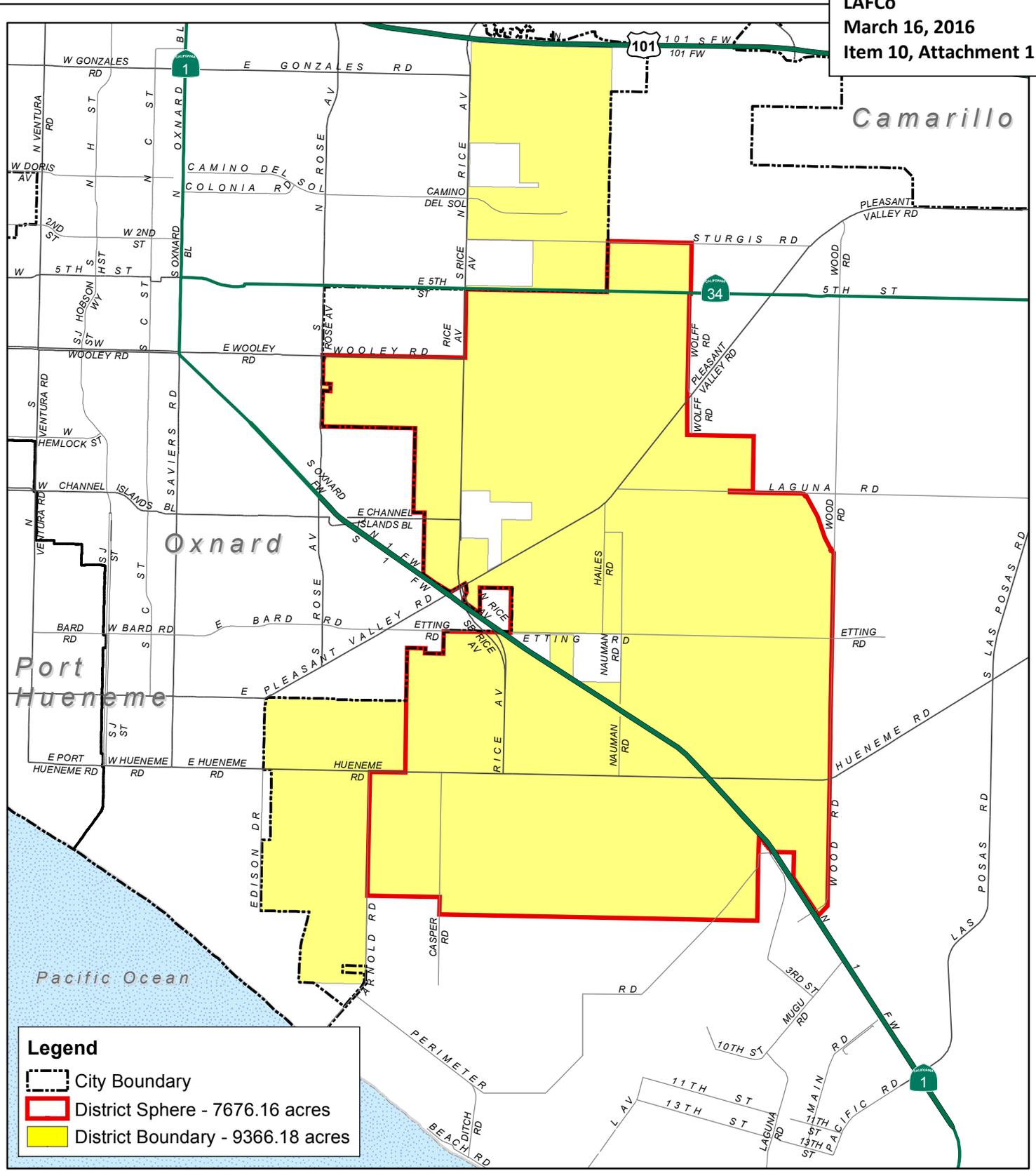
Notice of Public Hearing

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.

