

**LOCAL AGENCY FORMATION COMMISSION
MEETING AGENDA**

Wednesday, March 14, 2012
9:00 a.m.

Room 381B
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.

The entire agenda package and any meeting related writings or documents provided to a majority of the Commissioners after distribution of the agenda package, unless exempt from disclosure pursuant to California Law, are available at the LAFCO office and at www.lalafco.org.

1. **CALL MEETING TO ORDER.**
2. **PLEDGE OF ALLEGIANCE WILL BE LED BY CHAIRMAN GLADBACH.**
3. **PUBLIC HEARINGS**

- a. Los Angeles County Sanitation District No. 14 – Annexation No. 352.

4. **CONSENT ITEMS**

All matters are approved by one motion unless held by a Commissioner or member(s) of the public for discussion or separate action.

- a. Los Angeles County Sanitation District No. 14 – Annexation No. 401.
 - b. Los Angeles County Sanitation District No. 15 – Annexation No. 282.
 - c. Los Angeles County Sanitation District No. 20 – Annexation No. 96.
 - d. Los Angeles County Sanitation District No. 22 – Annexation No. 388.
 - e. Santa Clarita Valley Sanitation District of Los Angeles County – Annexation No. 1010.
 - f. Approve Minutes of February 8, 2012.
 - g. Operating Account and Check Register for the month of February 2012.

- h. Receive and file update on pending applications.

5. **OTHER ITEMS**

- a. Discussion of policy concerning authorization to sign checks.
- b. East Los Angeles Incorporation Status Report.

6. **COMMISSIONER’S REPORT**

Commissioners’ questions for staff, announcements of upcoming events and opportunity for Commissioners to briefly report on their LAFCO-related activities since last meeting.

7. **EXECUTIVE OFFICER’S REPORT**

Executive Officer’s announcement of upcoming events and brief report on activities of the Executive Officer since the last meeting.

8. **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.

9. **FUTURE MEETINGS**

April 11, 2012
May 9, 2012
June 13, 2012
July 11, 2012

10. **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.

11. **ADJOURNMENT MOTION**

Staff Report

March 14, 2012

Agenda Item No. 3.a.

Annexation No. 352 to County Sanitation District No. 14

The following item is a proposal requesting annexation of approximately 1.355± acres of uninhabited territory to Los Angeles County Sanitation District No. 14. The District, as the applicant of record, adopted a resolution initiating proceedings on August 25, 2010.

Related Jurisdictional Changes: There are no related jurisdictional changes.

Purpose/Background: The owners of real property within the territory have requested, in writing, that the District provide off-site sewage disposal service.

Proposal Area: The annexation consists of vacant land, located within a residential area. The territory is currently being developed to include one proposed single-family home.

Location: The affected territory is located on Avenue I approximately 150 feet west of its intersection with 47th Street West, all within the City of Lancaster.

Factors of Consideration Pursuant to Government Code Section 56668:

1. ***Population:*** The current population is 0.
2. ***Registered Voters/Landowners:*** Joginder & Neelam Singh.
3. ***Topography:*** The topography is flat.
4. ***Zoning, Present and Future Land Use:*** The current zoning is [RR-2.5]; Rural Residential. The present and proposed land use is residential.
5. ***Surrounding Land Use:*** The land use in the surrounding territory is vacant and residential.
6. ***Pre-zoning and Conformance with the General Plan:*** Pre-zoning is not a requirement for a special district proposal.
7. ***Assessed Value, Tax Transfer:*** The total assessed value of land for Assessor Roll Year 2012 is \$23,000. The affected agencies have adopted a negotiated tax exchange resolution.

8. ***Governmental Services and Control, Availability and Adequacy:*** The subject territory is not currently serviced by the District. However, the area was included in the future service area that might be served by the District and the District's future wastewater management needs were addressed in the Lancaster Water Reclamation Plant (LWRP) 2020 Facilities Plan. The wastewater generated by the proposed project will be treated at the LWRP. The District will have adequate capacity to collect, treat, and dispose of the wastewater anticipated to be generated by the subject territory.
9. ***Effects on Agricultural and Open-Space Lands:*** The annexation will not have an effect on agricultural or open space lands.
10. ***Boundaries and Lines of Assessment:*** The boundaries of this territory have been clearly defined and correspond to lines of assessment or ownership.
11. ***Effects of the Proposal on Adjacent Areas and the County:*** No effects on adjacent areas and the County.
12. ***Sphere of Influence:*** The affected territory is within the sphere of influence of District No. 14.
13. ***Timely Availability of Water Supplies:*** There are no issues regarding water supply or delivery.
14. ***Regional Housing Needs:*** This proposal has no adverse effect on the Regional Housing Needs Allocation for the County or the City since it is a special district proposal.
15. ***Environmental Justice:*** The proposal will have no adverse effect with respect to the fair treatment of people of all races and income, or the location of public facilities or services.
16. ***Comments from Affected Agencies:*** There were no comments from affected agencies.
17. ***Correspondence:*** Staff has received no correspondence regarding this proposal.

CEQA: The proposed annexation is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15319(b) because it consists of annexation of a small parcel of the minimum size for facilities exempted by CEQA Guidelines Section 15303(a).

Conclusion: Staff recommends approval of this annexation request. The annexation is a logical and reasonable extension of the Los Angeles County Sanitation District No. 14 boundary.

Recommended Action:

1. Open the public hearing and receive testimony on the matter.
2. There being no further testimony, close the public hearing.
3. Adopt the Resolution Making Determinations Approving Annexation No. 352 to County Sanitation District No. 14.
4. Pursuant to Government Code Section 57002, set May 9, 2012 at 9:00 a.m., as the date for Commission protest proceedings.

