

**LOCAL AGENCY FORMATION COMMISSION
SPECIAL MEETING AGENDA**

Wednesday, May 25, 2005

9:30 a.m.

Board of Supervisors Hearing Room, Room **374A**
Kenneth Hahn Hall of Administration
500 West Temple Street, Los Angeles 90012

A person with a disability may contact the LAFCO office at (818) 254-2454 at least 72 hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including auxiliary aids or services, in order to participate in the public meeting. Later requests will be accommodated to the extent feasible.

1. **CALL MEETING TO ORDER.**
2. **PLEDGE OF ALLEGIANCE WILL BE LED BY CHAIRMAN PELLISSIER.**
3. **PUBLIC HEARING**
 - a. Final Budget for Fiscal Year 2005/2006.
 - b. Los Angeles County Sanitation Districts Municipal Service Review and Sphere of Influence Updates.
 - c. Los Angeles County Sanitation District No. 20, Annexation No. 60.
 - d. Los Angeles County Sanitation District No. 20, Annexation No. 71.
 - e. Los Angeles County Sanitation District No. 21, Annexation No. 702.
 - f. Los Angeles County Sanitation District No. 22, Annexation No. 384.
 - g. Los Angeles County Sanitation District No. 26, Annexation No. 335.
(Continuance requested)

4. **OTHER ITEMS**

- a. Approve process for awarding merit pay increases to LAFCO staff and receive and file report on LAFCO staff organization structure.
- b. Receive and file Municipal Service Reviews and Spheres of Influence Update.
- c. Receive and file Legislative Update.
- d. Approve minutes of the meeting held May 11, 2005.
- e. Receive and file update on pending applications.

5. **PUBLIC COMMENT**

This is the opportunity for members of the public to address the Commission on items that are not on the posted agenda, provided that the subject matter is within the jurisdiction of the Commission. Speakers are reminded of the three-minute time limitation.

6. **FUTURE MEETINGS**

June 8, 2005
June 22, 2005

7. **FUTURE AGENDA ITEMS**

Items not on the posted agenda which, if requested, will be referred to staff or placed on a future agenda for discussion and action by the Commission, or matters requiring immediate action because of an emergency situation or where the need to take immediate action came to the attention of the Commission subsequent to the posting of the agenda.

8. **ADJOURNMENT MOTION**

Staff Report

May 25, 2005

Agenda Item No. 3a

LAFCO Final Operating Budget F/Y 2005/2006

The proposed Final Budget for fiscal year 2005/2006 is attached to this staff report. This Final Budget reflects line item increases and decreases in operating expense and revenue sources for fiscal year 2005/2006. In addition to processing applications for annexations and reorganization of local governments, LAFCO continues to devote staff and consultant time and resources in completing the State Legislature's directive regarding the preparation and completion of Sphere of Influence Updates and Municipal Service Reviews prior to January 1, 2006.

Expenses: Total expenses for FY 2005/2006 are estimated at \$1,092,339.78 compared to \$1,157,488.50 for FY 2004/2005. This Final Budget results in an increase of \$34,851.27 or a 3 percent increase over the prior year's budget. Salaries & Employee Benefits are adjusted to reflect a basic cost of living increase as provided for in all employee employment contracts and a \$20,000.00 salary allocation for employee merit increases. All other expenses have been increased to reflect staff's best estimate of cost or reduced wherever possible in an attempt to offset projected increases.

Revenues: LAFCO has experienced a significant increase in application filing fees during the current fiscal year. While it is difficult to project future revenues from this source staff has projected a \$35,000.00 increase in filing fees in this Final Budget.

The projected \$35,000.00 increase in projected revenue will offset the \$34,851.27 increase in operating expenses and results in Net Operating Cost equal to the prior fiscal year's budget.

Allocation Among Local Agencies: The allocation of LAFCO's projected \$1,092,339.78 in net operating cost among the local agencies, as indicated on the attached LAFCO Final Budget for FY 2005/2006, is calculated pursuant to Government Code Section 56381.6.

Staff Report

May 25, 2004

Agenda Item No. 3b

Los Angeles County Sanitation Districts Municipal Service Review and Sphere of Influence Update

Agenda item 3b is consideration and approval of the Municipal Service Review (MSR) for the Los Angeles County Sanitation Districts and the corresponding Sphere Of Influence (SOI) update for each of its twenty-five dependant special districts.

Background

Since 1971 LAFCOs have been required to develop and adopt a sphere of influence of each city and special district. A sphere is defined by Government Code section 56076 as “a plan for the probable physical boundaries and service area of a local agency, as determined by the commission.”

Developing spheres is central to the Commission’s purpose. Government Code section 56425 states “In order to carry out its purposes and responsibilities for planning and shaping the logical and orderly development and coordination of local governmental agencies so as to advantageously provide for the present and future needs of the county and its communities, the commission shall develop and adopt a sphere of influence for each local governmental agency within the county”

Enacted in 2001, Assembly Bill 2838 requires that LAFCOs, for the first time, “. . .shall review and update the sphere not less than once every five years.”

In addition, AB 2838 creates an entirely new LAFCO obligation, as provided in Government Code section 56430:

In order to prepare and to update spheres of influence in accordance with Section 56425, the commission shall conduct a service review of the municipal services provided in the county or other appropriate area designated by the commission. . . The commission . . . shall prepare a written statement of its determinations with respect to each of the following:

1. Infrastructure needs or deficiencies.
2. Growth and population projections for the affected area.
3. Financing constraints and opportunities.
4. Cost avoidance opportunities.
5. Opportunities for rate restructuring.
6. Opportunities for shared facilities.

7. Government structure options, including advantages and disadvantages of consolidation or reorganization of service providers.
8. Evaluation of management efficiencies.
9. Local accountability and governance.

The Commission has great latitude in how to gather information and perform these studies, including the ability to decide what portion of the County is appropriate for an analysis of specific types of services. Service reviews must be conducted before, or in conjunction with, an action to update a sphere of influence.

The State Office of Planning and Research has issued advisory guidelines to assist LAFCOs as they endeavor to comply with this requirement.

MSR for the Los Angeles County Sanitation Districts (the Districts)

To assist in undertaking a service review of the Districts, LSA Associates, Inc. has conducted research and analysis and prepared the enclosed MSR report for the Commission's review and adoption.

Staff recommends that the Commission update the spheres of influence for all of the dependent special districts without modifying any of the districts' SOI boundaries, based upon the LSA report.

The LSA report does raise the issue of the overlapping SOIs of Districts 18 and 21, and recommends that further study of the issue is warranted before determining the most efficient service configuration. Staff recommends that the SOI boundaries of Districts 18 and 21 should not be modified until further study of the issue can be completed.

Related Jurisdictional Changes

There are no related boundary changes proposed as a part of this approval.