Attachment:

1. ODD2 Sphere of Influence Map

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.



Legend

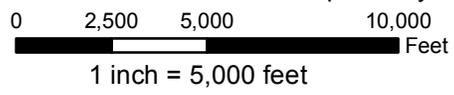
- City Boundary
- District Sphere - 7676.16 acres
- District Boundary - 9366.18 acres

Oxnard Drainage District No. 2

Current as of:
 October 16, 2011

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

State Plane Coordinate System California Zone V - NAD 27
 This map was compiled from records and computations





VENTURA LOCAL AGENCY FORMATION COMMISSION
STAFF REPORT
 Meeting Date: March 16, 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:

Receive and file.

Discussion:

On January 20, 2016, the Commission continued the subject hearing to the next LAFCo meeting (i.e., today’s meeting). However, on January 27, 2016, the applicant withdrew the application. Therefore, action by the Commission is no longer requested or necessary.

COMMISSIONERS AND STAFF

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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: March 16, 2016

TO: LAFCo Commissioners
FROM: Andrea Ozdy, Analyst *Andrea Ozdy*
SUBJECT: LAFCo 16-02 Blanchard/Santa Paula Library District – Recognition of District Boundary

Recommendation:

Adopt the attached resolution LAFCo 16-02 acknowledging the existing district boundary for the Blanchard/Santa Paula Library District (BSPLD) and making findings that acknowledgment of the BSPLD’s boundary is exempt from the California Environmental Quality Act (CEQA) pursuant to § 15061(b)(3) of the CEQA Guidelines.

Background:

In 2015, upon review of financial audits of the BSPLD in recent years, the County Auditor-Controller’s Office contacted LAFCo staff to inquire about LAFCo’s authority over the District. Historically, Ventura LAFCo had not identified the BSPLD as being subject to LAFCo jurisdiction; however, upon examination following the Auditor-Controller’s inquiry, staff established that the District is subject to LAFCo authority. According to LAFCo legal counsel, LAFCo has authority regardless of whether the BSPLD qualifies as a “school library district” or an “independent library district.” In either case, the BSPLD “may establish, equip, and maintain a public library for the dissemination of knowledge of the arts, sciences, and general literature” (Education Code §§ 18320 and 19400).

The BSPLD was formed in 1967 and is an independent special district that was previously known as the Santa Paula Union High School Public Library District (Education Code § 18342). Its service area includes the City of Santa Paula and surrounding areas on all sides of the City. The BSPLD is governed by a five-member board of trustees that is elected by voters within the District, and it is funded through property taxes as well as a \$40/parcel tax.

COMMISSIONERS AND STAFF

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Executive Officer Kai Luoma, AICP	Analyst Andrea Ozdy	Office Manager/Clerk Richelle Beltran	Legal Counsel Michael Walker

Discussion:

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code § 56000 et seq., known as LAFCo law) states, in part, that LAFCo “shall develop and determine the sphere of influence of each city and each special district” [Government Code § 56425(a)]. LAFCo law defines a sphere of influence as the probable physical boundary and service area of a local agency (Government Code § 56076). As the BSPLD was not until recently identified as a district subject to LAFCo authority, a sphere of influence has never been established for the District. In order for LAFCo to determine an agency’s sphere of influence, it must conduct a municipal service review (MSR) [Government Code § 56430(e)]. Every five years thereafter, the Commission must, as necessary, review and update the sphere of influence [Government Code § 56425(g)].

BSPLD Boundaries

In early March 2016, LAFCo staff met with the BSPLD staff to discuss the District’s services, plans for future changes in service, and LAFCo’s authority over the boundaries of the District’s service area and sphere of influence. Based on tax rate area information obtained by LAFCo staff from the State Board of Equalization and the County Assessor’s Office, and confirmation by District staff, the BSPLD district boundary depicted in Attachment 1 represents the existing service area of the BSPLD.