RESOLUTION NO. 2012-00RMD
RESOLUTION OF THE LOCAL AGENCY FORMATION
COMMISSION FOR LOS ANGELES COUNTY
MAKING DETERMINATIONS APPROVING
"ANNEXATION NO. 352 TO
LOS ANGELES COUNTY SANITATION DISTRICT NO. 14"

WHEREAS, the County Sanitation District No. 14 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 within City of Lancaster; and

WHEREAS, the principal reason for the proposed annexation is to provide offsite sewage disposal for one proposed 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 1.355± acres and is uninhabited; and

WHEREAS, the short-form designation given this proposal is "Annexation No. 352 to County Sanitation District No. 14"; and

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

WHEREAS, on March 14, 2012, 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 proposed annexation is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15319(b).
2. Annexation No. 352 to the County Sanitation District No. 14 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.
 - d. Except to the extent in conflict with a through c, above, the general terms and conditions contained in Chapter 2 of Part 5, Division 3, Title 5 of the California Government Code (commencing with Government Code Section 57325) shall apply to this annexation.

3. The Commission hereby sets the protest hearing for May 9, 2012 at 9:00 a.m. and authorizes and directs the Executive Officer to give notice thereof pursuant to Government Code Sections 57025 and 57026.
4. The Executive Officer is hereby authorized and directed to mail certified copies of this resolution as provided in Government Code Section 56882.

PASSED AND ADOPTED 14th day of March 2012.

Ayes:

Noes:

Absent:

Abstain:

**LOCAL AGENCY FORMATION COMMISSION FOR THE
COUNTY OF LOS ANGELES**

PAUL A. NOVAK, AICP Executive Officer

Staff Report

March 14, 2012

Agenda Item No. 4.a.

Annexation No. 401 to County Sanitation District No. 14

The following item is a proposal requesting annexation of approximately 0.424± acres of uninhabited territory to Los Angeles County Sanitation District No. 14. The District, as the applicant of record, adopted a resolution initiating proceedings on August 25, 2010.

Related Jurisdictional Changes: There are no related jurisdictional changes.

Purpose/Background: The owner of real property within the territory has requested, in writing, that the District provide off-site sewage disposal service.

Proposal Area: The subject territory consists of one single-family home, located within a residential area.

Location: The affected territory is located on the northwest corner of Shain Lane and Avenue M-4, all within the unincorporated area of Los Angeles County.

Factors of Consideration Pursuant to Government Code Section 56668:

1. ***Population:*** The current population is 0. The estimated future population is 4.
2. ***Registered Voters/Landowners:*** John E. & Kelly G. Rice
3. ***Topography:*** The topography is flat.
4. ***Zoning, Present and Future Land Use:*** The current zoning is [A-1-10000] Light Agricultural Zone; the present and proposed land use is residential.
5. ***Surrounding Land Use:*** The land use in the surrounding territory is residential.
6. ***Pre-zoning and Conformance with the General Plan:*** Pre-zoning is not a requirement for a special district proposal.
7. ***Assessed Value, Tax Transfer:*** The total assessed value of land for Assessor Roll Year 2012 is \$210,324. The affected agencies have adopted a negotiated tax exchange resolution.

8. ***Governmental Services and Control, Availability and Adequacy:*** The subject territory is already being serviced by the District. The area was included in the future service area that might be served by the District and the District's future wastewater management needs were addressed in the Lancaster Water Reclamation Plant (LWRP) 2020 Facilities Plan. The wastewater generated by the annexation is being treated at the LWRP. The District has adequate capacity to collect, treat, and dispose of the wastewater generated by the subject territory.
9. ***Effects on Agricultural and Open-Space Lands:*** The annexation territory will not have an effect on agricultural or open space lands.
10. ***Boundaries and Lines of Assessment:*** The boundaries of this territory have been clearly defined and correspond to lines of assessment or ownership. This proposal does not create any new islands of unincorporated territory.
11. ***Effects of the Proposal on Adjacent Areas and the County:*** No effects on adjacent areas and the County.
12. ***Sphere of Influence:*** The affected territory is within the sphere of influence of District No. 14.
13. ***Timely Availability of Water Supplies:*** There are no issues regarding water supply or delivery.
14. ***Regional Housing Needs:*** This proposal has no adverse effect on the Regional Housing Needs Allocation for the County since it is a special district proposal.
15. ***Environmental Justice:*** The proposal will have no adverse effect with respect to the fair treatment of people of all races and income, or the location of public facilities or services.
16. ***Comments from Affected Agencies:*** There were no comments from affected agencies.
17. ***Correspondence:*** Staff has received no correspondence regarding this proposal.

CEQA: The proposed annexation is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15319(a), because it is an annexation containing an existing structure developed to the density allowed by the current zoning.

Waiver of Notice and Hearing: Pursuant to Government Code Section 56663(a) all owners of land within the affected territory have consented to the change of organization. To date, no subject agency has submitted written demand for notice and hearing on this application pursuant to Government Code Section 56663(b). Based thereon, the Commission may conduct proceedings for the change of organization or reorganization without notice and hearing.

Waiver of Protest Proceedings: Pursuant to Government Code Section 56663(c), all owners of land within the affected territory have consented to the change of organization, and to date, no subject agency has submitted written opposition to waiver of the protest proceedings. Based thereon, the Commission may waive protest proceedings.

Conclusion: Staff recommends approval of this annexation request. The annexation is a logical and reasonable extension of the Los Angeles County Sanitation District No. 14 boundary.

Recommended Action:

- 1) Adopt the Resolution Making Determinations Approving and Ordering Annexation No. 401 to County Sanitation District No. 14.

