

TIME CERTAIN ITEMS

9:05 AM - CLOSED SESSION

9. Pursuant to Government Code Section 54957, a closed session will be held to consider the following item:
Public Employee Performance Evaluation – Title: LAFCo Executive Officer

PUBLIC HEARING ITEMS

10. Sphere of Influence Review/Update: Casitas Municipal Water District, Channel Islands Beach Community Services District, United Water Conservation District
Review the spheres of influence for Casitas Municipal Water District, Channel Islands Beach Community Services District, and United Water Conservation District and determine that no updates are necessary.

RECOMMENDED ACTION: Approval

ACTION ITEMS

11. LAFCo 11-04 City of Oxnard Reorganization/Calleguas Municipal Water District Annexation – Crossroads (Parcels A & B)
1) To annex a single Assessor parcel to the Calleguas Municipal Water District, and
2) to annex two Assessor parcels and a portion of the Cortez Street right-of-way to the City of Oxnard and the Calleguas Municipal Water District. The same territory is to be detached from the Ventura County Resource Conservation District, the Ventura County Fire Protection District and County Service Area No. 32.

RECOMMENDED ACTION: Approval

12. CALAFCO Board of Directors Nominations
Authorize the Chair to submit nominations for the CALAFCO Board of Directors as may be approved by the Commission.

RECOMMENDED ACTION: Authorize the Chair to submit nominations.

13. CALAFCO Award Nominations
Authorize staff to submit nominations for the 2011 CALAFCO Awards.

RECOMMENDED ACTION: Approval

14. Letter to Prospective Applicants
Direct staff to provide prospective applicants with letter recommending pre-submittal consultation.

RECOMMENDED ACTION: Approval

15. Compensation of Executive Officer
Consideration of granting a merit increase for the LAFCo Executive Officer (Materials will be available at the meeting).

16. Presentation on the History of Land Use and Growth Management in Ventura County by Bruce Smith, Manager of the Plans, Ordinances and Regional Planning Section of the Ventura County Resource Management Agency, Planning Division.

RECOMMENDED ACTION: Receive and file

EXECUTIVE OFFICER'S REPORT

INFORMATIONAL ITEMS

Proposals Received:

LAFCo 11-05 Ahmanson Ranch Community Services District –Dissolution

COMMISSIONER COMMENTS

ADJOURNMENT

WEB ACCESS:

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

www.ventura.lafco.ca.gov

Written Materials - Written materials relating to items on this Agenda that are distributed to the Ventura Local Agency Formation Commission within 72 hours before they are scheduled to be considered will be made available for public inspection at the LAFCo office, 800 S. Victoria Avenue, Administration Building, 4th Floor, Ventura, CA 93009-1850, during normal business hours. Such written materials will also be made available on the Ventura LAFCo website at www.ventura.lafco.ca.gov, subject to staff's ability to post the documents before the meeting.

Public Presentations - Except for applicants, public presentations may not exceed five (5) minutes unless otherwise increased or decreased by the Chair, with the concurrence of the Commission. Any comments in excess of this limit should be submitted in writing at least ten days in advance of the meeting date to allow for distribution to, and full consideration by, the Commission. Members of the public who wish to make audio-visual presentations must provide and set up their own hardware and software. Set up of equipment must be complete before the meeting is called to order. All audio-visual presentations must comply with the applicable time limit for oral presentations and thus should be planned with flexibility to adjust to any changes to the time limit established by the Chair. For more information about these policies, please contact the LAFCo office.

Quorum and Voting – The bylaws for the Ventura LAFCo Commissioner's Handbook provide as follows:

1.1.6.1 Quorum: Four (4) members shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time.

1.1.6.2 Voting: Unless otherwise provided by law or these By-Laws, four affirmative votes are required to approve any proposal or other action. A tie vote, or any failure to act by at least four affirmative votes, shall constitute a denial.

Americans with Disabilities Act - In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the LAFCo office (805) 654-2576. Notification 48 hours prior to the meeting will enable LAFCo to make reasonable arrangements to ensure accessibility to this meeting.

Disclosure of Campaign Contributions - LAFCo Commissioners are disqualified and are not able to participate in any proceeding involving an "entitlement for use" if, within the 12 months preceding the LAFCo decision, the Commissioner received more than \$250 in campaign contributions from the applicant, an agent of the applicant, or any financially interested person who actively supports or opposes the LAFCo decision on the matter. Applicants or agents of applicants who have made campaign contributions totaling more than \$250 to any LAFCo Commissioner in the past 12 months are required to disclose that fact for the official record of the proceeding.

Disclosures must include the amount of the contribution and the recipient Commissioner and may be made either in writing to the Clerk of the Commission prior to the hearing or by an oral declaration at the time of the hearing.

The foregoing requirements are set forth in the Political Reform Act of 1974, specifically Government Code, section 84308.



MINUTES

REGULAR MEETING

Agenda Item 6

Wednesday, May 18, 2011, 9:00 A.M.

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

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 Clerk called the roll. The following Commissioners were present:

Commissioner Cunningham	Commissioner Parvin
Commissioner Freeman	Commissioner Pringle
Commissioner Long	Alternate Commissioner Dandy
Commissioner Morehouse	Alternate Commissioner Hess
Commissioner Parks	Alternate Commissioner Smith

4. Commission Presentations and Announcements

Commissioner Freeman shared information from a recent *California Forward* roundtable meeting she attended. Commissioner Parks announced the merger of the Ventura County Transportation Commission and the Ventura Council of Governments.

PUBLIC COMMENTS

5. There were no public comments.

CONSENT ITEMS

6. Minutes of the Ventura LAFCo April 20, 2011 Regular Meeting

7. Budget to Actual Report: April 2011

MOTION: Approve as Recommended: Long

SECOND: Morehouse

FOR: Cunningham, Freeman, Long, Morehouse, Parks, Parvin and Pringle

AGAINST: None

ABSTAIN: None

MOTION PASSED 7/0/0

COMMISSIONERS AND STAFF

COUNTY:

Kathy Long
Linda Parks

Alternate:
Steve Bennett

CITY:

Carl Morehouse
Janice Parvin, Vice Chair

Alternate:
Carol Smith

SPECIAL DISTRICT:

Elaine Freeman
Gail Pringle

Alternate:
Bruce Dandy

PUBLIC:

Lou Cunningham, Chair

Alternate:
Kenneth M. Hess

Executive Officer:

Kim Uhlich

Dep. Exec. Officer

Kai Luoma

Office Mgr/Clerk:

Debbie Schubert

Office Assistant

Martha Escandon

Legal Counsel:

Michael Walker

ACTION ITEMS

8. Authorize the Chair to sign a letter to the Naval Base Ventura County (NBVC) accepting an invitation for the Commission to participate in the NBVC's Joint Land Use Study

MOTION: Approve as Recommended: Freeman

SECOND: Morehouse

FOR: Cunningham, Freeman, Long, Morehouse, Parks, Parvin and Pringle

AGAINST: None

ABSTAIN: None

MOTION PASSED 7/0/0

9. LAFCo 10-21 Ventura County Waterworks District No. 19 Annexation – La Loma Mutual Water Company

Kai Luoma presented the staff report recommending that the Commission continue to an unspecified date.

MOTION: Continue to an unspecified date: Parks

SECOND: Parvin

FOR: Cunningham, Freeman, Long, Morehouse, Parks, Parvin and Pringle

AGAINST: None

ABSTAIN: None

MOTION PASSED 7/0/0

10. LAFCo FY 2009-10 Audit Report

Roger Alfaro representing Vavrinek, Trine, Day & Co., LLP gave a presentation on the FY 2009-10 LAFCo financial statements.

MOTION: Receive and File: Morehouse

SECOND: Pringle

FOR: Cunningham, Freeman, Long, Morehouse, Parks, Parvin and Pringle

AGAINST: None

ABSTAIN: None

MOTION PASSED 7/0/0

11. A presentation by the Ventura County Auditor/Controller regarding fund balance reporting requirements pursuant to GASB 54

Kathleen O'Keefe gave a presentation on fund reporting and GASB 54

MOTION: Receive and File: Parks

SECOND: Long

FOR: Cunningham, Freeman, Long, Morehouse, Parks, Parvin and Pringle

AGAINST: None

ABSTAIN: None

MOTION PASSED 7/0/0

12. Commissioner's Handbook Amendment – Fund Balance Policies

Kim Uhlich presented the staff report.

MOTION: Approval as recommended: Pringle

SECOND: Long

FOR: Cunningham, Freeman, Long, Morehouse, Parks, Parvin and Pringle

AGAINST: None

ABSTAIN: None

MOTION PASSED 7/0/0

13. Apportionment of LAFCo Net Operating Costs – Comparison of Methodologies Used in Other Counties

Kim Uhlich presented the staff report.

MOTION: Receive and File: Long

SECOND: Parvin

FOR: Cunningham, Freeman, Long, Morehouse, Parks, Parvin and Pringle

AGAINST: None

ABSTAIN: None

MOTION PASSED 7/0/0

PUBLIC HEARING ITEMS

14. Final Budget Fiscal Year 2011-12

Kim Uhlich presented the staff report.

MOTION: Approve (A and B): Parvin

SECOND: Morehouse

FOR: Cunningham, Freeman, Long, Morehouse, Parks, Parvin and Pringle

AGAINST: None

ABSTAIN: None

MOTION PASSED 7/0/0

ACTION ITEMS (Continued)

15. Cancellation of the June 8 LAFCo Meeting

MOTION: Approve: Long

SECOND: Freeman

FOR: Cunningham, Freeman, Long, Morehouse, Parks, Parvin and Pringle

AGAINST: None

ABSTAIN: None

MOTION PASSED 7/0/0

EXECUTIVE OFFICER’S REPORT

Kim Uhlich reported: All bills were moving through the process. In addition to the bills reviewed at the last meeting CALAFCO has taken a support position on AB 1265 (Nielson), which would authorize counties to renegotiate current Williamson Act contracts to try to recover loss of subvention revenue. She commented on the California Forward framework and offered to email it to anyone interested. She noted that the CALAFCO annual conference is scheduled for August 31-September 2 and indicated that information regarding the CALAFCO Board and Award nominations would be sent to each Commissioner within the next day or two.

COMMISSIONER COMMENTS

Commissioners Long and Parks indicated that they would like to see Ventura County form an association of governments independent of SCAG. Chair Cunningham then announced “Law Day”, honoring police and CHP officers, Sheriffs etc., would be held by various Kawanis organizations at the Four Points Sheraton on May 27 and encouraged everyone to attend.

ADJOURNMENT

Chair Cunningham adjourned the meeting at 10:15 a.m.

These Minutes were approved on July 20, 2011

Motion:	Second:
Ayes:	
Nos:	
Abstains:	
Motion (Passed /Failed)	

Dated: _____ **Chair, Ventura Local Agency Formation Commission**



STAFF REPORT

Meeting Date: July 20, 2011
(Consent)

Agenda Item 7

LAFCo CASE

NAME & NO: LAFCo 11-03 Ojai Valley Sanitary District Annexation – Kennedy/Burnham Road

PROPOSAL: To annex a single lot, comprised of two Assessor parcels, and a portion of the Burnham Road right-of-way, to the District in order to provide sanitary sewer service to a planned single family residence.

SIZE: Approximately 2.09 acres

LOCATION: 755 Burnham Road, Oak View

The proposal area is within the Ojai Valley Sanitary District's sphere of influence, as well as within the boundaries of Casitas Municipal Water District

PROPONENT: The Ojai Valley Sanitary District by resolution

NOTICE: This matter has been noticed as prescribed by law

PARCEL INFORMATION & PROPONENTS FOR PURPOSES OF THE CALIFORNIA POLITICAL REFORM ACT (FPPC):

Assessor's Parcel Number	Property Address	Property Owner(s)
032-0-201-085	755 Burnham Road	Ray & Janice Kennedy Trust
032-0-201-165		

RECOMMENDATION

- A. Adopt the attached resolution (LAFCo 11-03) making determinations and approving the Ojai Valley Sanitary District Annexation – Kennedy/Burnham Road.

COMMISSIONERS AND STAFF

COUNTY: Kathy Long Linda Parks <i>Alternate:</i> Steve Bennett	CITY: Carl Morehouse Janice Parvin, Vice Chair <i>Alternate:</i> Carol Smith	SPECIAL DISTRICT: Elaine Freeman Gail Pringle <i>Alternate:</i> Bruce Dandy	PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> Kenneth M. Hess	
Executive Officer: Kim Uhlich	Dep. Exec. Officer Kai Luoma	Office Mgr/Clerk: Debbie Schubert	Office Assistant Martha Escandon	Legal Counsel: Michael Walker

GENERAL ANALYSIS

1. Land Use

Site Information

APN	Land Use		Zoning	Ojai Area Plan
	Existing	Approved		
032-0-201-085	Vacant	NA	Rural Exclusive - 2 acre minimum lot size	Rural Residential – 2-5 acre minimum lot size
032-0-201-165				

The proposal will allow for the construction of a single family residence, which is a permitted use on the site. No changes are proposed to the Area Plan land use designation or zoning as part of this proposal.

Surrounding Land Uses and Zoning and General Plan Designations

The County's Ojai Valley Area Plan designates the land to the north, east, and west as Open Space and it is zoned Open Space with 20 and 40 acre minimum lot sizes. These areas contain large lots with open space uses. The land to the south is designated Rural Institutional and zoned Rural Agricultural with a 40-acre minimum parcel size. This area contains large lots with agricultural and equestrian uses.

This proposal will have no effect on surrounding land uses, zoning or land use designations.

Topography, Natural Features and Drainage

The parcel has a gentle to moderate slope east toward Burnham Road and the Ventura River and contains native vegetation and trees.

Conformity with Plans

The proposal area is within the unincorporated area. The planned residential use is consistent with the County General Plan, the Ojai Valley Area Plan, and zoning.

2. Impact on Prime Agricultural Land, Agriculture, and Open Space

Agricultural Land and Agriculture

The proposal area does not meet the definition of prime agricultural land nor is it used for agricultural purposes.

Open Space

The proposal area is not considered open space pursuant to Government Code Sections 56059 and 65560 and therefore will not impact open space lands.

3. Population

According to the County Registrar of Voters, there are fewer than 12 registered voters in the proposal area. As such, the annexation proposal area is considered to be uninhabited.

4. Services and Controls – Need, Cost, Adequacy and Availability

The District has represented that it has the capacity to provide sewer service to the proposal area. Property owners will finance capital improvements, which includes a private lateral to an existing mainline sewer located within 25 feet of the proposal area. No mainline sewer extensions are required. On-going maintenance and operational costs will be financed through user fees. There will be no change to any other existing services.

5. Boundaries and Lines of Assessment

The boundaries are definite and certain. The maps and legal descriptions for this proposal have been forwarded to the County Surveyor but have not yet been certified as being accurate and sufficient for the preparation of a Certificate of Completion pursuant to Government Code Section 57201 and for filing with the State Board of Equalization. As such, the attached Resolution includes a condition that predicates recordation of a Certificate of Completion (completion of annexation proceedings) upon the approval of a map and legal description by the County Surveyor.