MSR Report

Once the Commission has recognized the existing boundaries of the BSPLD, LAFCo staff will prepare a draft MSR for the Commission’s consideration, which will include draft written determinations with respect to the factors identified in Government Code § 56430(a), as follows:

- growth and population projections for the affected area;
- location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence;
- present and planned capacity of public facilities and adequacy of public services, including infrastructure needs and deficiencies;
- financial ability of agencies to provide services; status of, and opportunities for shared facilities;
- accountability for community service needs, including governmental structure and operations efficiencies; and
- any other matter related to effective and efficient service delivery, as required by commission policy.

Sphere of Influence Boundary

In addition to the preparation of the MSR, in determining a sphere of influence of an agency, the Commission shall prepare written determinations with respect to the factors identified in Government Code § 56425(e). Upon preparation of the draft MSR, LAFCo staff will identify one or more sphere of influence boundary recommendations for the Commission's consideration, along with draft written statements of the Commission's determinations with respect to each of the required factors identified in Government Code § 56425(e), as follows:

- the present and planned land uses in the area, including agricultural and open-space lands;
- the present and probable need for public facilities and services in the area;
- the present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide; and
- the existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.

CEQA:

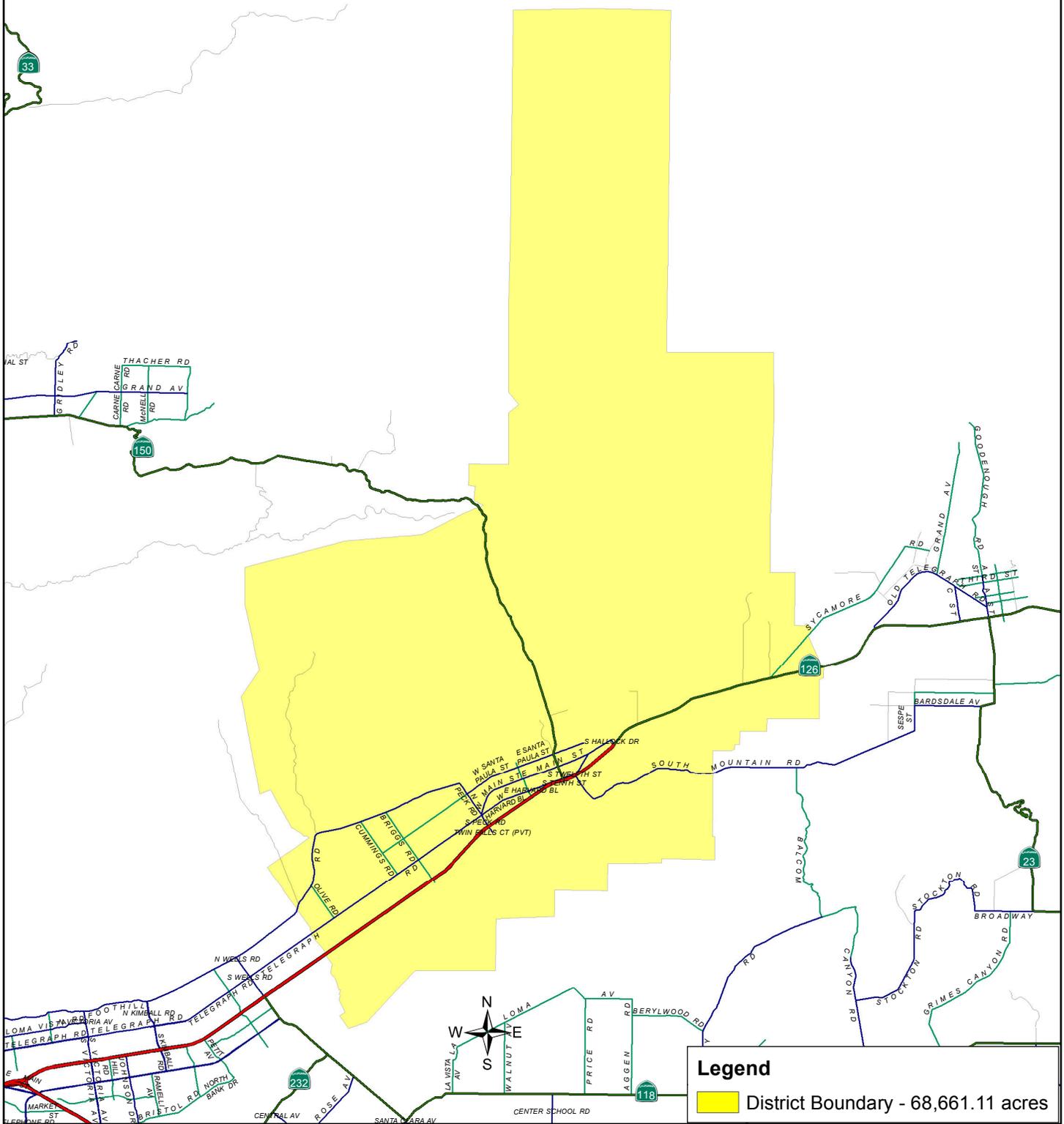
A project is defined in CEQA Guidelines § 21065, in part, as "an activity which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment." The Commission's acknowledgment of an existing district boundary is not considered to be a project subject to CEQA because it does not involve any changes to the existing or potential service area of a district. Therefore, if the Commission acknowledges the District's current boundary, no environmental document is required to be prepared.