Compliance with CEQA

MSRs are only feasibility and planning studies for possible future actions that have not been approved, adopted or funded, and therefore, conducting an MSR is statutorily exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines section 15262.

Approval of the recommended SOI Updates are also not subject to CEQA because, as set forth in State CEQA Guidelines section 15061, it can be seen with certainty that there is no possibility that the SOI Updates will have a significant effect on the environment, as no changes to the SOIs are recommended at this time.

Recommendations :

In consideration of information gathered and evaluated during the MSR of the Districts, the following recommendations are provided for consideration by the Commission:

- 1) Open the public hearing and receive testimony on the Municipal Service Review.
- 2) There being no further testimony, close the public hearing.
- 3) Adopt the Municipal Service Review report for the Los Angeles County Sanitation Districts and the determinations contained in the report, as required by Government Code section 56430.
- 4) Find that the approval of these Sphere of Influence Updates are not subject to the California Environmental Quality Act (CEQA) because, as set forth in the State CEQA Guidelines section 15061, it can be seen with certainty that there is no possibility that the Sphere of Influence Updates will have a significant effect on the environment, as no changes to the Spheres of Influence are recommended at this time.
- 5) Approve the update of each dependent special district's Sphere Of Influence and make the following determinations, in accordance with Government Code section 56425:
 - a. Present and Planned Land Uses in the Area
The land use of each district area is widely varied and contains residential, commercial, agricultural and industrial uses.
 - b. Present and Probable Need for Public Facilities and Services in the Area
Both facilities and services meet the needs of the stable populated areas. Because of the centralized administration of the Districts, the Districts can quickly adjust to those areas where population is steadily growing.

c. Present Capacity of Public Facilities and Adequacy of Public Service that the Agency Provides or is Authorized to Provide

The Districts' public facilities have adequate capacity to serve present needs and provide efficient and cost-effective public services. The Districts have a system of long range planning that identifies the areas in need of future expansion or consolidation and will adjust those long term plans as necessary. Future capacity has been addressed and new facilities are being planned where required.

d. Existence of Any Social or Economic Communities of Interest

Numerous social and economic communities of interest exist within the Districts. Individual districts have been consolidated or otherwise modified to address changes to communities of interest and to provide more efficient and cost-effective service.

RESOLUTION NO. 2005- RD

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
FOR LOS ANGELES COUNTY
MAKING DETERMINATIONS AND APPROVING AN UPDATE
TO THE SPHERES OF INFLUENCE OF THE

LOS ANGELES COUNTY SANITATION DISTRICTS**

WHEREAS, the Local Agency Formation Commission for Los Angeles County (the “Commission”), is required pursuant to Part 3, Division 3, Title 5, (commencing with Section 56000, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000), to determine and update, as necessary, the Sphere of Influence of each local agency; and

WHEREAS, the Commission has undertaken the Municipal Service Review and Sphere of Influence Update for the Los Angeles County Sanitation Districts, and

WHEREAS, the Executive Officer has submitted to the Commission a Municipal Service Review, including proposed determinations and recommendations; and

WHEREAS, no changes to the current Spheres of Influence of any of the individual districts within the administrative organization of the Los Angeles County Sanitation Districts are recommended at this time, and

WHEREAS, the individual maps of the updated Spheres of Influence of each district are set forth in Exhibit "A" and, attached hereto and incorporated by reference herein; and

WHEREAS, on May 25, 2005, after being duly and properly noticed, this matter came on for hearing at which time this Commission heard and received all oral and written testimony, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to this matter and the report of the Executive Officer.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Commission finds that the approval of the Spheres of Influence Update are not subject to the California Environmental Quality Act (CEQA) because, as set forth in State CEQA Guidelines section 15061, it can be seen with certainty that there is no possibility that the Spheres of Influence Update will have a significant effect on the environment, as no changes to the Spheres of Influence are approved at this time.
2. The Commission adopts the following written determinations and approves the Spheres of Influence Update collectively for all twenty-five county sanitation districts jointly administered as the Los Angeles County Sanitation Districts (the Districts):

Present and Planned Land Uses in the Area

- a. The land use of each district area is widely varied and contains residential, commercial, agricultural and industrial uses.
- b. Present and Probable Need for Public Facilities and Services in the Area
Both facilities and services meet the needs of stable populated areas. Because of the centralized administration of the Districts, the Districts can quickly adjust to those areas where population is steadily growing.
- c. Present Capacity of Public Facilities and Adequacy of Public Service that the Agency Provides or is Authorized to Provide
The Districts' public facilities have adequate capacity to serve present needs and provide efficient and cost-effective public services. The Districts have a system of long range planning that identifies the areas in need of future expansion or consolidation and will adjust those long term plans as necessary. Future capacity has been addressed and new facilities are being planned where required.
- d. Existence of Any Social or Economic Communities of Interest
Numerous social and economic communities of interest exist within the Districts. Individual districts have been consolidated or otherwise modified to address changes to communities of interest and to provide more efficient and cost-effective service.

PASSED AND ADOPTED this 25th day of May 2005.

Ayes:

Noes:

Absent:

Abstain:

LARRY J. CALEMINE, Executive Officer

Staff Report

May 25, 2005

Agenda Item No. 3c

**Annexation No. 60 To
County Sanitation District No. 20**

The following is an annexation of uninhabited territory to Los Angeles County Sanitation District No. 20. The annexation was initiated by the County Sanitation District at the request of the landowner, KB Homes Greater Los Angeles.

Annexation No. 60 contains 43.593 acres.

Location: The subject territory is located approximately 2,000 feet south of Avenue S and 1,500 feet east of 25th Street East all within the City of Palmdale.

Surrounding and Present Land Uses: The surrounding land use is residential land and present land use is vacant.

Sphere of Influence: The proposed annexation is consistent with the adopted spheres of influence for all affected agencies.

Proposed Development: The proposed development consists of the development of 177 single-family homes.

Provision of Services: The wastewater generated by the subject territory will be treated at the Palmdale Water Reclamation Plant (PWRP), which has a design capacity of 15 mgd and currently processes an average flow of 9.3 mgd.

Based on the information provided by the property owner, the District's sewerage facilities have or in accordance with current policy, will have adequate capacity to collect, treat and dispose of the wastewater anticipated to be generated on the subject property. Actual sewer hook-up will not be allowed until payment of the connection fee and shall be subject to all circumstances then existent including the availability of capacity.

CEQA: A mitigated negative declaration was prepared for this project pursuant to the provisions of CEQA.

Tax Transfer: All affected agencies have adopted the appropriate tax transfer resolution.

Correspondence: To date staff has not received any correspondence in opposition to or in support of the annexation.

Request for Waiver for Protest Hearing: LAFCO has received written consent from the property owner and all subject agencies for the waiver of protest proceedings in accordance with Government Code Section 56663(c).