6. Assessed Value, Tax Rates and Indebtedness

The assessed land value of each parcel per the 2010 - 2011 tax roll is:

APN	Assessed Value
032-0-201-085	\$ 241,925
032-0-201-165	\$ 241,925

According to the County Assessor, the proposal area takes in tax rate area 91043, which has a tax rate of \$1.066210 per \$100 of assessed value. Upon annexation, a new tax rate area will be assigned, though the specific tax rate area has not yet been identified by the Assessor.

7. Environmental Impact of the Proposal

Staff has determined that the proposal is categorically exempt pursuant to Section 15319(b) [annexation of individual small parcels of the minimum size for facilities exempted by Section 15303, New Construction or Conversion of Small Structures] of the California Environmental Quality Act Guidelines. As the purpose of the annexation is to extend sewer service to an anticipated single family residence that is to be built on the site, and construction of a single family residence in a residential zone is exempt under Section 15303, staff believes that the proposal is exempt from CEQA.

8. Regional Housing Needs

Approval of the annexation will allow public sewer service to be extended to an existing residential parcel upon which a single family residence is planned. There will be no change to existing land uses or allowable land uses. No additional housing opportunities will be created or eliminated. Therefore, the proposal will have no adverse effect on the fair share of the regional housing needs for the County.

9. Environmental Justice

Staff has determined that 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 sewer service to the proposal area.

COMMISSION PROCEEDINGS – PROCESS CONSIDERATIONS

An area is considered to be “uninhabited” if fewer than twelve registered voters reside within it. Because fewer than twelve registered voters reside within the proposal area, it

is considered uninhabited. In the case of uninhabited territory, the Commission may waive protest proceedings entirely if both of the following apply:

- All landowners within the affected territory have given written consent to the change of organization, and
- No subject agency has submitted written opposition to a waiver of protest proceedings.

Written consent to the proposal from the property owner has been provided. The only subject agency associated with the proposal is the applicant, Ojai Valley Sanitary District. Therefore, it is unlikely that a written opposition to a waiver of protest proceedings from a subject agency will be submitted. In consideration of these facts, it is recommended that the Commission waive protest proceedings.

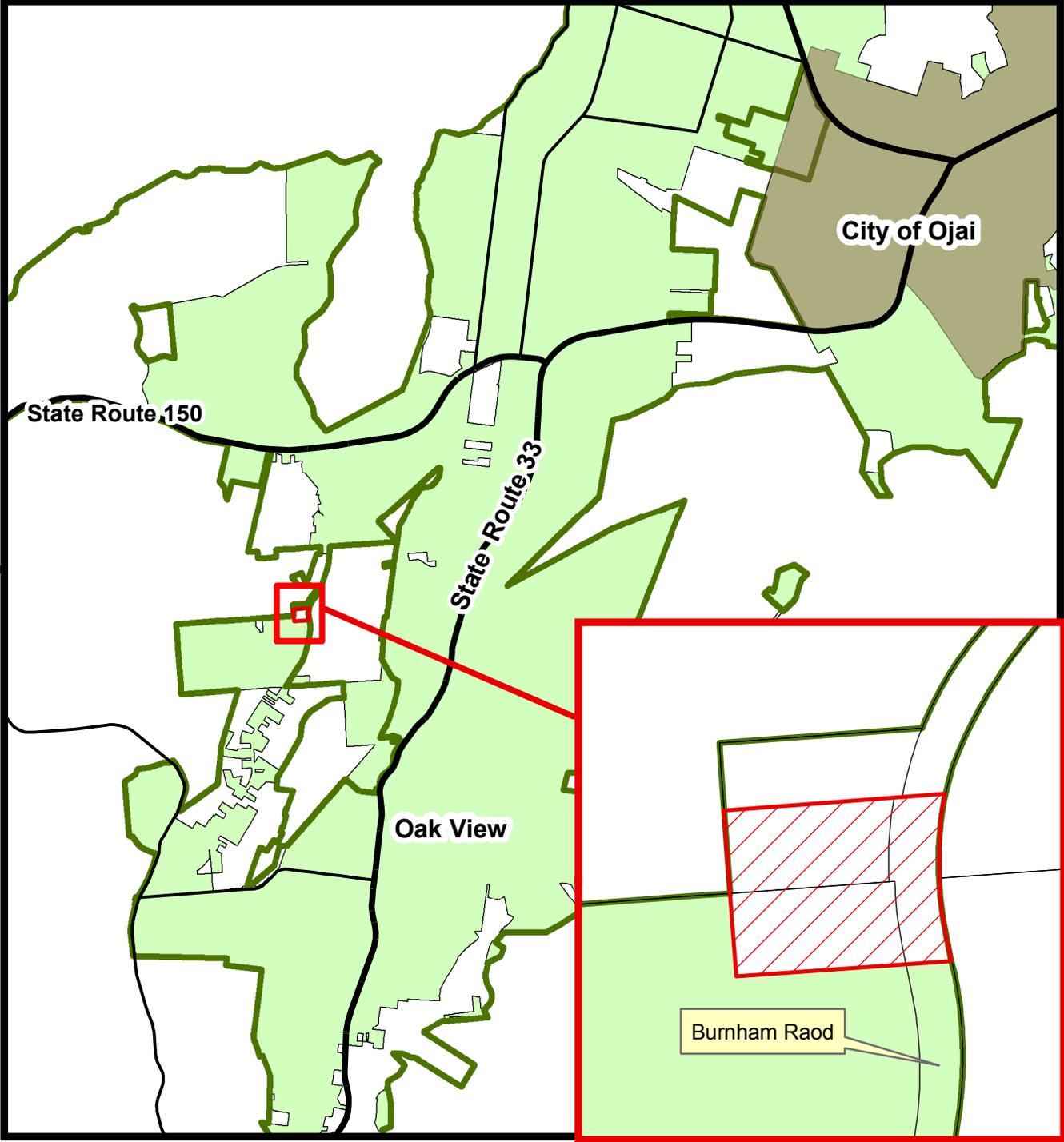
ALTERNATIVE ACTIONS AVAILABLE:

- A. If the Commission, following public testimony and review of the materials submitted, determines that further information is necessary, a motion to continue the Annexation proposal should state specifically the type of information desired and specify a date certain for further consideration.
- B. If the Commission, following public testimony and review of the materials submitted, determines that the boundaries of the Annexation proposal should be modified, or that the proposal should be approved subject to any changes or additions to the terms and conditions recommended, a motion to approve should clearly specify any boundary changes and/or any changes or additions to the terms and conditions of approval.
- C. If the Commission, following public testimony and review of materials submitted, wishes to deny or modify the Annexation proposal, a motion to deny should include direction that the matter be continued to the next meeting and that staff prepare a new report consistent with the evidence submitted and the anticipated decision.

BY: 
Kai Luoma, AICP
Deputy Executive Officer

Attachments: (1) Vicinity Map *
(2) LAFCo 11-03 Resolution

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



LAFCo 11-03
Ojai Valley Sanitary District Annexation -
Kennedy/Burnham Road



Legend

-  11-03 Proposal Area
-  OVSD Sphere of Influence
-  Ojai Valley Sanitary District

LAFCo 11-03

**RESOLUTION OF THE VENTURA LOCAL AGENCY
FORMATION COMMISSION MAKING DETERMINATIONS
AND APPROVING THE OJAI VALLEY SANITARY
DISTRICT ANNEXATION – KENNEDY/BURNHAM ROAD**

WHEREAS, the above-referenced proposal has been filed with the Executive Officer of the Ventura Local Agency Formation Commission (LAFCo) pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Section 56000 et seq. of the California Government Code); and

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

WHEREAS, the proposal was duly considered on July 20, 2011; and

WHEREAS, the Commission heard, discussed and considered all oral and written testimony for and against the proposal including, but not limited to, the LAFCo Staff Report and recommendation, the environmental determination, spheres of influence and applicable local plans and policies; and

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

WHEREAS, proof has been given to the Commission that the affected territory has fewer than 12 registered voters and is considered uninhabited; and

WHEREAS, the Commission finds the proposal to be in the best interest of the landowners and present and future inhabitants within the Ojai Valley Sanitary District 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 and recommendation for approval dated July 20, 2011 are adopted.
- (2) The annexation to the Ojai Valley Sanitary District is hereby approved, and the boundaries are established as generally set forth in the attached Exhibit A.
- (3) The affected territory is uninhabited as defined by Government Code §56046.

- (4) The subject proposal is assigned the following distinctive short form designation:
**LAFCo 11-03 OJAI VALLEY SANITARY DISTRICT ANNEXATION –
KENNEDY/BURNHAM ROAD**
- (5) In accordance with staff's determination that the subject proposal is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15319 (b) of the CEQA Guidelines, the Commission hereby finds the annexation to be categorically exempt.
- (6) The Commission directs staff to file a Notice of Exemption under Section 15062 of the CEQA Guidelines.
- (7) The Commission waives conducting authority proceedings, since satisfactory proof has been given that the subject property is uninhabited, that all landowners within the affected territory have given their written consent to the proposal, and that no subject agency that will gain or lose territory as a result of the proposal has submitted written opposition to the waiver of conducting authority proceedings [Government Code §56663].
- (8) **This annexation 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 Executive Officer.**
- (9) **This annexation shall not be recorded until a map and legal description consistent with this approval have been approved by the Ventura County Surveyor.**

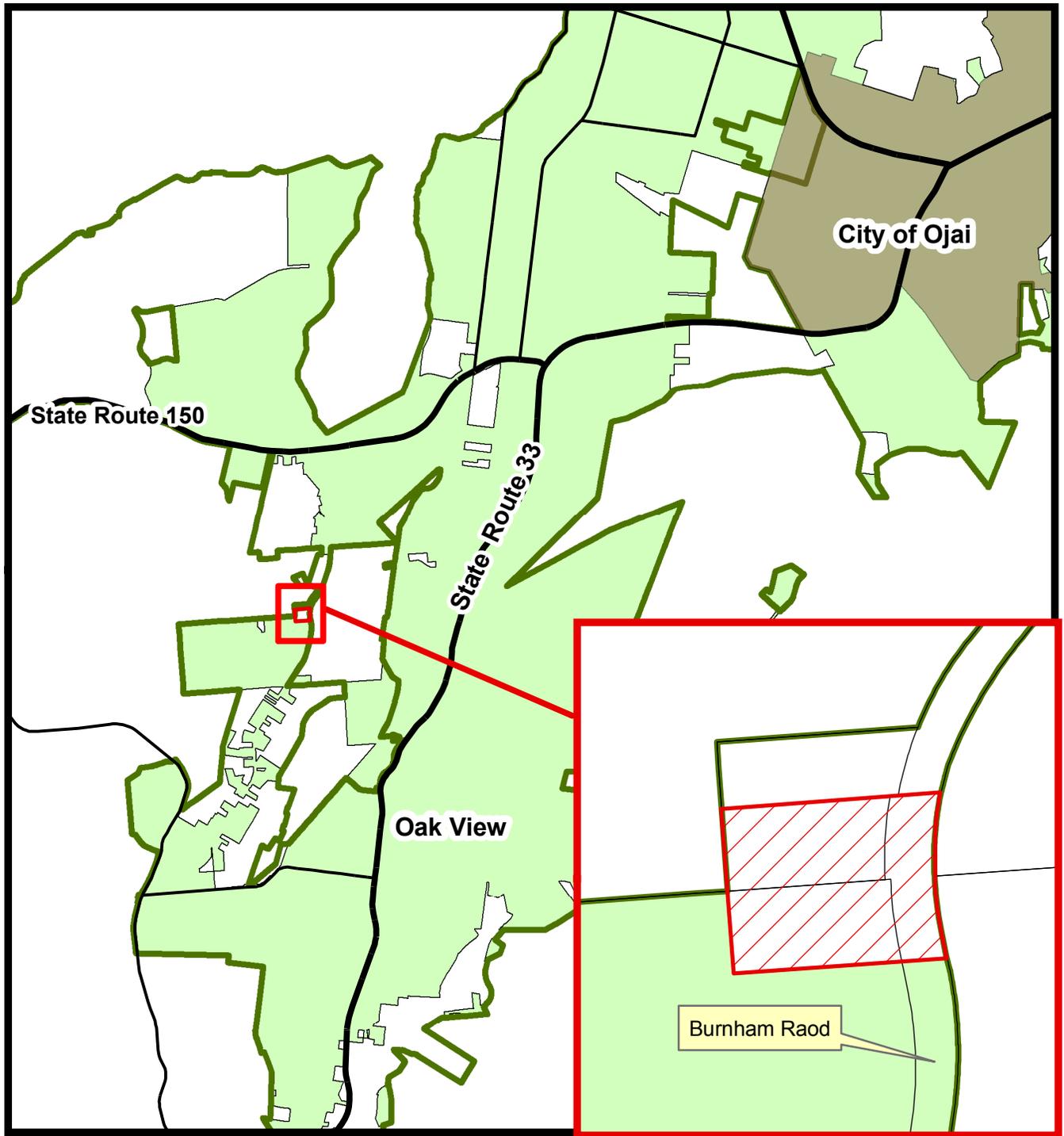
This resolution was adopted on July 20, 2011.

	AYE	NO	ABSTAIN	ABSENT
Commissioner Cunningham	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Long	<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 Pringle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Commissioner Bennett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Commissioner Dandy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Commissioner Hess	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Commissioner Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dated: _____
Chair, Ventura Local Agency Formation Commission

Attachments: Exhibit A

Copies:
Ojai Valley Sanitary District
Ventura County Assessor
Ventura County Auditor
Ventura County Surveyor
Ventura County Planning
Ventura County Elections – Registrar of Voters



LAFCo 11-03
Ojai Valley Sanitary District Annexation -
Kennedy/Burnham Road



Legend

-  11-03 Proposal Area
-  OVSD Sphere of Influence
-  Ojai Valley Sanitary District

STAFF REPORT

Meeting Date: July 20, 2011
(Consent)

Agenda Item 8

TO: LAFCo Commissioners
FROM: Kim Uhlich, Executive Officer
SUBJECT: Budget to Actual Report – May 2011

RECOMMENDATION:

Receive and file the Budget to Actual report for May 2011.

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 report, which has been prepared with the assistance of the County Auditor-Controller staff, reflects revenue and expenditures through May 2011.

No adjustments or transfers between expenditure account codes or from contingencies are necessary or recommended.

As of May 31, actual miscellaneous revenue from application fees (account code 9772) is 142% of the budgeted amount. As reported in April, this is primarily due to the extensive staff work performed on the City of Santa Paula East Area 1 proposal. Staff will continue to keep the Commission updated regarding revenue and expenditure information through the remainder of the fiscal year.