At such time as the Commission considers acceptance of the MSR and determination of the sphere of influence, it will also take action regarding CEQA. The recommended resolution relating to the acknowledgment of the District's boundary (Attachment 2) contains a finding that the action is exempt from CEQA pursuant to § 15061(b)(3) of the CEQA Guidelines.

Attachments:

1. BSPLD District Boundary Map
2. Resolution for Recognition of Boundary of BSPLD

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Blanchard/Santa Paula Library District

State Plane Coordinate System California Zone V - NAD 27
 This map was compiled from records and computations

Prepared by County of Ventura
 IT Services Department - GIS Services

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LAFCO 16-02

**RESOLUTION OF THE VENTURA LOCAL AGENCY FORMATION
COMMISSION ACKNOWLEDGING THE EXISTING BOUNDARY FOR
THE BLANCHARD/SANTA PAULA LIBRARY DISTRICT**

WHEREAS, the Blanchard/Santa Paula Library District (BSPLD or District) is an independent special district that is subject to LAFCo authority pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (§ 56000 et seq. of the California Government Code); and

WHEREAS, the Commission heard, discussed and considered all oral and written testimony regarding the recommended acknowledgment of the BSPLD including, but not limited to, the LAFCo Staff Report (which contains the recommendation and a discussion of the District).

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

- (1) The LAFCo Staff Report dated March 16, 2016 and recommendation to acknowledge the boundary of the District are adopted.
- (2) The BSPLD boundary is hereby acknowledged, as generally set forth in the attached Exhibit A.
- (3) In accordance with staff's recommendation that the subject action is exempt from the California Environmental Quality Act (CEQA) pursuant to § 15601(b)(3) of the CEQA Guidelines, the Commission hereby finds the action to be categorically exempt.
- (4) The Commission directs staff to file a Notice of Exemption under § 15062 of the CEQA Guidelines.

