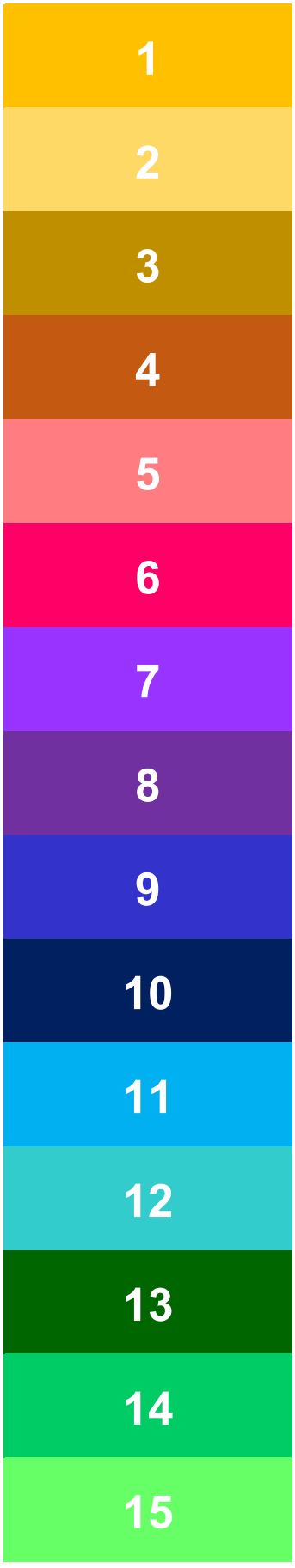
SANTA BARBARA
LOCAL AGENCY
FORMATION COMMISSION

COMMISSIONER HANDBOOK

105 EAST ANAPAMU STREET
SANTA BARBARA CA 93101

(805) 568-3391
FAX (805) 568-2249



1 COMMISSION ROSTER
2 WHY LAFCO? HISTORICAL PERSPECTIVE
3 ROLE OF THE COMMISSIONER
4 MEMBERSHIP
5 POWERS AND DUTIES
6 RULES AND PROCEDURES
7 POLICY GUIDELINES AND STANDARDS
8 CONFLICT OF INTEREST CODE
9 BUDGET
10 STAFFING
11 CALIFORNIA ASSOCIATION OF LAFCOS
12 SANTA BARBARA LAFCO MEMBERSHIP SINCE 1963
13 EMPLOYEE HANDBOOK
14 ROSTER OF CITIES AND SPECIAL DISTRICTS
15 ROSENBERG'S RULES OF ORDER

SANTA BARBARA LAFCO

105 East Anapamu Street, Room 407
Santa Barbara CA 93101
(805) 568-3391 FAX (805) 568-2249
www.sblafco.org ◆ lafco@sblafco.org

C O M M I S S I O N R O S T E R

CITY MEMBERS

James Kyriaco, (3/1/28) Goleta
City Council Member
805.961.7535
jkyriaco@cityofgoleta.org

James Mosby, Alternate (3/1/28)
Mayor of Lompoc
805.315.4365
j_mosby@ci.lompoc.ca.us

Alice Patino (3/1/27)
Mayor of Santa Maria
805.680.0722
apatino@cityofsantamaria.org

PUBLIC MEMBERS

Shane Stark, Chair (3/1/29)

Roger Aceves, *Alternate* (3/1/27)

COUNTY MEMBERS

Joan Hartmann, 3/1/27)
Third District Supervisor
805.568.2192
Jhartmann@countyofsb.org

Bob Nelson, Vice-Chair (3/1/30)
Fourth District Supervisor
805.346.8422
bob.nelson@countyofsb.org

Roy Lee, Alternate (3/1/30)
First District Supervisor
805.335.0778
roylee@countyofsb.org

SPECIAL DISTRICT MEMBERS

Jorge Magana, *Alternate* (3/1/28)
Mission Hills CSD 805.895.1362
jmagana@eltorobronco.com

Craig Geyer (3/1/28)
Goleta West Sanitary District
805.968.3116
geyer@sbccsda.org

Dorinne Lee Johnson, (3/1/30)
Montecito Sanitary District
805.969.4200
directorjohnson1msd@gmail.com

STAFF

EXECUTIVE OFFICER
Mike Prater
805.568.3391
lafco@sblafco.org

LEGAL COUNSEL
Amber Holderness
aholderness@countyofsb.org

COMMISSION CLERK/ANALYST
Natasha Lopez
Natasha@sblafco.org

COMMISSION CLERK
Ila Fennell
ilahiller1201@gmail.com

INTRODUCTION

A. Amendment Procedures

1. Commission-approved Changes to the Commissioner Handbook

All amendments to the Commissioner Handbook must be approved by the Commission, except as set forth in Section 2 below.

Amendments may be approved at any regular or special meeting of the Commission by a majority vote of the members.

2. Executive Officer-approved Changes

The Executive Officer is authorized to amend the following sections of the Handbook without Commission approval of each change:

Section 1 Commission Roster

Section 12 History of LAFCO Membership

Section 14 Roster of Cities and Special Districts

B. Procedural Flexibility

The Commissioner Handbook is a guide. The Commission may, by majority vote, modify procedures set forth in the Handbook when the situation warrants provided the change is not in conflict with statutes governing LAFCO activities.

Adopted April 12, 1995

WHY LAFCO? - HISTORICAL PERSPECTIVE

During the post-war 1940s and 1950s, California experienced a tremendous population increase. Attendant to the surge in population was a land speculation-development boom of variety and magnitude never witnessed before in California or anywhere else in the nation. The ranch and orchard lands of the Los Angeles and San Francisco basins were converted into residential tracts literally overnight.

As a result of this era of growth, the traditional purpose and structure of local government in California also underwent significant change. The reasons included (1) the speculative nature of development which precipitated opening low-cost, "rural areas" located away from existing urban centers, (2) increased mobility due to reliance on automobiles rather than walking or the traditional use of streetcars and (3) developers seeking the most expeditious, economical means of providing basic services and facilities such as water, roads, fire protection and sewers. The answer to these criteria was often the use of special districts.

Prior to this period of time, special districts in California had been agriculturally oriented. During this growth and development era, however, that orientation changed drastically and hundreds of special districts were formed to provide urban types of services in all locales as they became necessary.

As special districts became the local government of suburbia, municipalities suffered. With development moving away, many cities experienced a deteriorating revenue base. Major industry and commerce concerns withdrew and a residue population of lower economic status remained.

To counteract, the cities began grabbing whatever territory they could manage to annex. Because of the restrictive nature of California's annexation statutes, often the territory cities could annex was undeveloped and located beyond developing suburbia. This type of annexation gave further fuel to the development spiral because it led to even further premature, unplanned development, irregular city boundaries and conversion loss of agricultural lands.

During the late 1950s and early 1960s, the results of this era of growth became evident as California's agricultural industry dwindled and core cities began to seek State assistance in correcting their blighted conditions.

With this testimony, the State became concerned about the misuse of land resources and the resulting growth and complexity of our local government institutions. In 1958, in response to these concerns, newly elected Governor Edmund G. Brown, Sr. appointed a blue-ribbon commission of academics and local and State officials to examine causes and effects of these related happenings and to formulate solutions for restraining and correcting the situation. That commission was complemented by study committees of the State Assembly and Senate.

In 1961, as a result of these studies, the Legislature formed the California Boundary Commission. This Commission was organized at the State level and given review and comment authority only over the boundaries of city annexations and incorporations.

The functioning of this State Commission proved unsatisfactory from the beginning. It was unable to understand and analyze the various and complex local issues that surrounded numerous city annexations, it offered no handle on special districts and its "Review and Comment" was not enough authority to change trends.

In response to the ineffectiveness of the State Boundary Commission, the Assembly Committee on Municipal and County Government continued its study, holding several lengthy hearings during 1961 and 1962. All segments of local government participated in this study and the following principles were developed:

- To preserve the essence of "home rule," the problem had to be dealt with at the local county level;

- Whatever institution was formed had to have decisive, regulatory power in order to realistically have a beneficial effect; and

- Local answers to the problems of urban sprawl and proliferation of local agencies within each county required equal participation by the county and the cities because only then would workable, practical solutions be derived.

These principles became the cornerstone of the Knox-Nisbet Act, which was enacted in 1963 and created a Local Agency Formation Commission (LAFCO) in each county in the State except San Francisco.

The Knox-Nisbet Act adopted in 1963, its successor, the Cortese/Knox Local Government Reorganization Act adopted in 1985, and its successor the Cortese/Knox/ Hertzberg Local Government Reorganization Act in 2000 represent a unique California experiment in rationalizing growth and development through local control of the formation, expansion and alteration of agencies within each county.

Shortly after LAFCOs' creation, Governor Brown summarized their potential when he heralded the Commissions as California's "test of the capacity of local government to deal effectively with urban growth."

Adopted July 7, 1994
Revised May 8, 2003

ROLE OF THE LAFCO COMMISSIONER

A Commissioner's role cannot be separated from the role of the Commission itself.

A. Legislative Intent

Enabling statutes set forth Statewide purposes and policies for LAFCOs. Among these basic purposes are:

> Discouraging urban sprawl, preserving open-space and prime agricultural lands, efficiently providing government services and encouraging the orderly formation and development of local governmental agencies based upon local conditions and circumstances. . .

With regard to urban development patterns and the preservation of open space lands, the intent of the Legislature is that LAFCO:

> Establish written policies and procedures and exercise its powers in a manner that encourages and provides planned, well-ordered, efficient urban development patterns with appropriate consideration of preserving open-space lands within those patterns.

The Commission is also subject to CEQA, the California Environmental Quality Act and the Ralph M. Brown Act, the State's open meeting law.

B. Countywide Decision Maker

The members of the Commission, by majority action, establish public policy in the areas of governmental boundaries, urban form, the provision of public services and jurisdictional relationships between local agencies.

This requires each LAFCO Commissioner to weigh evidence and render:

- Policy decisions regarding such matters as urban sprawl, agricultural preservation and orderly governmental boundaries; and

- Technical decisions based upon factors such as the need and adequacy of public services, compatibility of proposals with adopted plans and the effects of alternate actions.

C. Balanced Membership

The Legislature has established a balanced membership on LAFCO consisting of City, County, Public and Special District members.

Members are not, however, appointed to be representative of a particular "city", "county" or "special district" viewpoint. The mixed membership is to ensure that various backgrounds and appreciations are reflected on the Commission.

Government Code Section 56325.1 states that while serving on the Commission all members shall exercise their independent judgment on behalf of the interests of residents, property owners and the public as a whole. Members appointed by local governments shall represent the interests of the public as a whole and not solely the interests of the appointing authority.

Commissioners should rely upon their expertise and experience while on LAFCO and exercise responsibility through a countywide, LAFCO perspective in making decisions.

D. Independence

LAFCO is established as an independent commission. It is not a part of the County government nor are its decisions appealable to local agencies.

Each Commissioner is independent in weighing and reviewing information and making a determination based upon the particular matter under review and in consideration of LAFCO's underlying purposes.

E. LAFCO Operations

The Commission is responsible for establishing policies and objectives and adopting an annual budget which is adequate and appropriate to achieve LAFCO's legal and programmatic responsibilities.

It is the responsibility of Commission to appoint an Executive Officer to fulfill LAFCO's managerial and staff needs and who will ensure required information is presented to support the decisions which are made and who will administer the LAFCO operation efficiently and effectively.

F. Ethics Training

Each member of the Commission, Executive Officer, and staff shall comply with the statutory requirement that local agency officials receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years. Public officials assuming office are to receive required training no later than a year after the first day of service.

County, city or district members of LAFCO may submit a certificate of compliance that has been submitted to his or her respective public entity.

Goals of the Code of Ethics & Values:

To make our agency a better LAFCO, built on mutual respect and trust.

To promote and maintain the highest standards of personal and professional conduct among all involved in government.

This policy applies to all employees, interns and volunteers of LAFCO, herein called officials for the purposes of this policy.

The proper operation of democratic government requires that decision-makers be independent, impartial and accountable to the people they serve. The Commission has adopted this Code of Ethics & Values to promote and maintain the highest standards of personal and professional conduct in LAFCO's government.

All LAFCO employees, interns, and volunteers and others who participate in the LAFCO's government are required to subscribe to this Code, understand how it applies to their specific responsibilities and practice its core values in their work. Because we seek public confidence in the LAFCO's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this Code.

Adopted July 7, 1994
Revised October 6, 1994
Revised May 8, 2003
Revised June 7, 2012
Revised September 1, 2022

LAFCO MEMBERSHIP

A. Selection of Members

The authority and procedures for selecting LAFCO members are contained in the Cortese/Knox/Hertzberg Act.

1. City Members

The two regular City members and one alternate member must be members of a city council during the time they serve. They are chosen by, and serve at the pleasure of, the City Selection Committee

City Selection Committee meetings are open to the public. The Clerk of the Board of Supervisors serves as the secretary and recording officer.

The Committee consists of each mayor in the County. In the absence of the Mayor another member of that City Council may be appointed to attend and vote in place of the Mayor.

2. County members

The two regular County members and one alternate member must be County Supervisors when they serve. They are appointed by, and serve at the pleasure of the Board.

3. Special District Members

The two regular Special District members and one alternate member are appointed by the Special District Selection Committee. It consists of the presiding officer of each independent special district in the County. It's meetings are open to the public. The Executive Officer calls meetings of the Committee. Special District Commissioners must be members of the governing board of an independent special district while they serve.

4. Public members

The regular Public member and alternate member are appointed by, and serve at the pleasure of, the regular City, County and Special District members of the Commission.

5. Selection of Public members

Government Code Section 56325 requires that selection of the public member and alternate public member be supported by at least one of the members in each of the other categories, i.e., City, County and Special District members.

The method for selecting Public members is determined by the regular City, County and Special District members, as follows.

a. A public announcement of the vacancy to solicit letters of interest.

b. The Commission may appoint a committee consisting of a City member, County member and Special District member to screen applications and letters of interest.

c. Finalists are selected and interviewed by the committee, which shall recommend an appointment to the Commission.

d. The Commission, in open session, considers the recommendation and appoints an individual as the Regular and Alternate Public Member.

B. Alternate Members

1. Alternates assure qualified Commissioners are entitled to vote when regular members are disqualified or absent.

   a. The alternate City member may vote only in the place of a regular City member.

   b. The alternate County member may vote only in the place of a regular County member.

   c. The alternate Special District member may vote only in the place of a regular Special District member.

   d. The alternate Public member may vote only in the place of the regular Public member.

2. Alternate members participate fully in LAFCO proceedings with the exception they vote only in the absence or disqualification of a regular member.

3. Alternate members are authorized to receive the same per diem stipend and expense reimbursement as regular members for their attendance.

4. Alternates are encouraged to attend and participate in LAFCO meetings and CALAFCO conferences and workshops.

C. Disqualification from Participating

A member who is disqualified is prohibited from voting on the matter or discussing the matter at the Commission meeting as a member of LAFCO

1. Campaign Contributions

LAFCO Commissioners are affected by certain Political Reform Act rules which apply specifically to LAFCOs.

LAFCO members must submit annual conflict of interest disclosure statements with the LAFCO office for filing with the County Clerk.

LAFCO members are disqualified and are not able to participate in any proceeding involving an "entitlement for use" if, within the 12 months preceding the LAFCO decision, the Commissioner received $250 or more in campaign contributions from the applicant, an agent of the applicant or any financially interested person who actively supports or opposes the LAFCO decision on the matter.

2. Disqualification of City Members

The City Selection Committee, when appointing City members to LAFCO, may provide that such members are disqualified from voting on annexations to their own individual cities.

3. Disqualification of Special District Members

The Special District Selection Committee, when appointing Special District members to LAFCO, may provide that such members are disqualified from voting on proposals affecting their individual districts.

4. Local Disqualification Rules and Regulations

Each LAFCO may adopt local rules and regulations with respect to disqualification of members, provided such rules do not provide for automatic disqualification of City or Special District members from participating in matters affecting their own individual agencies.

D. Terms of Office

Terms of office expire on March 1.

The Commission on May 6, 2004 pursuant to Government Code Section 56334 determined the expiration date of the term of office of members appointed after January 1, 2005 will expire March 1 of the year the term of that member expires and for members appointed prior to January 1, 2005, the term of office shall be extended from the first Monday in May in the year that member's current term expires to March 1 of the following year.

Adopted July 7, 1994
Revised October 6, 1994
Revised April 12, 1995
Revised May 8, 2003
Revised May 6, 2004
Revised December 16, 2004
Revised March 6, 2008
Revised April 1, 2021

LAFCO POWERS AND DUTIES

A. General Provisions

LAFCO enabling statute is the Cortese/Knox/Hertzberg Local Government Reorganization Act (Government Code §56000 et seq.). This law establishes the basic purposes, composition and funding of the Commission and sets forth the procedures for boundary changes.

The State's purposes for LAFCO are found in §56301:

> "Among the purposes of a local agency formation commission are discouraging urban sprawl, preserving open space and prime agricultural lands, efficiently providing government services and encouraging the orderly formation and development of local agencies based upon local conditions and circumstances.
>
> "One of the objects of the commission is to make studies and to obtain and furnish information which will contribute to the logical and reasonable development of local governments in each county and to shape the development of local governmental agencies so as to advantageously provide for present and future needs of each county and its communities."

B. Boundary Review and Regulation

There are two variations of local government boundary change: a "change of organization" is defined as an annexation, detachment, dissolution, merger or other boundary change taken by itself. A "reorganization" is defined as two or more boundary changes combined in one proceeding.

In regard to regulating boundaries LAFCO's basic authority is to "approve or disapprove, with or without amendment, wholly, partially or conditionally:"

- Annexations of territory to cities and districts.
- Detachments of territory from cities and districts.
- Incorporations, disincorporation's, consolidations of cities
- Formations, dissolutions, consolidations of special districts.
- Mergers of cities and special districts.
- The development of unincorporated "new communities"

C. Out-of-Agency Service Agreements

The Government Code Section 56133 provides that cities and special districts may provide new or extended services outside of their boundaries only if they first request and receive approval from LAFCO.