COMMISSIONERS AND STAFF

COUNTY: Kathy Long Linda Parks <i>Alternate:</i> Steve Bennett	CITY: Carl Morehouse Janice Parvin, Vice Chair <i>Alternate:</i> Carol Smith	SPECIAL DISTRICT: Elaine Freeman Gail Pringle <i>Alternate:</i> Bruce Dandy	PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> Kenneth M. Hess
Executive Officer: Kim Uhlich	Dep. Exec. Officer Kai Luoma	Office Mgr/Clerk: Debbie Schubert	Office Assistant Martha Escandon
			Legal Counsel: Michael Walker



BUDGET TO ACTUAL FY 2010-11
YEAR TO DATE ENDING May 31, 2011 (91.7% of year)
Fund 7920, Organization 8950

Summary	Budget	Adj. Budget	To Date
Estimated Sources	772,892	772,892	786,827
Appropriations	772,892	772,892	562,681

Account Number	Title	BUDGET			ACTUAL YTD			Variance Favorable (Unfavorable)	
		Budget	Proposed Adjustments	Adjusted Budget	Actual	Encumbered	Total Revenue/Obligation		
UNRESERVED FUND BALANCE									
	Beginning Balance	314,893.00		314,893.00	314,893.00		314,893.00	0.00	
5070	Designation-Subsequent Years Financing	(208,056.00)		(208,056.00)	(208,056.00)		(208,056.00)	0.00	
5040	Unreserved Fund Balance	106,837.00		106,837.00	106,837.00		106,837.00	0.00	
REVENUE									
8911	Interest Earnings	16,000.00		16,000.00	4,593.72		4,593.72	11,406.28	29%
9372	Other Governmental Agencies	590,055.00		590,055.00	590,055.00		590,055.00	0.00	100%
9772	Other Revenue - Miscellaneous	60,000.00		60,000.00	85,341.76		85,341.76	(25,341.76)	142%
	Total Revenue	666,055.00	0.00	666,055.00	679,990.48		679,990.48	(13,935.48)	102%
	TOTAL SOURCES	772,892.00	0.00	772,892.00	786,827.48	0.00	786,827.48	(13,935.48)	102%
EXPENDITURES									
1101	Regular Salaries	325,000.00		325,000.00	279,901.18		279,901.18	45,098.82	86%
1105	Overtime	0.00		0.00	217.66		217.66	(217.66)	0%
1106	Supplemental Payments	13,000.00		13,000.00	9,451.95		9,451.95	3,548.05	73%
1107	Term/Buydown	47,000.00		46,000.00	9,722.79		9,722.79	36,277.21	21%
1121	Retirement Contribution	60,000.00		60,000.00	43,319.98		43,319.98	16,680.02	72%
1122	OASDI Contribution	20,000.00		20,000.00	15,164.31		15,164.31	4,835.69	76%
1123	FICA - Medicare	5,800.00		5,800.00	4,338.73		4,338.73	1,461.27	75%
1124	Safe Harbor	1,300.00		1,300.00	1,086.81		1,086.81	213.19	84%
1141	Group Insurance	28,000.00		28,000.00	22,778.12		22,778.12	5,221.88	81%
1142	Life Ins/Dept. Heads & Mgmt.	400.00		400.00	313.39		313.39	86.61	78%
1143	State Unempl	0.00		1,000.00	934.70		934.70	65.30	93%
1144	Management Disability Ins.	2,300.00		2,300.00	1,968.13		1,968.13	331.87	86%
1165	Worker Compensation Ins	2,600.00		2,600.00	2,030.46		2,030.46	569.54	78%
1171	401K Plan	14,000.00		14,000.00	8,558.16		8,558.16	5,441.84	61%
	Salaries and Benefits	519,400.00	0.00	519,400.00	399,786.37	0.00	399,786.37	119,613.63	77%
2033	Voice/Data ISF	5,000.00		5,000.00	3,912.13		3,912.13	1,087.87	78%
2071	General Insurance Alloca - ISF	2,500.00		2,500.00	2,338.00		2,338.00	162.00	94%
2125	Facil/Matls Sq. Ft. Alloc. - ISF	17,000.00		17,000.00	12,856.00		12,856.00	4,144.00	76%
2128	Other Maint	700.00		700.00	0.00		0.00	700.00	0%
2141	Memberships & Dues	6,600.00		6,600.00	6,236.00		6,236.00	364.00	94%
2154	Education Allowance	2,500.00		2,500.00	2,000.00		2,000.00	500.00	80%
2158	Indirect Cost Recovery	31,000.00		31,000.00	30,266.00		30,266.00	734.00	98%
2172	Books & Publications	700.00		700.00	615.53		615.53	84.47	88%
2174	Mail Center - ISF	7,500.00		7,500.00	6,203.31		6,203.31	1,296.69	83%
2176	Purchasing Charges - ISF	1,000.00		1,000.00	88.52		88.52	911.48	9%
2177	Graphics Charges - ISF	5,500.00		5,500.00	5,479.76		5,479.76	20.24	100%
2178	Copy Machine Charges - ISF	400.00		400.00	223.08		223.08	176.92	56%
2179	Miscellaneous Office Expense	7,000.00		7,000.00	2,476.37		2,476.37	4,523.63	35%
2181	Stores ISF	0.00		0.00	17.50		17.50	(17.50)	0%
2191	Board Members Fees	4,500.00		4,500.00	2,650.00		2,650.00	1,850.00	59%
2192	Information Technology - ISF	5,500.00		5,500.00	2,273.15		2,273.15	3,226.85	41%
2195	Specialized Services/Software	2,500.00		2,500.00	1,066.00		1,066.00	1,434.00	43%
2197	Public Works - Charges	12,000.00		12,000.00	1,657.38		1,657.38	10,342.62	14%
2199	Other Prof & Spec Service	13,000.00		13,000.00	4,500.00	3,000.00	7,500.00	5,500.00	58%
2205	GSA Special Services ISF	500.00		500.00	0.00		0.00	500.00	0%
2214	County GIS Expenses	20,000.00		20,000.00	18,959.71		18,959.71	1,040.29	95%
2261	Public & Legal Notices	5,000.00		5,000.00	4,964.64		4,964.64	35.36	99%
2283	Records Storage Charges	1,500.00		1,500.00	205.26		205.26	1,294.74	14%
2293	Computer Equipment <5000	3,500.00		3,500.00	0.00		0.00	3,500.00	0%
2304	County Legal Counsel	20,000.00		20,000.00	34,827.00		34,827.00	(14,827.00)	174%
2521	Transportation Charges ISF	1,000.00		1,000.00	504.73		504.73	495.27	50%
2522	Private Vehicle Mileage	6,500.00		6,500.00	4,646.62		4,646.62	1,853.38	71%
2523	Conf. & Seminars Expense	13,000.00		13,000.00	10,209.22		10,209.22	2,790.78	79%
2526	Conf. & Seminars Expense ISF	500.00		500.00	719.00		719.00	(219.00)	144%
	Services and Supplies	196,400.00	0.00	196,400.00	159,894.91	3,000.00	162,894.91	33,505.09	83%
6101	Contingency	57,092.00		57,092.00	0.00		0.00	57,092.00	0%
	TOTAL EXPENDITURES	772,892.00	0.00	772,892.00	559,681.28	3,000.00	562,681.28	210,210.72	73%

0.00

MEMORANDUM

Agenda Item 9

TO: LAFCo Commission

FROM: Kim Uhlich, Executive Officer *KU*

SUBJECT: Closed Session: Public Employee Performance Evaluation – Title:
LAFCo Executive Officer

Pursuant to Government Code Section 54957, a closed session will be held: Public Employee Performance Evaluation – Title: LAFCo Executive Officer



STAFF REPORT

Meeting Date: July 20, 2011

Agenda Item 10

TO: LAFCo Commissioners

FROM: Kim Uhlich, Executive Officer *KU*

SUBJECT: Sphere of Influence Reviews for the Channel Islands Beach Community Services District, Casitas Municipal Water District and United Water Conservation District

RECOMMENDATION:

- A. Determine that no sphere of influence update or municipal service review is necessary for the Channel Islands Beach Community Services District.
- B. Determine that no sphere of influence update or municipal service review is necessary for the United Water Conservation District.
- C. Determine that no sphere of influence update or municipal service review is necessary for the Casitas Municipal Water District.

BACKGROUND:

Pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Govt. Code §56000 et seq.), LAFCo must determine and adopt a sphere of influence for each city and special district on or before January 1, 2008. Every five years thereafter, LAFCo must, as necessary, review and update each sphere of influence (Govt. Code §56425(g)).

In January 2006 the Commission reviewed the sphere of influence for the Channel Islands Beach Community Services District and made minor changes based on recommendations contained in a Municipal Service Review (MSR) report for water services completed in December 2003 and a MSR report for solid waste services completed in January 2005.

COMMISSIONERS AND STAFF

COUNTY: Kathy Long Linda Parks <i>Alternate:</i> Steve Bennett	CITY: Carl Morehouse Janice Parvin, Vice Chair <i>Alternate:</i> Carol Smith	SPECIAL DISTRICT: Elaine Freeman Gail Pringle <i>Alternate:</i> Bruce Dandy	PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> Kenneth M. Hess	
Executive Officer: Kim Uhlich	Dep. Exec. Officer Kai Luoma	Office Mgr/Clerk: Debbie Schubert	Office Assistant Martha Escandon	Legal Counsel: Michael Walker

In April 2006 the Commission reviewed the sphere of influence for the United Water Conservation District and determined that no update was necessary based on findings contained in a Municipal Service Review (MSR) report for water services completed in December 2003 and a MSR report for park and recreation services completed in March 2005. Based on the same MSR reports, the Commission reviewed the sphere of influence for the Casitas Municipal Water District and determined that no update was necessary in May 2006.

DISCUSSION:

Based on the sphere of influence review schedule included in the municipal service review work plan approved by the Commission in May 2008, sphere of influence reviews for the Channel Islands Beach Community Services District, the United Water Conservation District and the Casitas Municipal Water District are to be completed in 2011.

Channel Islands Beach Community Services District

Formed in 1982, the Channel Islands Beach Community Services District is an independent special district that provides water, wastewater and solid waste collection services to the unincorporated communities of Hollywood Beach, Hollywood-by-the-Sea and Silver Strand, 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 Channel Islands Harbor (including County owned properties in Channel Islands Harbor).

LAFCo staff recently met with the District General Manager to ascertain whether any changes have occurred with respect to the existing service areas since the last sphere update in 2006 and to determine whether changes to the District's probable future service areas might be necessary. Based on information provided by District staff and a comprehensive review of the existing boundaries and sphere for the District, no issues were identified. As such, LAFCo staff determined that the current sphere of influence boundary accurately reflects the current and anticipated service area. It is therefore recommended that the Commission determine that no update to the sphere of influence for the Channel Islands Beach Community Services District is necessary. The effect of this recommendation is that the existing sphere of influence would remain the same.

United Water Conservation District

The United Water Conservation District is an independent special district that provides services relating to the conservation of surface and groundwater resources, groundwater replenishment, wholesale water delivery and recreation at Lake Piru, a reservoir owned and operated by the District. Formed in 1950, the District is governed by a seven member board of directors. The boundary and sphere of influence of the District are co-terminus. The District extends from the County boundary with Los Angeles County to the Pacific Ocean along both sides of the Santa Clara River. The District includes the cities of Oxnard, Port Hueneme, Santa Paula, Fillmore and the easterly portion of the City of Ventura.

Staff Report - Sphere Review & Update

Channel Islands Beach Community Services District, United Water Conservation District
and Casitas Municipal Water District

July 20, 2011

Page 2 of 4

LAFCo staff recently met with the District General Manager to ascertain whether any changes have occurred with respect to the existing service areas since the last sphere update in 2006 and to determine whether changes to the District's probable future service areas might be necessary. Based on information provided by District staff and a comprehensive review of the existing boundaries and sphere for the District, no issues were identified. As such, LAFCo staff determined that the current sphere of influence boundary accurately reflects the current and anticipated service area. It is therefore recommended that the Commission determine that no update to the sphere of influence for the United Water Conservation District is necessary. The effect of this recommendation is that the existing sphere of influence would remain the same.

Casitas Municipal Water District

The Casitas Municipal Water District is an independent special district that provides both wholesale and retail water to municipal and individual customers in the District and recreation at Lake Casitas, a reservoir operated by the District. Formed in 1956, the District is governed by a five member board of directors. The boundary and sphere of influence of the District are co-terminus. The District extends from the Los Padres National Forest boundary north of Ojai to the Pacific Ocean along both sides of the Ventura River drainage, and extends to the Santa Barbara County line along the Rincon. The District includes the City of Ojai, the unincorporated communities of Meiners Oaks, Oak View and Casitas Springs, and the westerly portion of the City of Ventura.

LAFCo staff recently met with the District General Manager to ascertain whether any changes have occurred with respect to the existing service areas since the last sphere update in 2006 and to determine whether changes to the District's probable future service areas might be necessary. Based on information provided by District staff and a comprehensive review of the existing boundaries and sphere for the District, no issues were identified. As such, LAFCo staff determined that the current sphere of influence boundary accurately reflects the current and anticipated service area. It is therefore recommended that the Commission determine that no update to the sphere of influence for the Casitas Municipal Water District is necessary. The effect of this recommendation is that the existing sphere of influence would remain the same.

As the Commission is aware, the law requires that a MSR be completed prior to or, in conjunction with, any sphere of influence update (Govt. Code §56430(a)). In light of the recommended actions, there is no requirement for a MSR and thus staff is recommending that one not be prepared. While not mandated, however, the Commission does have the authority to conduct a MSR or other special study of any agency with a sphere of influence at any time. However, the recommendation is based on staff's determination that such work is not necessary at this time. LAFCo pays for the preparation of MSRs. To the extent that sphere of influence updates are not deemed necessary for the subject districts, at least at this time, there will be some cost savings and work efforts can be focused on other districts and the cities. Should circumstances change in the future, the Commission retains the authority to determine that a sphere of influence update is necessary, thereby

necessitating a MSR at that time. Plus, if the Commission accepts the recommendation, under the law, it must again review each District's sphere in five years.

Because there would be no changes, the review action by the Commission is not considered a project subject to CEQA.