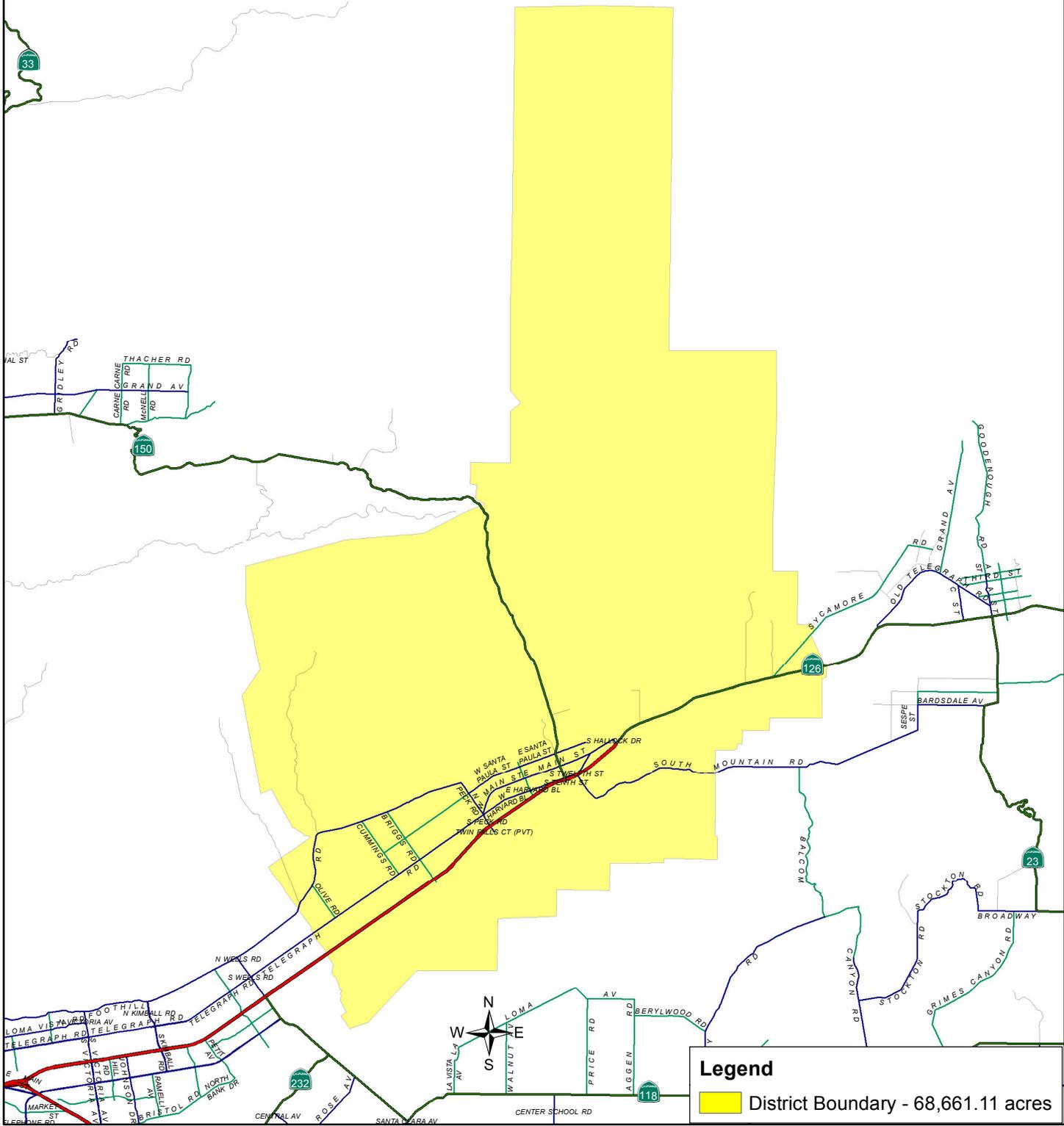
This resolution was adopted on March 16, 2016.

	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: _____
Carl Morehouse, Chair, Ventura Local Agency Formation Commission

Attachment: Exhibit A

Copies: Blanchard/Santa Paula Library District
City of Santa Paula
Ventura County Planning Division
Ventura County Assessor
Ventura County Auditor/Controller
Ventura County Elections-Registrar of Voters
Ventura County Surveyor
Ventura County GIS Officer



Blanchard/Santa Paula Library District

State Plane Coordinate System California Zone V - NAD 27
 This map was compiled from records and computations

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VENTURA LOCAL AGENCY FORMATION COMMISSION
STAFF REPORT

Meeting Date: March 16, 2016

TO: LAFCo Commissioners

FROM: Kai Luoma, Executive Officer 

SUBJECT: Streaming LAFCo meetings and posting recorded LAFCo meetings on website

RECOMMENDATION:

- A. Direct staff to work with County staff to allow for the live streaming of regular LAFCo meetings from the LAFCo website.
- B. Direct staff to work with County staff to post archived recordings of LAFCo meetings on the Ventura LAFCo website.
- C. Other direction as appropriate.