D. Spheres of Influence

A basic LAFCO responsibility is to prepare and adopt a sphere of influence for each city and special district. A sphere is defined by §56076 as a "plan for the probable physical boundaries and service area of a local agency, as determined by the commission."

LAFCO's regulatory decisions must be consistent with spheres of Influence which influence matters of urban form, the local government structure, public services and infrastructure and government finances.

E. Municipal Service Reviews

Government Code Section 56430 requires LAFCO to study local governments and their services prior to, or in conjunction with, but not later than updating or establishing a sphere of influence.

These studies are called Municipal Service Reviews and LAFCO in adopting a MSR is required to make a number of specific written determinations. MSR Guidelines can be found in an appendix to this Handbook.

F. Initiation of Special District Reorganizations

LAFCO may initiate proposals for consolidations, dissolutions, mergers and the establishment of subsidiary districts, or a reorganization that includes any of these changes of organization, provided the proposal is consistent with a recommendation or conclusion of a study prepared by the Commission including an adopted sphere of influence.

G. Miscellaneous Other Powers

Other LAFCO powers and duties are to:

- Adopt standards and procedures for the evaluation of proposals and plans of reorganization.

- Make and enforce rules and regulations for the orderly and fair conduct of hearings.

- Appoint and assign staff personnel and employ or contract for professional or consulting services to carry out and give effect to the functions of the Commission.

H. Environmental Policies and Procedures

LAFCOs are public agencies subject to the California Environmental Quality Act (Public Resources Code 21000 et seq).

This statute contains environmental policies, requires environmental review and reporting procedures and provides opportunities for public participation in the decision-making process.

I. Factors That Must Be Considered

Specific criteria upon which LAFCO must evaluate and approve or deny proposals are not specified in the law. Rather, the Commission is guided by its broad statutory purposes; any locally adopted policies and the California Environmental Quality Act.

The Cortese/Knox/Hertzberg Act lists specific factors that must be considered by the Commission in reaching its determinations. These are listed as an appendix to this Handbook. LAFCO staff reports are designed to provide information relevant to these factors.

J. LAFCO Imposed Conditions

LAFCO has the authority to attach binding conditions to its approval of boundary changes. As examples, LAFCO can:

- Amend proposed boundaries by adding or deleting territory. Once approved by LAFCO, no changes can be made in a proposal's boundaries without LAFCO's approval.

- Approve one proposal subject to initiation, conduct or completion of proceedings of another proposal. (i.e., an annexation to a city, LAFCO can be made subject to the concurrent annexation or detachment of the territory to or from other agencies.

- Require the approval of bonds or other long-term indebtedness or the formation of assessment or improvement districts to finance capital facilities.

- Impose conditions relative to the distribution of assets, financial contracts or obligations among affected agencies.

- Designate the successor agency when an agency is being dissolved or consolidated.

Adopted July 7, 1994
Revised May 8, 2003
Revised April 1, 2021

APPENDIX A

LAFCO Proposal Review Factors - Government Code 56668

Factor (a) Population and population density; land area and land use; per capita assessed valuation; topography, natural boundaries, and drainage basins; proximity to other populated areas; the likelihood of significant growth in the area, and in adjacent incorporated and unincorporated areas, during the next 10 years.

Factor (b) The need for organized community services, the present cost and adequacy of governmental services and controls in the area, probable future needs for those services and controls, probable effect of the proposed incorporation, formation, annexation, or exclusion and alternative courses of action on the cost and adequacy of services and controls in the area and adjacent areas.

Factor (c) The effect of the proposed action and of alternative actions, on adjacent areas, on mutual social and economic interests, and on the local governmental structure of the county.

Factor (d) The conformity of both the proposal and its anticipated effects with both the adopted commission policies on providing planned, orderly, efficient patterns of urban development, and the policies and priorities set forth in Section 56377.

Policy 1. Any proposal for a change or organization or reorganization shall contain sufficient information to determine that adequate services, facilities, and improvements can be provided and financed by the agencies responsible for the provision of such services, facilities, and improvements.

Policy 2. Proposal would eliminate islands, corridors, or other distortion of existing boundaries.

Policy 3. Proposed area is urban in character or urban development is imminent, requiring municipal or urban-type services

Policy 4. Proposed area can be provided all urban services by agency as shown by agency service plan and proposals would enhance the efficient provision of urban services.

Policy 5. An economically sound base for financing services without including territories which will not benefit from the services will be promoted.

Policy 6. Where possible, a single larger agency rather than a number of adjacent smaller ones, established for a given service in the same general area, will be preferred.

Policy 7. Reorganization of overlapping and competing agencies or the correction of illogical boundaries dividing agency service areas is recommended. The Commission encourages reorganizations, consolidations, mergers, or dissolutions where the result will be better service, reduced cost, and/or more efficient and visible administration or services to the citizens.

Policy 8. All lands proposed for annexation to cities shall be pre-zoned prior to the submission of an application to the Local Agency Formation Commission. The City shall be lead agency for environmental review in such cases, and environmental documentation shall accompany the application.

Government Code Section 56377 states:

> 56377. In reviewing and approving or disapproving proposals which could reasonably be expected to include, facilitate, or lead to the conversion of existing open-space lands to uses other than open-space uses, the commission shall consider all of the following policies and priorities:
>
> (a) Development or use of land for other than open-space uses shall be guided away from existing prime agricultural lands in open-space use toward areas containing nonprime agricultural lands, unless that action would not promote the planned, orderly, efficient development of an area.
>
> (b) Development of existing vacant or nonprime agricultural lands for urban uses within the existing jurisdiction of a local agency or within the sphere of influence of a local agency should be encouraged before any proposal is approved which would allow for or lead to the development of existing open-space lands for non-open-space uses which are outside of the existing sphere of influence or the local agency.

Factor (e) The effect of the proposal on maintaining the physical and economic integrity of agricultural lands, as defined by Section 56016.

Factor (f) The definiteness and certainty of the boundaries of the territory, the nonconformance of proposed boundaries with lines of assessment or ownership, the creation of islands or corridors of unincorporated territory, and other similar matters affecting the proposed boundaries.

Factor (g) A regional transportation plan adopted pursuant to Section 65080.

Factor (h) Consistency with appropriate City or County General and Specific Plans.

Factor (i) The Sphere of Influence of any local agency which may be applicable to the proposal being reviewed.

Factor (j) The comments of any affected local agency or other public agency.

Factor (k) The ability of the newly formed or receiving entity to provide the services which are the subject of the application to the area, including the sufficiency of revenues for those services following the proposed boundary change.

Factor (l) Timely availability of water supplies adequate for projected needs as specified in Section 65352.5.

Factor (m) The extent to which the proposal will affect a city or cities and the county in achieving their respective fair shares of the regional housing needs as determined by the appropriate council of governments consistent with Article 10.6 (commencing with Section 65580) of Chapter 3 of Division 1 of Title 7.

Factor (n) Any information or comments from the landowner or owners.

Factor (o) Any information relating to existing land use designations.

Factor (p) Environmental Justice. The extent to which the proposal will promote environmental justice. As used in this subdivision, "environmental justice" means the fair treatment of people of all races, cultures, and incomes with respect to the location of public facilities and the provision of public services.

Factor (q) Information contained in a local hazard mitigation plan, information contained in a safety element of a general plan, and any maps that identify land as a very high fire hazard zone pursuant to Section 51178 or maps that identify land determined to be in a state responsibility area pursuant to Section 4102 of the Public Resources Code, if it is determined that such information is relevant to the area that is the subject of the proposal.

Municipal Service Review Determinations
Factors of Analysis

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 requires LAFCOs to conduct reviews of municipal services and make six written determinations. The following factors to be considered provide examples of how Santa Barbara LAFCO will fulfill the determination requirement.

Determination 1: Growth and population projections for the affected area

Efficient provision of public services is linked to an agency's ability to plan for future need. For example, a water purveyor must be prepared to supply water for existing and future levels of demand, and also be able to determine where future demand will occur. Municipal service reviews will give LAFCO, affected agencies and the public the means to examine both the existing and future need for public services and will evaluate whether projections for future growth and population patterns are integrated into an agency's planning function.

Determination 2: Location and characteristics of any disadvantaged unincorporated communities

Senate Bill No. 244 (Wolk) requires the identification and description of all "disadvantaged unincorporated communities" located within or contiguous to the existing spheres of influence of cities and special districts that provide fire protection, sewer, and/or water services. Disadvantaged unincorporated communities are defined as inhabited unincorporated areas with an annual median household income that is 80% or less than the statewide annual median household income.

Determination 3: Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies

In authorizing the preparation of municipal service reviews, the State Legislature has focused on one of LAFCO's core missions—encouraging the efficient provision of public services. Evaluating the present and planned capacity of public facilities and adequacy of public services is a primary component of this mission. The evaluation will frequently yield information about the condition of infrastructure. Infrastructure needs or deficiencies, which refers to the adequacy of existing and planned public facilities in relation to how public services are—and will be—provided to citizens, impacts the efficient delivery of public services. Infrastructure can be evaluated in terms of capacity, condition, availability, quality, and correlations among operational, capital improvement, and finance plans. It is recognized that there may be unmet infrastructure needs due to budget constraints or other factors; however, identification of deficiencies may promote public understanding and support for needed improvements.

Determination 4: Financial ability of agencies to provide services.

LAFCO must weigh a community's public service needs against the resources available to fund the services. During the municipal service review, the financing constraints and opportunities, which have an impact on the delivery of services, will be identified and enable LAFCO, local agencies, and the public to assess whether agencies are capitalizing on financing opportunities. For example, a service review could reveal that two or more water agencies that are each deficient in storage capacity and, which individually lack financial resources to construct additional facilities, may benefit from creating a joint venture to finance and construct regional storage facilities. Service reviews may also disclose innovations for contending with financing constraints, which may be of considerable value to numerous agencies.

Determination 5: Opportunities for sharing facilities

Public service costs may be reduced and service efficiencies increased, if service providers develop strategies for sharing resources. Examples of resource sharing include the use of regional communication centers, wastewater treatment facilities and distribution lines, etc. Sharing facilities and excess system capacity decreases duplicative efforts, may lower costs, and minimize unnecessary resource consumption. The service review will inventory facilities within the study area to determine if facilities are currently being utilized to capacity and whether efficiencies can be achieved by accommodating the facility needs of adjacent agencies. Options for planning for future shared facilities and services will also be considered.

LAFCO's role in encouraging efficiently provided public services depends, in part, on helping local agencies explore cost avoidance opportunities. Cost avoidance opportunities may also include facility sharing arrangements, the use of joint powers agreements, or other innovative measures than can reduce costs and improve services. The municipal service review will evaluate the status of, and opportunities for, sharing facilities, with the goal of: (1) eliminating duplicative services; (2) reducing high administration to operation cost ratios; (3) replacing outdated or deteriorating infrastructure and equipment; (4) reducing inventories of underutilized equipment, building, or facilities; (5) redrawing overlapping or inefficient service boundaries; (6) replacing inefficient purchasing or budgeting practices; (7) implementing economies of scale; and (8) increasing profitable outsourcing, etc.

Determination 6: Accountability for community service needs, including government structure and operational efficiencies

In reviewing local accountability and governance, LAFCO will consider the degree to which an agency fosters local accountability, especially when assessing community service needs. *Local accountability* refers to public agency decision making and operational and management processes that: (1) include an accessible and accountable elected or appointed decision making body and agency staff; (2) encourage and value public participation; (3) disclose budgets, programs, and plans; (4) solicit public input when considering community service needs and infrastructure plans; and (5) evaluate outcomes of plans, programs, and operations and disclose results to the public.

Local accountability for determining community service needs may produce operational efficiencies. Efficiently managed agencies consistently implement plans to improve service delivery, reduce waste, eliminate duplications of effort, contain costs, maintain qualified employees, build and maintain adequate contingency reserves, and encourage and maintain open dialogues with the public and other public and private agencies. The service review will evaluate operational efficiency by analyzing agency functions, operations, and practices—as well as the agency's ability to meet current and future service demands.

The Santa Barbara LAFCO may also examine operational efficiencies that could be gained through: (1) functional or structural reorganizations of existing agencies; (2) amendment or update of spheres-of-influence; (3) boundary changes, such as annexations or detachments from cities or special districts; (4) formation of new special districts; (5) special district dissolutions and consolidations; (6) mergers of special districts with cities; (7) establishment of subsidiary districts; or (8) any additional reorganization options found in Govt. Code § 56000 et. Seq.

Determination 7: Any other matter related to effective and efficient service delivery

The municipal service review is not limited to the six mandatory determinations contained in State Law. Accordingly, the service review may contain analysis of additional subject areas related to the effective and efficient delivery of services.

RULES AND PROCEDURES

A. Authority

These rules are adopted pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act (Government Code Section 56000 et seq.) and apply to the Santa Barbara Local Agency Formation Commission and to all proceedings conducted before that Commission.

B. Officers

Selection of Officers -- The members of the Commission shall elect a Chair and Vice Chair at the first meeting of the Commission of each year or as soon thereafter as practicable. The Chair and Vice Chair shall serve for one-year terms, It is intended and presumed that the Vice Chair will be appointed by the Commission as the Chair at the end of the term. Officers shall be selected from the categories of members in the following order: Public, County, Special District and City.

Chair -- The Chair shall preside at all meetings of the Commission and shall conduct the business of the Commission in the manner prescribed by State law and by these rules. The Chair shall preserve order and decorum and decide all questions or order, subject to the action of a majority of the Commission.

Vice Chair -- In the event that the Chair is absent or for any reason unable to act, the Vice Chair shall act as Chair and exercise all the powers and duties of the Chair.

Chair Pro Tem -- In the event both the Chair and Vice Chair are absent or for any reason unable to act, the members of the Commission present shall select one of the members to act as Chair Pro Tem, said selection to be entered into the minutes.

The Chair Pro Tem shall have all of the powers and duties of the Chair while the Chair and Vice Chair are absent or for any reason unable to act.

C. Agendas

The Executive Officer, in cooperation with the Chair, shall prepare an agenda for each Regular and Special meeting of the Commission in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq. The regular agenda

allows requests by Commissioners at a hearing for future agenda items, subject to Commission concurrence.

Pursuant to Government Code § 54954.3, any member of the public may request during the public comment period that a matter within LAFCO's subject matter jurisdiction be placed on a future agenda. No action shall be taken on a matter not on the agenda except as provided by Section 54954(a)(3), including members of the Commission or staff may briefly respond to statements made or questions posed, ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities.

D. Meetings

Date of Regular Meetings -- The regular meetings of the Commission shall be held the first Thursday of each month commencing at 1:00 p.m.

Location of Regular Meetings – The Commission shall adopt a schedule of regular meetings each year. Regular meetings will normally be held on the first Thursday of each month at 1:00 pm. In the months of January, March, May, July, September and November, the hearing shall normally be held at the Board of Supervisors Hearing Room, 105 East Anapamu Street, Santa Barbara, California. Regular meetings in the months of February, April, June, August, October and December shall normally be held at the County Hearing Room, Betteravia Government Center, 511 East Lakeside Parkway, Santa Maria, California.

Special Meetings -- Special meetings may be called by the Chair or a majority of the members of the Commission in a manner provided by State law. The notice shall be provided 24 hours in advance of the meeting to all of the Commission members and to all media outlets who have requested notification and shall be posted. The order calling the special meeting shall specify the time and place of the meeting and the business to be transacted at such meeting and no other business shall be considered. Where the notice of the special meeting is given by the Executive Officer, the notice shall specify that the meeting is being called by either the Chair or a majority of the members of the Commission.

Major Hearings -- Where possible, meetings regarding major or significant agenda items, especially those which will require lengthy or multiple hearings, should be held in proximity to the affected project area. The determination of what constitutes

a major agenda item shall be made by the Executive Officer and is subject to modification by the Commission.

E. Conduct of Meetings

Order of Business The business of each regular meeting of the Commission shall be transacted to the extent practicable in the order below. The Chair will have the right to reorder the Agenda for any particular hearing:

Call to order and roll call
Pledge of Allegiance
Approval of minutes of previous meeting or meetings
Public comment period
Consent Calendar
Changes of Organization/Reorganization
Business items
Information items
Commissioner and staff announcements
Adjournment

Quorum. Four members of the Commission constitute a quorum and no act of the Commission shall be valid or binding unless at least four members concur therein.

Review of Record

1) A member shall not participate in a final vote on a matter on which a previous hearing has been held at which such member was not in attendance, until that member has familiarized themselves with the record of such hearing.

2) This may be done by reviewing the written material presented at the hearing and by listening to or viewing the recording of such hearing or reading a transcript of the proceeding if one has been prepared.

Public Comment

1) At each regular and special meeting the Commission shall allow any member of the public to address the Commission on a matter within its jurisdiction.

2) The Chair may establish reasonable requirements, including, but not limited to, limiting the amount of time allocated for public testimony on particular issues and for each speaker. Public speakers shall be allowed 3 minutes to testify subject to the discretion of the Chair.

3) If determined by the Chair, any person wishing to address the Commission must complete and submit a "Request to Speak" form prior to the time that the Public Comment period commences; the form shall identify the subject the speaker wishes to address.

4) A speaker shall not be heard during the "Public Comment" portion of the meeting on a matter listed on the Agenda. Comments on Agenda items are appropriate when the item is being discussed by the Commission.

5) The Commission shall only act on items appearing on the Agenda unless the action is authorized by the Brown Act, including Section 54954.2 of the Government Code. The Chair may refer matters raised during the "Public Comment" period to the appropriate staff.

F. Environmental Procedures

Section 1. The Commission hereby adopts pursuant to Section 21082 of the Public Resources Code and CEQA Guidelines section 15022(d), the State CEQA Guidelines through incorporation by reference as the local CEQA Guidelines of Santa Barbara LAFCO..

Section 2. No application for any change of organization or reorganization, or amendment or revision of a sphere of influence shall be deemed accepted for filing by the Executive Officer unless the application is accompanied by a Statement of Exemption, Negative Declaration or Environmental Impact Report determined by the Executive Officer to be adequate covering the proposed action or actions.

Section 3. If the Commission is the lead agency, the environmental document shall be sent to the following agency for review and comment:

A. Planning and Development, County of Santa Barbara.

If the Commission is not the lead agency, the environmental document must have been approved by the lead agency pursuant to that agency's guidelines and CEQA.