RESOLUTION NO. 2012-00RMD
RESOLUTION OF THE LOCAL AGENCY FORMATION
COMMISSION FOR LOS ANGELES COUNTY
MAKING DETERMINATIONS APPROVING AND ORDERING
"ANNEXATION NO. 401 TO
LOS ANGELES COUNTY SANITATION DISTRICT NO. 14"

WHEREAS, the County Sanitation District No. 14 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 within an unincorporated area of Los Angeles County; and

WHEREAS, the principal reason for the proposed annexation is to provide offsite sewage disposal for one 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 0.424± acres and is uninhabited; and

WHEREAS, the short-form designation given this proposal is "Annexation No. 401 to County Sanitation District No. 14"; and

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

WHEREAS, on March 14, 2012, at its regular meeting this Commission considered the proposal and the report of the Executive Officer, along with public comment on the proposal.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Pursuant to Government Code Section 56663(a) and (b), the Commission hereby finds and determines that:
 - a. The owners of land within the affected territory have given their written consent to the change of organization; and
 - b. No subject agency has submitted a written demand for notice and hearing on this proposal.

Based thereon, notice and hearing requirements are waived.

2. The Commission finds that this annexation is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15319(a).
3. Annexation No. 401 to the County Sanitation District No. 14 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.

- d. Except to the extent in conflict with a through c, above, the general terms and conditions contained in Chapter 2 of Part 5, Division 3, Title 5 of the California Government Code (commencing with Government Code Section 57325) shall apply to this annexation.
4. Pursuant to Government Code Section 56663(c), the Commission hereby finds and determines that:
 - a. The territory to be annexed is uninhabited;
 - b. The owners of land within the affected territory have given their written consent to the change of organization; and
 - c. No subject agency has submitted written opposition to a waiver of protest proceedings.

Based thereon, protest proceedings are waived.

5. The Commission hereby orders the uninhabited territory described in Exhibits "A" and "B" annexed to County Sanitation District No. 14.

6. 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 14th day of March 2012.

Ayes:

Noes:

Absent:

Abstain:

**LOCAL AGENCY FORMATION COMMISSION FOR THE
COUNTY OF LOS ANGELES**

PAUL A. NOVAK, Executive Officer

Staff Report

March 14, 2012

Agenda Item No. 4.b.

Annexation No. 282 to County Sanitation District No. 15

The following item is a proposal requesting annexation of approximately 7.198± acres of uninhabited territory to Los Angeles County Sanitation District No. 15. The District, as the applicant of record, adopted a resolution initiating proceedings on March 28, 2007.

Related Jurisdictional Changes: There are no related jurisdictional changes.

Purpose/Background: The owner of real property within the territory has requested, in writing, that the District provide off-site sewage disposal service.

Proposal Area: The annexation consists of two single-family homes located within a residential area.

Location: The affected territory is located on Bradbury Road approximately 1,600 feet north of Royal Oaks Drive, all within the City of Bradbury.

Factors of Consideration Pursuant to Government Code Section 56668:

1. ***Population:*** The current population is 3.
2. ***Registered Voters/Landowners:*** Nancy McGrain and Tom & Debra Stull.
3. ***Topography:*** The topography is slightly sloping.
4. ***Zoning, Present and Future Land Use:*** The current zoning is [A-5] Agricultural; the present land use is residential.
5. ***Surrounding Land Use:*** The land use in the surrounding territory is residential on all sides.
6. ***Pre-zoning and Conformance with the General Plan:*** Pre-zoning is not a requirement for a special district proposal.
7. ***Assessed Value, Tax Transfer:*** The total assessed value of land for Assessor Roll Year 2012 is \$4,632,061. The affected agencies have adopted a negotiated tax exchange resolution.

8. ***Governmental Services and Control, Availability and Adequacy:*** The subject territory is already being serviced by the District. The area was included in the future service area that might be served by the District and the District's future wastewater management needs were addressed in the Joint Outfall System (JOS) 2010 Master Facilities Plan. The wastewater generated by the annexation is being treated by the JOS, which is comprised of 6 upstream water reclamation plants and the Joint Water Pollution Control Plant. The District has adequate capacity to collect, treat, and dispose of the wastewater generated by the subject territory
9. ***Effects on Agricultural and Open-Space Lands:*** The annexation territory will not have an effect on agricultural or open space lands.
10. ***Boundaries and Lines of Assessment:*** The boundaries of this territory have been clearly defined and correspond to lines of assessment or ownership. This proposal does not create any new islands of unincorporated territory.
11. ***Effects of the Proposal on Adjacent Areas and the County:*** No effects on adjacent areas and the County.
12. ***Sphere of Influence:*** The affected territory is within the sphere of influence of District No. 15.
13. ***Timely Availability of Water Supplies:*** There are no issues regarding water supply or delivery.
14. ***Regional Housing Needs:*** This proposal has no adverse effect on the Regional Housing Needs Allocation for the City or County since it is a special district proposal.
15. ***Environmental Justice:*** The proposal will have no adverse effect with respect to the fair treatment of people of all races and income, or the location of public facilities or services.
16. ***Comments from Affected Agencies:*** There were no comments from affected agencies.
17. ***Correspondence:*** Staff has received no correspondence regarding this proposal.

CEQA: The proposed annexation is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15319(a), because it is an annexation containing an existing structure developed to the density allowed by the current zoning.

Waiver of Notice and Hearing: Pursuant to Government Code Section 56663(a) all owners of land within the affected territory have consented to the change of organization. To date, no subject agency has submitted written demand for notice and hearing on this application pursuant to Government Code Section 56663(b). Based thereon, the Commission may conduct proceedings for the change of organization or reorganization without notice and hearing.