Attachments:

- (1) Channel Islands Beach Community Services District Sphere of Influence Map
- (2) United Water Conservation District Sphere of Influence Map
- (3) Casitas Municipal Water District Sphere of Influence Map



Channel Islands Beach Community Services District Sphere of Influence

As Updated by Ventura LAFCO - January 18, 2006

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

State Plane Coordinate System California Zone V - NAD 27

This map was compiled from records and computations

Published on : February 1, 2006





United Water Conservation District Sphere of Influence

As Reviewed by Ventura LAFCO - April 19, 2006

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

State Plane Coordinate System California Zone V - NAD 27

This map was compiled from records and computations

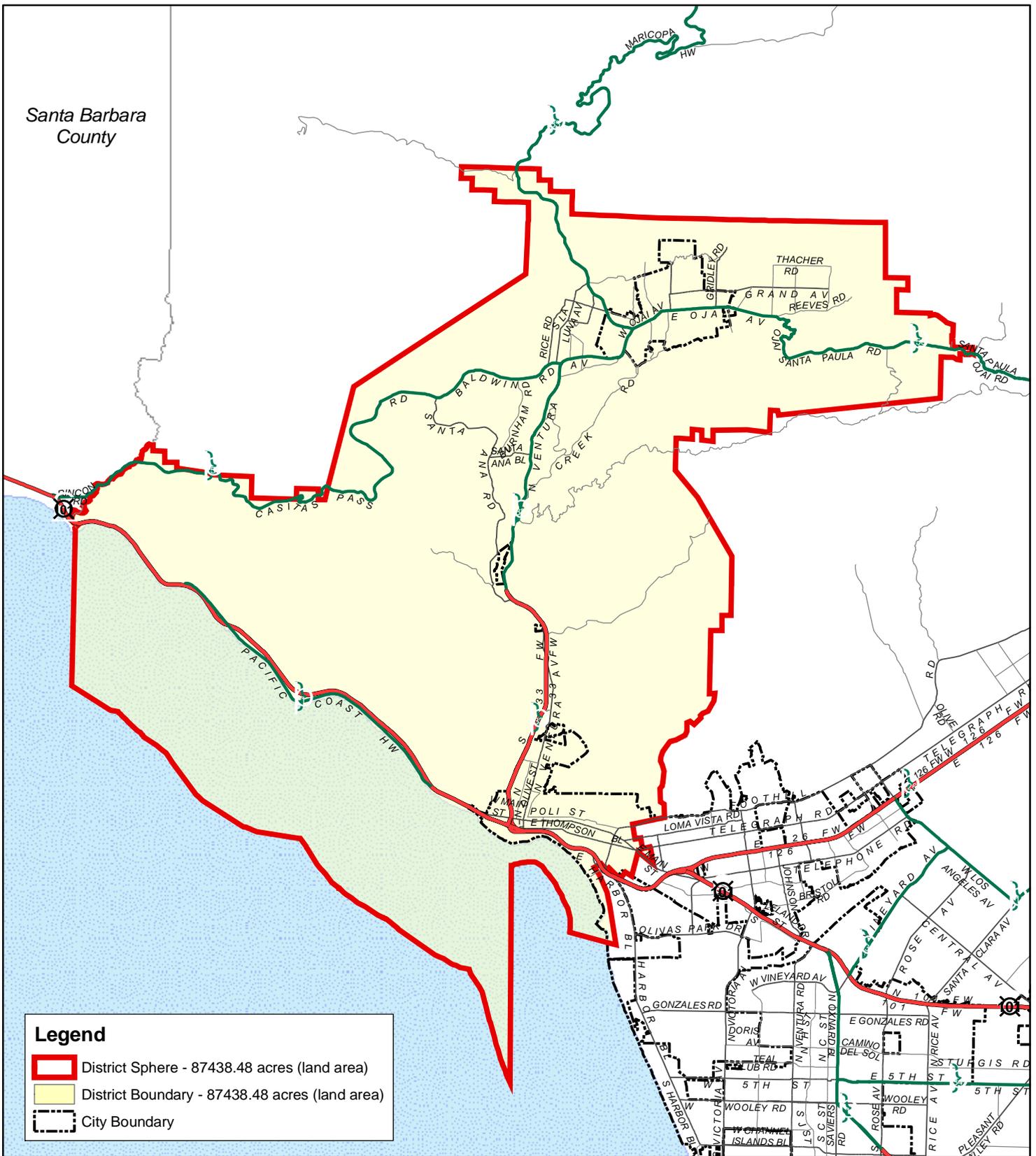
Published on : September 12, 2006



1 inch equals 5 miles



Santa Barbara County



Legend

- District Sphere - 87438.48 acres (land area)
- District Boundary - 87438.48 acres (land area)
- City Boundary

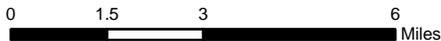
Casitas Municipal Water District Sphere of Influence

As Reviewed by Ventura LAFCO - May 17, 2006
Prepared by County of Ventura - Information Systems Department - GIS Division

State Plane Coordinate System California Zone V - NAD 27

This map was compiled from records and computations

Published on : September 12, 2006



1 inch equals 3 miles

Copyright 2006 County of Ventura. Design, maps, index and text of this map are copyrighted. It is unlawful to copy or reproduce, either in digital or paper form, any part thereof for personal use or resale.

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

STAFF REPORT
Meeting Date: July 20, 2011

Agenda Item 11

**LAFCo CASE
NAME & NO:**

LAFCo 11-04 City of Oxnard Reorganization/Calleguas Municipal Water District Annexation – Crossroads (Parcels A and B)

PROPOSAL:

Parcel A: To annex a single parcel to the Calleguas Municipal Water District. The parcel is located within the City of Oxnard and developed with a recreational vehicle park.

Parcel B: To annex two Assessor parcels and a portion of the Cortez Street right-of-way to the City of Oxnard and the Calleguas Municipal Water District. The same territory is to be detached from the Ventura County Resource Conservation District, the Ventura County Fire Protection District and County Service Area No. 32. The proposal will allow for the development of an 8,000 square foot commercial building approved by the City.

SIZE:

Parcel A: Approximately 4.5 acres
Parcel B: Approximately 0.9 acres

LOCATION:

Parcel A: 2135 N. Oxnard Boulevard within the City of Oxnard
Parcel B: 481 and 491 Ventura Boulevard in the community of El Rio

The proposal area is located within the spheres of influence of both the City and Calleguas Municipal Water District and the City's CURB.

PROPONENTS:

City of Oxnard and Calleguas Municipal Water District by resolution.

NOTICE:

This matter has been noticed as prescribed by law.

COMMISSIONERS AND STAFF

COUNTY:

Kathy Long
Linda Parks
Alternate:
Steve Bennett

CITY:

Carl Morehouse
Janice Parvin, Vice Chair
Alternate:
Carol Smith

SPECIAL DISTRICT:

Elaine Freeman
Gail Pringle
Alternate:
Bruce Dandy

PUBLIC:

Lou Cunningham, Chair

Alternate:
Kenneth M. Hess

Executive Officer:

Kim Uhlich

Dep. Exec. Officer

Kai Luoma

Office Mgr/Clerk:

Debbie Schubert

Office Assistant

Martha Escandon

Legal Counsel:

Michael Walker

PARCEL INFORMATION:

	Assessor's Parcel Numbers	Owner/Assessee
Parcel A	139-0-260-055	ERP Investments
Parcel B	145-0-211-150	Ventura Blvd Investors LLC
	145-0-211-175	

RECOMMENDATIONS

Adopt the attached resolution LAFCo 11-04 making determinations and approving the City of Oxnard Reorganization/Calleguas Municipal Water District Annexation – Crossroads (Parcels A and B)

GENERAL ANALYSIS

1. Land Use

Site Information

Parcel A: Parcel A is within the City of Oxnard. The City's General Plan designates the site as Commercial General and it is zoned R-3-PD (garden apartment zone – planned development). The site is developed with a recreational vehicle park.

Parcel B: The site is currently developed with four single family residences. The City has approved an 8,000 square foot commercial development on the site.

The following table identifies the County's current land use designations and zoning, the City's land use designations and rezoning, and the existing and approved uses for the proposal area:

Parcel	El Rio / Del Norte Area Plan	County Zoning	City General Plan	City Zoning	Existing/ Approved Use
Parcel A	N/A	N/A	Commercial General	Garden Apartment	RV Park
Parcel B	Commercial	Commercial Planned Development	Commercial General	General Commercial Planned Development	Single family residential / 8,000 sf commercial building

Conformity with Plans

Parcel A: According to City staff, the RV park is not a permitted use in the City's current R-3 zoning. However, the RV park is considered a legal non-conforming use. It should be noted that the use has been receiving water service from the City (and thus from Calleguas as a wholesale supplier to the City) without the benefit of it being within the Calleguas boundaries. The annexation proposal will correct this oversight.

Parcel B: The annexation of parcel B to the City and Calleguas Municipal Water District is in order to develop an 8,000 square foot commercial building that was approved by the City in January 2010. The approved use conforms to the City's commercial General Plan and rezoning designations.

Surrounding Land Uses, Zoning, and General Plan Designations

Parcel A: Parcel A abuts commercial uses to the north, south and east. To the west is a single family residential neighborhood. The proposal will not affect adjacent uses or zoning.

Parcels B: Parcel B abuts commercial uses to the east and west. Ventura Boulevard and State Route 101 are located to the south. Single family residential development abuts to the north. The proposal will not affect adjacent uses or zoning.

Topography, Natural Features and Drainage

Each of the parcels is developed with urban uses. They are flat and drain to adjacent streets. There are no natural features.

2. Impact on Prime Agricultural Land, Agriculture, and Open Space

The parcels are urban in character. There are no agricultural or open space uses within or adjacent to the proposal area.

3. Population

According to the County of Ventura Registrar of Voters, there are more than 12 registered voters in the proposal area. As such, the proposal area is considered to be inhabited under the provisions of LAFCo law relating to protest proceedings.

4. Services and Controls – Need, Cost, Adequacy and Availability

Parcel A: Parcel A is to be annexed to Calleguas Municipal Water District, which currently provides water to the parcel. There will be no change to any other services. Both the City and Calleguas have indicated that that they have adequate supply and facilities to continue to provide potable water service to Parcel A.

Parcel B: Parcel B is located within the service area of the Cloverdale Mutual Water Company. According to City staff, the potable water service from Cloverdale will be replaced with service from the City via an existing water main adjacent to the site. Both Calleguas and the City have indicated that that they have adequate supply and facilities to provide potable water service to Parcel B.

Parcel B is within the boundaries of County Service Area No. 34, a dependent district of the County of Ventura. CSA 34 provides sewer collection and conveyance to the City's sewer collection system and treatment plant. No changes to sewer service are proposed as part of the reorganization proposal. Parcel B will remain within the boundaries of CSA 34 and continue to receive sewer service from it.

Upon annexation, the City will provide Parcel B with a wide range of municipal services. These include police, fire protection and emergency services, street sweeping, parks and recreation, solid waste collection, and street maintenance. These services will be financed through user fees and/or property taxes.

5. Boundaries and Lines of Assessment

The boundaries are definite and certain. The maps and legal descriptions for this proposal have been forwarded to the County Surveyor but have not yet been certified as being accurate and sufficient for the preparation of a Certificate of Completion pursuant to Government Code Section 57201 and for filing with the State Board of Equalization. As such, the attached Resolution includes a condition that predicates recordation of a Certificate of Completion (completion of annexation proceedings) upon the approval of a map and legal description by the County Surveyor.

6. Assessed Value, Tax Rates and Indebtedness

The assessed land value of each parcel per the 2010 - 2011 tax roll is:

	Assessor's Parcel No.	Assessed Value	Tax Rate Area	Tax rate per \$100 of value
Parcel A	139-0-260-055	\$ 2,772,427	03059	1.150637
Parcel B	145-0-211-150	\$ 110,000	77031	1.074000
	145-0-211-175	\$ 584,148	77031	1.074000

Upon annexation, new tax rate areas will be assigned, though the specific tax rate areas have not yet been identified by the Assessor.

7. Environmental Impact of the Proposal

Staff has determined that the proposal is categorically exempt from CEQA pursuant to Section 15319 of the CEQA Guidelines.

Parcel A contains an existing RV park that is to be annexed to Calleguas Municipal Water District. Guidelines subsection 15319(a) exempts the annexation of areas containing existing public or private structures developed to the density allowed under the current zoning. As a nonconforming use, the RV park is prohibited by the City's zoning ordinance from expanding; thus it is developed to the density allowed by the zoning.

Parcel B is to be annexed to Calleguas Municipal Water District and the City in order to construct an 8,000 square foot commercial building. Guidelines subsection 15319(b) exempts the annexation of individual small parcels of the minimum size for facilities exempted by Section 15303. Section 15303 exempts the construction of up to four commercial buildings in an urban area which do not exceed a total of 10,000 square feet.

8. Regional Housing Needs

The annexation of Parcel A to Calleguas MWD will result in no changes to the current RV park use, General Plan land use designation, or zoning. There will be no impact on the City's regional housing needs.

Parcel B is currently developed with four single family residential units which will be demolished when the commercial building is constructed. These units are rented on a monthly basis and the developer has agreed to subsidize alternative housing for the current occupants for twelve months. Because the proposal area is zoned for commercial development by both the County and City, neither jurisdiction identifies it as a location for residential development needed to meet regional housing needs. Therefore, the proposal will not affect either jurisdiction's ability to meet its regional housing needs.

9. Environmental Justice

Government Code Section 56668(o) requires the Commission to consider "[t]he extent to which the proposal will promote environmental justice." This section of the Government Code defines "environmental justice" to mean the fair treatment of people of all races, cultures, and incomes with respect to the location of public

facilities and the provision of public services. Parcel B is located within the community of El Rio. According to the 2010 U.S. Census, 73% of the inhabitants of El Rio are Hispanic or Latino and the median annual household income is less than 80% of the median household income countywide. The proposal does not include annexation of any other part of the El Rio community. The proposal will allow for the construction of a relatively small commercial building for which entitlements have been approved. The proposal does not represent greenfield development involving a significant expansion of infrastructure and services that could otherwise accommodate and benefit the remainder of El Rio. Thus, staff believes that the proposal would not unfairly treat the residents of El Rio and 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 public services to the proposal area.

COMMISSION PROCEEDINGS – PROCESS CONSIDERATIONS

All property owners within the proposal area have provided written consent to the reorganization. In such cases, pursuant to Government Code Section 56663(a), the Commission may approve or disapprove the proposal without notice or hearing.

As indicated in the *Population* section of this report, the proposal area is considered to be inhabited. Due to this fact, the Commission can waive protest proceedings only if all registered voters and landowners within the proposal area have been provided written notice of the LAFCo proceedings, including the fact that further protest proceedings may be waived unless written opposition is received, and only if before the conclusion of the Commission's consideration of the item no landowner or registered voter submits written opposition to the proposal (Govt. Code Sections 56662 and 56663).

Because all landowners have provided written consent to the annexation, it is unlikely that any landowners will oppose the proposal or the waiving of protest proceedings by the Commission. In addition, because all registered voters residing within the proposal area reside on Parcel A and are already receiving potable water from the City and Calleguas Municipal Water District, it is unlikely that any registered voters will oppose the proposal. Based on the assumption that no landowners or registered voters will oppose the proposal or the Commission's waiver of the protest proceedings, the resolution approving the annexation contains the appropriate language to waive protest proceedings. If any opposition is received, the resolution will need to be amended to direct staff to conduct subsequent notice and protest proceedings.

Authority to conduct the protest proceeding has been delegated to the LAFCo Executive Officer. Depending on the value of any protests received from qualified signers during the protest proceedings, the Executive Officer will either 1) terminate proceedings if a majority protest from the registered voters residing within the territory exists, 2) order the reorganization subject to confirmation of the registered voters residing within the territory, or 3) order that the reorganization be finalized in accordance with Government

Code Section 57075 and the authority delegated by the Commission's policies (Handbook Section 2.5.1).