G. Conducting Authority Proceedings

Section 1. The Commission delegates to the Executive Officer the responsibility to conduct protest hearings as provided for in Government Code §57000 (c) and to order a change of organization or reorganization that complies with Government Code Section 57075 (a)(3) or 57075(b)(2).

Section 2. The purpose of the delegation is to increase scheduling flexibility, to avoid extending Commission meetings to conduct non-discretionary procedures and to expedite the boundary change process.

Section 3. The Executive Officer will comply with statutory requirements respecting noticing, scheduling and conducting protest hearings. The notice of hearing will be accompanied by a LAFCO standardized “protest form” which solicits all required information. The Executive Officer may periodically update the protest form as necessary to comply with the law and ensure efficient and accurate proceedings.

Section 4. At the conclusion of the hearing the Executive Officer shall determine the value of written protests filed and not withdrawn.

Section 5. Within thirty (30) days of the hearing the Executive Officer shall, pursuant to Government Code Section 57052, determine the value of protests filed and either order the change of organization, terminate the proposal, or request the County or appropriate city to call and conduct an election.

Section 6. The Executive Officer shall report to the Commission at its next meeting the outcome of any protest hearings that are conducted.

H. Communications with Members of the Commission and Gifts

Section 1. LAFCO' s Legal Counsel. Pursuant to Rule 3.5(b) of California ' s Rules of Professional Conduct for lawyers which became effective on November 1, 2018, the Commission ' s Legal Counsel, as the advisor to the

Commission, may continue to provide confidential attorney-client legal advice on the merits of adjudicative matters to members of the Commission.

Section 2. All Attorneys. Pursuant to Rule 3.5(b) of Califo rnia' s Rules of Professional Conduct for lawyers which became effective on November 1, 2018, and in addition to the local rule at Section 1, above, all lawyers may continue to communicate with members of the Commission on the merits of adjudicative matters and those communications will be subject to *ex parte* disclosure by the member.

Section 3. Gifts. Pursuant to Rule 3.5(a) of Cali fornia ' s Rules of Professional Conduct for lawyers which became effective on November 1, 2018, any gifts from lawyers to members of the Commissions and/or to LAFCO employees, shall be regulated by the Political Reform Act, Government Code § 81000 *et seq.*

I. Policy on Records Retention and Destruction

Section 1. Document Retention. Except as otherwise provided herein, and subject to the conditions contained in this policy, all original records and documents maintained by LAFCO will be retained for a period of five (5) years. A true copy of all documents shall be kept in a safe and separate place for security purposes.

As used in this policy, the term “record” (or “record of proceedings”) is defined to mean documents that show decisions or actions taken by the Commission in fulfillment of its statutory responsibilities. Records maintained by the Commission include the following: Records of proceedings (LAFCO application, petition or other initiating documents; statement of property valuation; statement of tax rate area assignment; indemnification and agreements to pay; Certificates of Filing and Completion; copies of public hearing notice; environmental review documents prepared for purposes of complying with the California Environmental Quality Act ("CEQA"); plan for service; map and legal description; staff reports; impartial analysis; order for change of organization/ reorganization; documentation of election and results; Statement of Boundary Change; State Board of Equalization acknowledgement letter, LAFCO meeting minutes, Municipal Service Reviews) ; and Administrative/Financial documents (budgets, accounts payable, accounts receivable, audits, invoices, ledgers, registers, reimbursements, Commissioner

policies and procedures, agreements, contracts, leases, purchase orders, requisitions, recruitment/selection/resumes, claims).

Section 2. Limited Exceptions to Five Year Retention Period. Original statements of economic interest (Form 700) will be retained by the Commission for a period of seven (7) years. Environmental review documents that are prepared by a lead agency other than LAFCO (i.e., Environmental Impact Reports and other CEQA documents that are approved or adopted by LAFCO but are not prepared by LAFCO as the lead agency for the project), will be retained by the Commission for a period of two (2) years. Environmental review and CEQA documents prepared by LAFCO as the lead agency for the environmental review of the project will be retained for a period of (5) five years.

Section 3. Destruction Authorized Following Required Retention Period. At the conclusion of the applicable required retention period, the Executive Officer is authorized to destroy records as needed, provided that a photographic or electronic copy of the original record is first made and preserved in the manner specified in Government Code section 56382. The reproductions must be made as accessible for public reference as the original records were. See Appendix C for Records Retention Schedule.

Section 4. Request for Destruction Form A LAFCO staff member must complete and sign a "Request for Destruction of Obsolete Records" form, listing the date and description of each document to be destroyed. A sample form is attached to this policy as **Figure 1**; page 9 of Section 6). The form must include the Executive Officer's signature and presented to the Commssion before destruction.

Section 5. Social Media Records Retention Period. Social media site content is not (1) "kept", (2) required to be kept by law, and (3) is not necessary to be kept in discharge of a public official's duties or made/retained for the purposes of preserving content for future reference. If SBLAFCO as a public agency is using social media for public input (for example, to solicit public input on LAFCO issues) SBLAFCO will capture the input provided for the administrative record.

J. Amendment

Except as amended herein, all other provisions of the Santa Barbara LAFCO Commissioner Handbook remain unchanged and shall continue in full force and effect.

Adopted July 7, 1994
Revised October 4, 2001
Revised May 8, 2003
Revised September 4, 2003

Revised November 2, 2006
Revised February 7, 2008
Revised July 3, 2009
Revised March 5, 2009
Revised January 7, 2010
Revised April 3, 2014
Revised April 1, 2021
Revised May 6, 2021
Revised September 1, 2022
Revised October 2, 2025

Figure 1 – Request for Destruction Form

SANTA BARBARA LAFCO
105 East Anapamu Street ◆ Santa Barbara CA 93101
805/568-3391 ◆ FAX 805/568-2249
www.sblafco.org ◆ lafco@sblafco.org

LOCAL AGENCY FORMATION COMISSION OF SANTA BARBARA COUNTY

"Request for Destruction of Obsolete Records"

To: Mike Prater, LAFCO Executive Officer

From: _____

Subject: Request for Destruction of Obsolete Records

I am requesting approval to destroy the obsolete records listed below.

DATE OF RECORD	TYPE OF RECORD	LEGAL AUTHORITY	RETENTION PERIOD

APPROVED:

_____ _____
Commission Clerk Date

_____ _____
Executive Officer Date

The obsolete records described above were destroyed under my supervision using the following method:

□ Shredding □ Recycling □ Other (specify method)

I certify that such destruction meets the requirements of the Records Retention and Destruction Policy of LAFCO and all applicable requirements of State and federal law.

_____ _____
Commission Clerk Date of Records Destruction

Adopted on October 2, 2025 (Resolution No. 2025-09)

LOCAL AGENCY FORMATION COMMISSION SANTA BARBARA COUNTY
Policy on Records Retention and Destruction | *Appendix C* – Original Records Retention Schedule

Record Type	Record Description (Non-Exclusive)	Retention: Original Paper Record
Administrative		
Accounts Payable	invoices for purchase orders, reimbursements, services received [2]	until audited + 5 years
Accounts Receivable	invoices for applications, miscellaneous fees, services provided [3]	until audited + 5 years
Administrative Policies & Procedures	adopted guidelines, standards, requirements [1]	current + 2 years
Audits	independent analyses of year-end financial statements	completion + 5 years
Budgets	annual revenue and expense ledgers, adjustments, transfers	until audited + 8 years
Consultant Contracts	information services provided by contracted third parties;1099 etc.	completion + 4 years
General Correspondence	communication with public and local agencies, inc. e-mails	2 years
Oath of Office	commissioners' oaths of office taken at commencement of term	completion + 2 years
Payroll	employee timesheets, leave balances, labor distribution reports	until audited + 5 years
Personnel Files	employee applications, performance reviews, leave forms	leave + 7 years
Public Member Recruitment	notice of vacancy, applications, appointments	current + 5 years
Public Records Requests	written requests to inspect or copy agency documents	current + 2 years
Requests for Proposals	written solicitation for consultant services [4]	current + 5 years
Staff Position Recruitment	recruitment, applications, selection, resumes	2 years
Statements of Economic Interest	disclosure of income/gifts/benefits for designated employees [5]	current + 7 years
Vendor Agreements and Leases	third party equipment/facility services	completion + 4 years
Social Media Content	Only kept as an administrative record, if used for public input	none
Meetings		
Affidavits	affirmations relating to postings and publications	2 years
Agendas	calendared meeting items	2 years
Agenda Packets	staff reports and related documents for calendared meeting items	2 years
Audio/Video Recordings	auditory and visual recordings of regular and special meetings	2 years
Elections	impartial analyses, conducting authority proceedings	2 years
Mailing Lists	landowner and/or registered voter rolls tied to public hearings	2 years
Minutes	summary of discussion/action for regular and special meetings	2 years
Resolutions	records of adopted actions	5 years
Regulatory Records		
Agency Maps	jurisdictional boundaries, spheres of influence, service areas	current + 2 years
Change of Organization Proposals	application, petition, staff report, certificates, etc. [6]	5 years
Change of Reorganization Proposals	application, petition, staff report, certificates, etc. [7]	5 years
Outside Service Requests	application, staff report, environmental document [8]	5 years
Related Correspondence	communication with public and local agencies inc. e-mails	2 years
Planning Records		
Municipal Service Reviews [9]	written report and supporting documentation	7 years
Other Studies	written report and supporting documentation	7 years
Sphere of Influence Updates [10]	written report and supporting documentation	7 years
Related Correspondence	communication with public and local agencies inc. e-mails	5 years
Environmental review documents	approved or adopted by LAFCO	5 years - (2 years not prepared by LAFCO)

Notes:

1 Records relating to administrative policies and procedures shall include documents that have been subsequently amended, superseded, or replaced.

2 / 3: Commission currently contracts with the County of Santa Barbara for claims processing, and financial services. Accordingly, the County's Auditor's Office Department independently retains these records, respectively, pursuant to their own records retention schedules.

4: Records relating to requests for proposals include accepted and unaccepted bids, including proposal statements, bidder forms, data sheets, proof of insurance, and evaluation rankings.

5: Government Code Section 81009 specifies statements of economic interest must be maintained a minimum of seven years; original statements can be digitized after two years.

6 / 7 / 8: Records relating to change of organization proposals, change of reorganization proposals, and outside service requests include information generated or managed by LAFCO.

9 / 10: The contents of municipal service reviews and sphere of influence updates shall include written reports and resolutions making determinations with respect to Government Code Sections 56430 and 56425, respectively.

POLICY GUIDELINES AND STANDARDS

LAFCO's are charged with establishing policies and exercising their powers ". . . in a manner that encourages and provides planned, well-ordered, efficient urban development patterns with appropriate consideration of preserving open-space lands within those patterns" and with ". . . the discouragement of urban sprawl and the encouragement of the orderly formation and development of local agencies based upon local conditions and circumstances." (Government Code Sections 56300 and 56301) In carrying out its responsibilities, each LAFCO must conduct various studies and review and make determinations on changes of organization, reorganizations and spheres of influence. The following policies and standards have been adopted by the Santa Barbara LAFCO to assist in the review of proposals and the preparation of studies as necessary.

I. POLICIES ENCOURAGING ORDERLY FORMATION AND DEVELOPMENT OF AGENCIES

1. Any proposal for a change or organization or reorganization shall contain sufficient information to determine that adequate services, facilities, and improvements can be provided and financed by the agencies responsible for the provision of such services, facilities, and improvements.

2. All lands proposed for annexation to cities shall be prezoned or otherwise consistent with CKH Act prior to the submission of an application to the Local Agency Formation Commission. The City shall be lead agency for environmental review in such cases, and environmental documentation shall accompany the application.

3. Reorganization of overlapping and competing agencies or the correction of illogical boundaries dividing agency service areas is recommended. The Commission encourages reorganizations, consolidations, mergers, or dissolutions where the result will be better service, reduced cost, and/or more efficient and visible administration or services to the citizens.

4. In order to minimize the number of agencies providing services proposals for formation of new agencies shall be discouraged unless there is evidenced a clear need for the agency's services from the landowners and/or residents; there are no other existing agencies that are able to annex and provide similar services; and there is an ability of the new agency to provide for an finance the needed new services.

II. SPHERE OF INFLUENCE POLICIES

A sphere of influence establishes the probably ultimate physical boundaries and service area of each governmental agency within the county. Once adopted, these spheres of influence are to be used by the Commission as one factor in making decision on proposal over which it has jurisdiction and as a basis for recommendations on governmental reorganization. A proposal shall not be approved solely because the area falls within the sphere of influence of an agency.

Sphere of Influence determinations are to be reviewed periodically and changed or updated as circumstances may require in the opinion of LAFCO. Such periodic review should be made approximately every five years.

The Commission will generally apply the following policy guidelines in spheres of influence determinations while also taking into account local conditions and needs.

1. The plans and objectives contained within the adopted General Plans of the cities and the county will be supported. In cases where these plans are inconsistent, the Commission will adopt findings relative to its decision.

2. Community-centered urban development will be encouraged wherever justified on the basis of reduced cost of desired levels of community services, energy conservation, and preservation of agricultural and open space resources.

3. Duplication of authority to perform similar service functions in the same territory will be avoided.

4. Multiple-service agencies will be preferred to a number of limited services districts. In this regard, city provision of multiple services will be preferred where possible because of the substantially broader authority and responsibility to provide services and controls to their constituencies, including land-use planning controls.

5. Where possible, a single larger agency rather than a number of adjacent smaller ones, established for a given service in the same general area, will be preferred.

6. An economically sound base for financing services without including territories which will not benefit from the services will be promoted.

7. Sphere of influence lines shall seek to preserve community identity and boundaries and will urge the political and functional consolidation of local government agencies that cross-cut those affected communities.

8. Sphere of influence lines may be larger or smaller than existing local agency boundaries and may lead to recommendations for changes of organization.

9. Agencies which do not have major impact upon land, road, or capital facilities planning (such as cemetery districts) shall generally have a sphere of influence which is coterminous with their existing jurisdictional boundaries.

10. Agricultural resources and support facilities should be given special consideration in sphere of influence designations. High value agriculture areas, including areas of established crop production, with soils of high agricultural capability should be maintained in agriculture, and in general should not be included in an urban service sphere of influence.

11. The Commission will consider area-wide needs for governmental services and evaluate individual districts serving the area as they relate to the total system of the existing local government in the community and alternative arrangements.

Environmental Review

A LAFCO sphere of influence determination is subject to review under the provision of the California Environmental Quality Act (CEQA). In order to enable environmental considerations to be effectively integrated into a sphere of influence determination, and environmental review will be conducted concurrently with the development of the sphere of influence determination.

Inasmuch as a sphere of influence determination represents the potential extension of the services of a local governmental agency, the environmental impacts associated with a sphere of influence are of a long-range nature. Thus the "Degree of Specificity" of the environmental review reflects the regional nature of a sphere decision. It is necessary of a general nature, focusing on the secondary, indirect impacts associated with the future extension of services within a sphere boundary.

The determination of whether or not an Environmental Impact Report (EIR) is necessary for a sphere of influence determination, i.e., the "Level of Significance" associated with a sphere determination, will necessarily vary according to the environmental resources affected by a sphere designation.

III. POLICIES ENCOURAGING CONSISTENCY WITH SPHERES OF INFLUENCE

1. All proposals approved by the Commission shall be consistent with adopted spheres of influence and Commission policies. Within the sphere of influence each agency should implement an orderly, phased annexation program.

2. Already developed unincorporated lands located within the established sphere of influence boundary of a city and which benefit from municipal services provided by such city should be annexed to that city. Vacant land in the same position should be annexed prior to development. LAFCO recognizes that costs for serving some developed unincorporated areas,

when studied independently, may exceed revenues. In other cases, revenues will exceed service costs. To the fullest extent possible, cities should develop programs that propose annexation of several areas which, if combined together, achieve a net balance in city costs and revenues.

3. Districts within a city's sphere of influence should develop plans for orderly detachment of territory from the district or merger of the district as territory is annexed to the city and should plan capital improvements according, except where the type of district services provided are not provided by the city. The county shall be encouraged to ensure that development within a sphere of influence and area of interest meets city standards for public facilities and improvements by providing for city review of all county proposals within the city's area of interest.

IV. POLICIES ENCOURAGING ORDERLY URBAN DEVELOPMENT AND PRESERVATION OF OPEN SPACE PATTERNS

1. The Commission encourages well planned, orderly, and efficient urban development patterns for all developing areas. Also, the county, cities, and those districts providing urban services, are encouraged to develop and implement plans and policies which will provided for well-planned, orderly and efficient urban development patterns, with consideration of preserving permanent open space lands within those urban patterns.

2. Development of existing vacant non-open space, and non-prime agricultural land within an agency's boundaries is encouraged prior to further annexation and development. However, where open land adjacent to the agencies are of low agricultural, scenic, or biological value, annexation of those lands may be considered over development of prime agricultural land already existing within an agency's jurisdiction.

3. Proposals to annex undeveloped or agricultural parcels to cities or districts providing urban services shall demonstrate that urban development is imminent for all or a substantial portion of the proposal area; that urban development will be contiguous with existing or proposed development; and that a planned, orderly, and efficient urban development pattern will result. Proposals resulting in a leapfrog, non-contiguous urban pattern will be discouraged.

4. Consideration shall be given to permitting sufficient vacant land within each city and/or agency in order to encourage economic development, reduce the cost of housing, and allow timing options for physical and orderly development.

V. POLICIES ENCOURAGING CONSERVATION OF PRIME AGRICULTURAL LANDS AND OPEN SPACE AREAS

1. Proposals which would conflict with the goals of maintaining the physical and economic integrity of open space lands, agricultural lands, or agricultural preserve areas in open space uses, as indicated on the city or county general plan, shall be discouraged.

2. Annexation and development of existing vacant non-open space lands, and nonprime agricultural land within an agency's sphere of influence is encouraged to occur prior to development outside of an existing sphere of influence.

3. A sphere of influence revision or update for an agency providing urban services where the revision includes prior agricultural land shall be discouraged. Development shall be guided towards areas containing nonprime agricultural lands, unless such action will promote disorderly, inefficient development of the community or area.