Waiver of Protest Proceedings: Pursuant to Government Code Section 56663(c), all owners of land within the affected territory have consented to the change of organization, and to date, no subject agency has submitted written opposition to waiver of the protest proceedings. Based thereon, the Commission may waive protest proceedings.

Conclusion: Staff recommends approval of this annexation request. The annexation is a logical and reasonable extension of the Los Angeles County Sanitation District No. 15 boundary.

Recommended Action:

- 1) Adopt the Resolution Making Determinations Approving and Ordering Annexation No. 282 to County Sanitation District No. 15.

RESOLUTION NO. 2012-00RMD
RESOLUTION OF THE LOCAL AGENCY FORMATION
COMMISSION FOR LOS ANGELES COUNTY
MAKING DETERMINATIONS APPROVING AND ORDERING
"ANNEXATION NO. 282 TO
LOS ANGELES COUNTY SANITATION DISTRICT NO. 15"

WHEREAS, the County Sanitation District No. 15 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 within the City of Bradbury; and

WHEREAS, the principal reason for the proposed annexation is to provide offsite sewage disposal for two 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 7.198± acres and is uninhabited; and

WHEREAS, the short-form designation given this proposal is "Annexation No. 282 to County Sanitation District No. 15"; and

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

WHEREAS, on March 14, 2012, at its regular meeting this Commission considered the proposal and the report of the Executive Officer, along with public comment on the proposal.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Pursuant to Government Code Section 56663(a) and (b), the Commission hereby finds and determines that:
 - a. The owners of land within the affected territory have given their written consent to the change of organization; and
 - b. No subject agency has submitted a written demand for notice and hearing on this proposal.

Based thereon, notice and hearing requirements are waived.

2. The Commission finds that this annexation is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15319(a).
3. Annexation No. 282 to the County Sanitation District No. 15 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.

- d. Except to the extent in conflict with a through c, above, the general terms and conditions contained in Chapter 2 of Part 5, Division 3, Title 5 of the California Government Code (commencing with Government Code Section 57325) shall apply to this annexation.
4. Pursuant to Government Code Section 56663(c), the Commission hereby finds and determines that:
 - a. The territory to be annexed is uninhabited;
 - b. The owners of land within the affected territory have given their written consent to the change of organization; and
 - c. No subject agency has submitted written opposition to a waiver of protest proceedings.

Based thereon, protest proceedings are waived.

5. The Commission hereby orders the uninhabited territory described in Exhibits "A" and "B" annexed to County Sanitation District No. 15.

6. 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 14th day of March 2012.

Ayes:

Noes:

Absent:

Abstain:

**LOCAL AGENCY FORMATION COMMISSION FOR THE
COUNTY OF LOS ANGELES**

PAUL A. NOVAK, Executive Officer

Staff Report

March 14, 2012

Agenda Item No. 4.c.

**Annexation No. 96 to
County Sanitation District No. 20**

The following item is a proposal requesting annexation of approximately 1.077± acres of uninhabited territory to Los Angeles County Sanitation District No. 20. The District, as the applicant of record, adopted a resolution initiating proceedings on July 28, 2010.

Related Jurisdictional Changes: There are no related jurisdictional changes.

Purpose/Background: The owner of real property within the territory has requested, in writing, that the District provide off-site sewage disposal service.

Proposal Area: annexation consists of vacant land, located within a vacant residential area. The territory is currently being developed to include one proposed single-family home.

Location: The affected territory is located on Pearblossom Highway approximately 200 feet west of 50th Street East, all within the City of Palmdale.

Factors of Consideration Pursuant to Government Code Section 56668:

1. ***Population:*** The current population is 0. The estimated future population is 4.
2. ***Registered Voters/Landowners:*** Sergio Barrios.
3. ***Topography:*** The topography is flat.
4. ***Zoning, Present and Future Land Use:*** The current zoning is [R-7000] Single-Family Residential; the present land use is vacant, the proposed land use is residential.
5. ***Surrounding Land Use:*** The land use in the surrounding territory is residential.
6. ***Pre-zoning and Conformance with the General Plan:*** Pre-zoning is not a requirement for a special district proposal.
7. ***Assessed Value, Tax Transfer:*** The total assessed value of land for Assessor Roll Year 2012 is \$95,508. The affected agencies have adopted a negotiated tax exchange resolution.

8. ***Governmental Services and Control, Availability and Adequacy:*** The subject territory is not currently serviced by the District. However, the area was included in the future service area that might be served by the District and the District's future wastewater management needs were addressed in the Palmdale Water Reclamation Plant (PWRP) 2025 Facilities Plan. The wastewater generated by the proposed project will be treated at the PWRP. The District will have adequate capacity to collect, treat, and dispose of the wastewater anticipated to be generated by the subject territory.
9. ***Effects on Agricultural and Open-Space Lands:*** The annexation territory will not have an effect on agricultural or open space lands.
10. ***Boundaries and Lines of Assessment:*** The boundaries of this territory have been clearly defined and correspond to lines of assessment or ownership. This proposal does not create any new islands of unincorporated territory.
11. ***Effects of the Proposal on Adjacent Areas and the County:*** No effects on adjacent areas and the County.
12. ***Sphere of Influence:*** The affected territory is within the sphere of influence of District No. 20.
13. ***Timely Availability of Water Supplies:*** There are no issues regarding water supply or delivery.
14. ***Regional Housing Needs:*** This proposal has no adverse affect on the Regional Housing Needs Allocation for the City or County since it is a special district proposal.
15. ***Environmental Justice:*** The proposal will have no adverse effect with respect to the fair treatment of people of all races and income, or the location of public facilities or services.
16. ***Comments from Affected Agencies:*** There were no comments from affected agencies.
17. ***Correspondence:*** Staff has received no correspondence regarding this proposal.