RECOMMENDATIONS

1. Open the public hearing and receive testimony on the matter.
2. There being no further testimony, close the public hearing.
3. Acting in its role as a responsible agency with respect to Annexation No. 60, and under State CEQA Guidelines Section 15096, the Commission certifies that it has independently considered and reached its own conclusions regarding the environmental effects of the project and the mitigated negative declaration adopted by the City of Palmdale and has determined that the document adequately addresses the environmental impacts of the project. The Commission also finds that it has complied with the requirements of CEQA with respect to the process for a responsible agency, and hereby adopts by reference the environmental findings previously adopted by the lead agency, in connection with its approval of the project.
4. Find that all owners of land have given their written consent to the change of organization, and all subject agencies have consented in writing to the waiver of protest proceedings, and pursuant to Government Code Section 56663(c), waive the requirement for protest proceedings in its entirety.
5. Approve the Resolution Making Determinations Approving and Ordering Annexation No. 60 to County Sanitation District No. 20.

**RESOLUTION OF THE LOCAL AGENCY FORMATION
COMMISSION FOR LOS ANGELES COUNTY
RESOLUTION NO. 2005-RD**

**MAKING DETERMINATIONS APPROVING AND ORDERING
CERTAIN UNINHABITED TERRITORY
DESIGNATED AS ANNEXATION NO. 60 ANNEXED TO
LOS ANGELES COUNTY SANITATION DISTRICT NO. 20**

WHEREAS, the County Sanitation District No. 20 adopted a resolution of application to initiate proceedings before the Local Agency Formation Commission for Los Angeles County (the Commission) pursuant to Part 3, Division 3, Title 5 of the California Government Code (commencing with section 56000, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000), for the annexation of territory located in the City of Palmdale; and

WHEREAS, the principal reason for the proposed annexation is to provide offsite sewage disposal services for the proposed development of 177 single-family homes; and

WHEREAS, a description of the boundaries and map of the proposal are set forth in Exhibits "A" and "B", attached hereto and by this reference incorporated herein; and

WHEREAS, the territory consists of 43.593 acres and is uninhabited; and

WHEREAS, the short-form designation given this proposal is "Annexation No. 60"; and

WHEREAS, the Executive Officer has reviewed the proposal and submitted to the Commission a report, including his recommendation thereon; and

WHEREAS, on May 25, 2005, after being duly and properly noticed, this proposal came on for hearing at which time this Commission heard and received all oral and written testimony, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to this proposal and the report of the Executive Officer.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Acting in its role as a responsible agency with respect to Annexation No. 60, and under State CEQA Guidelines Section 15096, the Commission certifies that it has independently considered and reached its own conclusions regarding the environmental effects of the project and the mitigated negative declaration adopted by the City of Palmdale and has determined that the document adequately addresses the environmental impacts of the project. The Commission also finds that it has complied with the requirements of CEQA with respect to the process for a responsible agency, and hereby adopts by reference the environmental findings previously adopted by the lead agency, in connection with its approval of the project.
2. Annexation No. 60 to the County Sanitation District No. 20 is hereby approved subject to the following terms and conditions:
 - a. The property so annexed shall be subject to the payment of such service charges, assessments or taxes as the District may legally impose.
 - b. The regular County assessment roll is utilized by the District.
 - c. The affected territory will be taxed for existing general bonded indebtedness, if any, of the District.
3. Pursuant to Government Code Section 56663(c), the Commission hereby finds and determines that:
 - a. The territory to be annexed is uninhabited;
 - b. All owners of land within the affected territory have given their written consent to the change of organization; and

- c. All subject agencies have consented, in writing, to a waiver of commission protest proceedings.

4. The Commission hereby orders the uninhabited territory described in Exhibits "A" and "B" annexed to the County Sanitation District No. 20.

5. The Executive Officer is directed to transmit a certified copy of this resolution to the General Manager of the District, upon the District's payment of the applicable fees required by Government Code Section 54902.5 and prepare, execute and file a certificate of completion with the appropriate public agencies, pursuant to Government Code Section 57200, et seq.

PASSED AND ADOPTED this 25th day of May 2005.

Ayes:

Noes:

Absent:

Abstain:

LARRY J. CALEMINE, Executive Officer

Staff Report

May 25, 2005

Agenda Item No. 3d

Annexation No. 71 To County Sanitation District No. 20

The following is an annexation of uninhabited territory to Los Angeles County Sanitation District No. 20. The annexation was initiated by the County Sanitation District at the request of the landowner, Anaverde, LLC.

Annexation No. 71 contains 530.978 acres.

Location: The subject territory is located approximately ¼ of a mile south of City Ranch Road and 1 mile west of Tierra Subida Avenue all within the City of Palmdale.

Surrounding and Present Land Uses: The surrounding and present land use is vacant undeveloped land.

Sphere of Influence: The proposed annexation is consistent with the adopted spheres of influence for all affected agencies.

Proposed Development: The territory is proposed to be developed 1,400 single-family homes, 2 parks and an elementary school.

Provision of Services: The wastewater generated by the subject territory will be treated at the Palmdale Water Reclamation Plant (PWRP), which has a design capacity of 15 mgd and currently processes an average flow of 9.3 mgd.

Based on the information provided by the property owner, the District's sewerage facilities have or in accordance with current policy, will have adequate capacity to collect, treat and dispose of the wastewater anticipated to be generated on the subject property. Actual sewer hook-up will not be allowed until payment of the connection fee and shall be subject to all circumstances then existent including the availability of capacity.

CEQA: On March 18, 1992 the City of Palmdale approved an environmental impact report for the project, including adoption of a Mitigation and Monitoring Program, which lists changes in the project required to mitigate or avoid significant environmental effects.

Tax Transfer: All affected agencies have adopted the appropriate tax transfer resolution.

Correspondence: To date staff has not received any correspondence in opposition to or in support of the annexation.

Request for Waiver for Protest Hearing: LAFCO has received written consent from the property owner and all subject agencies for the waiver of protest proceedings in accordance with Government Code Section 56663(c).

RECOMMENDATIONS

1. Open the public hearing and receive testimony on the matter.
2. There being no further testimony, close the public hearing.
3. Acting in its role as a responsible agency with respect to Annexation No. 71, and under State CEQA Guidelines Section 15096, LAFCO certifies that it has independently considered and reached its own conclusions regarding the environmental effects of the project and the environmental impact report, including the mitigation and monitoring program, certified by the City of Palmdale and has determined that the document adequately addresses the environmental impacts of the project. LAFCO finds that it has complied with the requirements of CEQA with respect to the process for a responsible agency, and hereby adopts by reference the environmental findings previously adopted by the lead agency, in connection with its approval of the project.
4. Find that all owners of land have given their written consent to the change of organization, and all subject agencies have consented in writing to the waiver of protest proceedings, and pursuant to Government Code Section 56663(c), waive the requirement for protest proceedings in its entirety.
5. Approve the Resolution Making Determinations Approving and Ordering Annexation No. 71 to County Sanitation District No. 20.