4. Loss of agricultural lands should not be a primary issue for annexation where city and county general plans both indicate that urban development is appropriate and where there is consistency with the agency's sphere of influence. However, the loss of any prime agricultural soils should be balanced against other LAFCO policies and a LAFCO goal of conserving such lands.

COMMISSION STANDARDS FOR REVIEW OF PROPOSALS

As authorized by State law, the Commission has adopted the following standards fro review of city annexations, district annexation, city incorporation and district formation proposals. Factors are given for both approval and disapproval. The presence of individual positive or negative factors do not dictate approval or denial, but a preponderance of positive or negative factors should be the determinant of approval or denial.

VI. STANDARDS FOR ANNEXATIONS TO CITIES

Factors Favorable to Approval:

1. Proposal would eliminate islands, corridors, or other distortion of existing boundaries.

2. Proposed area is urban in character or urban development is imminent, requiring municipal or urban-type services.

3. Proposed area can be provided all urban services by agency as shown by agency service plan and proposals would enhance the efficient provision of urban services.

4. Proposal is consistent with the adopted spheres of influence and adopted general plans.

5. Request is by an agency for annexation of its publicly-owned property, used for public purposes.

Factors Unfavorable to Approval:

6. Proposal would create islands, corridors or peninsulas of city or district area or would otherwise cause or further the distortion of existing boundaries.

7. The proposal would result in a premature intrusion of urbanization into a predominantly agricultural or rural area.

8. For reasons of topography, distance, natural boundaries, or like considerations, the extension of services would be financially infeasible, or another means of supplying services by acceptable alternatives is preferable.

9. Annexation would encourage a type of development in an area which due to terrain, isolation, or other economic or social reason, such development is not in the public interest.

10. The proposal appears to be motivated by inter-agency rivalry, land speculation, or other motives not in the public interest.

11. Boundaries of proposed annexation do not include logical service area or are otherwise improperly drawn.

12. The proposal is inconsistent with adopted spheres of influence and adopted general plans.

VII. STANDARDS FOR CITY INCORPORATION

Factors Favorable to Approval:

1. Need for organized municipal or urban-type services.

2. A relatively dense population in a well-defined reasonably compact area.

3. Adequate property tax revenue and a sufficiently high base for sales tax, highway users' tax, motor vehicle in lieu tax, and similar State-collected and disbursed funds, in relation to anticipated costs of required services to make incorporation financially feasible.

4. The likelihood of continued substantial growth within the proposed area and adjacent areas during the next ten years.

5. Remoteness from other highly populated areas and particularly from an existing city to which the area proposed for incorporation could be annexed.

6. Alternate means of furnishing required services are infeasible or undesirable.

7. No adverse effect upon long-range provision for adequate local governmental services by other agencies to a larger region of which the area proposed for incorporation is an integral part.

8. Is consistent with adopted spheres of influence and the county adopted general plan.

Factors Unfavorable to Approval:

9. Relatively low population density.

10. No or slight need for municipal urban-type services.

11. Population not in a reasonably compact or defined community.

12. Low property tax revenue, low retail sales of gasoline and other retail sales in relation to anticipated costs of services as to make incorporation financially infeasible.

13. Area proposed for incorporation is in close proximity to an existing city to which it could be annexed.

14. Incorporation is premature in view of lack of anticipated substantial growth within the next ten years.

15. Property boundaries do not include all urbanized areas or are otherwise improperly drawn.

16. Incorporation would have an adverse effect upon the long-range provision of local governmental services to a larger region of which the area proposed for incorporation forms an integral part.

17. The proposal is not consistent with adopted spheres of influence and adopted general plans.

VIII. STANDARDS FOR DISTRICT FORMATION

Factors Favorable to Approval:

1. Development requires one or more urban-type services, and by reason of location or other consideration such service or services may not be provided by any of the following means in descending order of preference:

   a) Annexation to an existing city.

   b) Annexation to an existing district of which the Board of Supervisors is the governing body.

   c) Annexation to an existing district with an independent governing body.

2. The proposal is for a primarily rural or agricultural area and is for a limited non-urban type services which cannot be provided by an existing dependent or independent district.

3. The proposal is consistent with adopted spheres of influence and does not conflict with city or county general plans.

Factors Unfavorable to Approval:

4. Slight need for urban-type services or required services may be provided by alternates in descending order of preference:

   a) Annexation to an existing city.

   b) Annexation to an existing district of which the Board of Supervisors is the governing body.

   c) Annexation to an existing district with an independent governing body.

5. By reason of relatively low revenue base in relationship to the cost of desired services, the proposal is financially infeasible and not in the public interest.

6. Due to topography, isolation from existing developments, premature intrusion or urban-type developments into a predominantly agricultural area or other pertinent economic or social reasons, urban-type development which would be fostered by proposal is not in the public interest.

7. Boundaries of the proposal do not include all of the service areas or potential service area or are otherwise improperly drawn.

8. Proposal would result in a multiplication of public districts making difficult the ultimate provision of adequate full local governmental services to a larger region of which the area proposed is an integral part.

9. District proposed is not the best suited to the purpose and better alternate types are not available.

10. Proposal is inconsistent with adopted spheres of influence and adopted general plans.

IX. STANDARDS FOR OUT-OF-AGENCY SERVICE AGREEMENTS

Considerations for Approving Agreements

Annexations to cities and special districts are generally preferred for providing public services, however, out-of-agency service agreements can be an appropriate alternative.

While each proposal must be decided on its own merits, the Commission may favorably consider such agreements in the following situations:

1. Services will be provided to a small portion of a larger parcel and annexation of the entire parcel would be inappropriate in terms of orderly boundaries, adopted land use plans, open space/greenbelt agreements or other relevant factors.

2. Lack of contiguity makes annexation infeasible given current boundaries and the requested public service is justified based on adopted land use plans or other entitlements for use.

3. Where public agencies have a formal agreement defining service areas, provided LAFCO has formally recognized the boundaries of the agreement area

4. Emergency or health related conditions mitigate against waiting for annexation.

5. Other circumstances which are consistent with the statutory purposes and the policies and standards of the Santa Barbara LAFCO.

Agreements Consenting to Annex

Whenever the affected property may ultimately be annexed to the agency, a standard condition for approval of an out-of-agency service agreement is recordation of an agreement by the landowner consenting to annex the territory, which agreement shall inure to future owners of the property.

Approval by Chair

The Chair may authorize cities and special districts to provide services outside of their boundaries as specified herein.

1. A request and application is received from the affected local agency, including the requisite processing fee.

2. The situation involves public health, safety or welfare to such a degree that delaying the approval of the service agreement until the next LAFCO meeting is deemed by the Chair to represent an intolerable delay or risk to the public health, safety or welfare.

3. The property to which the out-of-agency services will be extended or provided is within the sphere of influence of the affected agency.

4. If the affected property may ultimately be annexed to the service agency, the landowner shall execute and record an agreement consenting to annex the territory to the affected district and shall deposit with LAFCO or the service agency funds sufficient to process said future annexation.

5. In the absence of the Chair or if the Chair is not available to act, the Vice Chair is authorized to exercise the authorities set forth in this resolution.

6. The Executive Officer shall provide a report to the Commission at the next LAFCO meeting of any out-of-agency service agreements that were approved.

It is intended that the authority delegated to the Chair or Vice-Chair to approve out-of-agency service agreements be exercised in a manner consistent with the Commission's adopted standards.

X. RECONSIDERATION OF LAFCO DECISIONS

Content of requests for reconsideration

Requests for reconsideration of LAFCO resolutions making determinations will be evaluated for approval only when the applicant meets the statutory deadline for submitting the request, the request sets forth the specific modification being sought, a processing fee is paid and

a) Reconsideration is required to correct a procedural defect in its earlier action; or

b) Newly discovered evidence, material to the request for reconsideration and relevant to the Commission's decision on the boundary change, is available which could not, with reasonable diligence, have been discovered and produced at the time of initial LAFCO consideration.

Payment and Refund of Processing Fee

A request for reconsideration shall not be accepted as being complete until a processing fee is received. The fee to request reconsideration shall be as set forth in the LAFCO fee schedule, as it is amended from time to time.

The fee paid shall be returned to an applicant for reconsideration in the event the Commission determines that reconsideration is required to correct a procedural defect in its earlier action.

XI. STATE REVIEW OF COMPREHENSIVE FISCAL ANALYSIS (CFA)

Request for Review

Requests for State Controller review of a Comprehensive Fiscal Analysis (CFA) filed pursuant to Government Code §56833.3 must be made in writing not later than 30 calendar days from the date notice is published that the CFA is available for public review. Requests shall specify in writing the elements of the CFA the Controller is requested to review and the reasons the Controller is requested to review them.

Persons requesting the review shall be responsible for costs incurred in obtaining the review and shall deposit with the Executive Officer, at the time the request is filed and before it is found to be valid, the amount estimated by the Executive Officer as necessary to cover the costs of the State Controller's review.

Within 30 days of issuance of the State Controller's report, the Executive Officer shall refund any amount of the deposit remaining after costs have been paid. In

the event the amount to be paid exceeds the deposit, the requesting party shall be liable for the balance due.

XII. EXTENDING URBAN UTILITY SERVICES TO AGRICULTURAL PARCELS

It is the policy of the Commission to protect and preserve agriculture by avoiding the extension of potable water or wastewater services (sewers) to agriculturally zoned land because this foster uses other than agriculture.

Any LAFCO approval of a change of organization or out of agency service agreement that allows the extension of potable water or wastewater services to a parcel zoned for agricultural use will only be approved, if at all, if the approval is limited to that portion of the parcel that includes an approved use that needs potable water or wastewater services, provided the use does not compromise agricultural viability.

This policy shall not be construed as indicating the Commission will approve proposals that lead to non-agricultural uses on agricultural parcels but rather indicates that should such approval be granted it is to be restricted to the specific area in which an approved land use requiring potable water or wastewater services is to occur.

XIII. LAPSED OR ABANDONED PROPOSALS

When the Executive Officer deems an application to be incomplete, he/she shall notify the applicant in writing either by personal service or via certified mail. The applicant shall have 180 days from receipt of such notice to submit additional information and/or revised documents. If the applicant does not resubmit the application to the Executive Officer within 180 days, the application shall be considered abandoned. The proposal may be reinitiated through a new application consistent with the requirements of applicable law and LAFCO policies and fee schedule.

XIV. COST ACCOUNTING AGREEMENT

A. As part of any application, the Executive Officer is authorized and shall require any applicant and/or jurisdiction to execute a Cost Accounting Agreement.

B. The following policy shall be applied to any applicant and/or jurisdiction that is not in compliance with an existing LAFCO Cost Accounting Agreement as determined by the Executive Officer and Legal Counsel:

1. The Executive Officer, in consultation with Legal Counsel, shall determine, on review of an application, whether an applicant and/or jurisdiction has previously failed to comply with the LAFCO Cost Accounting Agreement.

2. Prior to acceptance for processing of an application from an applicant and/or jurisdiction, which the Executive Officer determines to have

failed to comply with the Agreement referenced in paragraph 1 of this policy above, the LAFCO Executive Officer shall advise the Commission at a regularly scheduled meeting regarding the applicant's prior breach of the obligations of the Agreement. The Executive Officer, in consultation with Legal Counsel, shall make a recommendation to the Commission regarding the amount of a bond or other commercially reasonable undertaking to be required of the applicant before the application will be accepted.

3. On the basis of the Executive Officer's recommendation, the Commission shall establish a bond or other commercially reasonable undertaking as a condition for acceptance of the application. The purpose of this security requirement is to ensure all LAFCO fees are paid in connection with the application. In addition, the applicant shall be required to satisfy any past due obligation owed to LAFCO from previous applications, prior to processing any new application.

Compliance with this policy does not relieve the applicant of responsibility to submit other information as requested by LAFCO to process the application, to otherwise comply with applicable law and these policies, or cure any outstanding non-compliance with the Policy and Agreement referenced in paragraph a. of this policy above.

Adopted June 16, 1988
Revised December 13, 1996
Revised November 4, 1999
Revised September 3, 2009
Revised July 7, 2011
Revised August 7, 2014
Revised April 1, 2021
Revised December 9, 2021

CONFLICT OF INTEREST CODE

A. The Political Reform Act, Government Code Sections 81000 *et seq*., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes.

B. The Fair Political Practices Commission has adopted a regulation, 2 California Code of Regulations Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices to conform to amendments to the Political Reform Act after public notice and hearing.

C. The provisions Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference, and along with the attached Appendix "A" in which officials and employees are designated and Appendix B which sets forth disclosure categories, constitute the Conflict of Interest Code of the Santa Barbara Local Agency Formation Commission.

D. Pursuant to Section 4 of the standard Code, designated officers and employees shall file statements of economic interest with the Executive Officer. Upon receipt of the statements filed, a copy shall be retained and the original shall be forwarded to the Elections Division of the Santa Barbara County Clerk-Recorder.

Adopted April 7, 1994
Revised September 2, 2021
Revised September 1, 2022
Revised September 3, 2026

APPENDIX A

Persons occupying the following positions are designated employees and must disclose financial interests in those categories described in Appendix B which are listed opposite their respective designated positions.

Designated Positions	Disclosure Categories
Commissioners and Alternate Commissioners [1]	1,2,3,4
Executive Officer	1,2,3,4
Legal Counsel	1,2,3,4
Senior/Analyst	1,2,3,4
Commission Clerk/Analyst	1,2,3,4
Consultants/New Positions[2]	1,2,3,4

1. Pursuant to Government Code section 87200, members of the board of supervisors and members of city councils of cities file statements of disclosure pursuant to the state code. These positions are listed here for informational purposes.
2. The disclosure by consultants and new positions is subject to the following limitation: The LAFCO Executive Officer may determine in writing that a particular consultant or new position is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's/new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Gov. Code § 81008.)

CATEGORIES OF DISCLOSURE

Officers and employees shall report investments, interest in real property, income, and any business entity in which the person is an owner, director, officer, partner, trustee, employee, or holds any position of management which materially by any decision made or participated in by an officer or employee by virtue of his or her position with the Commission.

Category 1

Interests in real property which is located in whole or in part within the jurisdiction of Santa Barbara County, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

Category 2

Business positions or investments in or income from persons or business entities engaged in the appraisal, acquisition, or disposal of real property within the jurisdiction of the Commission.

Category 3

Business positions or investments in business entities and income from any source or sources of income if the business entities or the source of sources of income are of the type which, within the previous two years, have provided or contracted to provide, or in the future with reasonable foreseeability, might provide or contract to provide services, supplies, materials, machinery or equipment to or for the use of the Commission.

Category 4

Business positions or investments in business entities and income from any source or sources of income, if the business entities or source or sources of income are of the type which are subject to the regulation or supervision of the Commission and the designated officer or employee's duties involve the supervision or regulation (including, but not limited to, the issuance or granting or franchise, building permits or other use or business permits or any other land use control or regulation) of that type of business entity or source of income.

LAFCO BUDGET AND FINANCIAL PROCEDURES

A. Authority to Develop and Adopt the Budget

The Cortese/Knox/Hertzberg Act creates the funding relationship between the County, cities, special districts and LAFCO. Pertinent sections of the Government Code are appended as Exhibit A to this section of the Commissioner Handbook:

B. LAFCO as a Separate Fund

For administrative purposes the LAFCO budget is a separate fund within the County's financial accounting system. Unspent appropriations are retained in the fund as available financing for the following year.

C. Processing Fee Schedule

The Act permits LAFCO to levy processing fees to cover the cost of verifying petitions, processing boundary change requests, amending spheres of influence and so forth.

The fee schedule is reviewed in conjunction with adoption of the annual budget.

D. Financial Status Reports

The budget adopted by LAFCO is an estimate of expenditures and revenues. The staff keeps the Commission informed of aspects of the financial program that deserve review and adjustment through periodic financial status reports.

E. Per Diem Stipends for Commission members

Members and alternative members are eligible to receive a stipend of $200 for attendance at the following meetings:

1. Regular and special meetings of the Commission.

2. Meetings of standing committees and ad hoc committees of the Commission when appointed by the Commission or the Chair of the Commission.

3. Meetings of governmental agencies and committees when appointed to such entities by the Commission or the Chair of the Commission.

4. Meetings of the Board of Directors of the California Association of LAFCOs when the Commissioner is a member of the Board of Directors having been nominated to that position by the Commission.

Payment of stipends is limited to no more than five (5) per member in any month.

F. Reimbursement of Commissioner Expenses

Commission members and alternates may claim reimbursement for reasonable and necessary expenses incurred in performing the duties of their office. This includes:

1. Attending the annual CALAFCO Conference and CALAFCO University classes.

2. Attending CALAFCO committee meetings such as the Legislative Committee or Conference Planning Committee if they are a member of the committee.

3. Attending the annual UCLA Extension Land Use Law and Planning Conference.

4. Attending other LAFCO-related conferences, meeting and events with preapproval by the Commission or the Chair of the Commission.

5. Commission members and alternates shall be reimbursed for expenses in the same manner as staff. The Executive Officer is responsible for reviewing and approving each request for Commission reimbursement. Disputed reimbursements may be appealed to the Commission.

The Commission will not generally reimburse Commissioners for workshops or training that is directed or oriented primarily for LAFCO staff and only with prior approval.

G. Reimbursement of Staff and Legal Counsel Expenses

1. The LAFCO Staff and Legal Counsel shall be reimbursed for all reasonable and necessary expenses in connection with the conduct of LAFCO business including but not limited to office expenses, training, travel, lodging, meals, gratuities and other related costs.

2. The Executive Officer is responsible for reviewing and approving requests for Legal Counsel reimbursement.

3. The Chair, Vice Chair, or other Commissioners authorized to sign claim forms with the County Auditor Controller are responsible for reviewing and approving requests for Executive Officer reimbursement.

H. Reimbursement Policies

1. Expense reimbursement requests should be submitted monthly, although flexibility is permitted if the claimable amount is not deemed to be significant.

2. Claims for reimbursement of costs related to LAFCO meetings, conferences and seminars should be submitted not later than 60 days following completion of the event for which reimbursement is being claimed.

3. Expense claims for costs incurred in one fiscal year should be, whenever practical, submitted for reimbursement during the same fiscal year.