CEQA: The proposed annexation is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15319(b), because it consists of annexation of a small parcel of the minimum size for facilities exempted by CEQA Guidelines Section 15303(a).

Waiver of Notice and Hearing: Pursuant to Government Code Section 56663(a) all owners of land within the affected territory have consented to the change of organization. To date, no subject agency has submitted written demand for notice and hearing on this application pursuant to Government Code Section 56663(b). Based thereon, the Commission may conduct proceedings for the change of organization or reorganization without notice and hearing.

Waiver of Protest Proceedings: Pursuant to Government Code Section 56663(c), all owners of land within the affected territory have consented to the change of organization, and to date, no subject agency has submitted written opposition to waiver of the protest proceedings. Based thereon, the Commission may waive protest proceedings.

Conclusion: Staff recommends approval of this annexation request. The annexation is a logical and reasonable extension of the Los Angeles County Sanitation District No. 20 boundary.

Recommended Action:

- 1) Adopt the Resolution Making Determinations Approving and Ordering Annexation No. 96 to County Sanitation District No. 20.

RESOLUTION NO. 2012-00RMD
RESOLUTION OF THE LOCAL AGENCY FORMATION
COMMISSION FOR LOS ANGELES COUNTY
MAKING DETERMINATIONS APPROVING AND ORDERING
"ANNEXATION NO. 96 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 within the City of Palmdale; and

WHEREAS, the principal reason for the proposed annexation is to provide offsite sewage disposal for one proposed 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 1.077± acres and is uninhabited; and

WHEREAS, the short-form designation given this proposal is "Annexation No. 96 to County Sanitation District No. 20"; and

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

WHEREAS, on March 14, 2012, at its regular meeting this Commission considered the proposal and the report of the Executive Officer, along with public comment on the proposal.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Pursuant to Government Code Section 56663(a) and (b), the Commission hereby finds and determines that:
 - a. The owner of land within the affected territory has given his written consent to the change of organization; and
 - b. No subject agency has submitted a written demand for notice and hearing on this proposal.

Based thereon, notice and hearing requirements are waived.

2. The Commission finds that this annexation is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15319(b).
3. Annexation No. 96 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.

- d. Except to the extent in conflict with a through c, above, the general terms and conditions contained in Chapter 2 of Part 5, Division 3, Title 5 of the California Government Code (commencing with Government Code Section 57325) shall apply to this annexation.
4. Pursuant to Government Code Section 56663(c), the Commission hereby finds and determines that:
 - a. The territory to be annexed is uninhabited;
 - b. The owner of land within the affected territory has given his written consent to the change of organization; and
 - c. No subject agency has submitted written opposition to a waiver of protest proceedings.

Based thereon, protest proceedings are waived.

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

6. 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 14th day of March 2012.

Ayes:

Noes:

Absent:

Abstain:

**LOCAL AGENCY FORMATION COMMISSION FOR THE
COUNTY OF LOS ANGELES**

PAUL A. NOVAK, Executive Officer

Staff Report

March 14, 2012

Agenda Item No. 4.d.

**Annexation No. 388 to
County Sanitation District No. 22**

The following item is a proposal requesting annexation of approximately 0.682± acres of uninhabited territory to Los Angeles County Sanitation District No. 22. The District, as the applicant of record, adopted a resolution initiating proceedings on March 28, 2007.

Related Jurisdictional Changes: There are no related jurisdictional changes.

Purpose/Background: The owner of real property within the territory has requested, in writing, that the District provide off-site sewage disposal service.

Proposal Area: The annexation consists of one single-family home located within a residential area.

Location: The affected territory is located approximately 400 feet northwest from the intersection of Foothill Boulevard and San Dimas Avenue, all within the City of San Dimas.

Factors of Consideration Pursuant to Government Code Section 56668:

1. ***Population:*** The current population is 2.
2. ***Registered Voters/Landowners:*** Duane Schelbauer.
3. ***Topography:*** The topography is flat.
4. ***Zoning, Present and Future Land Use:*** The current zoning is [SF-A 20000] Single-Family Agricultural; the present land use is residential.
5. ***Surrounding Land Use:*** The land use in the surrounding territory is residential.
6. ***Pre-zoning and Conformance with the General Plan:*** Pre-zoning is not a requirement for a special district proposal.
7. ***Assessed Value, Tax Transfer:*** The total assessed value of land for Assessor Roll Year 2012 is \$199,131. The affected agencies have adopted a negotiated tax exchange resolution.

8. ***Governmental Services and Control, Availability and Adequacy:*** The subject territory is already being serviced by the District. The area was included in the future service area that might be served by the District and the District's future wastewater management needs were addressed in the Joint Outfall System (JOS) 2010 Master Facilities Plan. The wastewater generated by the annexation is being treated by the JOS, which is comprised of 6 upstream water reclamation plants and the Joint Water Pollution Control Plant. The District has adequate capacity to collect, treat, and dispose of the wastewater generated by the subject territory
9. ***Effects on Agricultural and Open-Space Lands:*** The annexation territory will not have an effect on agricultural or open space lands.
10. ***Boundaries and Lines of Assessment:*** The boundaries of this territory have been clearly defined and correspond to lines of assessment or ownership. This proposal does not create any new islands of unincorporated territory.
11. ***Effects of the Proposal on Adjacent Areas and the County:*** No effects on adjacent areas and the County.
12. ***Sphere of Influence:*** The affected territory is within the sphere of influence of District No. 22.
13. ***Timely Availability of Water Supplies:*** There are no issues regarding water supply or delivery.
14. ***Regional Housing Needs:*** This proposal has no adverse effect on the Regional Housing Needs Allocation for the City or County since it is a special district proposal.
15. ***Environmental Justice:*** The proposal will have no adverse effect with respect to the fair treatment of people of all races and income, or the location of public facilities or services.
16. ***Comments from Affected Agencies:*** There were no comments from affected agencies.
17. ***Correspondence:*** Staff has received no correspondence regarding this proposal.

