

**LOCAL AGENCY FORMATION COMMISSION  
REGULAR MEETING AGENDA**

Wednesday, June 8, 2005  
9:00 a.m.

Board of Supervisors Hearing Room, Room 381B  
Kenneth Hahn Hall of Administration  
500 West Temple Street, Los Angeles 90012

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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.

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1. **CALL MEETING TO ORDER.**
2. **PLEDGE OF ALLEGIANCE WILL BE LED BY CHAIRMAN PELLISSIER.**
3. **GOVERNMENT CODE § 56857 NOTICES**  
(For Informational Purposes Only, Receive and File)

Upon receipt of any proposed change of organization or reorganization that includes the annexation of territory to any district, if the proposal is not filed by the district to which annexation is proposed, Government Code Section 56857 requires LAFCO to place the proposal on its agenda for informational purposes only.

- a. Los Angeles County Waterworks District No. 37, Annexation 2005-16.
- b. Los Angeles County Waterworks District No. 40, Annexation 2005-18.

4. **OTHER ITEMS**

- a. Approve LAFCO Commission Stipend Policy.
- b. Approve LAFCO staff salary adjustments.
- c. Receive and file Municipal Service Reviews and Spheres of Influence Update.
- d. Receive and file Legislative Update.
- e. Approve minutes of the meeting held May 25, 2005.
- f. Approve May 2005 Operating Account Check Register.
- g. 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 22, 2005

July 13, 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

June 8, 2005

### Agenda Item No. 3

#### **GOVERNMENT CODE § 56857 NOTICES (For Informational Purposes Only, Receive and File)**

Upon receipt of any proposed change of organization or reorganization that includes the annexation of territory to any district, if the proposal is not filed by the district to which annexation of territory is proposed, Government Code section 56857 requires LAFCO to place the proposal on its agenda for informational purpose only. Within 60 days of the meeting date, the annexing district may adopt and submit to LAFCO a resolution requesting termination of the annexation proceedings. The law requires that the annexing district "present written findings supported by substantial evidence in the record that the termination request is justified by a financial or service related concern." Prior to the commission's determination of termination of proceedings the resolution is subject to judicial review.

#### Waiver of 60-Day Termination Period

Under section 56857, LAFCO may not hear and consider the proposed annexation until the 60-day termination period has expired. The Code provides, however, that the commission may waive the 60-day termination period if the annexing district adopts and submits to LAFCO a resolution supporting the change of organization or reorganization.

The following is a summary of annexation proposals filed with LAFCO:

- a) Los Angeles County Waterworks District No. 37, Annexation 2005-16

#### Project Description

On May 24, 2005 Lowell and Jeanine Hilsinger and Roger Graham filed an application for annexation of 6.97 acres of land into Los Angeles County Waterworks District No. 37. The subject territory consists of 2 vacant parcels and 1 parcel containing an existing single-family home. APN Nos. 3057-009-028, -029 and 030.

#### Project Location

The project site is located on the corner of Berncastle Road and Peart Avenue, approximately 1 mile west of Sierra Hwy, in the unincorporated area of Acton.

- b) Los Angeles County Waterworks District No. 40, Annexation 2005-18

*Project Description*

On May 10, 2005 Royal Investor's Group filed an application for annexation of a 102.24 gross acres into Los Angeles County Waterworks District No. 40. Development of the site will be done at the base general plan and zoning designation of residential, 7,000 square lot lots. (APN Nos. 3153-011-001, -002, -003, -004, -019, -023, -025, -027, -030, -031, and -036).

*Project Location*

The project site is located at the southwestern corner of Lancaster Blvd. and 40<sup>th</sup> Street West, in the City of Lancaster.

## **Staff Report**

**June 8, 2005**

### **Agenda Item No. 4a**

#### **LAFCO Commission – Stipend Policy**

Background: A recent review of commission files indicates that a written comprehensive policy regarding commissioner stipends should be adopted. To that end, it is suggested that your commission consider adopting the following policy:

Members and Alternate Commission Members (“Members”) are to receive a stipend in the amount of \$150 for attendance of the following meetings:

1. Regular, special and emergency meetings of the Commission.
2. Meetings of committees created by action of the Commission when such a committee meets on a day separate from a day in which the Commission meets.
3. Meetings of the Board of Directors of the California Association of LAFCO’s when the Member is a member of the California Association of LAFCO’s Board of Directors.
4. Meeting with State Legislators or legislative task forces regarding LAFCO issues, when such a meeting is on a day separate from a day on which the Commission meets and the Member is attending the meeting at the direction of the Commission.
5. Payment of stipends is limited to no more than one per day and six per member per month.

#### **Recommendation:**

Adopt the Stipend Policy presented in this report.

