

**LOCAL AGENCY FORMATION COMMISSION  
MEETING AGENDA**

Wednesday, August 22, 2007  
9:00 a.m.

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 GLADBACH.**
3. **OTHER ITEMS**
  - a. Special District Risk Management Authority Board of Directors Election
  - b. Executive Officer Goals and Objective for Policies and Procedures Manual
  - c. Approve Operating Account Check Register Month of July
  - c. Approve minutes of July 25, 2007
  - d. Receive and file Municipal Service Review and Sphere of Influence Update.
  - e. Receive and file update on pending applications.

4. **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.

5. **FUTURE MEETINGS**

September 12, 2007  
September 26, 2007

6. **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.

7. **ADJOURNMENT MOTION**

## Staff Report

August 22, 2007

### Special District Risk Management Authority (SDRMA) 2007 Board of Directors Election

#### Agenda Item 3a

SDRMA, of which LAFCO is a member agency, is a Joint Powers Authority formed under the Government Code for the purpose of providing risk management and risk financing for California special districts and other local governmental agencies.

SDRMA's Fifth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program.

In April 2007 SDRMA notified its member agencies of nominations for three (3) seats on the SDRMA's Board of Directors. Nominations were received for nine (9) candidates by the July deadline. The candidates are:

Vincent C. Ferrante	Moss Landing Harbor District
Antonio "Tony" Sedano	San Bernardino LAFCO
Robert F. Topolovac	Olivenhain Municipal Water District
Ed Gray	Chino Valley Independent Fire District
Henry Miller	Temecula Public Cemetery District
Jerry M. Ledbetter	Alameda County Water District
John Woolley (Incumbent)	Humboldt Waste Management Authority
Jean Bracy	Mojave Desert Air Quality Management District
William R. Miller (Incumbent)	North of the River Municipal Water District

SDRMA's Policy No. 2005-02 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on the Board of Directors must be made by resolution adopted by the member agency's governing body.

#### Recommended Action:

1. Select up to three (3) candidates to serve on the SDRMA's Board of Directors.
2. Adopt the Official Election Resolution Ballot and direct staff to submit the signed and sealed ballot to SDRMA by no later than September 14, 2007.

## **Staff Report**

**August 22, 2007**

### **Goals and Objectives**

#### **Agenda Item No. 3b**

### **BACKGROUND**

It has been requested that your Executive Officer review the administrative processes and guidelines that directs staff in its every day activity. In responding to that direction, staff has conducted a review of various standards and guidelines that have been made as a result of those policies put in place over the last few years. However, there is no single document that contains all Commission actions. It is the belief of staff that the Local Agency Formation Commission for the County of Los Angeles (LA LAFCO) should have written policies in place. Upon further reflection, staff considered it prudent to take a look at all the aspects involved in the operation of LA LAFCO and set some directly related goals and objectives for the LA LAFCO.

#### *Policies and Procedures*

The first in a series of goals is to develop a Policies and Procedures Manual for processing proposals submitted to LA LAFCO. With that in mind your Executive Officer has written a set of policies and procedures that address the processing of applications. A rough draft of the manual is attached to this staff report; although the manual cannot and should not take precedence over Cortese-Knox-Hertzberg, it should be used by staff as a key guideline for processing actions such as annexations, detachments, mergers, etc. The attached rough draft should be thoroughly reviewed by staff, counsel and commissioners for comments and suggestions.

The government code section regarding “Written policies and procedures” discusses the legislative intent as follows:

**“56300.** (a) It is the intent of the Legislature that each commission, ... shall establish written policies and procedures and exercise its powers pursuant to this part in a manner consistent with those policies and procedures and that encourages and provides planned, well-ordered efficient urban development patterns with appropriate consideration of preserving open-space and agricultural lands within those patterns. “

This manual will be the start of a complete set of guidelines that includes the Rules of the Commission, Administrative Policies and Procedural Policies for the LA LAFCO.

*Audit Of Books Of Account*

In keeping with the overall objective of a complete handbook for LA LAFCO one of the administrative areas that staff has determined to be a high priority is an audit. LA LAFCO has not has an audit of its books of account for a three year period. A preliminary Request for Proposal has been issued to various accounting firms for bid. As soon as staff can make a recommendation they will do so. Further, as part of the goal in establishing a written set of administrative policies staff recommends that it be the policy of the Commission to have an audit performed each year.

**CONCLUSION**

As stated earlier the above are just the first in a series of goals and objectives that will be presented to the Commission for discussion over the next few months with the overall objective being to increase productivity and efficiency while carrying the duties of LAFCO as set forth in Conrtese-Knox-Hertzberg.

## STAFF REPORT

August 22, 2007

### Agenda Item No. 3d MUNICIPAL SERVICE REVIEWS AND SPHERES OF INFLUENCE UPDATE

<u>Regional Area</u> Cities / Water Districts	MSR Draft Completion Status	Workshop Meeting Status	SOI Draft Completion Status	Commission Hearing Schedule Projection	Comments
<u>Los Angeles Area</u> Cities (8) Water Districts (2)	Complete	Complete	Complete	December 13, 2006	Approved 8 cities and 1 district on 12/13/06 – Crescenta Valley open
<u>Catalina</u> Cities (1)	Complete	Complete	Complete	Feb. 27, 2004	No Special Districts
<u>Misc. Gov't Services</u> Total Districts (29)	Complete	Complete	Complete	Jun. 23, 2004	
<u>Las Virgenes</u> Cities (5) Water Districts (2)	Complete Complete	Complete Complete	Complete Complete	Aug. 25, 2004	
<u>High Desert</u> Cities (2) Water Districts (8)	Complete Complete	Complete Complete	Complete Complete	Aug. 25, 2004	
<u>Santa Clara</u> Cities (1) Water Districts (5)	Complete Complete	Complete Complete	Complete Complete	Jan. 19, 2005	Approved 3 districts at LAFCO Hearing on Dec 14, 2005
<u>San Gabriel-West</u> Cities (18) Water Districts (8)	Complete Complete	Complete Complete	Complete Complete	Dec. 8, 2004	
<u>San Gabriel – East</u> Cities (13) Water Districts (5)	Complete Complete	Complete Complete	Complete Complete	July 13, 2005	
<u>San Districts</u> (25)	Complete	Complete	Complete	May 25, 2005	
<u>South Bay</u> Cities (14) Water Districts (1)	Complete Complete	Complete Complete	Complete Complete	Sept. 28, 2005	
<u>Gateway</u> Cities (26) Water Districts (6)	Complete Complete	Complete Complete	Complete Complete	Dec. 14, 2005	Approved 3 cities and 1 Water District on Feb. 22, 2006

Crescenta Valley Water District is still open

**179 Total SOI's / MSR's completed to date -**

**88 Cities    29 Misc. Districts    36 Water Districts    25 San Districts**