**RESOLUTION OF THE LOCAL AGENCY FORMATION
COMMISSION FOR LOS ANGELES COUNTY
RESOLUTION NO. 2005-RD**

**MAKING DETERMINATIONS APPROVING AND ORDERING CERTAIN UNINHABITED
TERRITORY**

**DESIGNATED AS ANNEXATION NO. 71 ANNEXED TO
LOS ANGELES COUNTY SANITATION DISTRICT NO. 20**

WHEREAS, the County Sanitation District No. 20 adopted a resolution of application to initiate proceedings before the Local Agency Formation Commission for Los Angeles County (the Commission) pursuant to Part 3, Division 3, Title 5 of the California Government Code (commencing with section 56000, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000), for the annexation of territory located in the City of Palmdale; and

WHEREAS, the principal reason for the proposed annexation is to provide offsite sewage disposal services for a proposed development of 1,400 single-family homes, 2 parks and an elementary school; and

WHEREAS, a description of the boundaries and map of the proposal are set forth in Exhibits "A" and "B", attached hereto and by this reference incorporated herein; and

WHEREAS, the territory consists of 530.978 acres and is uninhabited; and

WHEREAS, the short-form designation given this proposal is "Annexation No. 71"; and

WHEREAS, the Executive Officer has reviewed the proposal and submitted to the Commission a report, including his recommendation thereon; and

WHEREAS, on May 25, 2005, after being duly and properly noticed, this proposal came on for hearing at which time this Commission heard and received all oral and written testimony, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to this proposal and the report of the Executive Officer.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Acting in its role as a responsible agency with respect to Annexation No. 71, and under State CEQA Guidelines Section 15096, the Commission certifies that it has independently considered and reached its own conclusions regarding the environmental effects of the proposed project and the environmental impact report, including the mitigation and monitoring program, certified by the City of Palmdale and has determined that the document adequately addresses the environmental impacts of the project. The Commission also finds that it has complied with the requirements of CEQA with respect to the process for a responsible agency, and hereby adopts by reference the environmental findings previously adopted by the lead agency, in connection with its approval of the project.
2. Annexation No. 71 to the County Sanitation District No. 20 is hereby approved subject to the following terms and conditions:
 - a. The property so annexed shall be subject to the payment of such service charges, assessments or taxes as the District may legally impose.
 - b. The regular County assessment roll is utilized by the District.
 - c. The affected territory will be taxed for existing general bonded indebtedness, if any, of the District.
3. Pursuant to Government Code Section 56663(c), the Commission hereby finds and determines that:
 - a. The territory to be annexed is uninhabited;
 - b. All owners of land within the affected territory have given their written consent to the change of organization; and
 - c. All subject agencies have consented, in writing, to a waiver of commission protest

proceedings.

4. The Commission hereby orders the uninhabited territory described in Exhibits "A" and "B" annexed to the County Sanitation District No. 20.

5. The Executive Officer is directed to transmit a certified copy of this resolution to the General Manager of the District, upon the District's payment of the applicable fees required by Government Code Section 54902.5 and prepare, execute and file a certificate of completion with the appropriate public agencies, pursuant to Government Code Section 57200, et seq.

PASSED AND ADOPTED this 25th day of May 2005.

Ayes:

Noes:

Absent:

Abstain:

LARRY J. CALEMINE, Executive Officer

Staff Report

May 25, 2005

Agenda Item No. 3e

**Annexation No. 702 To
County Sanitation District No. 21**

The following is an annexation of uninhabited territory to Los Angeles County Sanitation District No. 21. The annexation was initiated by the County Sanitation District at the request of the landowners, John B. Abell and Carol Helou.

Annexation No. 702 contains 2.494 acres.

Location: The subject territory is located on the southwest corner of Shakespeare Drive and Hogales Street all within the City of West Covina.

Surrounding and Present Land Uses: The surrounding land use is residential and the present land use consists of vacant land.

Sphere of Influence: The proposed annexation is consistent with the adopted spheres of influence for all affected agencies.

Proposed Development: The territory is to be developed as 46 single-family homes.

Provision of Services: The wastewater generated by the subject territory will be treated at the San Jose Water Reclamation Plant (SJCWRP), which has a design capacity of 100 mgd and currently processes an average flow of 88.5 mgd.

Based on the information provided by the property owner, the District's sewerage facilities have or in accordance with current policy, will have adequate capacity to collect, treat and dispose of the wastewater anticipated to be generated on the subject property. Actual sewer hook-up will not be allowed until payment of the connection fee and shall be subject to all circumstances then existent including the availability of capacity.

CEQA: A negative declaration was prepared for this project pursuant to the provisions of CEQA

Tax Transfer: All affected agencies have adopted the appropriate tax transfer resolution.

Correspondence: To date staff has not received any correspondence in opposition to or in support of the annexation.

Request for Waiver for Protest Hearing: LAFCO has received written consent from the property

owners and all subject agencies for the waiver of protest proceedings in accordance with Government Code Section 56663(c).

RECOMMENDATIONS

1. Open the public hearing and receive testimony on the matter.
2. There being no further testimony, close the public hearing.
3. Acting in its role as a responsible agency with respect to Annexation No. 702, and under State CEQA Guidelines Section 15096, the Commission certifies that it has independently considered and reached its own conclusions regarding the environmental effects of the project and the negative declaration adopted by the City of West Covina and has determined that the document adequately addresses the environmental impacts of the project. The Commission also finds that it has complied with the requirements of CEQA with respect to the process for a responsible agency, and hereby adopts by reference the environmental findings previously adopted by the lead agency, in connection with its approval of the project.
4. Find that all owners of land have given their written consent to the change of organization, and all subject agencies have consented in writing to the waiver of protest proceedings, and pursuant to Government Code Section 56663(c), waive the requirement for protest proceedings in its entirety.
5. Adopt the Resolution Making Determinations and Ordering Annexation No. 702 to County Sanitation District No. 21.