4. Reimbursement for Private Automobiles

   a. Use of private automobiles to conduct LAFCO business shall be reimbursed at the IRS allowable rate.

   b. This rate shall be considered full and complete payment for actual expenses for use of private automobiles, including insurance, maintenance and all other automobile-related costs.

   c. LAFCO does not provide insurance for private automobiles used for LAFCO business. The owner is responsible for personal liability and property damage insurance when vehicles are used on LAFCO business.

5. Receipts or vouchers which verify the claimed expenses are required for reimbursement of all items of expense except private automobile mileage and taxis or streetcars, buses, bridge and road tolls and parking fees

6. Reimbursement of expenses is not allowed for personal items such as, but not limited to, entertainment, clothing, laundering, etc.

7. The general rule for selecting a mode of transportation for reimbursement is that method which represents the lowest reasonable expense to LAFCO and the individual Commissioner or staff member.

I Recognition by the Commission

Nominal amounts may be expended for the purchase of plaques or certificates of appreciation for those to whom such expressions are deemed to be appropriate by the Commission.

J. LAFCO Credit Card

The Executive Officer is authorized to secure a credit card in the name of the Commission for the purchase of travel and expenses for Commissioners and staff. . The following conditions must be met when using the Credit Card:

LAFCO Credit Card Policy

1. Each single purchase may consist of multiple items, but the total cannot exceed the single purchase dollar limit on the Credit Card. Use of the Credit Card shall be approved monthly by the Chair and reflected in the quarterly disbursement reports to the Commission.

2. The Credit Card must not be used for purchases when the Cardholder has a personal interest, or knowledge, regarding any vendor which would create a conflict of interest. An example is buying from a relative or close friend.

3. Intentional use of the Card for other than official LAFCO purposes is not allowed and such use will result in immediate cancellation of your Credit Card, possible referral to the District Attorney, disciplinary action as authorized by applicable LAFCO procedures, and personal liability to LAFCO for the amount of the purchase.

Use Policies

Authorized Uses

1. The Credit Card may be used to pay for authorized purchase transactions, up to $5,000, and are made through any legal means: over the counter, by telephone, or online.

2. The Credit Card may be used to pay for purchases that are certain high value (over $1,000) equipment (e.g. business computing devices or software); leased equipment; fixed assets; maintenance services; professional services, etc.

3. Authorized uses may be limited by the Executive Officer to specific categories or merchant types, single purchase dollar limit, and monthly spending limits.

4. The Credit Card must not be used in a manner intended to circumvent the formal procurement process or other limits imposed on the Card.

Responsibilities

Individual cardholders, Executive Officer, Commission Clerk, are responsible for:

1. Maintaining proper documentation and supporting receipts for all transactions.

2. Reviewing and certifying the correctness and the business necessity of transactions listed on the monthly statements.
3. Resolving exceptions and disputes directly with the vendors.

4. Notifying the Executive Officer of any suspicious transactions.

5. Establishing internal controls to ensure the proper use of Credit Cards within LAFCO, including additional restrictions on the types of purchases and dollar limits that apply to individual cardholders, and other review procedures.
6. Reviewing monthly transaction reports to ensure overall compliance with policy, including proper disposition of exceptions.

7. Selecting the financial institution (the bank) which provides the most cost-effective purchase card services and maintaining optimal relations with such institutions. This responsibility includes regular communication and proper follow up with the bank.

8. Administering the Credit Card Program to ensure that it is fully used and results in efficiencies in procurement and spending.

9. Prescribing and maintaining adequate internal control over the Credit Card Program to ensure accountability. This responsibility includes setting LAFCO criteria for proper usage and regular monitoring of usage to ensure compliance with policies.

Emergency Use

10. The Credit Card may provide a mechanism for procuring goods and/or services during an emergency, disaster response, or other unforeseen events.

11. An emergency purchase may be warranted to prevent a hazard to life, health, safety, welfare, property, or to avoid undue additional cost to LAFCO, and/or disruption of service.

12. Emergency purchases of goods and services should not exceed the scope or duration of the emergency.

13. In view of the potential use of the purchase card during emergency conditions, the Executive Officer may authorize higher limits and wider purchasing scope for certain LAFCO staff who may be called on during emergencies.

14. Failure to plan for normal operations does not constitute an emergency use. Failure to plan refers to circumstances in which LAFCO personnel, in the normal course of their activities, have reasonable knowledge of a need but did not take the proper action to procure for the needs. This does not refer to unforeseen circumstances that are clearly beyond their control or knowledge.

Suspension and Revocation

15. Upon the discovery of an unusual spending pattern, the Executive Officer may temporarily suspend a cardholder's privilege until investigations are complete or exceptions are resolved.

16. LAFCO Staff are notified of all cases of suspension or revocation.

17. In addition to the revocation, the Executive Officer may authorize the referral of the case to Internal Audit or the District Attorney for investigation and/or other actions as appropriate.

List of Prohibited Purchases

These items are prohibited:

- Wire Transfer-Money Orders
- Cash Advances
- Convenience Checks
- Non-Financial Institutions-Foreign Currency, Money Orders, Travelers Checks
- Digital Currency
- Security Brokers/Dealers
- Savings Bonds

- Timeshares
- Betting, Casino Gaming Chips, Off Track Betting
- Fines
- Bail and Bond Payments
- Ammunition and weapons
- Hazardous materials (other than gasoline for business use)

Restricted Uses

The Credit Card is restricted from being used to purchase the following items:

- Splitting of purchases to circumvent the dollar limitation
- Payment of existing invoices
- The Credit Card may never be used for personal purchases.

K. Investment Policy

It is the policy of the Santa Barbara Local Agency Formation Commission to keep its funds in the County Treasury as the basis to implement and manage a prudent, conservative investment program.

It is the practice of the County Treasurer to invest public funds in a manner which provides the maximum security of principal invested with secondary emphasis on achieving the highest return, while meeting the daily cash flow needs of the Investment Pool participants and conforming to all applicable State statues and County resolutions governing the investment of public funds.

L. Disclosure of Budget and Compensation

Documentation shall be posted on the Commission website and made available to members of public who submit requests for information showing:

1. Most recently adopted Commission budget

2. Authorized Commissioner stipend per meeting. Members of the Commission do not receive pensions, deferred compensation, vehicle allowance or health/dental/vision programs or insurance.

3. Total compensation paid to staff as shown on the most recent W-2 form or 1099 plus any pensions and/or contributions for deferred compensation, health/dental/vision programs or insurance and vehicle allowance.

M. Annual Contribution to Commission Net Operating Expenses

Introduction

Pursuant to Section 56381 (b) (1) of the Cortese -Knox -Hertzberg Act ("Act"), Government Code section 56000, et seq., the net operating expenses ("Expenses") of the Local Agency Formation Commission of Santa Barbara County

("Commission") are apportioned by the County Auditor pursuant to the formula in the Act and based upon the Commission's adopted budget for the fiscal year. Following apportionment, and no later than July 1 of each year, the Auditor shall request payment from the County of Santa Barbara, and each city and special district within the County (each a "Contributing Entity"), for their respective annual share of the Expenses (the "Annual Contribution"). Pursuant to Section 56381(c), each Contributing Entity has sixty (60) days to make its Annual Contribution and, if the Annual Contribution is not forthcoming within that period, the Commission may pursue all available remedies for payment, including a request that the County Auditor forward to the Commission an equivalent amount of property tax, fees or other eligible revenue owed to any Contributing Entity ("Transfer Amount"). Any expenses incurred by the Commission or the Auditor in collecting late payments or successfully challenging nonpayment shall be added to the payment owed to the Commission.

POLICY

1. Payment of Annual Contribution.

It is the policy of the Commission that all Contributing Entities shall make the Annual Contribution no later than August 31 of the corresponding fiscal year for that contribution. If such Contributing Entity has not made its Annual Contribution on or before August 31 of each fiscal year, the Commission may consider all available remedies pursuant to Section 56381 (c) of the Act for collection of the Annual Contribution, including a request to the County Auditor to forward to the Commission the Transfer Amount. The Commission's Executive Officer is authorized to request that the County Auditor forward the Transfer Amount for any Contributing Entity that has not made a timely payment of its Annual Contribution as of December 7, but no later than March 31, of the next year.

Revised October 10, 2002
Adopted July 7, 1994
Revised May 8, 2003
Revised December 4, 2003
Revised February 2, 2006
Revised April 5, 2007
Revised March 3, 2011
Revised November 1, 2012
Revised April 1, 2021
Revised January 12, 2023

LAFCO STAFFING

A. Executive Officer Appointment

The manner of recruiting and appointing the Executive Officer is a matter of Commission discretion. The position serves at the pleasure of the Commission who may choose an Executive Officer whenever a vacancy occurs or at any time the services of the incumbent are not deemed satisfactory.

The Executive Officer is employed under contract to the Commission and provides all immediate managerial, analytical and clerical support.

B. Executive Officer Responsibilities

The Executive Officer implements the policies and directives established by the Commission, manages the LAFCO office, prepares and administers the budget, represents the Commission at meetings, et cetera.

The Cortese/Knox/Hertzberg Act sets forth specific statutory responsibilities including the following:

- Conduct and perform the day-to-day business of the Commission.
- Review each application which is filed and prepare a report, including recommendations thereon, and
- Prepare impartial analyses of ballot propositions for approval by the Commission when required.

C. Other Commission Support

Legal Counsel under separate contract provides legal advice and support for LAFCO. If a conflict of interest ever occurs between LAFCO and the Legal Counsel, the Commission can obtain outside counsel.

In addition, the Cortese/Knox/Hertzberg Act directs the County Surveyor (or other County officer or employee as the Board of Supervisors may designate), to examine and report on the boundaries of applications submitted to LAFCO, on request by the Commission or the Executive Officer.

Adopted July 7, 1994
Revised April 1, 2021

CALIFORNIA ASSOCIATION OF LAFCOS (CALAFCO)

A. General Provisions

The California Association of LAFCOs, or CALAFCO, was formed in 1971 as a voluntary association. It provides a means of sharing information, coordinating LAFCO activities and representing LAFCO interests before the Legislature.

Commissioners are encouraged to participate in CALAFCO activities depending upon their interests to ensure closer coordination and information exchange with the Statewide association.

B. CALAFCO Board of Directors, Staff and Dues

In accordance with its Bylaws, the Association is governed by a Board composed of 16 LAFCO Commissioners elected by regions -- there are four regions (Northern, Central, Coastal and Southern). Each region elects four (4) Directors comprised of one City member, one County member, one Public member and one Special District member.

A CALAFCO Executive Director manages Association affairs with assistance from staff volunteers from individual LAFCOs.

Annual membership dues are specified in the Association Bylaws for membership categories during the budget adoption process. Member LAFCO annual membership dues shall be levied based upon a population-based formula from the California Department of Finance estimates. .

C. CALAFCO Newsletter "The Sphere"

The Association's quarterly newsletter details matters of interest to LAFCOs including significant legislative changes, litigation and activities in individual LAFCOs. Copies are distributed to all members of the Commission.

CALAFCO encourages newsletter articles by Commissioners and staff and is interested in knowing what subjects would be of interest for future articles.

D. Conferences and Workshops

The CALAFCO Annual Conference is held in the Fall alternating between locations in northern and southern California. There are discussions, workshops, presentations and informal activities.

The Association also sponsors an annual Staff Workshop, special issue workshops and other classes and seminars as needed.

E. Annual Business Meeting

The annual business meeting is held in conjunction with the Annual Conference. Each LAFCO in good standing has one vote when members of the Board are selected and other items of Association business decided.

Adopted July 7, 1994
Revised April 1, 2021

HISTORY OF SANTA BARBARA LAFCO MEMBERSHIP since 1963

City Members and Alternates

Roger Aceves (Goleta)
John F. Adam, Jr. (Santa Maria)
Lupe Alvarez (Guadalupe)
Carol Anders (Solvang)
Ed Andrisek (Solvang)
Sam Arca (Guadalupe)
Joe Armendariz (Carpinteria
Allen R. Coates (Carpinteria)
George L. Cotsenmeyer (Lompoc)
Dick DeWees (Lompoc)
Charles Draper (Guadalupe)
Gerald Firestone (Santa Barbara
Jeanne Graffy (Santa Barbara)*
Jack Hawxhurst (Goleta)
George Hobbs, Jr. (Santa Maria)
Mark King (Carpinteria)
Casey Kyle (Santa Maria)
Elinor Langer (Santa Barbara)
Thomas N. Lewis (Carpinteria)
Sheila Lodge (Santa Barbara)
Marvin D. Loney (Lompoc)
W. Don Macgillivary (Santa Barbara)
Mark Martinez (Carpinteria)
James A. May (Santa Maria)
Ray Okamoto (Guadalupe
Robert Orach (Santa Maria)
Victoria Pointer (Buellton)
Vince Pollard (Santa Maria)
Jim Richardson (Solvang)
Andrew Salazar (Lompoc)
Raymond E. Seider (Carpinteria)
David T. Shiffman (Santa Barbara)
Holly Sierra (Buellton)
David Smyser (Solvang)
Eugene Stevens (Lompoc)
Thomas Urbanske (Santa Maria)*
Ernest Wullbrandt (Carpinteria)
Etta Watterfield (Santa Maria)
Alice Patino (Santa Maria)
Jenelle Osborne (Lompoc)
James Kyriaco (Goleta)
James Mosby (Lompoc)

County Members and Alternates

Francis Beattie
Veril Campbell
Joe Centeno
William B. Chamberlin**
George Clyde
Doreen Farr
Brooks Firestone
Harrell Fletcher
Frank Frost
Jeanne Graffy*
David Grant
Joan Hartmann
Robert L. Hedlund
DeWayne Holmdahl
Robert E. Kallman
Steve Lavagnino
Gail Marshall
Toru Miyoshi
Gloria Ochoa
Dianne Owens
Tom Rogers
Susan Rose
James M. Slater
Timothy Staffel
Michael B. Stoker
Tom Urbanske*
William Wallace
Das Williams
Janet Wolf
David Yager
Bob Nelson
Roy Lee

Public Members and Alternates

Richard Carl Brenneman
William B. Chamberlin (Santa Ynez)**
Bess Christensen
Paul Floyd
Rita Green (Santa Maria)
Donald Lahr (Santa Maria)
Penny Leich (Santa Maria)
Marty Mariscal (Santa Maria)
Stephem Shane Stark (Santa Barbara)
Carol Nash (Lompoc)
Janet B. Severson (Santa Ynez)
Bob Short (Montecito)
Bernice Stableford (Goleta)
Shane Stark (Santa Barbara)
J. Tim Terry (Santa Barbara)
R. Lockwood Tower
Thomas Umenhofer (Goleta)
Roger Welt (Santa Maria)
Jim Richardson (Solvang)***
Roger Aceves (Goleta)***

Special District Members and Alternates

Cynthia Allen (Vandenberg Village CSD)
Walter Burnett (Mission Hills CSD)
Tim Campbell (Montecito Water District)
Jay Freeman (IV CSD)
Craig Geyer (Goleta West Sanitary Distriict)
John Fox (Goleta Sanitary District)
Jorge Magana (Mission Hills CSD)
Jeff Moorhouse (Carpinteria Sanitary District)
Carey Rogers (Goleta Water District)
Cathy Schlottmann (Mission Hills CSD)
Phyllis White (Vandenberg Village CSD)
Larry Wilson (Montecito Water District)
Judith Ishkanian (Montecito Sanitary District)
Dorinne Lee Johnson (Montecito Sanitary District)

* Commissioners who were both City and County Members ** Commissioner who has served as both a County and Public Member
*** Commissioner who has served as both a City and Public Member

PART 1 – EMPLOYMENT

1.1 EMPLOYEE ACKNOWLEDGMENT FORM

I have received and read a copy of the Santa Barbara LAFCO ("LAFCO") employee policy manual and understand all the policies, guidelines and procedures stated within. I understand that whenever the term "LAFCO" is used in the Employee Handbook, it shall mean the Santa Barbara Local Agency Formation Commission. The guideline manual describes important information about LAFCO, and I understand that I should consult the LAFCO Executive Officer regarding any questions I might have. I have entered into my employment relationship with LAFCO voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or LAFCO can terminate the relationship at will, with or without cause, at any time. Furthermore, I acknowledge that this manual is not a contract of employment.

Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions to the manual may occur, except to LAFCO's policy of employment-at-will. The at-will policy can be changed only in writing signed by the employee, the Executive Officer, and approved by the Commission. I understand that LAFCO reserves the right to modify, supplement or rescind any or all of its policies whenever it deems necessary or useful to do so, at any time with or without notice.

_____

EMPLOYEE'S NAME (printed)

_____

EMPLOYEE'S SIGNATURE

_____

DATE

1.2 PREAMBLE

A. Whenever the term "LAFCO" is used in these Section, it shall mean"Santa Barbara LAFCO"

1.3 AT-WILL EMPLOYMENT

A. Overview

The intent of this policy is to establish the At-Will-Employment Policy of LAFCO.

B. Policy

The employment relationship between LAFCO and its employees is for an unspecified term and may be terminated by the employee, the LAFCO Executive Officer at any time, with or without cause or advanced notice. Also, LAFCO reserves the right to transfer, demote, suspend and administer discipline with or without cause or advance notice.

None of the policies, procedures or contents of this manual is intended to create any contractual obligations which in any way conflict with LAFCO's policy of At-Will-Employment. The at-will relationship can only be modified by a written agreement signed by the employee and the LAFCO Executive Officer and approved by the Commission.

C. Delegation of Hiring Authority

Pursuant to Commission Resolution 22-10, adopted June 2, 2022, which the Commission may amend from time to time, the Commission delegated authority to the Executive Officer to hire and relieve LAFCO staff. Such Executive Officer actions shall be consistent with the conditions of delegation set forth in Resolution 22-10, as amended by the Commission from time to time.

D. Termination for Convenience pursuant to Contract

Where provided by contract, either party may terminate the Contract at any time by giving the other party sixth (60) days-notice of such termination. Termination shall have no effect upon the rights and obligations of the parties arising out of transactions occurring prior to the effective date of such termination.