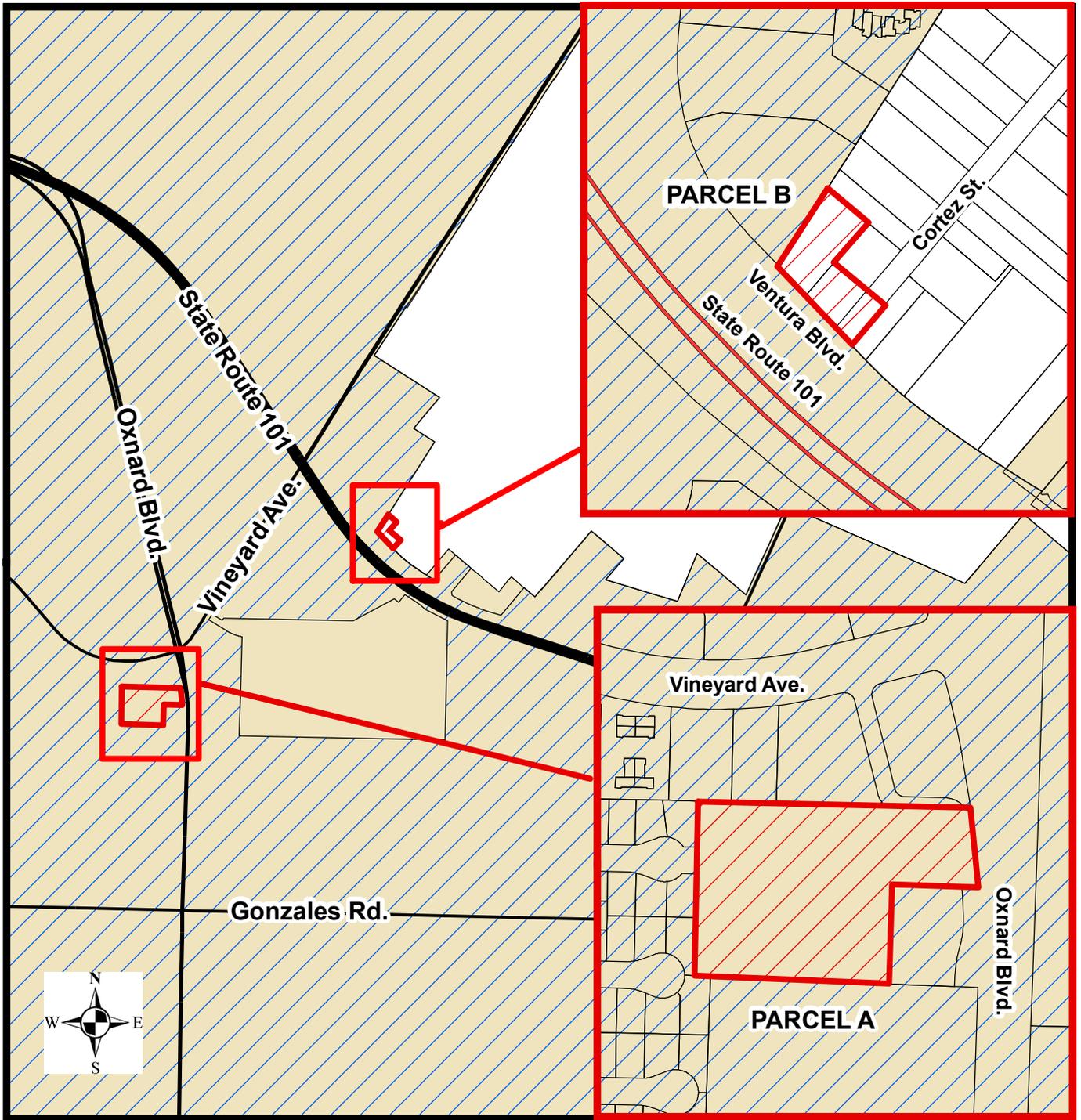
ALTERNATIVE ACTIONS AVAILABLE:

- A. If the Commission, following public testimony and review of the materials submitted, determines that further information is necessary, a motion to continue the reorganization proposal should state specifically the type of information desired and specify a date certain for further consideration.
- B. If the Commission, following public testimony and review of the materials submitted, determines that the boundaries of the reorganization proposal should be modified, or that the proposal should be approved subject to any changes or additions to the terms and conditions recommended, a motion to approve should clearly specify any boundary changes and/or any changes or additions to the terms and conditions of approval.
- C. If the Commission, following public testimony and review of materials submitted, wishes to deny or modify the reorganization proposal, a motion to deny should include direction that the matter be continued to the next meeting and that staff prepare a new report consistent with the evidence submitted and the anticipated decision.

BY: 
Kai Luoma, AICP
Deputy Executive Officer

Attachments: (1) Vicinity Map *
(2) LAFCo 11-04 Resolution

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



LAFCo 11-04 (Parcels A & B)
City of Oxnard Reorganization /
Calleguas Municipal Water District Annexation -
Crossroads

Legend

-  11-04 Proposal Area
-  City of Oxnard
-  Calleguas Municipal Water District

LAFCO 11-04

**RESOLUTION OF THE VENTURA LOCAL AGENCY
FORMATION COMMISSION MAKING DETERMINATIONS
AND APPROVING THE CITY OF OXNARD
REORGANIZATION/CALLEGUAS MUNICIPAL WATER
DISTRICT ANNEXATION – CROSSROADS (PARCELS A
AND B)**

WHEREAS, the proposal to 1) annex Parcel A to the Calleguas Municipal Water District, and 2) annex Parcel B and a portion of the Cortez Street right-of-way to the City of Oxnard and the Calleguas Municipal Water District and detach the same territory from the Ventura County Resource Conservation District, the Ventura County Fire Protection District and County Service Area No. 32 has been filed with the Executive Officer of the Ventura Local Agency Formation Commission (LAFCo) pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Section 56000 et seq. of the California Government Code); and

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

WHEREAS, the proposal was duly considered on July 20, 2011; and

WHEREAS, the Commission heard, discussed and considered all oral and written testimony for and against the proposal including, but not limited to, the LAFCo Staff Report and recommendation, the environmental determination, spheres of influence and applicable local plans and polices; and

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

WHEREAS, proof has been given to the Commission that the affected territory has more than 12 registered voters and is considered inhabited; and

WHEREAS, information satisfactory to the Commission has been presented that no subject agency or registered voter has 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 and the Calleguas Municipal Water District, 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 and recommendation for approval dated July 20, 2011 are adopted

- (2) The Commission finds that the proposal will lead to planned, orderly, and efficient development.
- (3) The reorganization is hereby approved, and the boundaries are established as generally set forth in the attached Exhibit A.
- (4) The affected territory is inhabited as defined by Government Code §56046.
- (5) The subject proposal is assigned the following distinctive short form designation: **LAFCO 11-04 CITY OF OXNARD REORGANIZATION/ CALLEGUAS MUNICIPAL WATER DISTRICT ANNEXATION – CROSSROADS (PARCELS A AND B).**
- (6) In accordance with staff's determination that the subject proposal is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15319 (a) and (b) of the CEQA Guidelines, the Commission hereby finds the reorganization to be categorically exempt.
- (7) The Commission directs staff to file a Notice of Exemption under Section 15062 of the CEQA Guidelines.
- (8) The Commission waives conducting authority proceedings since 1) all property owners and registered voters residing within the proposal area have been given notice of the Commission's intent to waive protest proceedings and no property owner or registered voter has submitted written opposition to the waiver of conducting authority proceedings, and 2) no subject agency has submitted written opposition to the waiver of conducting authority proceedings [Government Code §56663].
- (9) **This change of 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 Executive Officer.**
- (10) **This annexation shall not be recorded until maps and legal descriptions consistent with this approval have been approved by the Ventura County Surveyor.**

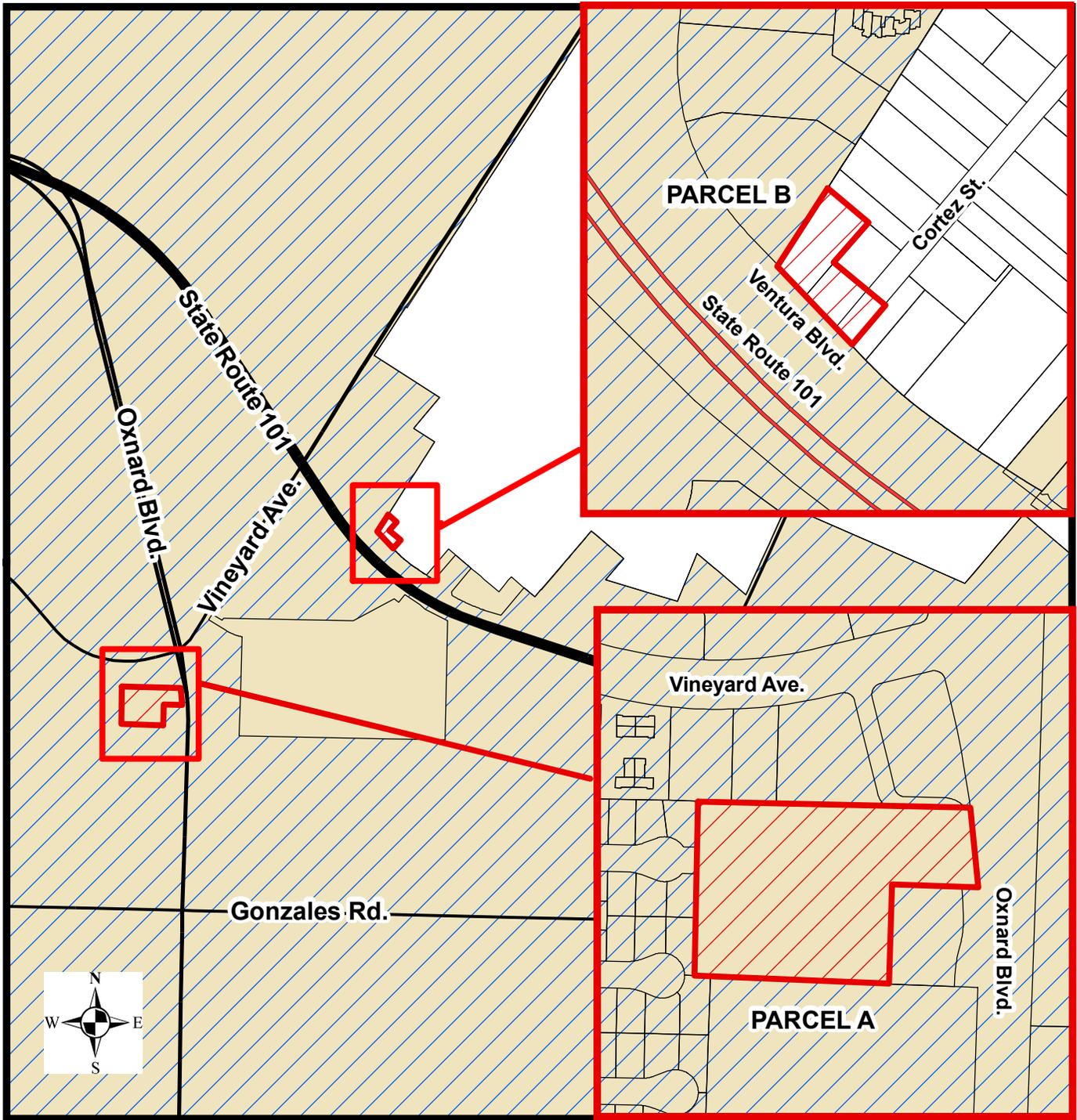
This resolution was adopted on July 20, 2011.

	AYE	NO	ABSTAIN	ABSENT
Commissioner Cunningham	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner Long	<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 Pringle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Commissioner Bennett	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Commissioner Dandy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Commissioner Hess	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Commissioner Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dated: _____
Chair, Ventura Local Agency Formation Commission

Attachments: Exhibit A

Copies: City of Oxnard
Calleguas Municipal Water District
Ventura County Assessor
Ventura County Auditor
Ventura County Surveyor
Ventura County Planning
Ventura County Elections-Registrar of Voters
Southern California Gas Co.
Southern California Edison
Ventura County Sheriff – EOC
Ventura County Resource Conservation District
Ventura County Service Area No. 32
Ventura County Fire Protection District



LAFCo 11-04 (Parcels A & B)
City of Oxnard Reorganization /
Calleguas Municipal Water District Annexation -
Crossroads

Legend

-  11-04 Proposal Area
-  City of Oxnard
-  Calleguas Municipal Water District

STAFF REPORT

Meeting Date: July 20, 2011

Agenda Item 12

TO: LAFCo Commissioners

FROM: Kim Uhlich, Executive Officer 

SUBJECT: 2011 Nominations for CALAFCO Board of Directors

RECOMMENDATION:

Authorize the Chair to submit nominations for the CALAFCO Board of Directors, as approved by the Commission.

DISCUSSION:

Each year at the annual CALAFCO conference, elections are held for the CALAFCO Board of Directors based on nominations received from individual LAFCos. In order for the Commission to participate in the nomination process, nominations will need to be made by the close of today's meeting for submittal to CALAFCO by the July 20, 2011 deadline.

The CALAFCO Executive Board consists of 16 voting members (4 from each of the 4 regions and each region comprised of one city member, one county member, one public member and one special district member). This year there are 8 seats up for election, (2 from each region) including one city member and one public member in the Coastal Region. The terms are for two years and members of the Board must be members of a local LAFCo at all times. Please note that alternate commissioners are also eligible for election to the CALAFCO Board.

The Commission must approve each of its nominations to the Board of Directors, and the Chair of the Commission sign a "Recommendation Form" and the nominee must complete a "Candidate Resume" form. Nominees must be able to attend at least four meetings a year between September 2011 and September 2012.

Information and forms related to the nomination process are attached for reference.

COMMISSIONERS AND STAFF

COUNTY: Linda Parks Kathy Long <i>Alternate:</i> Steve Bennett	CITY: Carl Morehouse Janice Parvin, Vice Chair <i>Alternate:</i> Carol Smith	SPECIAL DISTRICT: Elaine Freeman Gail Pringle <i>Alternate:</i> Bruce Dandy	PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> Kenneth M. Hess	
Executive Officer: Kim Uhlich	Dep. Exec. Officer Kai Luoma	Office Mgr/Clerk: Debbie Schubert	Office Assistant Martha Escandon	Legal Counsel: Michael Walker

2011

Board of Directors

Chair

SUSAN VICKLUND WILSON
Santa Clara LAFCo

Vice Chair

JERRY GLADBACH
Los Angeles LAFCo

Secretary

THEODORE NOVELLI
Amador LAFCo

Treasurer

MARY JANE GRIEGO
Yuba LAFCo

JULIE ALLEN

Tulare LAFCo

LARRY R. DUNCAN

Butte LAFCo

JON EDNEY

Imperial LAFCo

KAY HOSMER

Colusa LAFCo

JULIANA INMAN

Napa LAFCo

GAY JONES

Sacramento LAFCo

JOHN LEOPOLD

Santa Cruz LAFCo

BRAD MITZELFELT

San Bernardino LAFCo

CATHY SCHLOTTMANN

Santa Barbara LAFCo

STEPHEN SOUZA

Yolo LAFCo

JOSH SUSMAN

Nevada LAFCo

ANDY VANDERLAAN

San Diego LAFCo

Staff

WILLIAM S. CHIAT

Executive Director

SR JONES

Executive Officer

CLARK ALSOP

Legal Counsel

KATE MCKENNA

Deputy Executive Officer

JUNE SAVALA

Deputy Executive Officer

LOU ANN TEXEIRA

Deputy Executive Officer

20 May 2011

To: Local Agency Formation Commission
Members and Alternate Members

From: Gay Jones , Co-Chair
Cathy Schlottmann, Co-Chair
Recruitment Committee
CALAFCO Board of Directors

RE: Nominations for 2012 CALAFCO Board of Directors



Nominations are now open for the fall elections of the Board of Directors. Serving on the CALAFCO Board is a unique opportunity to work with other commissioners throughout the state on legislative, fiscal and operational issues that affect us all. The Board meets four times each year at alternate sites around the state. The time commitment is small and the rewards great! Any LAFCo commissioner or alternate commissioner is eligible to run for a Board seat.