CEQA: The proposed annexation is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15319(a), because it is an annexation containing an existing structure developed to the density allowed by the current zoning.

Waiver of Notice and Hearing: Pursuant to Government Code Section 56663(a) all owners of land within the affected territory have consented to the change of organization. To date, no subject agency has submitted written demand for notice and hearing on this application pursuant to Government Code Section 56663(b). Based thereon, the Commission may conduct proceedings for the change of organization or reorganization without notice and hearing.

Waiver of Protest Proceedings: Pursuant to Government Code Section 56663(c), all owners of land within the affected territory have consented to the change of organization, and to date, no subject agency has submitted written opposition to waiver of the protest proceedings. Based thereon, the Commission may waive protest proceedings.

Conclusion: Staff recommends approval of this annexation request. The annexation is a logical and reasonable extension of the Los Angeles County Sanitation District No. 22 boundary.

Recommended Action:

- 1) Adopt the Resolution Making Determinations Approving and Ordering Annexation No. 388 to County Sanitation District No. 22.

RESOLUTION NO. 2012-00RMD
RESOLUTION OF THE LOCAL AGENCY FORMATION
COMMISSION FOR LOS ANGELES COUNTY
MAKING DETERMINATIONS APPROVING AND ORDERING
"ANNEXATION NO. 388 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 within the City of San Dimas; and

WHEREAS, the principal reason for the proposed annexation is to provide offsite sewage disposal for one 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 0.682± acres and is uninhabited; and

WHEREAS, the short-form designation given this proposal is "Annexation No. 388 to County Sanitation District No. 22"; and

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

WHEREAS, on March 14, 2012, at its regular meeting this Commission considered the proposal and the report of the Executive Officer, along with public comment on the proposal.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Pursuant to Government Code Section 56663(a) and (b), the Commission hereby finds and determines that:
 - a. The owner of land within the affected territory has given his written consent to the change of organization; and
 - b. No subject agency has submitted a written demand for notice and hearing on this proposal.

Based thereon, notice and hearing requirements are waived.

2. The Commission finds that this annexation is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15319(a).
3. Annexation No. 388 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.

- d. Except to the extent in conflict with a through c, above, the general terms and conditions contained in Chapter 2 of Part 5, Division 3, Title 5 of the California Government Code (commencing with Government Code Section 57325) shall apply to this annexation.
4. Pursuant to Government Code Section 56663(c), the Commission hereby finds and determines that:
 - a. The territory to be annexed is uninhabited;
 - b. The owner of land within the affected territory has given his written consent to the change of organization; and
 - c. No subject agency has submitted written opposition to a waiver of protest proceedings.

Based thereon, protest proceedings are waived.

5. The Commission hereby orders the uninhabited territory described in Exhibits "A" and "B" annexed to County Sanitation District No. 22.

6. 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 14th day of March 2012.

Ayes:

Noes:

Absent:

Abstain:

**LOCAL AGENCY FORMATION COMMISSION FOR THE
COUNTY OF LOS ANGELES**

PAUL A. NOVAK, Executive Officer

Staff Report

March 14, 2012

Agenda Item No. 4.e.

**Annexation No. 1010 to Santa Clarita Valley
Sanitation District of Los Angeles County (SCVSD)**

The following item is a proposal requesting annexation of approximately 5.414± acres of inhabited territory to the SCVSD. The District, as the applicant of record, adopted a resolution initiating proceedings on March 14, 2007.

Related Jurisdictional Changes: There are no related jurisdictional changes.

Purpose/Background: The owner of real property within the territory has requested, in writing, that the District provide off-site sewage disposal service.

Proposal Area: The annexation consists of six single-family homes located within a residential area.

Location: The affected territory is located on Placerita Canyon Road approximately 1 ¼ mile west of Sierra Highway, all within the City of Santa Clarita.

Factors of Consideration Pursuant to Government Code Section 56668:

1. ***Population:*** The current population is 21.
2. ***Registered Voters/Landowners:*** There are numerous owners of record. There are 13 registered voters.
3. ***Topography:*** The topography is flat to gently sloping.
4. ***Zoning, Present and Future Land Use:*** The current zoning is [RL]-Residential Low. The present land use is residential.
5. ***Surrounding Land Use:*** The surrounding land use is residential.
6. ***Pre-zoning and Conformance with the General Plan:*** Pre-zoning is not a requirement for a special district proposal.
7. ***Assessed Value, Tax Transfer:*** The total assessed value of land for Assessor Roll Year 2011 is \$3,122,602. The affected agencies have adopted a negotiated tax exchange resolution.