1.4 EQUAL EMPLOYMENT OPPORTUNITY POLICY

A. Overview

The intent of this policy is to establish the Equal Employment Opportunity Policy of LAFCO.

B. Policy

LAFCO is strongly committed to providing equal opportunity to all employees and applicants for employment. LAFCO does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, citizenship, sex, gender, gender identity, gender expression, age, medical condition, sexual orientation, marital status, pregnancy or related medical conditions, physical or mental disability, genetic characteristics, military or veteran status, or any other characteristic protected by applicable federal or state law, or on the basis of any perception that an applicant or employee has any of these characteristics or on the basis that an applicant or employee is associated with someone who has or is perceived to have these characteristics. LAFCO strictly prohibits the harassment of any individual on any basis listed above (see the Policy Against Harassment for further clarification).

This policy applies to all employment practices, including recruitment, advertising, job application procedures, hiring, firing, advancement, compensation, training, benefits, transfers, social and recreational programs, and any other terms, conditions and privileges of employment.

An employee who believes that he or she has been subjected to any form of unlawful discrimination should make a complaint, preferably written, to the Executive Officer. Complaints should be specific and should include the names of individuals involved and the names of any witnesses. LAFCO will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation. If LAFCO determines that unlawful discrimination has occurred, effective remedial action will be taken to deter any future discrimination.

Employees will not be retaliated against for bringing a complaint in good faith under the Equal Employment Opportunity Commitment Policy or the Policy Against Harassment, or for honestly assisting in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken if false or frivolous accusations are made in bad faith.

1.5 DISABILITY ACCOMMODATION

A. Overview

The intent of this policy is to establish the Disability Accommodation Policy of LAFCO.

B. Policy

LAFCO is committed to complying fully with state and federal disability discrimination laws. As previously stated, no program or activity administered by the employer shall exclude from participation, deny benefits to or subject to discrimination any individual based on an employee's actual or perceived disability or based on an employee's association with someone who has an actual or perceived disability.

LAFCO is further committed to providing reasonable accommodation to the known physical or mental limitations of an otherwise qualified applicant or employee, unless doing so would result in an undue hardship. If you believe you are a qualified individual with a disability and that you need a reasonable accommodation in order to perform the essential functions of your job, please notify the Executive Officer. You may be required to provide medical certification regarding your disability and need for accommodation. All medical information is kept in a confidential, medical information file and shared only on a need-to-know basis. The accommodation process is interactive and allows the applicant or employee to identify possible accommodations. However, LAFCO will make the final decision as to what, if any, reasonable accommodation to provide.

1.6 POLICY AGAINST HARASSMENT

A. Overview

The intent of this policy is to establish the Policy Against Harassment for LAFCO and to provide a complaint resolution procedure.

B. Policy

LAFCO prohibits and will not tolerate harassment of employees, applicants, or persons providing services pursuant to a contract based on factors such as race, color, religion, national origin, ancestry, creed, citizenship, sex, gender, gender identity, gender expression, age, medical condition, genetic information, sexual orientation, marital status, pregnancy or related medical conditions, physical and mental disabilities, genetic characteristics, military or veteran status, or any other characteristic protected by applicable federal or state law. , This includes persons perceived to have any of these characteristics or associating with someone who has or is perceived to have any of these characteristics. LAFCO will also take all reasonable steps to prevent harassment based on

protected status by third parties, such as customers, clients and suppliers. All such harassment is prohibited by LAFCO and is against the law.

C. Definition

Harassment is unwelcomed and inappropriate conduct directed at an employee, based upon one of the characteristics protected under the federal and state anti-discrimination laws, that substantially prevents an employee from performing his or her duties, serves to threaten or intimidate an employee, and/or produce a hostile work environment.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;

2. Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawing or gestures;

3. Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race, or any other protected basis;

4. Threats, demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.

D. Reporting and Complaint Procedure

An employee who believes that he or she has been subjected to any form of unlawful harassment should promptly make a complaint, preferably written, to the Executive Officer, or if it involves the Executive Officer, to the Chair of the Commission. Complaints should be specific and should include the names of individuals involved and the names of any witnesses. The Executive Officer, or, in the event the complaint is alleged against the Executive Officer, the LAFCO Chair and Vice-Chair shall immediately cause a thorough and objective investigation to be conducted. If LAFCO determines that unlawful harassment has occurred, effective remedial action will be taken commensurate with the severity of the offense, up to and including termination. Appropriate action will also be taken to deter any future unlawful harassment, discrimination or retaliation. Upon completion of the investigation, the results (consisting of "merit" or "no merit") shall be given to the complainant.

E. Retaliation

Employees will not be retaliated against for bringing a complaint in good faith under the Equal Employment Opportunity Policy or the Policy Against

Harassment, or for honestly assisting in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken if false or frivolous accusations are made in bad faith.

An employee who believes that he or she has been retaliated against should promptly make a complaint, preferably written, to the Executive Officer, or if it involves the Executive Officer, to the Chair of the Commission. Complaints should be specific and should include the names of individuals involved and the names of any witnesses. LAFCO will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation. If LAFCO determines that unlawful retaliation has occurred, effective remedial action will be taken to deter any future retaliation.

1.7 PERFORMANCE MANAGEMENT

A. Overview

The intent of the performance review process is to maximize organizational productivity and individual potential within a position and within LAFCO.

B. Policy

A review and discussion of each employee's performance is conducted to enable the employee and the Executive Officer to discuss the employee's performance relative to his/her goals and objectives in addition to those of LAFCO. The discussion of job performance and goals on an informal, day-to-day basis is strongly encouraged. Additional formal performance evaluations are conducted at the discretion of the Executive Officer. After receiving their review, an employee will be required to sign the evaluation report acknowledging that it has been presented and discussed between the employee and the Executive Officer.

The performance of all employees is generally evaluated according to a one-year cycle, on or around the employee's anniversary date. However, the frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems. No merit increase shall be given absent a satisfactory performance evaluation.

Merit-based pay adjustments are awarded by LAFCO in an effort to recognize truly superior employee performance. Positive performance evaluations do not always guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of LAFCO and depend on many factors in addition to performance. Positive performance evaluations will be tied to the accomplishment of specific established employee goals. The Executive Officer has the discretion to adjust any step increase based on the employee's

performance (e.g. issue a half-step increase instead of a full step increase); however, no full step increase may occur within 12 months from the last raise.

LAFCO's provision of performance evaluations and merit step increases do not alter the at-will employment relationship.

C. Policy for Executive Officer Performance Evaluation Process

1. As part of the evaluation process, each year

   a. The Executive Officer will submit a report summarizing the agency's performance against the previous period's past annual workplan.

   b. The Executive Officer will also provide a recommended draft annual work plan for the upcoming period.

   c. The direction and projects will be prioritized for the upcoming annual work plan.

   d. The Annual work plan will be adopted by the Commission at a Regular meeting.

2. The Chair will lead the Commission's closed session discussion on the Executive Officer's performance and professional development goals and the agency goals, soliciting feedback and input from all Commissioners.

3. The Chair will be given financial parameters for negotiating compensation with the Executive Officer and delegated authority to represent the Commission in compensation discussions with the Executive Officer.

4. The Chair will meet with the Executive Officer to provide the Commission's feedback, sentiments of the discussion and to negotiate compensation.

5. The Chair will report back to the Board to close out the Executive Officer Evaluation Process and to prepare any necessary agenda items and public action required to complete the process.

1.8 PERSONNEL RECORDS

A. Overview

The intent of this policy is to clarify the guidelines for treatment of employee personnel records and information.

B. Policy – General Employees

Employees have the right to inspect certain documents in their personnel file, as provided by law, in the presence of a LAFCO representative at a mutually convenient time. Employees may add a written response to any disputed item in their file.

Any request for information from the file must be made to the Executive Officer or specific designee. Only the Executive Officer or specific designee is authorized to release confidential information regarding current or former employees. Disclosure of confidential personnel information to outside sources will be limited to the extent allowed by law. However, LAFCO will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations, with validly issued subpoenas and as otherwise required by law or legal proceeding to be released.

1.9 RESIGNATION AND TERMINATION

A. Overview

The intent of this policy is to explain the types of termination and LAFCO's procedures for processing terminations.

First:
Don't leave! This organization is designed to be a great place to work and the kind of establishment where people are happy to spend their entire careers.

BUT, if you are thinking of leaving:
Please give us as much notice as possible. Tell us that there's a job you're thinking of interviewing for, not after you accept an offer to start in two weeks' time. Come talk to us as soon as you are thinking about leaving. Maybe there's something we can do! And even if there isn't, we won't hold it against you. Please help us out by letting us know well (months preferably) in advance. We would also like for you to participate in an exit interview with us as part of your offboarding process.

If you have any vacation coming to you, you will be paid for the vacation in your final paycheck.

There is something called COBRA which allows you to continue to receive health insurance for 18 months after you leave, but you have to pay the premiums and deductibles yourself.

B. Policy

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated.

C. Voluntary Resignation

An employee who voluntarily resigns his/her employment is asked to prepare a written letter of resignation informing LAFCO of the intended resignation date. Although not required, employees who voluntarily resign are asked as a

courtesy to give LAFCO at least two weeks' notice prior to the resignation date in order to provide time to search for an adequate replacement if necessary and to ensure a smooth transition for your departure from LAFCO.

An employee is also considered to have voluntarily terminated employment by failing to report to work for three (3) consecutive scheduled workdays without notice, or without prior approval by the Executive Officer.

D. Discharge

See Section 5.1.A

E. Exit Interview

LAFCO may schedule exit interviews at the time of employment termination. The exit interview will provide an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to LAFCO, or return of property owned by LAFCO. Suggestions, complaints and questions are encouraged. Employees will receive their final pay in accordance with applicable law.

F. At-Will Employee

Because employment with LAFCO is based on mutual consent, both the employee and LAFCO have the right to terminate employment at will, with or without cause, at any time. Nothing in this termination policy changes the At-Will Employment policy of LAFCO.

G. Benefits

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable upon termination will be paid in accordance with applicable law. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued, and of the terms, conditions and limitations of such continuance.

1.10 OUTSIDE EMPLOYMENT

No employee shall engage in any occupation or outside activity which is incompatible with LAFCO employment. Any employee who proposes to engage in an occupation or outside employment for compensation shall inform the Executive Officer in advance of the nature of such employment, unless stated so in the employment contract. The Executive Officer, after making a determination whether or not such employment is in conflict with LAFCO employment, will notify the employee of such determination.

PART 2 – SALARY AND WAGE ADMINISTRATION

2.1 EMPLOYMENT CATEGORIES

A. Overview

The intent of this policy is to define employment classifications so that employees understand their employment status and benefit eligibility.

B. Policy

These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and LAFCO.

C. Exempt/Nonexempt

Each employee is designated as either Non-Exempt or Exempt from specific federal and state wage and hour laws, such as overtime compensation. An employee's Exempt or Non-Exempt classification may be changed only upon written notification by the Executive Officer.

D. Employment Categories

In addition to the above categories, each employee will belong to one other employment category:

1. Regular Full-Time – Employees who are not in a temporary status and who are regularly scheduled to work LAFCO's full-time schedule. Generally, they are eligible for LAFCO's benefit package, subject to the terms, conditions, and limitations of each benefit program. Employees must work at a minimum of 32 hours to be considered "regular full-time." Sick hours, vacation hours, and retirement credits are accrued on a pro-rated basis if an employee works a schedule of less than 40 hours.

2. Part-Time – Employees who are not assigned to a temporary status and who are regularly scheduled to work less than 32 hours per week. While they do receive all legally mandated benefits (such as workers' compensation insurance), they may be ineligible for some of LAFCO's other benefit programs. Part-time employees are eligible to accrue sick hours, vacation hours, and retirement credits on a pro-rated basis based upon the number of hours worked.

3. Temporary – Employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary

employees retain that status unless and until notified of a change in writing signed by the Executive Officer or designee. Temporary employees are ineligible for LAFCO's benefit programs, unless otherwise required by law.

E. Bilingual Allowance

Employees whose duty assignments require regular and frequent use of bilingual language skills in Spanish and English, shall be eligible to receive a bilingual allowance upon designation by the Executive Officer. The amount of the allowance for full-time employees shall be $25.00 per pay period. The bilingual allowance shall be prorated for part-time employees.

F. Cost of Living Adjustments ("COLA").

The Commission will consider authorizing a COLA or onetime payment for its employees consistent with County of Santa Barbara policy. The employee's salary shall be adjusted to include any consumer price index increases provided to other LAFCO employees. Cost-of-Living adjustment is determined annually based on increases in the annual average consumer price index (CPI) for all urban consumers in the Los Angeles-Long Beach. The ratio is calculated, and rounded to the nearest one-half percent.

2.2 PAY POLICIES

A. Overview

The intent of this policy is to explain and clarify wage administration, work hours and time-keeping. Our team is an amazing group of people who live up to the motto of "smart and get things done" every day. We want to offer them compensation that is fair, easily understood, transparent, and competitive.

Fair means no games. Our compensation is not based on how well you negotiate or how often you ask for raises--it's based on a repeatable, predictable system. There's no forced ranking, so other people don't have to do badly for you to do well.

Easily understood means that everyone understands what variables are used to determine how salaries are determined. They understand what they need to do to move up in their career. And different managers can figure out how to pay their team members and get consistent and fair results.

Transparent reflects our belief in running our organization without secrets and sharing in the rewards.

Despite our belief in transparency, we also believe in our employees' right to privacy. We won't reveal what a given individual earns to anyone but them and their manager.

Competitive means that you're earning at least as much here as you would earn in a similar role elsewhere, even without our incredible benefits.

B. Payment of Wages

All employees are paid monthly. There are 12 pay periods each year with paydays being generally on the 12th day of the month. In the event that the normal payday falls on a LAFCO holiday, the pay date will be the first business day immediately prior to the normal pay date.

C. Pay Advances

LAFCO does not give advances against wages.

D. Corrections to Payroll

Errors arising from the payroll processing should immediately be brought to the attention of the Executive Officer, who will work with the payroll contact and the employee to correct any said error. Payment due to a correction will be processed in accordance with applicable federal and state laws.

E. Overtime Pay

When LAFCO's needs cannot be met during regular working hours, employees may be required to work overtime. All overtime work for Non-Exempt Employees must receive prior authorization of the Executive Officer. The Executive Officer has the discretion to adjust work schedules to avoid overtime pay if necessary. Overtime compensation is paid to all Non-Exempt employees in accordance with applicable wage and hour laws, based on actual hours worked over forty (40) hours per week. Overtime compensation will not be paid to Exempt Employees.

F. Work Hours

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week, at the discretion of the Executive Officer.

We believe that the way to be most productive is with a reasonable, balanced work schedule. Working long hours for long periods of time results in mental exhaustion and careless work that needs to be fixed later.

Different people have different ways of being productive. Some people get more done in the morning and prefer to come in early. Maybe you get a lot done later in the night. Either way, as long as you're getting your work done, design your

own schedule around your own balance of work and life. It should be sustainable and reasonable. General office hours are between 8 am and 5 pm.

When we have a deadline, usually around agenda dates, you should be well-rested and caught up on your errands, so if you need to work longer days than usual for a week or two so that materials can get out the door on time, you won't be exhausted. Make regular time for your family and friends throughout the year so that crunch periods don't become a habit, and work doesn't become a death march. Feel free to rearrange your weekly schedule, for example, working slightly longer on Monday through Thursday and taking Friday afternoons off during the summer. Citizens and member agency staff who call us should receive a timely response.

If you need to stay home for the cable guy, or run to the dentist or doctor, or pick your kid up from daycare because your wife/husband cannot do it that day, just talk to Executive Officer. This is usually never a problem. Given that we have flex time, you are expected to make this time up at some point. We won't track it, but you should.

What if I need to take a whole day off but I make it up in time some other day or collectively through the week? Is that a vacation day?

We generally expect employees to put in an average of 40 hours per week, which is inclusive of an hour or so per day for lunch. When we're working on something time sensitive or have other deadlines, we may all need to push past standard hours to get things done, but we want to stay staffed to where the average time needed should mostly stay in range.

G. Time-Keeping

Accurately recording time worked is the responsibility of every LAFCO employee. Federal and state laws require LAFCO to keep an accurate record of time worked in order to calculate Non-Exempt employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to sign their time records to certify the accuracy of time recorded. The Executive Officer will review and then sign the time record before submitting it for payroll processing. The Executive Officers time card will be reviewed and signed by the Commission Chair before payroll processing.

Exempt employees are expected to also keep track of their hours on a timesheet to be provided by LAFCO.

H. Rest Periods

Employees are allowed to take one ten (10) minute break for every four (4) hours worked. Breaks are paid time and should be taken as close to the middle of the four (4) hour period as possible. Rest periods cannot be combined with lunch breaks or used to arrive late or leave early.

I. Lunch Break

The normal lunch break is one hour. During lunch breaks, employees are relieved of all duty. Staffing needs and operational demands may necessitate variation in starting and ending time.

PART 3 – BENEFITS

3.1 INSURANCE AND OTHER BENEFITS

A. Overview

The intent of this policy is to provide insurance and other benefits to all regular full-time and part-time employees of LAFCO. The Commission will review and may change these benefits on an annual basis at its discretion.

B. Health, Dental, and Vision Insurance

Who is Covered?
Each full-time or part-time employee receives a comprehensive health insurance package for himself/herself, their spouse, and dependents. Same sex domestic partners are eligible.

LAFCO employees will receive health insurance, dental insurance, and vision insurance subject to the employer contribution limits applicable to employees of the County of Santa Barbara comparable group. Any increases provided by the County will similarly be offered to LAFCO employees.

C. Retirement Benefits

LAFCO provides SBCERS. LAFCO agrees to pay the contribution to a retirement plan with benefits that are outlined in Santa Barbara County Employees' Retirement System General Plan 8-3: 2 percent at age 62. Retirement allowances are based on the calculated average monthly salary (pursuant to Government Code section 7522.32 this is the highest average annual pensionable compensation earned by the member during a period of at least 36 consecutive months), age at retirement, service credit, and the payment option selected at time of retirement. Plan 8 annual contributions, and Final Average Salary, are limited by Sections 401(a)(17) and 415 of the Internal Revenue Code and subsequent amendments. Plan Retirement eligibility at attainment of age 52 with at least 5 years of SBCERS employer and/or

Reciprocal service. No employer paid insurance subsidy is provided to General Plan 8 members Annual Cost of Living Adjustment caps each year at 3 percent. Employees hired on or after January 1, 2013, are subject to the Public Employees' Pension Reform Act (PEPRA). The Commission will review and establish the benefits annually at its discretion.