## Staff Report

June 8, 2005

### Agenda Item No. 4b

#### LAFCO Staff – Salary Adjustments

**Background:** At its May 25, 2005 meeting, the LAFCO Commission adopted LAFCO's Final Operating Budget for F/Y 2005/2006. In addition, the Commission adopted the revised Staff Organizational Chart including position descriptions and salary ranges and directed the executive officer to return to the commission with a schedule of proposed staff salary increases to be implemented during the 2005-2006 Fiscal Year.

#### Position Descriptions and Salary Ranges:

<u>Existing Position &amp; Salary Range</u>		<u>Proposed Position &amp; Salary Range</u>	
Executive Officer:	\$99,240 to \$123,288	Executive Officer:	\$110,912 to \$166,369
Deputy Exec Officer:	\$61,065 to \$75,861	Deputy Exec. Officer:	\$71,866 to \$107,278
Executive Assistant:	\$59,428 to \$73,828	Executive Assistant:	\$62,188 to \$93,282
Mapping Technician:	\$42,358 to \$52,535	GIS Coordinator:	\$51,129 to \$63,528
Sr. Local Gov't Analyst:	\$51,886 to \$64,468	Sr. Local Gov't Analyst:	\$54,249 to \$67,390
Assistant Analyst:	\$35,544 to \$43,548	Local Gov't Analyst:	\$37,685 to \$46,693
Admin. Asst. – CIS:	\$42,358 to \$44,197	Admin. Asst. – CIS:	\$42,358 to \$49,643
Office Services Asst.:	\$28,692 to \$35,544	Administrative Clerk:	\$33,948 to \$42,036

#### Proposed Salary Adjustments:

	<u>Current Salary</u>	<u>Proposed Increase</u>	<u>% Increase</u>
Executive Officer	\$ 130,813	\$ 2,250	1.70 %
Deputy Executive Officer	\$ 81,730	\$ 2,250	2.75 %
Executive Assistant	\$ 77,557	\$ 2,250	2.90 %
GIS Coordinator	\$ 49,199	\$ 2,000	4.06 %
Sr. Local Gov't Analyst	\$ 63,717	\$ 2,500	3.92%
Local Gov't Analyst	\$ 37,088	\$ 4,000	10.87 %
Administrative Assistant – CIS	\$ 44,197	\$ 3,000	6.87 %
Administrative Clerk	\$ 31,277	\$ 1,750	5.59 %
Total	\$ 515,578	\$20,000	3.87 %

#### Recommendation:

Pursuant to their employment contracts, each employee will receive an annual Cost of Living Increase in addition to the proposed salary adjustment. It is recommended that the commission adopt the proposed salary adjustments, as shown herein, effective July 1, 2005. Following your commission's approval, of these salary adjustments, staff will prepare amended employment contracts for execution by the Commission Chair.

**Staff Report**

**June 8, 2005**

**Agenda Item No. 4c**

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

Remaining Projected Completion Dates

<b>Regional Area or Districts (Total Cities / Water Districts)</b>	<b>MSR Draft Completion</b>	<b>Projected Workshop Meeting</b>	<b>SOI Draft Completion</b>	<b>Commission Hearing</b>	<b>Comments</b>
<b>Santa Clara Water Districts (3)</b>	Aug. 19, 2005	Sep. 16, 2005	Sep. 30, 2005	Oct. 12, 2005	Stetson report due 7/15/05.
<b>San Gabriel – East</b> Cities (13) Water Districts (5)	Draft Complete Draft Complete	Jun. 17,2005 Jun. 17,2005	Jul. 1, 2005 Jul. 1, 2005	Aug. 10,2005 Aug. 10,2005	Draft MSR’s sent out 5/10/05 for both City and Water districts.
<b>South Bay</b> Cities (14) Water Districts (1)	Jun. 3, 2005 <b>Complete</b>	July 12, 2005 Aug. 10,2005	Aug. 17,2005 Aug. 17,2005	Sep. 14, 2005 Sep. 14, 2005	
<b>Gateway</b> Cities (26) Water Districts (6)	Sep. 2, 2005 Jun. 15, 2005	Oct. 7, 2005 Oct. 7, 2005	Oct. 21, 2005 Oct. 21, 2005	Nov. 10, 2005 Nov. 10, 2005	
<b>Los Angeles Area</b> Cities (8) Water Districts (2)	Dec. 9, 2005 Mid Aug./Early Sep.	Jan. 19, 2006 Jan. 19, 2006	Feb. 3, 2006 Jan. 19, 2006	Feb. 22, 2006 Feb. 22, 2006	

79 Total      61 Cities      17 Water Districts      1 Consolidated Fire

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

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

101 Total Sphere's Of Influence Completed to date - 27 Cities      29 Misc. Districts      20 Water Districts      25 San Districts