BACKGROUND:

At the January 2015 LAFCo meeting, the Commission directed staff to determine whether LAFCo meetings could be streamed live over the internet and whether recordings of LAFCo meetings can be made accessible to the public on the LAFCo website.

DISCUSSION

LAFCo staff has been coordinating with County staff to determine if the Commission’s desire to live stream meetings and archive recorded meetings on the LAFCo website is feasible. The Board of Supervisors hearing room is equipped with a network system called Granicus by which meetings can be live streamed over the internet and then archived for viewing later. According to County staff, this system can be made available for the Commission’s use at no cost. The LAFCo website can be modified so that it links to the County’s Granicus network. Visitors to the LAFCo website would thus be able to view meetings live as well as access archives of previously recorded Commission meetings.

COMMISSIONERS AND STAFF

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VENTURA LOCAL AGENCY FORMATION COMMISSION
STAFF REPORT

Meeting Date: March 16, 2016

TO: LAFCo Commissioners

FROM: Kai Luoma, Executive Officer 

SUBJECT: Potential relocation of the LAFCo office

RECOMMENDATION:

Direct staff as appropriate.

BACKGROUND:

In October 2015, the Commission directed staff to look into available options to relocate the LAFCo office off-site from the main County Government Center campus. In 2001, LAFCo entered into a memorandum of agreement (MOA) with the County under which the County provides an array of support services to LAFCo, including the provision of suitable office space. The MOA can be found as Appendix B of the Commissioner’s Handbook.

DISCUSSION:

The current location of the LAFCo office is the most efficient in order to conduct LAFCo business. LAFCo staff routinely and frequently meets with various County departments that support LAFCo functions, including County Counsel, Assessor, Human Resources, Auditor-Controller, Information Technology, County Surveyor, Elections, Clerk and Recorder, Treasurer, and geographic information systems. Meeting with staff from these various departments is convenient and, often, not formally arranged. In fact, the amount of LAFCo business that is conducted during chance “hallway” meetings with County staff is substantial. However, should the Commission desire to relocate the LAFCo office off-site, a location nearby the Government Center would provide LAFCo staff relatively convenient access to the various County departments that support LAFCo and with which we

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frequently interact, as well as close access to County vehicles and the Board of Supervisors hearing room.

Available office space

According to County staff, suitable office space near the Government Center will be available in the near future. The County owns a two-story, 15,000 square-foot building located on the corner of Thille Street and County Square Drive, one block west of the Government Center, that will be vacated by the current tenant in May. The County Health Care Agency plans to occupy the second floor of the building. The office space available to LAFCo would be located on the first floor. At this time, no other potential tenant has been identified for the remainder of the first floor.

The office layout of the building is configured to accommodate the current tenant, which occupies nearly the entire first floor. To accommodate LAFCo, the space would need to be reconfigured to separate LAFCo office space from the remainder of the space and to provide a separate entrance. It appears that some of the current office configuration can be utilized by LAFCo, thereby minimizing the extent (and cost) of improvements that might be necessary. Improvements could take several weeks to complete. The County has offered to share the costs for these improvements.

Costs to relocate the LAFCo office

Following is an estimate of the one-time and on-going costs associated with moving the LAFCo office to the aforementioned location. Please note that these estimates are based on available information and are subject to change.

One-time costs: Approximately \$33,000

Tenant improvements: As mentioned, there are options within the building on Thille Street that would allow for LAFCo to utilize some of the existing office configuration, thereby reducing the cost of improvements. According to County staff, the estimated costs for improvements would be approximately \$40 per square foot. If LAFCo was able to minimize improvements to only half of its overall needed office space (about 900 square feet), the costs would be about \$20,000. When split with the County, the cost to LAFCo would be approximately \$10,000.