**RESOLUTION OF THE LOCAL AGENCY FORMATION
COMMISSION FOR LOS ANGELES COUNTY
RESOLUTION NO. 2005-RD**

**MAKING DETERMINATIONS APPROVING AND ORDERING CERTAIN UNINHABITED
TERRITORY
DESIGNATED AS ANNEXATION NO. 702 ANNEXED TO
LOS ANGELES COUNTY SANITATION DISTRICT NO. 21**

WHEREAS, the County Sanitation District No. 21 adopted a resolution of application to initiate proceedings before the Local Agency Formation Commission for Los Angeles County (the Commission) pursuant to Part 3, Division 3, Title 5 of the California Government Code (commencing with section 56000, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000), for the annexation of territory located in the City of West Covina; and

WHEREAS, the principal reason for the proposed annexation is to provide offsite sewage disposal services for the proposed construction of 46 single-family homes; and

WHEREAS, a description of the boundaries and map of the proposal are set forth in Exhibits "A" and "B", attached hereto and by this reference incorporated herein; and

WHEREAS, the territory consists of 14.678 acres and is uninhabited; and

WHEREAS, the short-form designation given this proposal is "Annexation No. 702"; and

WHEREAS, the Executive Officer has reviewed the proposal and submitted to the Commission a report, including his recommendation thereon; and

WHEREAS, on May 25, 2005, after being duly and properly noticed, this proposal came on for hearing at which time this Commission heard and received all oral and written testimony, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to this proposal and the report of the Executive Officer.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Acting in its role as a responsible agency with respect to Annexation No. 702, and under State CEQA Guidelines Section 15096, the Commission certifies that it has independently considered and reached its own conclusions regarding the environmental effects of the project and the negative declaration adopted by the City of Palmdale and has determined that the document adequately addresses the environmental impacts of the project. The Commission also finds that it has complied with the requirements of CEQA with respect to the process for a responsible agency, and hereby adopts by reference the environmental findings previously adopted by the lead agency, in connection with its approval of the project.
2. Annexation No. 702 to the County Sanitation District No. 21 is hereby approved subject to the following terms and conditions:
 - a. The property so annexed shall be subject to the payment of such service charges, assessments or taxes as the District may legally impose.
 - b. The regular County assessment roll is utilized by the District.
 - c. The affected territory will be taxed for existing general bonded indebtedness, if any, of the District.
3. Pursuant to Government Code Section 56663(c), the Commission hereby finds and determines that:
 - a. The territory to be annexed is uninhabited;
 - b. All owners of land within the affected territory have given their written consent to the change of organization; and
 - c. All subject agencies have consented, in writing, to a waiver of commission protest proceedings.

Based thereon, protest proceedings are waived.

4. The Commission hereby orders the uninhabited territory described in Exhibits “A” and “B” annexed to the County Sanitation District No. 21.
5. The Executive Officer is directed to transmit a certified copy of this resolution to the General Manager of the District, upon the District’s payment of the applicable fees required by Government Code Section 54902.5 and prepare, execute and file a certificate of completion with the appropriate public agencies, pursuant to Government Code Section 57200, et seq.

PASSED AND ADOPTED this 25th day of May 2005.

Ayes:

Noes:

Absent:

Abstain:

LARRY J. CALEMINE
Executive Officer

Staff Report

May 25, 2005

Agenda Item No. 3f

Annexation No. 384 To County Sanitation District No. 22

The following is an annexation of uninhabited territory to Los Angeles County Sanitation District No. 22. The annexation was initiated by the County Sanitation District at the request of the landowner, Arthur M. Vasquez.

Annexation No. 384 contains 2.389 acres.

Location: The subject territory is located on Azusa and San Gabriel Canyon Road approximately 1,100 feet north of Sierra Madre Avenue all within the City of Azusa.

Surrounding and Present Land Uses: The surrounding land use is residential and commercial. The present land use is vacant.

Sphere of Influence: The proposed annexation is consistent with the adopted spheres of influence for all affected agencies.

Proposed Development: The territory is to be developed as a single-family home.

Provision of Services: The wastewater generated by the subject territory will be treated at the San Jose Creek Water Reclamation Plant (SJCWRP), which has a design capacity of 100 mgd and currently processes an average flow of 88.5 mgd.

Based on the information provided by the property owner, the District's sewerage facilities have or in accordance with current policy, will have adequate capacity to collect, treat and dispose of the wastewater anticipated to be generated on the subject property. Actual sewer hook-up will not be allowed until payment of the connection fee and shall be subject to all circumstances then existent including the availability of capacity.

CEQA: The project is exempt from the provisions of the CEQA pursuant to State CEQA Guidelines Section 15303(a) which permits construction of not more than three single-family homes in an urbanized area.

Tax Transfer: All affected agencies have adopted the appropriate tax transfer resolution.

Correspondence: To date staff has not received any correspondence in opposition to or in support of the annexation.

Request for Waiver for Protest Hearing: LAFCO has received written consent from the property owner and all subject agencies for the waiver of protest proceedings in accordance with Government Code Section 56663(c).

RECOMMENDATIONS

1. Open the public hearing and receive testimony on the matter.
2. There being no further testimony, close the public hearing.
3. Find that the project is exempt under State CEQA Guidelines Section 15303(a).
4. Find that all owners of land have given their written consent to the change of organization, and all subject agencies have consented in writing to the waiver of protest proceedings, and pursuant to Government Code Section 56663, waive the requirement for protest proceedings in its entirety.
5. Adopt the Resolution Making Determinations Approving and Ordering Annexation No. 384 to County Sanitation District No. 22.

**RESOLUTION OF THE LOCAL AGENCY FORMATION
COMMISSION FOR LOS ANGELES COUNTY
RESOLUTION NO. 2005-RD**

**MAKING DETERMINATIONS APPROVING AND ORDERING CERTAIN UNINHABITED
TERRITORY
DESIGNATED AS ANNEXATION NO. 384 ANNEXED TO
LOS ANGELES COUNTY SANITATION DISTRICT NO. 22**

WHEREAS, the County Sanitation District No. 22 adopted a resolution of application to initiate proceedings before the Local Agency Formation Commission for Los Angeles County (the Commission) pursuant to Part 3, Division 3, Title 5 of the California Government Code (commencing with section 56000, the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000), for the annexation of territory located in the City of Azusa; and

WHEREAS, the principal reason for the proposed annexation is to provide offsite sewage disposal services for the proposed development of a single-family home; and

WHEREAS, a description of the boundaries and map of the proposal are set forth in Exhibits "A" and "B", attached hereto and by this reference incorporated herein; and

WHEREAS, the territory consists of 2.389 acres and is uninhabited; and

WHEREAS, the short-form designation given this proposal is "Annexation No. 384"; and

WHEREAS, the Executive Officer has reviewed the proposal and submitted to the Commission a report, including his recommendation thereon; and

WHEREAS, on May 25, 2005, after being duly and properly noticed, this proposal came on for hearing at which time this Commission heard and received all oral and written testimony, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to this proposal and the report of the Executive Officer.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Commission finds that the annexation is categorically exempt pursuant to State CEQA Guidelines Section 15303(a).
2. Annexation No. 384 to the County Sanitation District No. 22 is hereby approved subject to the following terms and conditions:
 - a. The property so annexed shall be subject to the payment of such service charges, assessments or taxes as the District may legally impose.
 - b. The regular County assessment roll is utilized by the District.
 - c. The affected territory will be taxed for existing general bonded indebtedness, if any, of the District.
3. Pursuant to Government Code Section 56663(c), the Commission hereby finds and determines that:
 - a. The territory to be annexed is uninhabited;
 - b. All owners of land within the affected territory have given their written consent to the change of organization; and
 - c. All subject agencies have consented, in writing, to a waiver of commission protest proceedings.Based thereon, protest proceedings are waived.
4. The Commission hereby orders the uninhabited territory described in Exhibits "A" and "B" annexed to the County Sanitation District No. 22.