8. ***Governmental Services and Control, Availability and Adequacy:*** The subject territory is already being serviced by the SCVSD. The area was included in the future service area that might be served by the SCVSD and the SCVSD's future wastewater management needs were addressed in the 2015 Santa Clarita Valley Joint Sewerage Facilities Plan and EIR. The wastewater generated by the annexation is being treated by the Santa Clarita Valley Joint Sewerage System, which is comprised of the Saugus and Valencia Water reclamation plants. The SCVSD has adequate capacity to collect treat, and dispose of the wastewater generated by the subject territory.
9. ***Effects on Agricultural and Open-Space Lands:*** The proposal will not have an effect on agricultural or open space lands.
10. ***Boundaries and Lines of Assessment:*** The boundaries of this territory have been clearly defined and correspond to lines of assessment or ownership.
11. ***Effects of the Proposal on Adjacent Areas and the County:*** No effects on adjacent areas and the County.
12. ***Sphere of Influence:*** The affected territory is within the sphere of influence of the SCVSD.
13. ***Timely Availability of Water Supplies:*** There are no issues regarding water supply or delivery.
14. ***Regional Housing Needs:*** This proposal has no effect on the Regional Housing Needs Allocation for the City or County since it is a special district proposal.
15. ***Environmental Justice:*** The proposal will have no adverse effect with respect to the fair treatment of people of all races and income, or the location of public facilities or services.
16. ***Comments from Affected Agencies:*** There were no comments from affected agencies.
17. ***Correspondence:*** Staff has received no correspondence regarding this proposal.

CEQA: The proposed annexation is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15319(a), because it is an annexation containing an existing structure developed to the density allowed by the current zoning.

Waiver of Notice and Hearing: Pursuant to Government Code Section 56663(a) all owners of land within the affected territory have consented to the change of organization. To date, no subject agency has submitted written demand for notice and hearing on this application pursuant to Government Code Section 56663(b). Based thereon, the Commission may conduct proceedings for the change of organization or reorganization without notice and hearing.

Waiver of Protest Proceedings: Pursuant to Government Code Section 56663(d), all owners of land and registered voters within the affected territory have been provided written notice of the proposed change of organization and intent to waive protest proceedings and to date, no subject agency, registered voter or landowner has submitted written opposition to waiver of the protest proceedings. Based thereon, the Commission may waive protest proceedings.

Conclusion: Should the affected territory not be annexed into the SCVSD, the landowners would have to use less efficient alternative means to collect, treat, and dispose of the wastewater anticipated to be generated by the affected territory.

Recommended Action:

- 1) Adopt the Resolution Making Determinations Approving and Ordering Annexation No. 1010 to the SCVSD.

RESOLUTION NO. 2012-00RMD
RESOLUTION OF THE LOCAL AGENCY FORMATION
COMMISSION FOR LOS ANGELES COUNTY
MAKING DETERMINATIONS APPROVING AND ORDERING
"ANNEXATION NO. 1010 TO
SANTA CLARITA VALLEY SANITATION DISTRICT
OF LOS ANGELES COUNTY (SCVSD)"

WHEREAS, the SCVSD 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 within the City of Santa Clarita; and

WHEREAS, the principal reason for the proposed annexation is to provide offsite sewage disposal for six 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 5.414± acres and is inhabited; and

WHEREAS, the short-form designation given this proposal is "Annexation No. 1010 to the SCVSD"; and

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

WHEREAS, on March 14, 2012, at its regular meeting, this Commission considered the proposal and the report of the Executive Officer, along with public comment on the proposal.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Pursuant to Government Code Section 56663(a) and (b), the Commission hereby finds and determines that:
 - a. The owners of land within the affected territory have given their written consent to the change of organization; and
 - b. No subject agency has submitted a written demand for notice and hearing on this proposal.

Based thereon, notice and hearing requirements are waived.

2. The Commission finds that this annexation is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15319(a).
3. Annexation No. 1010 to the SCVSD 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 SCVSD may legally impose.
 - b. The regular County assessment roll is utilized by the SCVSD.
 - c. The affected territory will be taxed for existing general bonded indebtedness, if any, of the SCVSD.

- d. Except to the extent in conflict with a through c, above, the general terms and conditions contained in Chapter 2 of Part 5, Division 3, Title 5 of the California Government Code (commencing with Government Code Section 57325) shall apply to this annexation.
4. Pursuant to Government Code Section 56663(d), the Commission hereby finds and determines that:
 - a. The territory to be annexed is inhabited;
 - b. All owners of land and registered voters within the affected territory have been provided written notice of the proposed change of organization and intent to waive protest proceedings; and
 - c. No subject agency, registered voter or landowner has submitted written opposition to waiver of the protest proceedings.Based thereon, protest proceedings are waived.
 5. The Commission hereby orders the uninhabited territory described in Exhibits "A" and "B" annexed to the SCVSD.

6. The Executive Officer is directed to transmit a certified copy of this resolution to the General Manager of the SCVSD, upon the SCVSD'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 14th day of March 2012.

Ayes:

Noes:

Absent:

Abstain:

**LOCAL AGENCY FORMATION COMMISSION FOR THE
COUNTY OF LOS ANGELES**

PAUL A. NOVAK, Executive Officer

Staff Report

March 14, 2012

Agenda Item No. 5.a. Authorization to Sign Checks

This item is placed on your agenda for discussion purposes and direction to staff only. Pending your discussion, and subject to your direction, staff will place a new Check-Signing Policy on the April 14th Commission Agenda.

On April 25th, 2001, the Commission adopted a policy concerning authorization to sign checks for LAFCO (see attached staff report and minutes from that meeting). Under this policy, the Commission authorized the following individuals to sign checks: officers of the Commission (Chair and Vice-Chair) as well as the Executive Officer and Deputy Executive Officer. In practice, the policy's authorization of a Commission "Vice Chair" has been interpreted to allow both the First Vice-Chair and Second Vice-Chair to sign checks. Additionally, all checks require two signatures, at least one of which must be an officer of the Commission; the EO and Deputy EO could not sign the same check).

Operationally, the adopted Commission policy presents certain challenges.