The following offices on the CALAFCO Board of Directors are open for nominations.

<u>Northern Region</u>	<u>Central Region</u>	<u>Coastal Region</u>	<u>Southern Region</u>
County Member	City Member	City Member	County Member
District Member	Public Member	Public Member	District Member

The election will be conducted during regional caucuses at the CALAFCO annual conference prior to the Annual Membership Meeting held on Thursday, September 1st, 2011 at the Silverado Resort in Napa.

Please inform your Commission that the CALAFCO Recruitment Committee is accepting nominations for the above-cited offices until Tuesday, 2 August 2011. Incumbents are eligible to run for another term. Nominations received by August 2nd will be included in the Recruitment Committee's Report, copies of which will be available at the Annual Conference. Nominations received after this date will be returned; however, nominations will be permitted from the floor during the Regional Caucuses or during at-large elections, if required, at the Annual Membership Meeting.

The Board has made several changes to the elections process to be more inclusive for all members. For those member LAFCos who cannot send a representative to the Annual Meeting, a new electronic ballot will be made available. In the past nominees receiving the most votes were elected. With the smaller number of voters in the regional system that could result in members elected with less than majority support. Therefore the system has been changed to a majority election with run offs in the

event of a tie or no majority. These two changes to the process are underlined in the attached procedures.

Should your Commission nominate a candidate, the Chair of your Commission must complete the attached Nomination Form and the Candidate's Resume Form, or provide the specified information in another format other than a resume. Commissions may also include a letter of recommendation or resolution in support of their nominee. ***The nomination forms and materials must be received by the Recruitment Committee Chair no later than Tuesday, 2 August 2011.***

Please forward nominations to:

CALAFCO Recruitment Committee
c/o Sacramento LAFCo
1112 I St, Suite 100
Sacramento, California 95814-2836
FAX: 916/874-2939

Electronic filing of nomination forms and materials is encouraged to facilitate the recruitment process. Please send e-mails with forms and materials to Diane.Thorpe@saclafo.org. Alternatively, nomination forms and materials can be mailed or Faxed to the above address.

Attached please find a copy of the CALAFCO Board of Directors Nomination and Election Procedures. Members of the 2011 CALAFCO Recruitment Committee are:

Gay Jones, Co-Chair, Sacramento LAFCo (Central Region)
Cathy Schlottmann, Santa Barbara LAFCo (Coastal Region)
Kay Hosmer, Colusa LAFCo (Northern Region)
Jon Edney, Imperial LAFCo (Southern Region)

If you have any questions, please contact Gay at (916) 208-0736 or Cathy at (805) 733-2964.

Please consider joining us!

Enclosures

Board of Directors Nomination and Election Procedures and Forms

The procedures for nominations and election of the CALAFCO Board of Directors [Board] are designed to assure full, fair and open consideration of all candidates, provide confidential balloting for contested positions and avoid excessive demands on the time of those participating in the CALAFCO Annual Conference.

The Board nomination and election procedures shall be:

1. APPOINTMENT OF A RECRUITMENT COMMITTEE

- a. Following the Annual Membership Meeting the Board shall appoint a Committee of four members of the Board. The Recruitment Committee shall consist of one member from each region whose term is not ending.
- b. The Board shall appoint one of the members of the Recruitment Committee to serve as Chairman. The CALAFCO Executive Officer shall appoint a CALAFCO staff member to serve as staff for the Recruitment Committee in cooperation with the CALAFCO Executive Director.
- c. Each region shall designate a regional representative to serve as staff liaison to the Recruitment Committee.
- d. Goals of the Committee are to encourage and solicit candidates by region who represent member LAFCoS across the spectrum of geography, size, and urban-suburban-rural population, and to provide oversight of the elections process.

2. ANNOUNCEMENT TO ALL MEMBER LAFCoS

- a. No later than three months prior to the Annual Membership Meeting, the Recruitment Committee Chair shall send an announcement to each LAFCo for distribution to each commissioner and alternate. The announcement shall include the following:
 - i. A statement clearly indicating which offices are subject to the election.
 - ii. A regional map including LAFCoS listed by region.
 - iii. The dates by which all nominations must be received by the Recruitment Committee. The deadline shall be no later than 30 days prior to the opening of the Annual Conference. Nominations received after the closing date shall be returned to the proposing LAFCo marked "Received too late for Nominations Committee action."
 - iv. The names of the Recruitment Committee members with the Committee Chair's LAFCo address and phone number, and the names and contact information for each of the regional representatives.
 - v. The address to send the nominations forms.
 - vi. A form for a Commission to use to nominate a candidate and a candidate resume form of no more than one page each to be completed for each nominee.
- b. No later than four months before the annual membership meeting, the Recruitment

**Key Timeframes for
Nominations Process**

<u>Days*</u>	
90	Nomination announcement
30	Nomination deadline
14	Committee report released

**Days prior to annual membership meeting*

Committee Chair shall send an announcement to the Executive Director for distribution to each member LAFCo and for publication in the newsletter and on the website. The announcement shall include the following:

- i. A statement clearly indicating which offices are subject to the election.
 - ii. The specific date by which all nominations must be received by the Recruitment Committee. Nominations received after the closing dates shall be returned to the proposing LAFCo marked "Received too late for Recruitment Committee action."
 - iii. The names of the Recruitment Committee members with the Committee Chair's LAFCo address and phone number, and the names and contact information for each of the regional representatives.
 - iv. Requirement that nominated individual must be a commissioner or alternate commissioner from a member in good standing within the region.
- c. A copy of these procedures shall be posted on the web site.

3. THE RECRUITMENT COMMITTEE

- a. The Recruitment Committee and the regional representatives have the responsibility to monitor nominations and help assure that there are adequate nominations from each region for each seat up for election. No later than two weeks prior to the Annual Conference, the Recruitment Committee Chair shall distribute to the members the Committee Report organized by regions, including copies of all nominations and resumes, which are received prior to the end of the nomination period.
- b. At the close of the nominations the Recruitment Committee shall prepare regional ballots. Each region will receive a ballot specific to that region. Each region shall conduct a caucus at the Annual Conference for the purpose of electing their designated seats. Caucus elections must be held prior to the annual membership meeting at the conference. The Executive Director or assigned staff along with a member of the Recruitment committee shall tally ballots at each caucus and provide the Recruitment Committee the names of the elected Board members and any open seats. In the event of a tie, the staff and Recruitment Committee member shall immediately conduct a run-off ballot of the tied candidates.
- c. Make available sufficient copies of the Committee Report for each Voting Member by the beginning of the Annual Conference.
- d. Make available blank copies of the nomination forms and resume forms to accommodate nominations from the floor at either the caucuses or the annual meeting (if an at-large election is required).
- e. Advise the Annual Conference Planning Committee to provide "CANDIDATE" ribbons to all candidates attending the Annual Conference.
- f. Post the candidate statements/resumes organized by region on a bulletin board near the registration desk.
- g. Regional elections shall be conducted as described in Section 4 below. The representative from the Recruitment Committee shall serve as the Presiding Officer for the purpose of the caucus election.
- h. Following the regional elections, in the event that there are open seats for any offices subject to the election, the Recruitment Committee Chair shall notify the Chair of the Board of Directors that an at-large election will be required at the annual membership meeting and to provide a list of the number and category of seats requiring an at-large election.

4. ELECTRONIC BALLOT FOR LAFCO IN GOOD STANDING NOT ATTENDING ANNUAL MEETING
Limited to the elections of the Board of Directors

- a. Any LAFCo in good standing shall have the option to request an electronic ballot if there will be no representative attending the annual meeting.
- b. LAFCOs requesting an electronic ballot shall do so in writing no later than 30 days prior to the annual meeting.
- c. The Executive Director shall distribute the electronic ballot no later than two weeks prior to the annual meeting.
- d. LAFCo must return the ballot electronically to the executive director no later than three days prior to the annual meeting.
- e. LAFCOs voting under this provision may discard their electronic ballot if a representative is able to attend the annual meeting.
- f. LAFCOs voting under this provision may only vote for the candidates nominated by the Recruitment Committee and may not vote in any run-off elections.

5. AT THE TIME FOR ELECTIONS DURING THE REGIONAL CAUCUSES OR ANNUAL MEMBERSHIP MEETING

- a. The Recruitment Committee Chairman, another member of the Recruitment Committee, or the Chair's designee (hereafter called the Presiding Officer) shall:
 - i. Review the election procedure with the membership.
 - ii. Present the Recruitment Committee Report (previously distributed).
 - iii. Call for nominations from the floor by category for those seats subject to this election:
 - 1. For city member.
 - 2. For county member.
 - 3. For public member.
 - 4. For special district member.
- b. To make a nomination from the floor, a LAFCo, which is in good standing, shall identify itself and then name the category of vacancy and individual being nominated. The nominator may make a presentation not to exceed two minutes in support of the nomination.
- c. When there are no further nominations for a category, the Presiding Officer shall close the nominations for that category.
- d. The Presiding Officer shall conduct a "Candidates Forum". Each candidate shall be given time to make a brief statement for their candidacy.
- e. The Presiding Officer shall then conduct the election:
 - i. For categories where there are the same number of candidates as vacancies, the Presiding Officer shall:
 - 1. Name the nominees and offices for which they are nominated.

2. Call for a voice vote on all nominees and thereafter declare those unopposed candidates duly elected.
- ii. For categories where there are more candidates than vacancies, the Presiding Officer shall:
 1. Poll the LAFCoS in good standing by written ballot.
 2. Each LAFCo in good standing may cast its vote for as many nominees as there are vacancies to be filled. The vote shall be recorded on a tally sheet.
 3. With assistance from CALAFCO staff, tally the votes cast and announce the results.
- iii. Election to the Board shall occur as follows:
 1. The nominee receiving the majority of votes cast is elected.
 2. In the case of no majority, the two nominees receiving the two highest number of votes cast shall face each other in a run-off election.
 3. In case of tie votes:
 - a. A second run-off election shall be held with the same two nominees.
 - b. If there remains a tie after the second run-off, the winner shall be determined by a draw of lots.
 4. In the case of two vacancies, any candidate receiving a majority of votes cast is elected.
 - a. In the case of no majority for either vacancy, the three nominees receiving the three highest number of votes cast shall face each other in a run-off election.
 - b. In the case of no majority for one vacancy, the two nominees receiving the second and third highest number of votes cast shall face each other in a run-off election.
 - c. In the event of a tie, a second run-off election shall be held with the tied nominees. If there remains a tie after the second run-off election the winner shall be determined by a draw of lots.

6. ADDITIONAL PROCEDURES

- a. For categories where there are more candidates than vacancies, names will be listed in the order nominated.
- b. The Recruitment Committee Chair shall announce and introduce all Board Members elected at the Regional Caucuses at the annual business meeting.
- c. In the event that Board seats remain unfilled after a Regional Caucus, an election will be held immediately at the annual business meeting to fill the position at-large. Nominations will be taken from the floor and the election process will follow the procedures described in Section 4 above. Any commissioner or alternate from a member LAFCo may be nominated for at-large seats.

- d. Seats elected at-large become subject to regional election at the expiration of the term. Only representatives from the region may be nominated for the seat.
- e. As required by the Bylaws, the members of the Board shall meet as soon as possible after election of new board members for the purpose of electing officers, determining meeting places and times for the coming year, and conducting any other necessary business.

7. LOSS OF ELECTION IN HOME LAFCO

Board Members and candidates who lose elections in their home office shall notify the Executive Director within 15 days of the certification of the election.

8. FILLING BOARD VACANCIES

Vacancies on the Board of Directors may be filled by appointment by the Board for the balance of the unexpired term. Appointees must be from the same category as the vacancy, and should be from the same region.

These policies and procedures were adopted by the CALAFCO Board of Directors on 12 January 2007 and amended on 9 November 2007, 8 February 2008, 13 February 2009, 12 February 2010, 18 February 2011, and 29 April 2011. They supersede all previous versions of the policies.

CALAFCO Regions



Board of Directors Nominations Form

Nomination to the CALAFCO Board of Directors

In accordance with the Nominations and Election Procedures of CALAFCO,

_____ LAFCo of the _____ Region

Nominates _____

for the (check one) City County Special District Public

Position on the CALAFCO Board of Directors to be filled by election at the next Annual
Membership Meeting of the Association.

LAFCo Chair

Date

NOTICE OF DEADLINE

Nominations must be received by **August 2, 2011** to be considered by the Recruitment Committee. Send completed nominations to:

CALAFCO Recruitment Committee
c/o Sacramento LAFCo
1112 I St., Suite 100
Sacramento, CA 95814-2836

Board of Directors Candidate Resume Form

Nominated By: _____ LAFCo Date: _____

Region (please check one): Northern Coastal Central Southern

Category (please check one): City County Special District Public

Candidate Name _____

Address _____

Phone Office _____ Mobile _____

e-mail _____ @ _____

Personal and Professional Background:

LAFCo Experience:

CALAFCO or State-level Experience:

Availability:

Other Related Activities and Comments:

NOTICE OF DEADLINE

Nominations must be received by **August 2, 2011** to be considered by the Recruitment Committee. Send completed nominations to:

CALAFCO Recruitment Committee
c/o Sacramento LAFCo
1112 I St., Suite 100
Sacramento, CA 95814-2836



STAFF REPORT

Meeting Date: July 20, 2011

Agenda Item 13

TO: LAFCo Commissioners
FROM: Kim Uhlich, Executive Officer *KU*
SUBJECT: 2011 CALAFCO Achievement Award Nominations

RECOMMENDATION:

- A. Nominate the Ventura LAFCo for the Project of the Year Award.
- B. Nominate Debbie Schubert for the Outstanding LAFCo Clerk Award.

DISCUSSION:

Each year CALAFCO calls for nominations for achievement awards in ten categories. A copy of the nomination information materials, including a list of award categories and past winners, is attached for additional information (Attachment 1). As indicated in the information materials, nominations may be submitted by individuals, LAFCos, or any other organization.

Commissioner Parks is recommending that the Commission nominate the Ventura LAFCo for the Project of the Year award in recognition of LAFCo's actions regarding the City of Santa Paula East Area 1 reorganization proposal (Attachment 2). In addition, Chair Cunningham and I are recommending that the Commission nominate Debbie Schubert for the Outstanding LAFCo Clerk award. Attachment 3 summarizes Debbie's skills and contributions to the Ventura LAFCo and her peers throughout the state.

Nominations for CALAFCO Achievement Awards must be submitted by July 20. All nominations submitted will be evaluated by an awards committee who will select the winners in each award category. Announcement of the award winners will be made at the CALAFCO Conference in Napa on Thursday, September 1.