5. The Executive Officer is directed to transmit a certified copy of this resolution to the General Manager of the District, upon the District's payment of the applicable fees required by Government Code Section 54902.5 and prepare, execute and file a certificate of completion with the appropriate public agencies, pursuant to Government Code Section 57200, et seq.

PASSED AND ADOPTED this 25th day of May 2005.

Ayes:

Noes:

Absent:

Abstain:

LARRY J. CALEMINE
Executive Officer

Staff Report

May 25, 2005

Agenda Item No. 4a

LAFCO Staff Organizational Structure

Background:

All LAFCO staff members are at will contract employees. There has been no merit pay increase to LAFCO employees since July 2002.

During consideration of the Preliminary 2005/2006 LAFCO Budget, at its April 27, 2005 meeting, the LAFCO Commission directed the Executive Officer to include in the Final Budget for F/Y 2005-2006 the sum of \$20,000.00 to be used in providing merit pay increases to LAFCO employees. In addition, the Commission directed the Executive Officer to recommend a process to be used in awarding merit pay increases to LAFCO staff employees.

Organizational Structure:

Attached to this staff report is a revised Staff Organizational Chart which describes job classifications and salary ranges. Also included are Position Descriptions of each staff position. The adopted Los Angeles County Personnel Administrative Handbook of salaries and salary schedules has been used as a guide in the preparation of the job classifications and salary ranges shown in the revised Staff Organizational Chart.

Recommendation:

It is recommended that your Commission take the following action:

1. Adopt the revised Staff Organizational Chart, including position descriptions and salary ranges, and
2. Authorize the Commission Chair to act on behalf of the commission in the review and approval of all merit pay increases proposed by the Executive Officer during the course of the upcoming budget year.

POSITION DESCRIPTION
LOCAL AGENCY FORMATION COMMISSION

POSITION TITLE: EXECUTIVE OFFICER, LAFCO

DEFINITION: This position has full responsibility for planning, organizing, directing, and implementing regulatory and planning policies and directives of the Local Agency Formation Commission for Los Angeles County, including duties prescribed by the Cortese-Knox-Hertzberg Local Government Reorganization Act and other Sections of the California Government Code.

POSITION STANDARDS:

Serves as the administrative head of the Local Agency Formation Commission for Los Angeles County (LAFCO), which is responsible for coordinating logical and timely changes in local governmental boundaries, conducting special studies that review ways to reorganize, simplify, and streamline governmental structure and preparing Sphere of Influence Studies and Municipal Service Reviews for each city and special district within Los Angeles County. The Executive Officer also assists the Commission in implementing Commission policy and directives in its efforts to encourage the orderly formation of local government agencies while preserving agricultural land resources and discouraging urban sprawl.

EXAMPLES OF DUTIES:

1. Directs the implementation of policy guidelines and directives adopted by the Commission.
2. Directs the activities of LAFCO administrative, technical, and other support personnel.
3. Directs all administrative functions of the Commission, including the processing of applications and the preparation of staff reports.
4. Directs the preparation of the agenda for meetings of the Commission and schedules all regular and special meetings.
5. Attends each Commission meeting, presents agenda items, reports, and staff recommendations, and directs the recording and maintenance of records of all proceedings, including the entries of all resolutions, decisions and votes of all commission members.
6. Directs the receipt, indexing, filing, certification, maintenance, and preservation of all documents, papers, and records as required by the Government Code and good business practice.
7. Notifies County departments, cities, other governmental agencies, special districts, and affected individuals, of applications in process and related Commission proceedings and actions.

8. Directs the collection of data from County and city departments and other governmental agencies, special districts, and affected individuals as may be required for the preparation of staff reports, property tax transfer resolutions, Comprehensive Fiscal Analyses, Sphere of Influence Studies and Municipal Service Reviews and other reports to be submitted to the Commission for its consideration.
9. Directs the preparation of Requests for Proposals, assessment of bids and makes recommendations to the Commission on proposed contracts for Sphere of Influence Studies, Municipal Service Reviews, special studies, environmental reviews, and other services and oversees contractor performance.
10. Directs the research, preparation and presentation of information and materials to the Commission and other legislative bodies for the purpose of creating or amending policy, regulations or legislation.
11. Establishes and maintains liaison with legislative bodies, a variety of governmental jurisdictions and agencies, special districts, applicants, petitioners, community groups and the media.
12. Represents LAFCO before legislative bodies, district boards, community groups and the California Association of LAFCO's (CALAFCO).

MINIMUM REQUIREMENTS:

A Bachelor's Degree from an accredited college or an Associate Degree along with a minimum of 10 years work experience in managing or assisting in the management of a small to medium-sized department in a large governmental agency, or in managing a small to medium-sized business or industrial organization. Five years of progressively responsible experience in local government formation operations. Demonstrated knowledge, skill, and ability to work effectively with public officials, governmental agencies, community groups, private organizations, and special districts.

DESIRABLE QUALIFICATIONS:

Extensive knowledge of programs, policies and procedures related to: city incorporations, city and district annexations and detachments; district and subsidiary district formations, dissolution's, consolidations, and mergers; local government reorganizations and special reorganizations; the initiation of boundary changes by petition or resolution; land use and zoning regulations; local governmental spheres of influence and LAFCO initiated studies. Knowledge of and ability to interpret and apply provisions of the California Government Code and related statutes, including the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. Demonstrated knowledge of, and substantial participation in, community-based activities. Knowledge of developing and administering contracts. Understanding of and ability to analyze issues related to administration of a regulatory agency and public policy.

POSITION DESCRIPTION
LOCAL AGENCY FORMATION COMMISSION

POSITION TITLE: DEPUTY EXECUTIVE OFFICER, LAFCO

DEFINITION: Under the general supervision of the LAFCO Executive Officer, directs the largest and most complex projects under the purview of the Local Agency Formation Commission.

POSITION STANDARDS:

This position reports to the Executive Officer of the Commission and is responsible for large and complex projects such as Sphere of Influence Studies, Municipal Service Reviews, and other special studies impacting regions or other large geographical areas of the County and for other highly visible and sensitive functions of LAFCO. This position requires refined analytical, verbal and written communication skills and the ability to exercise the basic principles of supervision in assigning and reviewing the work of LAFCO staff.

EXAMPLES OF DUTIES:

- Supervises preparation of Sphere of Influence Studies and Municipal Service Reviews.
- Supervises processing of major projects such as city incorporations.
- Supervises the full range of city annexation applications.
- Supervises and administers consulting contracts.
- Supervises and directs technical personnel.
- Acts for the Executive Director, LAFCO, in the latter's absence.