Office furniture: Currently, the LAFCo office is primarily comprised of freestanding cubicle workstations using walls shared with other County departments. The workstations are a hodge-podge of older and newer cubicle pieces. In order to reduce the costs of reconfiguring the new office space, staff would utilize as much of the space in its existing configuration as possible. As such, new office furniture would be required, as the space for cubicle-type workstations is limited or non-existent. Based on discussions with County General Services and the company that supplies office furniture for the County, the cost for new workstations would be approximately \$5,000-\$6,000 each, or \$15,000-\$18,000 total. LAFCo staff would be able to continue to use some of the existing furniture, such as office chairs, file cabinets, the conference table/chairs, and miscellaneous other pieces of furniture.

Other: There are other costs that would be associated with moving the LAFCo office. These costs include, but are not limited to: costs associated with moving office furniture, files, etc.; costs for information technology services to ensure that the office computers/printer are operational and connected to the County's computer network; and other miscellaneous costs associated with changing the LAFCo business address (business cards, press releases, mailings, etc.). These costs are estimated at \$5,000.

As indicated in the following table, should the Commission pursue the office relocation, direct costs for this fiscal year are estimated to be \$33,000. No costs for next fiscal year are anticipated.

<u>Summary of Revenues and Costs:</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>
Revenue:	\$ 0	\$ 0
Costs:		
Direct	\$ 33,000	\$ 0
Indirect- Agency/Dept.	0	0
Total Costs	\$ 33,000	\$ 0
Net Costs:	\$ 33,000	\$ 0

On-going costs: Savings of at least \$3,300 per year

Rent: Currently, LAFCo rents approximately 975 square feet of office space on the fourth floor of the County Hall of Administration. The cost for this space is \$1.28 per square foot per month, or about \$15,000 per year. If LAFCo was to move the location of its office to the Thille Street location, the cost to rent an equivalent amount of space would be less than \$1.00 per square foot per month, or less than \$11,700 per year. As a result, LAFCo would save at least \$3,300 per year in rent.

LAFCo budget

As indicated in the following table, the office move would increase appropriations so that they would exceed anticipated revenue by \$33,000 for this fiscal year, resulting in a deficit.

FY 2015-2016 Budget Projections for LAFCo - Unit 6170				
	Adopted Budget	Adjusted Budget	Projected Actual	Estimated Savings/(Deficit)
Appropriations	\$678,977	\$678,977	\$711,977	(\$33,000)
Revenue	\$678,977	\$678,977	\$678,977	0
Net Cost	0	0	\$33,000	(\$33,000)

The Final Budget for FY 2015-16 has allocated \$19,777 for contingencies, or three percent of total expenditures. Though Commission policies provide for allocating ten percent of the total of expenditures for contingencies (which would have been approximately \$68,000), the Commission adopted the lesser amount due to the availability of unassigned fund balance. Thus, the

unassigned fund balance is a de facto contingency fund. The Final Budget for FY 2015-16 estimates that at the end of the fiscal year, there will be approximately \$235,000 in unassigned fund balance. Pursuant to Commission policies, approximately \$113,000 has been identified as “60 days working capital” with the remaining approximately \$122,000 classified as “unassigned”. Commission policies provide that should the amount classified as “unassigned” fall below 45 days working capital, it should be addressed in the next fiscal year’s budget. The sum of \$122,000 represents approximately 65 days working capital. Should \$33,000 of the unassigned fund balance be expended for an office move, and budget estimates remain accurate, the remaining \$89,000 would represent approximately 47 days working capital. Therefore, the Commission appears to have adequate funds to cover the costs of an office relocation. However, because these funds are essentially contingency funds, they should be replaced next fiscal year, which would likely increase the allocations of LAFCo’s funding agencies.

If directed to move forward with the office relocation, staff will return to the Commission for approval of a lease contract, if necessary, and budget modification.