- Attachments: (1) CALAFCO memorandum regarding Achievement Award Nominations
 (2) Nomination Form –Ventura LAFCo for Project of the Year
 (3) Nomination Form – Debbie Schubert for Outstanding LAFCo Clerk

COMMISSIONERS AND STAFF

COUNTY: Kathy Long Linda Parks <i>Alternate:</i> Steve Bennett	CITY: Carl Morehouse Janice Parvin, Vice Chair <i>Alternate:</i> Carol Smith	SPECIAL DISTRICT: Elaine Freeman Gail Pringle <i>Alternate:</i> Bruce Dandy	PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> Kenneth M. Hess	
Executive Officer: Kim Uhlich	Dep. Exec. Officer Kai Luoma	Office Mgr/Clerk: Debbie Schubert	Office Assistant Martha Escandon	Legal Counsel: Michael Walker

2011
Board of Directors

Chair
SUSAN VICKLUND WILSON
Santa Clara LAFCo

Vice Chair
JERRY GLADBACH
Los Angeles LAFCo

Secretary
THEODORE NOVELLI
Amador LAFCo

Treasurer
MARY JANE GRIEGO
Yuba LAFCo

JULIE ALLEN
Tulare LAFCo

LARRY R. DUNCAN
Butte LAFCo

JON EDNEY
Imperial LAFCo

KAY HOSMER
Colusa LAFCo

JULIANA INMAN
Napa LAFCo

GAY JONES
Sacramento LAFCo

JOHN LEOPOLD
Santa Cruz LAFCo

BRAD MITZELFELT
San Bernardino LAFCo

CATHY SCHLOTTMANN
Santa Barbara LAFCo

STEPHEN SOUZA
Yolo LAFCo

JOSH SUSMAN
Nevada LAFCo

ANDY VANDERLAAN
San Diego LAFCo

Staff

WILLIAM S. CHIAT
Executive Director

SR JONES
Executive Officer

CLARK ALSOP
Legal Counsel

KATE MCKENNA
Deputy Executive Officer

JUNE SAVALA
Deputy Executive Officer

LOU ANN TEXEIRA
Deputy Executive Officer

Date: 17 May 2011

To: LAFCo Commissioners and Staff

From: Ted Novelli, Chair
CALAFCO Achievement Awards Committee

RE: 2011 CALAFCO Achievement Award Nominations



Each year, at the annual conference, CALAFCO announces awards that recognize outstanding achievements by dedicated and committed individuals to LAFCo and LAFCo principles throughout the State.

Recognizing individual and organizational achievements is an important responsibility. It provides visible recognition and support to those who go above and beyond in their work to advance the principles and goals of Cortese-Knox-Hertzberg and LAFCo. I invite you to use this opportunity to nominate the people and agencies that you feel deserve this important recognition.

To make a nomination, please use the following procedure:

1. Nominations may be made by an individual, a LAFCo, a CALAFCO Associate Member, or other organization. There is no limit to the number of nominations.
2. Please use a separate form for each nomination (attached). Nominations must be submitted with a completed nomination form. The form is your opportunity to summarize the most important points of your nomination.
3. All nomination materials must be submitted at one time and must be received by the deadline. Electronic submittals are encouraged.
4. All supporting information (e.g. reports, newspaper articles, etc.) must be submitted with the nomination. Endorsement letters from third parties are not necessary.
5. **Nominations and supporting materials must be received no later than 5:00 PM, Wednesday, 20 July 2011.** Send nominations via e-mail, fax, or U.S. mail to:

Roseanne Chamberlain
Amador LAFCo
Post Office Box 22-1292
Sacramento, CA 95822-1292
Fax (916) 454-5028
E-mail: amador.lafco@gmail.com

Please contact Roseanne with any questions at (209) 418-9377. A list of the previous Achievement Award recipients is attached to this notice.

CALAFCO ACHIEVEMENT AWARD CATEGORIES

CALAFCO recognizes excellence within the LAFCo community by presenting the *Achievement Awards* at the CALAFCO Annual Conference. Nominations are being accepted until 2 October 2009 in the following categories:

Outstanding CALAFCO Member	Recognizes a CALAFCO Board Member or staff person who has provided exemplary service during the past year.
Distinguished Service Award	Given to a member of the LAFCo community to recognize long-term service by an individual.
Most Effective Commission	Presented to an individual Commission to recognize innovation, streamlining, and/or initiative in implementing LAFCo programs; may also be presented to multiple Commissions for joint efforts.
Outstanding Commissioner	Presented to an individual Commissioner for extraordinary service to his or her Commission.
Outstanding LAFCo Professional	Recognizes an Executive Officer, Staff Analyst, or Legal Counsel for exemplary service during the past year.
Outstanding LAFCo Clerk	Presented to a LAFCo Clerk for service above and beyond the call of duty.
Project of the Year	Recognition for a project-specific program that involved complex staff analysis, community involvement, or an outstanding solution.
Government Leadership Award	Presented to a decision-making body at the city, county, special district, regional or state level which has furthered good government efforts in California.
Legislator of the Year	Presented to a member of the California State Senate or Assembly in recognition of leadership and valued contributions in support of LAFCo goals. Selected by CALAFCO Board.
Mike Gotch Courage and Innovation in Local Government Award	Presented to an individual who has taken extraordinary steps to improve and innovate local government. This award is named for Mike Gotch: former Assembly Member, LAFCo Executive Officer and CALAFCO Executive Director responsible for much of the foundations of LAFCo law and CALAFCO. He is remembered as a source of great inspiration for staff and legislators from throughout the state.

CALAFCO ACHIEVEMENT AWARD RECIPIENTS**2010**

Mike Gotch Courage & Innovation in
Local Government Leadership Award
Distinguished Service Award

Most Effective Commission
Outstanding CALAFCO Member
Outstanding Commissioner
Outstanding LAFCo Professional
Outstanding LAFCo Clerk
Project of the Year

Government Leadership Award

Special Achievement

Helen Thompson, Commissioner, Yolo LAFCo

Kathleen Rollings-McDonald, Executive Officer, San
Bernardino LAFCo

Bob Braitman, Executive Officer, Santa Barbara LAFCo
Tulare LAFCo

Roger Anderson, Ph.D., CALAFCO Chair, Santa Cruz LAFCo

George Lange, Ventura LAFCo

Harry Ehrlich, Government Consultant, San Diego LAFCo

Candie Fleming, Fresno LAFCo

Butte LAFCo

Sewer Commission - Oroville Region Municipal Service Review

**Nipomo Community Services District and the County of
San Luis Obispo**

Chris Tooker, Sacramento LAFCo and CALAFCO Board of
Directors

2009

Mike Gotch Courage & Innovation in
Local Government Leadership Award
Distinguished Service Award

Most Effective Commission
Outstanding CALAFCO Member

Outstanding Commissioner
Outstanding LAFCo Professional
Outstanding LAFCo Clerk
Project of the Year

Government Leadership Award

Legislator of the Year Award

Paul Hood, Executive Officer, San Luis Obispo LAFCo

William Zumwalt, Executive Officer, Kings LAFCo
Napa LAFCo

Susan Vicklund Wilson, CALAFCO Vice Chair
Jerry Gladbach, CALAFCO Treasurer

Larry M. Fortune, Fresno LAFCo

Pat McCormick, Santa Cruz LAFCo Executive Officer

Emmanuel Abello, Santa Clara LAFCo

Orange LAFCo
Boundary Report

**Cities of Amador City, Jackson, Ione, Plymouth & Sutter
Creek; Amador County; Amador Water Agency; Pine Grove
CSD – Countywide MSR Project**

Assembly Member Jim Silva

2008

Distinguished Service Award

Most Effective Commission
Outstanding Commissioner

Outstanding LAFCo Professional

Outstanding LAFCo Clerk
Project of the Year

Government Leadership Award

Legislator of the Year Award

Peter M. Detwiler, Senate Local Government Committee
Chief Consultant

Yuba LAFCo

Dennis Hansberger, San Bernardino LAFCo

Michael Ott, San Diego LAFCo Executive Officer
Martha Poyatos, San Mateo Executive Officer

Wilda Turner, Los Angeles LAFCo

Kings LAFCo

City and Community District MSR and SOI Update

San Bernardino Board of Supervisors

Assembly Member Anna M. Caballero

2007

Outstanding CALAFCO Member	Kathy Long , Board Chair, Ventura LAFCo
Distinguished Service Award	William D. Smith , San Diego Legal Counsel
Most Effective Commission	Santa Clara LAFCo
Outstanding Commissioner	Gayle Uilkema , Contra Costa LAFCo
Outstanding LAFCo Professional	Joyce Crosthwaite , Orange LAFCo Executive Officer
Outstanding LAFCo Clerk	Debby Chamberlin , San Bernardino LAFCo
Project of the Year	San Bernardino LAFCo and City of Fontana Islands Annexation Program
Government Leadership Award	City of Fontana Islands Annexation Program
Lifetime Achievement	John T. "Jack" Knox

2006

Outstanding CALAFCO Member	Everett Millais , CALAFCO Executive Officer and Executive Officer of Ventura LAFCo
Distinguished Service Award	Clark Alsop , CALAFCO Legal Counsel
Most Effective Commission Award	Alameda LAFCo
Outstanding Commissioner Award	Ted Grandsen , Ventura LAFCo Chris Tooker , Sacramento LAFCo
Outstanding LAFCo Professional Award	Larry Calemine , Los Angeles LAFCo Executive Officer
Outstanding LAFCo Clerk Award	Janice Bryson , San Diego LAFCo Marilyn Flemmer , Sacramento LAFCo
Project of the Year Award	Sacramento Municipal Utility District Sphere of Influence Amendment and Annexation; Sacramento LAFCo
Outstanding Government Leadership Award	Cities of Porterville, Tulare, and Visalia and Tulare LAFCo Island Annexation Program
Legislator of the Year Award	Senator Christine Kehoe

2005

Outstanding CALAFCO Member	Peter Herzog , CALAFCO Board, Orange LAFCo
Distinguished Service Award	Elizabeth Castro Kemper , Yolo LAFCo
Most Effective Commission Award	Ventura LAFCo
Outstanding Commissioner Award	Art Aseltine , Yuba LAFCo Henri Pellissier , Los Angeles LAFCo
Outstanding LAFCo Professional Award	Bruce Baracco , San Joaquin LAFCo
Outstanding LAFCo Clerk Award	Danielle Ball , Orange LAFCo
Project of the Year Award	San Diego LAFCo MSR of Fire Protection and Emergency Medical Services
Outstanding Government Leadership Award	Sacramento Area Council of Governments (SACOG)



2011 Achievement Award Nominations

2004

Outstanding CALAFCO Member	Scott Harvey , CALAFCO Executive Director
Distinguished Service Award	Julie Howard , Shasta LAFCo
Most Effective Commission Award	San Diego LAFCo
Outstanding Commissioner Award	Edith Johnsen , Monterey LAFCo
Outstanding LAFCo Professional Award	David Kindig , Santa Cruz LAFCo
Project of the Year Award	San Luis Obispo LAFCo Nipomo CSD SOI Update, MSR, and EIR

2003

Outstanding CALAFCO Member	Michael P. Ryan , CALAFCO Board Member
Distinguished Service Award	Henri F. Pellissier , Los Angeles LAFCo
Most Effective Commission Award	San Luis Obispo LAFCo
Outstanding Commissioner Award	Bob Salazar , El Dorado LAFCo
Outstanding LAFCo Professional Award	Shirley Anderson , San Diego LAFCo
Outstanding LAFCo Clerk Award	Lori Fleck , Siskiyou LAFCo
Project of the Year Award	Napa LAFCo Comprehensive Water Service Study
Special Achievement Award	James M. Roddy

2002

Outstanding CALAFCO Member	Ken Lee , CALAFCo Legislative Committee Chair
Most Effective Commission Award	San Diego LAFCo
Outstanding Commissioner Award	Ed Snively , Imperial LAFCo
Outstanding LAFCo Professional Award	Paul Hood , San Luis Obispo LAFCo
Outstanding LAFCo Clerk Award	Danielle Ball , Orange LAFCo
Project of the Year Award	San Luis Obispo LAFCo
Outstanding Government Leadership Award	Napa LAFCo, Napa County Farm Bureau, Napa Valley Vintners Association, Napa Valley Housing Authority, Napa County Agricultural Commissioner's Office, Napa County Counsel Office, and Assembly Member Patricia Wiggins

2001

Outstanding CALAFCO Member	SR Jones , CALAFCO Executive Officer
Distinguished Service Award	David Martin , Tax Area Services Section, State Board of Equalization
Outstanding Commissioner Award	H. Peter Faye , Yolo LAFCo
Outstanding LAFCo Professional Award	Ingrid Hansen , San Diego LAFCo
Project of the Year Award	Santa Barbara LAFCo
Outstanding Government Leadership Award	Alameda County Board of Supervisors, Livermore City Council, Pleasanton City Council
Legislator of the Year Award	Senator Jack O'Connell



2011 Achievement Award Nominations

2000

Outstanding CALAFCO Member	Ron Wootton , CALAFCO Board Chair
Distinguished Service Award	Ben Williams , Commission on Local Governance for the 21st Century
Most Effective Commission Award	Yolo LAFC
Outstanding Commissioner	Rich Gordon , San Mateo LAFCo
Outstanding LAFCo Professional Award	Annamaria Perrella , Contra Costa LAFCo
Outstanding LAFCo Clerk Award	Susan Stahmann , El Dorado LAFCo
Project of the Year Award	San Diego LAFCo
Legislator of the Year Award	Robert Hertzberg , Assembly Member

1999

Distinguished Service Award	Marilyn Ann Flemmer-Rodgers , Sacramento LAFCo
Most Effective Commission Award	Orange LAFCo
Outstanding Executive Officer Award	Don Graff , Alameda LAFCo
Outstanding LAFCo Clerk Award	Dory Adams , Marin LAFCo
Most Creative Solution to a Multi-Jurisdictional Problem	San Diego LAFCo
Outstanding Government Leadership Award	Assembly Member John Longville
Legislator of the Year Award	Assembly Member Robert Hertzberg

1998

Outstanding CALAFCO Member	Dana Smith , Orange LAFCo
Distinguished Service Award	Marvin Panter , Fresno LAFCo
Most Effective Commission Award	San Diego LAFCo
Outstanding Executive Officer Award	George Spiliotis , Riverside LAFCo
Outstanding Staff Analysis	Joe Convery , San Diego LAFCo Joyce Crosthwaite , Orange LAFCo
Outstanding Government Leadership Award	Santa Clara County Planning Department

1997

Most Effective Commission Award	Orange LAFCo
Outstanding Executive Officer Award	George Finney , Tulare LAFCo
Outstanding Staff Analysis	Annamaria Perrella , Contra Costa LAFCo
Outstanding Government Leadership Award	South County Issues Discussion Group
Most Creative Solution to a Multi-Jurisdictional Problem	Alameda LAFCo and Contra Costa LAFCo
Legislator of the Year Award	Assembly Member Tom Torlakson



Nomination Form

NOMINEE

Person or Agency Being Nominated: Ventura LAFCo

Name Project: City of Santa Paula: East Area 1 Reorganization
Organization
Address
Phone/E-mail

NOMINATION CATEGORY (check one – see category detail on attached sheet)

- | | |
|---|---|
| <input type="checkbox"/> Outstanding CALAFCO Member | <input checked="" type="checkbox"/> Project of the Year |
| <input type="checkbox"/> Distinguished Service Award | <input type="checkbox"/> Government Leadership Award |
| <input type="checkbox"/> Most Effective Commission | <input type="checkbox"/> Legislator of the Year |
| <input type="checkbox"/> Outstanding Commissioner | <input type="checkbox"/> Mike Gotch Courage and Innovation
in Local Government Award |
| <input type="checkbox"/> Outstanding LAFCo Professional | |
| <input type="checkbox"/> Outstanding LAFCo Clerk | |

NOMINATION SUBMITTED BY:

Name: Ventura LAFCo
Address: 800 S. Victoria Avenue, Ventura CA 93009-1850
Phone: (805) 654-2576
E-mail: kim.uhlich@ventura.org

ACHIEVEMENTS

Please indicate the reasons why this person or agency deserves to be recognized (Use additional sheets as needed):

See attached sheet

2011 CALAFCO Achievement Award Nomination Project of the Year: Ventura LAFCo

The City of Santa Paula is known for its picturesque setting and semi-rural character but its primarily agriculturally based economy makes it one of the most financially challenged cities in Ventura County. Based on recent census data, Santa Paula has the lowest median household income of all the cities the County with approximately 12 percent of families and 15 percent of the population below the poverty line.