MINIMUM REQUIREMENTS:

A Bachelor's Degree from an accredited college or an Associate Degree along with a minimum of 10 years work experience that demonstrates knowledge, skill, and the ability in managing or assisting in the management of a small to medium-sized department in a governmental agency or a large governmental contracting firm, along with 5 years of progressively responsible experience in local government formation operations. Must have knowledge, skill, and experience in working effectively with public officials, governmental agencies, community groups, special districts and private organizations.

DESIRABLE QUALIFICATIONS:

Extensive knowledge of programs, policies and procedures related to: city incorporations, city and district annexations and detachments; district and subsidiary district formations, dissolutions, consolidations, and mergers; local government reorganizations and special reorganizations; the initiation of boundary changes by petition or resolution; land use and zoning regulations; local governmental spheres of influence and LAFCO initiated studies. Knowledge of and ability to interpret and apply provisions of the California Government Code and related statutes, including the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. Demonstrated knowledge of, and substantial participation in, community-based activities. Knowledge of developing and administering contracts. Understanding of and ability to analyze issues related to administration of a regulatory agency and public policy.

POSITION DESCRIPTION
LOCAL AGENCY FORMATION COMMISSION

POSITION TITLE: EXECUTIVE ASSISTANT, LAFCO

DEFINITION: Under the general supervision of the LAFCO Executive Officer, provides a variety of supervisorial, administrative and support services to the Local Agency Formation Commission.

POSITION STANDARDS:

This position reports to the Executive Officer of the Local Agency Formation Commission and provides administrative and support services to the Commission. This individual must have a good working knowledge of commission operations and the ability to develop, analyze and recommend on program and operational issues related to LAFCO issues and services. The Executive Assistant, LAFCO must have refined verbal and written communication skills and interpersonal skills requisite for the development and maintenance of effective relationships with commission members, staff, members of the public and representatives of other governmental agencies.

EXAMPLES OF DUTIES:

- Responsible for the preparation of the Commission meeting agenda including staff reports. Maintains records and minutes, and is responsible for the distribution of agenda item materials and minutes at Local Agency Formation Commission meetings and other meetings as required.
- Responsible for the processing of special district applications and interfaces with County departments involved in said process.
- Performs accounting and payroll functions.
- Keeps the Commission members informed of the Board of Supervisors' agenda and actions relevant to Local Agency Formation Commission issues.
- Drafts correspondence for the review and signature of the executive officer.
- Assists in orienting new commissioners to the duties and responsibilities of commission membership and performs related administrative tasks.
- Supervises and directs administrative personnel.

MINIMUM REQUIREMENTS:

Graduation from an accredited college with a degree in regional or urban planning, public administration, public policy or a related field, or 10 years of responsible experience in Local Agency Formation Commission administration.

DESIRABLE QUALIFICATIONS:

Extensive knowledge of programs, policies and procedures related to; city incorporations, city and district annexations and detachments; district and subsidiary district formations, dissolution's, consolidations, and mergers; local government reorganizations and special reorganizations; the initiation of boundary changes by petition or resolution; land use and zoning regulations; local governmental spheres of influence and LAFCO initiated studies. Knowledge of and ability to interpret and apply provisions of California Government codes and statutes including the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

POSITION DESCRIPTION
LOCAL AGENCY FORMATION COMMISSION

POSITION TITLE: SENIOR GOVERNMENT ANALYST, LAFCO

DEFINITION: Under the general supervision of the LAFCO Executive Officer prepares special studies and reports required of the Local Agency Formation Commission.

POSITION STANDARDS:

This position reports to the Executive Officer or Deputy Executive Officer of the Commission and is responsible for preparation of highly technical studies, reports, and recommendations on spheres of influence boundaries, municipal service reviews, agency formations and expansion of existing jurisdictional boundaries. The Senior Government Relations Analyst must have a detailed working knowledge of local government operations and the laws and regulations regarding local agency formation and the ability to analyze highly complex and sensitive regional issues. The incumbent must possess highly refined written communication skills, effective verbal communication skills, and the ability to work effectively with representatives from other agencies on a variety of issues.

EXAMPLES OF DUTIES:

- Researches and prepares municipal service reviews, sphere of influence studies and expansion assessments
- Serves as liaison with cities, special districts, including representing the Commission to elected officials and other representatives.
- Conduct detailed research on the formulation of LAFCO policy,
- Analyzes pending or proposed legislation impacting LAFCO operations and formulates recommendations for positions regarding such legislation including support, opposition, or amendment.
- Evaluates and recommends LAFCO position on contracts, policy changes, or other complex issues.

MINIMUM REQUIREMENTS:

A Bachelor's Degree from an accredited college in public administration, public policy, urban or regional planning, or a related field and three years of highly responsible experience in analyzing and resolving problems and issues of local government, or an Associates Degree from an accredited college and ten years experience.

DESIRABLE QUALIFICATIONS:

Extensive knowledge of programs, policies and procedures related to: city incorporations, city and district annexations and detachments; district and subsidiary district formations, dissolutions, consolidations, and mergers; local government reorganizations and special reorganizations; the initiation of boundary changes by petition or resolution; land use and zoning regulations; local governmental spheres of influence and LAFCO initiated studies. Knowledge of and ability to interpret and apply provisions of the California Government Code and related statutes, including the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

**POSITION DESCRIPTION
LOCAL AGENCY FORMATION COMMISSION**

POSITION TITLE: GOVERNMENT ANALYST, LAFCO

DEFINITION: Under the general supervision of the LAFCO Executive Officer maintains data base of cities and districts, prepares special studies and reports required of the Local Agency Formation Commission.

POSITION STANDARDS:

This position reports to the Executive Officer or Deputy Executive Officer of the Commission and is responsible for preparation of technical studies, reports, and recommendations on spheres of influence boundaries, municipal service reviews, agency formations and expansion of existing jurisdictional boundaries. The Government Analyst must have a detailed working knowledge of local government operations. The incumbent must possess written communication skills, effective verbal communication skills, and the ability to work effectively with representatives from other agencies on a variety of issues.

EXAMPLES OF DUTIES:

- Prepares and maintains the data base of information assembled from 88 cities and 92 special districts.
- Researches and prepares draft municipal service reviews and sphere of influence studies.
- Assists the Deputy Executive Officer and Senior Government Analyst in the process of city annexation applications and related reports.

MINIMUM REQUIREMENTS:

A Bachelor's Degree from an accredited college in public administration, public policy, urban or regional planning, or a related field and three years of highly responsible experience in analyzing and resolving problems and issues of local government, or an Associates Degree from an accredited college and ten years experience.