D. In Lieu of LAFCO Medical Coverage

Eligible regular full-time LAFCO employees who waive coverage under the LAFCO health, dental, and vision insurance programs are eligible to receive a stipend equal to the employer contribution limits applicable to employees of the County of Santa Barbara comparable group, to help offset out-of-pocket medical expenses, if acquired directly by employee. Regular part-time employees are also eligible for this benefit on a pro-rated basis.

3.2 TUITION REIMBURSEMENT AND PROFESSIONAL DEVELOPMENT

A. Overview

We believe in professional development of our staff. We encourage you to take steps to learn new things. Conferences can be a mixed bag when it comes to learning, so we're shifting our professional development policy to encourage experiences that can be shared with the staff as well as providing some guidance on the amount of time and money we expect you to spend (while still allowing people to go to a relevant conference if they want to). As with everything, if you have something specific that doesn't fall within the bounds of this policy, we'd still be happy to discuss it with you.

This policy shall apply only to courses requested by the employee in accordance with the criteria set forth below.

B. Requirements for Partial Reimbursement of Tuition:

1. The requesting employee must be and have been in a regular full-time position with LAFCO for at least two (2) years prior to the start of the course in question.

2. The subject matter of the course must be directly related to the employee's present position or to a position within LAFCO.

3. The employee's attendance at the course will not interfere with his/her normal duties, responsibilities or work hours.

4. The employee agrees in writing to repay LAFCO, upon separation of employment, any tuition reimbursement received from LAFCO within a twelve (12) month period prior to his/her termination.

5. Requests for reimbursement shall be submitted to the Executive Officer and approved prior to the commencement of the course in question.

C. Limitations

1. In order for requests to be granted, funds for tuition reimbursement must be available for that purpose in the LAFCO budget.

2. Reimbursement shall be available at the rate of fifty percent (50%) of actual costs of the tuition fee (does not include books, documents, other materials, mileage, travel costs, or other incidental expenses incurred by the employee).

3. LAFCO may limit its reimbursement to the actual amount not reimbursed to the employee by some other source if such amount is less than fifty percent (50%) of the tuition fee.

4. Nothing shall prohibit LAFCO from placing a reasonable dollar limit on tuition reimbursement which may be received by an employee in one fiscal year.

5. To be eligible for reimbursement, the employee must present satisfactory proof of a final grade of "C" or better for the approved course and of the amount of tuition paid by the employee.

PART 4 – TIME OFF

4.1 SICK LEAVE BENEFITS

A. Overview

The intent of this policy is to provide paid time off for the purpose of illness or other medical requirements.

The Commission will review and may change any of these sick leave benefit provisions on an annual basis at its discretion.

B. Accrual

All employees shall be entitled to twelve (12) days of sick leave per year and shall be entitled to accrue twelve (12) days of sick leave per year up to a maximum of 90-days.

C. Eligibility

Regular Employees: New regular employees are eligible to use sick leave with pay after completion of two (2) full pay periods of continuous service with LAFCO.

Temporary employees: Temporary employees are eligible to earn sick leave after thirty (30) days. Temporary employees can use sick leave after completing ninety (90) days of employment.

D. Verification

Employees are required to notify their supervisor as soon as possible of their absence due to illness or injury. LAFCO may require an employee upon returning after an absence due to illness or injury, to fill out a sick leave request form or record of sick leave use. LAFCO may require a physician's statement or acceptable substitute from an employee who applies for sick leave, or make whatever reasonable investigation into the circumstances that appear warranted before taking action on the sick leave request.

E. Use of Sick Leave

Employees who are contagious, coughing, or sneezing are not permitted to come in to the office. Heroics that can make the rest of us sick will not be appreciated.

Step 1. Email Executive Officer when you need to take sick leave or family medical leave (cc: your coworkers who might need to know).

Step 2. Email. Use SICK and the dates/times in the subject line of your email.

Sick leave may be applied to the following circumstances:

1. An absence necessitated by an employee’s personal illness or injury.

2. Medical and dental office appointments.

3. Diagnosis, care, or treatment of an existing health condition of or preventive care for an employee or an employee’s family member.

4. Absence from duty because the employee’s presence is needed to attend to the serious illness of a member of his or her immediate family. For purposes of this policy, immediate family shall mean father, father-in-law, mother, mother-in-law, step-parent, brother, sister, grandparent, spouse, child, domestic partner or legal guardian. All conditions and restrictions placed on an employee’s use of sick leave apply also to sick leave used for care of a family member.

5. An absence to attend legal proceedings, or to obtain medical treatment, counseling, or other victims' services for domestic violence, sexual assault, or stalking.

6. Illnesses while on paid vacation will be charged to sick leave rather than vacation only under the following conditions:

   a. The illness or injury of the employee or member of the employee's immediate family was of a nature that would preclude the effective use of vacation and would prevent the employee from performing his or her normal duties.

   b. The employee must notify the Executive Officer within four (4) calendar days of the beginning of the illness or prior to the end of his or her vacation leave, whichever is sooner, to request that his or her illness on vacation be charged to sick leave.

   c. LAFCO shall be under no obligation to extend the vacation beyond the original scheduled vacation ending date.

   d. Upon the employee's return to work, the employee must furnish LAFCO with a certificate signed by a licensed physician or registered nurse stating the nature of the medical condition and the period of disablement.

7. Absence from duty because of personal emergencies is not to exceed twenty (20) working hours during the fiscal year. A personal emergency is something unanticipated that requires the employee to personally attend to the situation and must be attended to during normal working hours. Nothing in this policy allows the employee to use sick leave for a "personal emergency" that does not otherwise qualify based on the permissible uses set forth above.

8. An absence due to an air pollution alert, which prevents the employee from traveling to his or her work location.

In any use of sick leave, an employee's account (whether exempt or non-exempt) shall be charged to the nearest quarter hour for a non-exempt employee, while exempt employees will be charged only for full-day absences.

An employee may be required to furnish a certificate issued by a licensed health care provider or other satisfactory evidence of illness, injury, medical condition or medical or dental office calls when LAFCO has notified the employee in advance of such a requirement or when the employee has been under the care of a physician.

F. Payment for Unused Sick Leave

1. In order to receive payment for unused sick leave at the time of retirement, layoff, or voluntary termination, a LAFCO employee must have five or more years of LAFCO service.

    a. Employees with Over 5 years of service:
    Shall receive 20% of their unused sick leave paid.

    b. Employees with Over 10 years of service:
    Shall receive 40% of their unused sick leave paid.

    c. Employees with Over 15 years of service:
    Shall receive 70% of their unused sick leave paid.

    d. Employees with Over 20 years of service:
    Shall receive 100% of their unused sick leave paid.

    e. In the event an employee dies while in active service with LAFCO their sick leave payoff will be made in accord with the above schedule and the limitation of this Section and will paid in the same manner as the final check.

2. Maximum number of hours paid shall not exceed 300. Employee's last hourly rate of pay shall be used in computing payment.

G. Use of Sick Leave During Training Sessions and Other Off-Site Events

Training sessions, conferences, and other required LAFCO events that an employee attends for more than 6 hours in a given work day shall be treated as a full 8-hour day. However, if an employee is unable to attend all or a portion of the training or event due to illness or other incapacity, the employee must report to the Executive Officer the number of hours the employee missed due to illness so that the appropriate amount of time is deducted from the employee's sick leave.

4.2 VACATION

A. Overview

Take a health day! Why should you only get days off when you're sick? This policy applies to all regular full-time and part-time employees of LAFCO. The intent of this policy is to provide paid time off for employees as a means to rest and rejuvenate. LAFCO encourages employees to utilize this benefit every year. LAFCO believes personal time off is an important means to enable continuation of strong performance and positive contribution to LAFCO, as well as encourage a balanced and enriching life for employees.

The Commission will review and may change any of these vacation benefit provisions on an annual basis at its discretion.

B. Policy

Regular full-time employees will accrue vacation according to continuous years of service in accordance with the following schedule:

Years of Employment for management, supervised employee rate are reduced by 35%	Vacation Days PerYear	Maximum payoff
Under 4 years	.0889 per hour on pay status	320 hours
Between 4 and 11 years	.101 per hour on pay status	320 hours
Over 11 years	.112 per hour on pay status	320 hours

What happens to unused vacation days at the end of the year? They are carried over to a maximum accrual of 240-hours.

Regular part-time employees with continuous service working 20 hours or more per week will accrue vacation in accordance with the above chart, on a pro-rated basis determined by normal hours worked. Active service for all regular employees commences with their first day of work and continues thereafter unless broken by an absence without pay or an unpaid leave of absence. Temporary employees do not accrue paid vacation.

In order to request vacation time, employees should submit a written request on a form provided by LAFCO to the Executive Officer. Every effort will be made to accommodate all employees' requests for specific vacation leave time. However, the Executive Officer will also consider the needs of LAFCO when evaluating vacation requests.

When you take the vacation, email the vacation request form so that we can account for it. A simple syntax for an email about vacation would be to include the time you want to take off in the subject line, for example: "VAC 1/10-1/12".

You are responsible to make sure that your manager and your coworkers know about the vacation and that arrangements have been made to cover for you while you're away.

In general, it is considered good practice to provide two days' notice for each day of vacation. For example, if you're taking a two-week vacation, let us know a month in advance. For a one-day vacation, two days' notice is usually sufficient.

Upon separation from LAFCO employment, an employee is eligible to be paid for accrued, unused vacation days up to the maximum specified above at 100% of the employee's hourly salary. In cases where an employee terminates employment with LAFCO, and has been permitted to take vacation time prior to actual accrual, the final paycheck will reflect a deduction relative to the amount of un-accrued time off taken.

A holiday that falls during an employee's vacation leave will be treated and paid as a holiday and not as a day of vacation leave.

4.3 HOLIDAY

A. Overview

The intent of this policy is to provide paid time off for eligible employees for holidays throughout the year.

B. Policy

Holiday time off with pay will be granted to all regular full-time employees and regular part-time employees (prorated) for the following holidays:

1. January 1 - New Year's Day
2. January (Third Monday) - Martin Luther King Jr.'s Birthday
3. February (Third Monday) - Washington's Birthday
4. May (Last Monday) - Memorial Day
5. June 19 - Juneteenth
6. July 4 - Independence Day
7. September (First Monday) - Labor Day
8. November - Veteran's Day
9. November - Thanksgiving Day
10. November - Friday after Thanksgiving
11. December 24 - Christmas Eve
12. December 25 - Christmas Day

If a holiday falls on a Sunday, we take off Monday. If a holiday falls on a Saturday, we take off Friday. In years in which December 24th falls on a Sunday, LAFCO shall also observe December 26th as a holiday (Tuesday). In years in which December 25th falls on a Saturday, LAFCO shall also observe December 23 as a holiday (Thursday).

Holiday dates will vary year to year and a schedule will be published each year by Santa Barbara County.

C. Floating Holidays (In Lieu of Lincoln's Birthday and Columbus Day)

Regular employees shall be granted up to sixteen (16) hours of floating holiday time. This time will be credited in pay period (01) of each year. Newly hired regular employees (hired after pay period 01 but before pay period (13) shall be entitled to eight (8) hours of floating holiday time in their first year of

employment. This time will be credited in pay period (13) of the new employee's first year. Floating holiday time cannot be accrued, any unused time will be forfeited. At the beginning of fiscal year, employees will be granted 16 hours of floating holiday time in the first pay period (01). Floating holidays shall be taken at a time agreeable to both the employee and the appointing authority. Part-time employees shall receive this holiday time on a prorated basis.

Lincoln's Birthday and Columbus Day will not be considered holidays for payroll purposes. Floating holiday time should be used by the last day in pay period (26).

4.4 PREGNANCY LEAVE

A. Eligibility

In accordance with applicable law and this policy, female employees are eligible for a leave of absence and/or transfer on account of pregnancy or related medical conditions, regardless of length of service with LAFCO.

B. Pregnancy Disability Leave

1. A woman is "disabled by pregnancy" if, in the opinion of her health care provider, she is unable to work at all or is unable to perform one or more of the essential functions of her job or to perform these without undue risk to herself, to the successful completion of her pregnancy, or to other persons.

2. Pregnancy disability leave is for any period(s) of actual disability caused by pregnancy, childbirth, or related medical conditions. Where medically advisable, pregnancy disability leave may be taken for a reasonable period of time, up to seventeen and one-third weeks per pregnancy. Employees who regularly work more or less than a 40-hour workweek are entitled to such leave on a pro rata basis.

3. Time off for necessary prenatal or postnatal care, as well as for any conditions such as severe morning sickness, doctor-ordered bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, post-partum depression, childbirth, loss and end of pregnancy, and recovery from childbirth are all covered by pregnancy disability leave.

C. Leave/Transfer and Other Reasonable Accommodation Requests

1. Pregnant employees should notify the Executive Officer as soon as possible regarding their intent/need to take a leave of absence or to transfer due to pregnancy, childbirth, or related medical conditions. Such notice should specify the anticipated timing and duration of the leave or transfer.

2. Where the need for a leave of absence or transfer is foreseeable, employees must provide such notice at least 30 days prior to the date the leave or transfer is to begin. Further, employees must consult with the Executive Officer regarding the scheduling of any planned medical treatment or supervision so as to minimize any disruption to LAFCO's operations. (Actual scheduling of the leave/transfer is subject to the approval of the employee's health care provider.)

3. Where 30 days advance notice is not possible, notice must be given as soon as possible. However, LAFCO will not deny a pregnancy disability leave or transfer where the need for leave is an emergency or was otherwise unforeseeable.

4. LAFCO shall respond to the leave or transfer request as soon as practicable and, in any event, no later than 10 calendar days after receiving the request. LAFCO shall attempt to respond to the leave request before the date the leave is due to begin. Once given, approval shall be deemed retroactive to the date of the first day of the leave.

5. Reasonable accommodation other than leave or transfer will be granted upon request. Such requests must be supported by a written certification from the employee's health care provider.

D. Intermittent Leave

Pregnancy Disability Leave need not be taken in one continuous block. It may be taken on an as-needed basis, intermittently or on a reduced work schedule.

E. Temporary Transfers

1. An employee may request a temporary transfer to a position with less strenuous or less hazardous duties when where the employee's health care provider certifies that such a transfer is medically advisable.

2. Temporary transfers will be granted where appropriate and when LAFCO is able to reasonably accommodate the transfer, provided that the transfer would not require LAFCO to:

   a. Create additional employment;
   b. Discharge another employee;
   c. Violate a collective bargaining agreement;
   d. Transfer a more senior employee in order to make room for the pregnant employee's transfer; or
   e. Promote or transfer the employee or any other employee to a position for which he/she is not qualified.

F. Certifications

1. As a condition of taking a Pregnancy Disability Leave or transfer, the employee must provide medical certification from her health care provider that she is disabled due to pregnancy, childbirth or related medical conditions and/or that a transfer to an alternative position is medically advisable.

2. The medical certification should include:

   a. The date on which the employee become disabled due to pregnancy or the date of the medical advisability for the transfer;
   b. The probable duration of the period(s) of disability or the period(s) for the advisability of the transfer; and
   c. A statement that, due to the disability, the employee is unable to work at all or to perform any one or more of the essential functions of her position without undue risk to herself, to the successful completion of her pregnancy, or to other persons or a statement that, due to pregnancy, the transfer is medically advisable.

G. Recertification

Recertification may be required where additional time is requested or where the requested accommodation changes.

H. Pay During Leave

1. Pregnancy Disability Leave is unpaid leave. However, the employee may request or LAFCO may require that the employee use accrued sick leave to provide pay during the period of Pregnancy Disability Leave.

2. An employee may also elect, at her option, to use accrued vacation or other accrued paid time off, if any, to provide pay during pregnancy disability leave. The use of paid leave runs concurrently with Pregnancy Disability Leave and does not extend the length of the Pregnancy Disability Leave.

3. The employee may also be eligible to receive temporary disability insurance payments during her Pregnancy Disability Leave, and to coordinate the use of any accrued sick leave and/or vacation to supplement temporary disability insurance payments.

I. Reinstatement

1. The employee is entitled to be reinstated to the same or a comparable position upon release to return to work by her health care provider.

   a. Where a definite date of reinstatement has been agreed upon at the beginning of the leave, the employee will be reinstated by

the date agreed upon, provided that the employee has provided medical certification of her fitness for duty.

b. If the actual reinstatement date differs from the original agreement, the employee will be reinstated within two (2) business days, where feasible, after the employee notifies LAFCO of her readiness to return and provides medical certification of her ability to return to work.

c. Failure to return to work on the next work day following the expiration of pregnancy disability leave may be grounds for termination of employment.

2. The employee is not, however, entitled to any greater right of reinstatement than she would have had if she had not taken leave. Thus, reinstatement to the "same position" may be denied for legitimate business reasons unrelated to the employee having taken a Pregnancy Disability Leave or transfer, the employee would not otherwise have been employed in her same position at the time reinstatement is requested.

3. Also, the employee has no greater right to reinstatement to a "comparable position" or to other benefits and conditions of employment than an employee who has been continuously employed. Thus, reinstatement to a comparable position may be denied if there is no comparable position open on the employee's scheduled date of reinstatement or within 60 calendar days thereafter.

4. In the event that the employee takes family and medical leave under the California Family Rights Act ("CFRA") following her pregnancy disability leave for the birth of her child, the employee's right to reinstatement shall be governed by the CFRA and LAFCO's Family and Medical Leave Policy rather than these provisions.

L. Seniority and Benefits

1. In general, employees taking Pregnancy Disability Leave will be treated the same as other similarly situated employees taking disability leave.

2. The employee returning from a Pregnancy Disability Leave shall return with no less seniority than she had when the leave commenced for purposes of layoff, recall, promotion, job assignment, and seniority related benefits such as vacation.

3. The employee shall retain employee status during the period of leave, and the leave shall not constitute a break in service for purposes of longevity and/or seniority.