In 2008, hopes were raised for an economic reprieve when the City approved a specific plan and development agreement to allow the construction of 1,500 residential units, 435,000 square feet of commercial and light industrial uses and approximately 375,000 square feet of civic uses on 550 acres of land immediately east of the City boundary and sphere of influence. In accordance with a voter approved initiative (SOAR – Save Open space and Agricultural Resources), voters in Santa Paula first had to approve the proposed development and did so overwhelmingly. In late 2010 the City submitted a proposal to the Ventura LAFCo requesting approval of a sphere of influence amendment and annexation of the specific plan area, known as East Area 1.

By early 2011, the City's mid-year budget projections were showing a \$1.8 million budget gap and fears of bankruptcy loomed. One of the only bright spots was the promise of future fee and tax revenue from the development of the East Area Specific Plan (EA1SP). Consequently, LAFCo experienced considerable pressure to approve the proposal without delay. Unfortunately, however, LAFCo staff identified several major concerns regarding the ability of the City to finance all of public improvements and services that would be necessary for the project. In addition, LAFCo staff discovered that the City's EIR failed to disclose that a portion of the annexation area is located within a FEMA-designated floodplain and that the agency responsible for providing flood control services lacked sufficient funding to mitigate the hazards in the adjacent creek channel. These issues are summarized in the attached article, which was submitted to CALAFCO for publication in the next *Sphere* newsletter.

As described in the article, LAFCo required further review and discussions between parties. While the review did require extra time, the project was ultimately approved and was a better project as a result. The LAFCo action resulted in the City and the developer reopening their development agreement to better address concerns about the timing and financing of key public infrastructure and services. As a result of LAFCo's involvement, it is more likely that public services within East Area 1 will be available when needed in the near term as well as for decades to come.



Nomination Form

NOMINEE

Person or Agency Being Nominated: Debbie Schubert

Name Debbie Schubert, Clerk
 Organization Ventura Local Agency Formation Commission
 Address 800 S. Victoria Avenue, Ventura, CA 93009-1850
 Phone/E-mail 805-654-2576 / debbie.schubert@ventura.org

NOMINATION CATEGORY (check one – see category detail on attached sheet)

- | | |
|---|---|
| <input type="checkbox"/> Outstanding CALAFCO Member | <input type="checkbox"/> Project of the Year |
| <input type="checkbox"/> Distinguished Service Award | <input type="checkbox"/> Government Leadership Award |
| <input type="checkbox"/> Most Effective Commission | <input type="checkbox"/> Legislator of the Year |
| <input type="checkbox"/> Outstanding Commissioner | <input type="checkbox"/> Mike Gotch Courage and Innovation
in Local Government Award |
| <input type="checkbox"/> Outstanding LAFCo Professional | |
| <input checked="" type="checkbox"/> Outstanding LAFCo Clerk | |

NOMINATION SUBMITTED BY:

Name: Ventura LAFCo
 Address: 800 S. Victoria Avenue, Ventura CA 93009-1850
 Phone: (805) 654-2576
 E-mail: kim.uhlich@ventura.org

ACHIEVEMENTS

Please indicate the reasons why this person or agency deserves to be recognized (Use additional sheets as needed):

See attached sheet

2011 CALAFCO Achievement Award Nomination
Outstanding LAFCo Clerk: Debbie Schubert

As the Office Manager/Clerk for the Ventura LAFCo, Debbie Schubert fulfills many roles including supervisor (of an Office Assistant), purchasing manager, fiscal officer, personnel representative, and safety officer. Debbie's most impressive qualities are her excellent job skills, sound professional judgment, and initiative. These skills and abilities, along with her tenacious work ethic and sense of humor, allow her to provide outstanding service to Commissioners, fellow LAFCo staff members and contractors, public agency staff and the public.

Debbie's work is also distinguished by her deep interest in many aspects of LAFCo work outside of her job description. For example, she makes it a point to know as much about each reorganization proposal and municipal service review as possible, and has a good understanding of many aspects of LAFCo law well beyond that required for clerking functions. In fact, Debbie often gives highly constructive comments during staff meetings when the Cortese-Knox-Hertzberg Act is discussed.

Debbie's ethical principals are readily apparent in her approach to decision making. She is always mindful that LAFCos are primarily funded with public tax dollars and continually seeks to minimize operational costs. She unhesitatingly works extra hours if needed and insists on scheduling her days off so her absence does not affect her coworkers or the Commission meeting schedule.

If this weren't enough, Debbie generously shares her skills with others. She has volunteered to assist at several CALAFCO conferences and routinely participates in the staff workshops. Most recently, she served as co-chair of the 2011 CALAFCO Staff Workshop Program Committee and helped to facilitate a session on mentoring. This was the first staff workshop to convene a stand-alone committee solely for planning the clerks' program, which was established primarily in response to Debbie's suggestion. The resulting program was so well received that the host of next year's workshop is engaging in a similar effort.

Informally, Debbie serves as the backup provider of technical support services for the Ventura LAFCo office. Her knowledge of and skills with computer hardware and software are well beyond the requirements of the position. Whether it involves databases, computer networks, file archiving or *any* software product in common office use, there is very little that Debbie doesn't know. On the rare occasions when she is unable to immediately resolve a computer-related problem, she is not satisfied until she conducts further research, identifies options, and implements a solution. She has also taken the lead in transitioning the LAFCo office toward a paperless environment. For the Commissioners who use tablet computers, she converts the Commissioners' agenda materials from Word files to bookmarked PDF files that can be easily downloaded and accessed at the meetings without the need to print hard copies.

To summarize, Debbie represents the best example of a LAFCo Clerk in every way. On a daily basis, she exemplifies excellence and service through her knowledge, skills, professionalism, dedication, ethical standards, generosity and sense of humor. It is our pleasure to nominate Debbie Schubert for the CALAFCO achievement award as Outstanding LAFCo Clerk for her ongoing service well above and beyond the call of duty.

STAFF REPORT
Meeting Date: July 20, 2011

Agenda Item 14

TO: LAFCo Commissioners

FROM: Kai Luoma, Deputy Executive Officer

SUBJECT: Letter to Prospective Applicants

RECOMMENDATION:

Direct staff to provide a copy of the attached letter to prospective LAFCo applicants.

DISCUSSION:

As the Commission is aware, the requirements for requesting Commission approval of proposals for changes of organization are set forth in the Cortese-Knox-Hertzberg Act. While most proposals are filed by cities and special districts, the staffs of these agencies are often not well versed in LAFCo law. For this reason, it is LAFCo staff's practice to contact prospective applicants and recommend that they confer with us as early in the process as possible to discuss specific application requirements. Moreover, the Commission has acknowledged the importance of early consultation through the adoption of Section 2.1.3 of the Commissioners Handbook which provides that "(p)re-application meetings with LAFCo staff are encouraged to assist in providing for the efficient and orderly processing of applications, and to provide applicants with advice regarding the processing needs and requirements of the specific action to be considered."

Although a number of applicants willingly seek opportunities for early consultation with LAFCo staff, others do not. In some cases, consultation may not be necessary for those agencies that routinely submit applications for relatively simple change of organization proposals. For those applicants that would benefit from consultation but choose not to do so, staff believes that it may be helpful to receive further encouragement in the form of a letter from the Commission. Attached (Attachment 1) is a draft letter from the Commission to prospective applicants. The letter could be sent to local agencies as LAFCo staff become aware of pending change of organization

COMMISSIONERS AND STAFF

<p>COUNTY: Kathy Long Linda Parks <i>Alternate:</i> Steve Bennett</p>	<p>CITY: Carl Morehouse Janice Parvin, Vice Chair <i>Alternate:</i> Carol Smith</p>	<p>SPECIAL DISTRICT: Elaine Freeman Gail Pringle <i>Alternate:</i> Bruce Dandy</p>	<p>PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> Kenneth M. Hess</p>	
<p>Executive Officer: Kim Uhlich</p>	<p>Dep. Exec. Officer Kai Luoma</p>	<p>Office Mgr/Clerk: Debbie Schubert</p>	<p>Office Assistant Martha Escandon</p>	<p>Legal Counsel: Michael Walker</p>

proposals or in conjunction with comments provided in response to a CEQA notice or circulation of an environmental document.

Although there is no way to obtain one hundred percent compliance with regard to the pre-consultation recommendation, staff believes that a letter from the Commission will highlight the importance of these meetings and may thereby increase participation by prospective applicants.

Attachment: (1) Letter to prospective LAFCo applicants



Dear Prospective LAFCo Applicant:

Local Agency Formation Commissions (LAFCos) are independent governmental agencies responsible for promoting orderly development through the logical formation and determination of local agency boundaries. LAFCos implement the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 et seq.), which grants them broad authority to review, consider, modify, condition, and approve or disapprove requests for changes of organization.

In reviewing any request for a change of organization, LAFCos must consider numerous factors such as, but not limited to, land use; the need for organized community services; the effect on the cost and adequacy of services in the area and adjacent areas; the ability of the city or district to provide services; the availability of water supplies; consistency with regional transportation plans and city/county general and specific plans; and the effects on agricultural lands. In addition, LAFCos must comply with laws pertaining to environmental protection, land conservation, public records, open meetings and taxation. The Ventura LAFCo has also adopted local policies which must be given great weight as part of its consideration of proposals. These policies, along with LAFCo's operational rules and regulations, are set forth in the *Commissioner's Handbook*, which is available on the LAFCo website: <http://www.ventura.lafco.ca.gov/>.

Regardless of your agency's level of familiarity or experience with the LAFCo application process, we strongly encourage all prospective applicants to consult with LAFCo staff prior to submitting an application. Although the LAFCo application requirements are generally the same for each boundary change proposal, there may be exceptions depending on the complexity, scope, and location of the proposal. During the pre-application consultation, you will receive a detailed explanation of the application requirements and all information necessary to process your request. Meeting all of the requirements in your initial application submittal is the best way to minimize processing time and costs. Optimally, the consultation process should occur before your agency initiates the environmental review process and well before a resolution to initiate a change of organization is adopted by your agency.

Pre-application consultations are available free of charge in most cases unless multiple meetings are required. Please take advantage of the LAFCo staff to help make your LAFCo experience as efficient and cost effective as possible.

Sincerely,

Ventura Local Agency Formation Commission

STAFF REPORT
Meeting Date: July 20, 2011

Agenda Item 15

TO: LAFCO Commissioners
FROM: Kim Uhlich, Executive Officer 
SUBJECT: Compensation for the Executive Officer
Ventura County

Materials will be available at the meeting

COMMISSIONERS AND STAFF

COUNTY: Kathy Long Linda Parks <i>Alternate:</i> Steve Bennett	CITY: Carl Morehouse Janice Parvin, Vice Chair <i>Alternate:</i> Carol Smith	SPECIAL DISTRICT: Elaine Freeman Gail Pringle <i>Alternate:</i> Bruce Dandy	PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> Kenneth M. Hess	
Executive Officer: Kim Uhlich	Dep. Exec. Officer Kai Luoma	Office Mgr/Clerk: Debbie Schubert	Office Assistant Martha Escandon	Legal Counsel: Michael Walker

STAFF REPORT

Meeting Date: July 20, 2011

Agenda Item 16

TO: LAFCO Commissioners
FROM: Kim Uhlich, Executive Officer 
SUBJECT: Presentation on the History of Land Use and Growth Management in Ventura County

RECOMMENDATION: Receive and file.

DISCUSSION: The Ventura LAFCo Commissioner’s Handbook contains policies that reference various growth management regulations that have been adopted by the County and the cities. These regulations include greenbelt agreements, SOAR ordinances, and the Guidelines for Orderly Development.

Greenbelt Agreements: Greenbelt Agreements have been adopted by the County and various cities for the purposes of preserving agriculture and/or open space, providing separation between cities, and/or limiting the extension of urban services. LAFCo has endorsed Greenbelt Agreements as statements of local policy. Section 3.2.4.4 of the Handbook provides that LAFCo will not approve a proposal from a city that conflicts with a Greenbelt Agreement unless exceptional circumstances exist.

Guidelines for Orderly Development: The general policies of the Guidelines provide that urban development should occur, wherever practical, within incorporated cities which exist to provide a full range of municipal services and are responsible for urban land use planning. The Guidelines have been adopted by the County, all of the cities, and LAFCo. The policies of the Guidelines have been incorporated into the Commissioner’s Handbook via Section 3.2.4.3.

Save Open Space and Agricultural Resources (SOAR): SOAR ordinances have been adopted by the County and 8 of the 10 cities. Except for the City of Ventura SOAR ordinance, these ordinances established city urban restriction boundaries (CURB), beyond which urban services cannot be extended without a public vote. Handbook Section 4.2.1 provides that city spheres of influence should coincide with, or cover lesser area than, the CURBs. Section 3.2.4.2 provides that LAFCo will not approve a proposal unless it is consistent with such ordinances and voter approval has first been granted.

In light of his pending retirement from the County, I have asked Bruce Smith, Manager of the Plans, Ordinances and Regional Planning Section of the Ventura County Resource Management Agency Planning Division, to provide the Commission with a history of land use and growth management regulations in Ventura County. Mr. Smith’s has extensive experience with regard to the implementation of these regulations and he is widely admired for his institutional knowledge of local land use planning principles and practices.

COMMISSIONERS AND STAFF

COUNTY: Kathy Long Linda Parks <i>Alternate:</i> Steve Bennett	CITY: Carl Morehouse Janice Parvin, Vice Chair <i>Alternate:</i> Carol Smith	SPECIAL DISTRICT: Elaine Freeman Gail Pringle <i>Alternate:</i> Bruce Dandy	PUBLIC: Lou Cunningham, Chair <i>Alternate:</i> Kenneth M. Hess	
Executive Officer: Kim Uhlich	Dep. Exec. Officer Kai Luoma	Office Mgr/Clerk: Debbie Schubert	Office Assistant Martha Escandon	Legal Counsel: Michael Walker