DESIRABLE QUALIFICATIONS:

Knowledge of programs, policies and procedures related to: local government reorganizations and special reorganizations; the initiation of boundary changes by petition or resolution; land use and zoning regulations; local governmental spheres of influence and LAFCO initiated studies. Knowledge of and ability to interpret and apply provisions of the California Government Code and related statutes, including the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

POSITION DESCRIPTION
LOCAL AGENCY FORMATION COMMISSION

POSITION TITLE: ADMINISTRATIVE ASSISTANT / COMPUTER INFORMATION SPECIALIST (C.I.S.), LAFCO

DEFINITION: Performs a variety of specialized and responsible office support service functions necessary for effective Local Agency Formation Commission operations.

POSITION STANDARDS:

The position of Administrative Assistant / C.I.S reports to the Executive Officer of the Commission and is responsible for both the staffing of the office during normal business hours as well as maintaining and operating LAFCO's LAN computer system. Positions allocable to this class are required to greet and assist members of the public and representatives of other agencies visiting the LAFCO office, answer phone calls to the LAFCO office, and perform a variety of clerical support functions including computer maintenance, along with word processing tasks in the preparation of correspondence and necessary charts, graphs, tables, or reports supporting commission operations. Incumbents must have refined skills in computer services, telephone courtesy, good verbal communication skills, and the ability to accurately record and relay information from various parties.

EXAMPLES OF DUTIES:

- Processes County Sanitation District annexations and prepares related reports.
- Executes special projects and other clerical functions as directed.
- Provides assistance and general information to members of the public or representatives from local jurisdiction visiting the LAFCO office.
- Schedules regular hearings and protest hearings conducted by LAFCO and assists in the preparation of necessary materials for those hearings such as agendas or other materials.
- Prepares and posts public notices for hearings and receives, records, and files documents and other records.
- Serves as LAFCO contact person for the updating of the LAFCO website to ensure it is current and accurate. Maintains office computer programs.
- Prepares file documents for scanning and entry into computerized memory storage, and performs other clerical functions as directed.

MINIMUM QUALIFICATIONS:

Three years of office clerical experience requiring extensive use of keyboarding skills and commonly used word processing programs including experience acting independently and with substantial discretion in the application of proper office procedures. Candidates should have the ability to use keyboarding (typing) skills of 40 words per minute.

Rev: 5/18/05

POSITION DESCRIPTION
LOCAL AGENCY FORMATION COMMISSION

POSITION TITLE: ADMINISTRATIVE CLERK, LAFCO

DEFINITION: Performs a variety of specialized and responsible office support service functions necessary for effective Local Agency Formation Commission operations.

POSITION STANDARDS:

The position of Administrative Clerk, LAFCO reports to the Executive Assistant of the Commission and is responsible for staffing of the office during normal business hours. Positions allocable to this class are required to greet and assist members of the public and representatives of other agencies visiting the LAFCO office, answer phone calls to the LAFCO office, and perform a variety of clerical support functions including word processing tasks in the preparation of correspondence and necessary charts, graphs, tables, or reports supporting commission operations. Incumbents must have refined skills in telephone courtesy, good verbal communication skills, and the ability to accurately record and relay information from various parties.

EXAMPLES OF DUTIES:

- Provides assistance and general information to members of the public or representatives from local jurisdiction visiting the LAFCO office.
- Schedules regular hearings and protest hearings conducted by LAFCO and assists in the preparation of necessary materials for those hearings such as agendas or other materials.
- Prepares and posts public notices for hearings and receives, records, and files documents and other records.
- Serves as LAFCO contact person for the updating of the LAFCO website to ensure it is current and accurate.
- Prepares file documents for scanning and entry into computerized memory storage, and performs other clerical functions as directed.

MINIMUM QUALIFICATIONS:

Three years of office clerical experience requiring extensive use of keyboarding skills and commonly used word processing programs including experience acting independently and with substantial discretion in the application of proper office procedures. Candidates should have the ability to use keyboarding (typing) skills of 40 words per minute.

Agenda Item No. 4b

May 25, 2005

**Sphere Of Influence (SOI) / Municipal Service Review (MSR)
Remaining Projected Completion Dates**

Regional Area or Districts (Total Cities / Water Districts)	MSR Draft *Notes Completion	Projected Workshop Meeting	SOI Completion	Commission Hearing	Comments
Santa Clara Water Districts (3)	Aug. 19, 2005	Sep. 16, 2005	Sep. 30, 2005	Oct. 12, 2005	Stetson report due 7/15/05.
Sanitation Districts (25)	Complete	Complete	SOI & Reso Draft Complete	Set for May 25, 2005	Workshop Complete
San Gabriel – East					
Cities (13)	Draft Complete	Jun. 17,2005	Jul. 1, 2005	Aug. 10,2005	
Water Districts (5)	Draft Complete	Jun. 17,2005	Jul. 1, 2005	Aug. 10,2005	
South Bay					
Cities (14)	Jun. 3, 2005	July 12, 2005	Aug. 17,2005	Sep. 14, 2005	
Water Districts (1)	Complete	Aug. 10,2005	Aug. 17,2005	Sep. 14, 2005	
Gateway					
Cities (26)	Sep. 2, 2005	Oct. 7, 2005	Oct. 21, 2005	Nov. 10, 2005	
Water Districts (6)	Jun. 15, 2005	Oct. 7, 2005	Oct. 21, 2005	Nov. 10, 2005	
Los Angeles Area					
Cities (8)	Dec. 9, 2005	Jan. 19, 2006	Feb. 3, 2006	Feb. 22, 2006	
Water Districts (2)	Mid Aug./Early Sep.	Jan. 19, 2006	Jan. 19, 2006	Feb. 22, 2006	

103 Total 61 Cities 25 San Districts 17 Water Districts 1 Consolidated Fire

**Sphere Of Influence (SOI) / Municipal Service Review (MSR)
Completions To Date**

Regional Area or Districts (Total Cities / Water Districts)	MSR Draft	Workshop Meeting	SOI	Commission Hearing	Comments
Catalina Cities (1)	Complete	Complete	Complete	Feb. 27, 2004	No Special Districts
Misc. Gov't. Services Non-Water Districts Only (29)	Complete	Complete	Complete	Jun. 23, 2004	
Las Virgenes Cities (5) Water Districts (2)	Complete	Complete	Complete	Aug. 25, 2004	
High Desert Cities (2) Water Districts (8)	Complete	Complete	Complete	Aug. 25, 2004	
Santa Clara Cities (1) Water Districts (2)	Complete	Complete	Complete	Jan. 19, 2005	Santa Clarita City & 2 Districts only - 3 Districts are still under evaluation.
San Gabriel-West Cities (18) Water Districts (8)	Complete	Complete	Complete	Dec. 8, 2004	

77 Total Sphere's Of Influence Completed to date

27 Cities

29 Misc. Districts

20 Water Districts