Requiring two signatures for every check relies on the availability of 2 of the 5 individuals. With respect to staff, typically the EO and Deputy EO are both available, or at least one is available, in all but very rare and extraordinary circumstances. Securing the signature of one of three officers can be problematic. The three Commission officers currently reside in Gardena, Santa Clarita, and Whittier, and, periodically, are unavailable due to un-related work, family, and/or civic engagements. Although the Commission Chair (or other officer in his absence) routinely signs checks at each LAFCO meeting, the meetings are roughly 4 weeks apart, and, periodically, the Commission does not meet for various reasons, as was the case for the December 14, 2011 meeting, canceled due to the office re-location.

During Special Reorganization, at which time the Commission went to two meetings a month, securing check signatures was less of an issue. Once Special Reorganization concluded, and the Commission returned to a monthly meeting schedule, problems arose with the timing of check signing.

When there is a sense of urgency for a given check between meetings, LAFCO either incurs costs with sending documents via overnight delivery services (like FedEx) or a LAFCO employee drives to one of the Commission officers to secure a signature. This is not only inconvenient for the Commission officer, but diverts staff from routine office assignments.

The existing policy also raises concerns about signing checks for routine mileage and miscellaneous reimbursement requests. Since his arrival in January of 2011, the Executive Officer has endeavored to avoid having any one party sign a check for which he or she is the payee, and further requiring both the EO and Deputy EO to approve all staff requests for reimbursement. Again, the signing of checks can be cumbersome, depending on the availability of Commission officers.

Staff has consulted with other LAFCOs in four counties (Orange, San Bernardino, San Diego, and Ventura) about their check-signing policies. Based upon this research, LA LAFCO's check-signing policy is unique in the following ways:

- At Orange and San Diego LAFCOs, staff (Executive Officer and Deputy Executive Officer) signs all checks. At the Orange and San Diego LAFCOs, the EO can sign reimbursement checks of \$500 or less, and all other checks require two staff signatures.
- The LAFCOs in Riverside, San Bernardino and Ventura do not directly issue checks. Rather, staff submits "payment requests" to their respective county, and the county cuts the appropriate checks on LAFCO's behalf.
- The LAFCOs in Riverside, San Bernardino and Ventura identify all monthly payments on the Commission's next consent agenda, which is after payments have been made. This is equivalent to the "operating account and check register" on LA LAFCO's monthly consent agenda.

Given the challenges presented by the current check-signing policy, staff is recommending a system whereby the Commission would delegate some of its check signing authority, to the Executive Officer and Deputy Executive Officer, for checks below \$5,000.00, with the following controls:

- For checks of \$5,000.00 or more, two signatures shall be required, at least one of which shall be an officer of the Commission;
- For checks in excess of \$500.00, but less than \$5,000.00, two signatures shall be required;
- For two or more checks to a single payee totaling in excess of \$5,000.00, in one calendar month, two signatures shall be required, at least one of which shall be an officer of the Commission;
- For checks of \$500.00 or less, one signature shall be required;
- All checks signed in any given month shall be reported on the next available LAFCO agenda under the "Operating Account and Check Register" item; and
- Individuals shall not be a signatory for a check to which he or she is the payee (i.e., reimbursement checks for expenses incurred).

The \$500 threshold for a single signature, which mirrors the threshold at LAFCOs in Orange and San Diego, is largely intended to cover reimbursement checks to commissioners and staff—since these are out-of-pocket expenses already incurred, staff would like to insure reimbursement as early as possible. This change in policy would be particularly helpful in those instances where the EO or Deputy EO is unavailable.

The "under \$5,000" threshold for two signatures will cover most LAFCO expenses, and the draft policy includes necessary controls. All expenses are documented and presented to the Commission

monthly in the “operating account and check register” item on the Commission’s agenda, which shows all expenses in the previous calendar month. Further, the policy prohibits staff from signing 2 or more checks totaling more than \$5,000 to any one payee in any calendar month.

Expenses of \$5,000 or more include rent—which is an anticipated, recurring cost—some insurance costs, and payments to contractors (i.e., incorporations and MSRs). Staff would continue to do our best to anticipate such expenses and work within the monthly Commission meeting schedule to obtain Commission officer signature and to avoid any unnecessary delays in payments to vendors.

Taken in their entirety, staff feels that the components of the draft check-signing policy provide an adequate balance. On the one hand, the policy enables staff to pay vendors, and reimburse commissioners and staff for out-of-pocket expenses, in a timely manner. On the other hand, the policy would insure that the Commission maintains proper and adequate oversight over the expenditure of LAFCO funds.

Recommended Action:

1. Review the draft Check Writing Policy and provide input to staff for any revisions; and
2. Direct staff to agendize for the April 11th Commission meeting an item to adopt the new Check-Signing Policy, as revised pursuant to Commission direction.

Check Signing Policy
(Adopted April 11, 2012)

The following individuals are authorized to sign checks on behalf of LAFCO:

- Commission Officers:
 - Chair;
 - First Vice-Chair; and
 - Second Vice Chair;
- LAFCO Staff:
 - Executive Officer; and
 - Deputy Executive Officer.

Signing of checks shall be authorized as follows:

- For checks of \$5,000.00 or more, two signatures shall be required, at least one of which shall be an officer of the Commission;
- For checks in excess of \$500.00, but less than \$5,000.00, two signatures shall be required;
- For two or more checks to a single payee totaling in excess of \$5,000.00, in one calendar month, two signatures shall be required, at least one of which shall be an officer of the Commission;
- For checks of \$500.00 or less, one signature shall be required;
- All checks signed in any given month shall be reported on the next available LAFCO agenda under the "Operating Account and Check Register" item; and
- Individuals shall not be a signatory for a check to which he or she is the payee (i.e., reimbursement checks for expenses incurred).