M. Federal Family and Medical Leave

In accordance with the FMLA, LAFCO shall count each day of pregnancy disability leave against an eligible employee's entitlement to up to 12 weeks of federal family and medical leave under the FMLA.

N. Group Health Insurance

Where an eligible employee is on Pregnancy Disability/FMLA Leave, LAFCO will continue the employee's group health insurance coverage under the same terms and conditions as applied prior to the leave of absence as required by state and federal law.

1. In the event that the employee fails to return from leave, LAFCO may recover premiums it paid to maintain group health insurance coverage. (For details, see LAFCO's Family and Medical Leave Policy.)

2. If the employee is not eligible for continued paid coverage or if coverage ceases after the exhaustion of Pregnancy Disability Leave/FMLA or other leaves, the employee may continue group health insurance coverage pursuant to federal and state COBRA guidelines.

O. California Family and Medical Leave ("CFRA")

The right to take a Pregnancy Disability Leave is separate and distinct from the right to take Family and Medical Leave under the CFRA. Thus, at the end of the employee's period(s) of pregnancy disability, or at the end of four months pregnancy disability leave, whichever occurs first, an eligible employee may request to take up to 12 workweeks of CFRA leave in accordance with LAFCO's family and medical leave policy.

1. There is no requirement that either the employee or her child have a serious health condition or that the employee no longer be disabled by her pregnancy before taking CFRA leave for the birth of a child.

2. Where the employee has used all four months of her pregnancy disability leave prior to the birth of her child, and her health care provider determines that a continuation of the leave is medically necessary, LAFCO may, but is not required to, allow the use of CFRA leave prior to the birth of a child. The employee may also request reasonable accommodations under the Americans with Disabilities Act and/or the Fair Employment and Housing Act, if applicable.

3. The maximum possible combined leave for pregnancy disability/FMLA and CFRA leave due to the birth of a child is four months and 12 workweeks.

4. CFRA leave taken due to the birth of the employee's child must be concluded within one year of the child's birth. The basic minimum duration of such leave shall be two weeks, except that LAFCO will grant a CFRA leave of less than two weeks' duration on any two occasions within one year of the child's birth.

4.5 OTHER TIME OFF

A. Overview

This policy applies to all regular full-time and regular part-time employees of LAFCO. The intent of this policy is to outline other types of paid and unpaid time-off available to eligible employees.

B. Bereavement Leave

In the event of a death in the immediate family, up to 3 consecutive days of paid bereavement leave will be provided to all regular full-time and regular part-time employees of LAFCO.

Immediate family is defined as the employee's spouse, domestic partner, parent, child, sibling; the employee's spouse's or domestic partner's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren; the employee's domestic partner. Special consideration will also be given to any other person whose association with the employee is similar to any of the above relationships.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may also, with the approval of the Executive Officer, use any available paid vacation for additional time off as necessary. If more time off is requested, it will be granted only at the discretion of the Executive Officer.

Bereavement pay is calculated based on the base pay rate at the time of absence and prorated for part-time employees.

Vacation Leave and Sick Leave time shall not be accrued during the time an employee is on Bereavement Leave.

C. Jury Duty and Other Court-Related Leaves

LAFCO encourages employees to fulfill their civic responsibilities by serving jury duty or appearing in court as a witness when required. LAFCO provides up to 30 days of paid time off for jury duty service. For service longer than 30 days, employees will receive unpaid leave if business permits. If desired, employees may use any accrued vacation.

Employees must show the jury duty summons to the Executive Officer assoon as possible so that arrangements may be made to accommodate their absence. Employees are expected to report for work whenever the court schedule permits, including any remaining parts of a normally scheduled workday.

LAFCO will continue to provide health insurance benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

If an employee or the employee's immediate family member is the victim of a crime, the employee may also take unpaid time off to attend judicial proceedings related to that crime, or appear in court as a witness to comply with a subpoena or other court order. The employee must provide advance notice, if possible, along with a copy of the subpoena, court order, and notice of each scheduled proceeding given to victims. When advance notice is not feasible, within a reasonable time after the absence, the employee must provide evidence documenting the judicial proceeding from (1) the court or government agency setting the hearing; (2) the district attorney or prosecuting attorney's office; or (3) the victim/witness office that is advocating on behalf of the victim.

An employee may use accrued vacation time to provide pay during this period of leave.

D. Domestic Violence Victim Leave

Employees who are victims of domestic violence may take unpaid time-off to appear in court to attempt to obtain relief for themselves or their child. In addition, they may take unpaid time-off to seek medical attention, obtain services from a domestic violence program, obtain psychological counseling, or participate in safety planning. If desired, employees may use any accrued vacation or sick leave or floating holiday for these purposes. Reasonable notice must be given to the Executive Officer before appearing in court.

E. Time Off to Vote

Generally, employees are able to find time to vote either before or after their regular work schedule. If, however, full-time employees are unable to vote in an election during their non-working hours, LAFCO will grant up to 2 hours of paid leave to vote.

Employees requiring time off to vote should make their requests at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule. Employees must submit a voter's receipt on the first working day followingthe election to qualify for paid time off.

F. Military Leave

Military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Military and Veterans Code section 394.5. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees, who have been employed at least one year, are eligible for up to 30 days of paid leave for active-duty training.

Employees on military leave will receive rights and benefits comparable to those they would receive under LAFCO's policies for other types of leave. Continuation of health insurance benefits is available based on the length of the leave and subject to the terms, conditions and limitations of the applicable plan for which the employee is otherwise eligible. Employees on leave for no more than 30 days will receive continued health insurance benefits. Vacation, sick leave and holiday benefits will continue to accrue during any paid portion of a military leave of absence.

G. Workers' Compensation Leave

If an employee sustains a work-related injury, he or she will be eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational injuries.

Employees on Workers' Compensation Leave should keep their supervisors informed as to their work status and will need to provide a doctor's release before returning to work.

H. Volunteer Emergency Leave and Training

If employees volunteer as a firefighter, reserve peace officer, or emergency rescue personnel, they may be entitled to unpaid leave to perform emergency duty. In addition, they may take unpaid leave of up to 14 days per calendar year for the purpose of engaging in fire or law enforcement training. If an employee qualifies for these types of leave, he or she may use accrued vacation during the leave. Time spent on this leave counts for purposes of determining "length of service". However, vacation will not be accrued and holiday pay will not be received during any unpaid portion of this leave.

I. Time Off for Parents to Attend School Activity

Employees who are parents of one or more children in kindergarten, or in grades 1 through 12, may take time off of up to forty (40) hours per school year to attend authorized school activities which involve one or more of the employee's school age children. To be eligible for parental time off, the

employee must obtain from the school, written verification that he or she attended or participated in the school activity. Parental time off may not exceed eight hours in any calendar month.

Employees may use any accrued vacation while they attend their child's school activities. If not, employees' parental time off will be unpaid. For scheduling purposes, employees must notify the Executive Officer at least one (1) week before the date of the school activity, so that their work duties may be covered.

J. Alcohol and Drug Rehab Leave

LAFCO will reasonably accommodate employees who wish to voluntarily enter and participate in an alcohol or drug rehabilitation program provided that the accommodation does not impose an undue hardship on LAFCO. LAFCO does not provide paid time off for participation in an alcohol or drug rehabilitation program though employees can use accrued vacation during any approved leave of absence.

This policy in no way restricts LAFCO's right to impose discipline, including actions up to and including termination of employment, for violation of LAFCO's drug and alcohol policy or any other employment/conduct policy.

K. Parental Leave (primary caregiver & non-primary caregiver)

Parental Leave (for primary caregiver) All primary caregivers, including adoptive and foster parents, with one year of service may receive 12 weeks off at 100% pay. (Prorated if you have less than one year of service).

Parental Leave (for non-primary caregivers) All non-primary caregivers, including adoptive and foster parents, with one year of service may receive 6weeks off at 100% pay. (Prorated if you have less than one year of service).

Part time After parental leave, you can work half time (20 hours per week) at half pay for up to one year. (no service requirement)

4.6 FAMILY AND MEDICAL LEAVE

A. Overview

The intent of this policy is to outline and explain some of the rules and requirements applying to the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). The government has a law that says you must give 12 weeks of unpaid time to workers for dealing with serious medical issues or a birth or adoption. We clearly follow that law.

Note: Employers with at least fifty (50) employees are required to comply with FMLA/CFRA. Because LAFCO employs fewer than 50 employees, LAFCO employees are not entitled to take leave under the federal or state family leave laws, other than for Pregnancy Disability Leave. However, LAFCO has

implemented the following Family and Medical Leave policy which incorporates select provisions of the FMLA/CFRA provisions.

B. Eligibility

Regular full-time and regular part-time employees are eligible to request unpaid Family Medical Leave provided they meet all of the following requirements:

1. Must have worked for LAFCO for at least twelve (12) months at any time (need not be continuous).

2. Must have worked at least 1,250 hours during the twelve (12) months preceding the start of the leave.

Part-time employees who meet the requirements will calculate Family/Medical Leave on a prorated basis according to the number of hours they are normally scheduled to work.

C. Reasons for Leave

Leave may be requested for any of the following reasons:

1. Birth, adoption, or foster care placement of a child.

2. Serious health condition of an employee's spouse, child, or parent (not parent in-law).

3. Serious health condition of the employee which makes them unable to perform their job.

Family Medical Leave is not available for non-serious conditions (including minor illnesses or for voluntary or cosmetic treatments) unless inpatient care is required or for routine preventive physical examinations.

D. Limitations

The following limitations apply to Family Medical Leave:

1. For birth, adoption, or placement in foster care, leave must be concluded within twelve months of the birth, adoption, or placement.

2. Spouses who both work for LAFCO are permitted a combined total of twelve workweeks during any twelve-month period for the birth of a child or placement for adoption or foster care. The limitation applies even if the spouses work at different work-sites.

3. The limit does not apply to leave taken by either spouse to care for a family member or for the employee's own serious illness. For example,

if both husband and wife took 5 workweeks each of Family Medical Leave for the birth or adoption of a child, then later both are entitled to six workweeks each for personal illness or to care for a family member.

E. Length of Leave

The length of Family Medical Leave is up to twelve workweeks within a twelve-month period (exception for Pregnancy Disability Leave - see policy). The twelve-month period begins the date the leave is taken. There is no carryover of unused leave from one twelve-month period to the next twelve-month period. Holidays that fall during the leave are counted against leave entitlement.

If at the end of twelve weeks the employee is unable to return to work, he/she may request a personal leave without pay. Such leave is granted at the discretion of LAFCO, and there is no requirement to hold the job available during the personal leave. LAFCO will, however, be governed by the Americans with Disabilities Act, the California Fair Employment and Housing Act, and Worker's Compensation regulations, if applicable.

F. Intermittent or Reduced Scheduled Leave

Family Leave taken for the purpose of birth or placement of a child will generally be granted in minimum amounts of two weeks. However, an employee may request smaller increments of leave time on two instances which will be subject to approval based upon business requirements.

If leave is taken intermittently or as a reduced work schedule, the amount of time used under Family Medical Leave is only the time actually taken. For example, one day of leave per week for an employee who works five days per week is the equivalent of 1/5 of a week of Family Medical Leave used.

G. Temporary Alternative Positions

An employee may be placed in a temporary alternative position if he/she requests intermittent or reduced schedule leave, or the existing position description may be altered, to better accommodate the employee's need for recurring periods of leave. The alternative position may not have equivalent duties but will receive equivalent pay and benefits. The employee must be qualified for the position. The employee may also be transferred to a part-time job with the same hourly rate of pay and benefits. Group health insurance will be maintained for the equivalent of twelve workweeks.

H. Impact on Benefits

Health insurance premiums that are normally paid by LAFCO will continue to be paid during Family Medical Leave for a maximum of twelve workweeks in a

twelve-month period (unless otherwise required for employee who have taken Pregnancy Disability Leave).

Service time, as well as vacation and incidental absence time, will continue to accrue during, but not exceeding, the twelve-week period. Employees will not be paid for holidays if they are in an unpaid status. For Family Medical Leave of thirty days or less, reviews relating to salary and performance will continue as usual. A salary action which would have ordinarily taken place during the time of the leave will become effective upon the employees return to work. For Family Medical Leave of over thirty days, Salary and Performance Reviews will be extended equal to the length of the leave.

I. Pregnancy Disability

In addition to the Pregnancy Disability Leave described in this handbook, a pregnant California employee is entitled to up to twelve additional workweeks of Family Medical Leave (provided the employee meets the eligibility requirements). The maximum time to be taken off is seven months: up to 17 1/3 weeks Pregnancy Disability (with a health care provider's certification) plus twelve workweeks Family and Medical Leave for additional period of disability and/or baby bonding time.

J. Requesting a Leave

An employee will be asked to provide certification from a health care provider that the leave is medically necessary when requesting a leave for their own health condition. If the health condition is that of a parent, spouse, or child, the health care provider must certify that the employee’s care of the family member is required.

For all requests, information and a schedule must be provided. Forms for requesting Family Medical Leave are available.

Employees are requested to give as much advance notice as possible. Thirty (30) days is considered a minimum. In cases of emergency, employees are expected to give as much notice as possible under the circumstances. If the leave schedule is flexible, employees are required to try to schedule the leave so as not to unduly disrupt LAFCO's operations.

K. Integration with Paid Leave

Family Medical Leave is unpaid. However, at the option of LAFCO or the employee, accrued vacation (or, sick leave where the leave is required due to the employee’s serious health condition) may be substituted for any unpaid Family Medical Leave. This designation of Family Medical Leave will be made by LAFCO at the time the employee requests the leave or when LAFCO determines that the leave qualifies as Family Medical Leave based on the information

provided. In either case, the total of paid and unpaid leave provided is limited to twelve (12) workweeks.

L. Upon Return from Leave

Employees timely returning from a leave covered under this policy are entitled to reinstatement to the same or equivalent position consistent with applicable law. An employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave.

LAFCO will comply with all applicable laws pertaining to reinstatement of employees including, where required, the reasonable accommodation of employees who have been on an approved leave. LAFCO will be governed by the Americans with Disabilities Act, the California Fair Employment and Housing Act and/or Workers' Compensation regulations where applicable. Family Medical Leave will not result in the loss of any employment benefit that was earned or entitled to before use of Family Medical Leave.

Employees using Family Medical Leave for their own serious medical condition must bring a health care provider's release to work upon returning from leave.

If an employee fails to return to work immediately after the period of approved leave expires (without notification) the employee will be considered to have voluntarily resigned from LAFCO.

In the case of an employee who fails to return to work after the end of a Family Medical Leave (except for a number of circumstances beyond the employee's control), LAFCO may opt to recover any money paid for health insurance during the unpaid leave.

M. Return to Work "Key Employee"

LAFCO cannot guarantee reinstatement to an employee's former or equivalent job if the employee taking Family and Medical Leave is a salaried employee and among the highest paid ten percent of all employees within a 75-mile radius (a "key employee") and reinstatement would cause substantial and grievous economic injury. Employees will be notified if this key employee provision applies to them.

PART 5 – CONDUCT AND PROBLEMS

5.1 EMPLOYEE CODE OF CONDUCT

A. Overview

In order to assist in fostering the desired goals of LAFCO, employees, together with the local community, have a right to expect the business of LAFCO to be conducted with efficiency, fairness, impartiality and integrity.

Employment at LAFCO carries with it an obligation to the public interest. It requires standards of professional behavior from employees that promote and maintain public confidence and trust.

Although no one set of rules can answer all ethical questions, this Code of Conduct provides LAFCO with an ethical framework for the decision, actions and behavior of its employees. In this regard, it explains the principles covering appropriate conduct in a variety of contexts and outlines the minimum standard of behavior expected of LAFCO employees. LAFCO employees are expected to comply with this policy, LAFCO's Policies and Guidelines, as well as all other state and Federal laws regarding employment by public agencies including, but not limited to, conflict of interest laws, use of public property regulations, and discrimination and harassment laws.

The violation of the policies and procedures of LAFCO or any other illegal acts may result in disciplinary action up to and including termination. Disciplinary actions may include verbal and written warnings, suspension, probationary periods and termination of employment, depending on the conduct involved. Nothing in this policy changes the At-Will Employment policy of LAFCO. LAFCO reserves the right to utilize any form of disciplinary action, up to and including termination, at any stage it deems appropriate, depending on the circumstances.

B. General Principles

The public is entitled to expect the business of LAFCO to be conducted with efficiency, economy, fairness, impartiality and integrity. To meet that expectation, LAFCO employees must abide with the following principles when doing their work:

1. Responsibility of LAFCO Employees

Employees are to implement the policies and decisions of LAFCO in a fair and impartial manner. Employees must comply with relevant state and Federal law.

2. Respect for People

Employees are to treat their colleagues and members of the public fairly and consistently, in a non-discriminatory manner with proper regard for their rights and obligations. In this regard, employees shall perform their duties in a professional and responsible manner.

They shall ensure that their decisions and actions are reasonable, fair and appropriate to the circumstance, based on consideration of all the relevant facts and supported by adequate documentation.

3. Integrity and Public Interest

Employees are to promote confidence in the integrity of LAFCO and always act in the public interest and not in their private interest.

4. Responsible Service

Employees are to provide relevant and responsible service to the public and other employees, providing necessary and appropriate assistance.

They should provide information promptly and in an appropriate format that is easy for the recipient to understand. The information should be clear, accurate and complete.

5. Economy and Efficiency

Employees should keep up to date with advances and changes in their area of expertise and look for ways to improve performance and achieve high standards of work.

They shall use their authority, available resources and information only for the work-related purpose intended.

C. Guide to Ethical Decision Making

To assist in fostering a climate of ethical awareness, conduct and decision making at LAFCO, employees may find it useful to refer to or consider, either by themselves or in conjunction with their peers, supervisor or Executive Officer the following five points:

1. Is the decision or conduct lawful?

2. Is the decision or conduct consistent with the LAFCO Commissioner Handbook and LAFCO's goals and Code of Conduct?

3. What will the outcome be for the employee, other employees, LAFCO, and others?

4. Do these outcomes raise a conflict of interest or lead to private gain at LAFCO's expense?

5. Can the decision or conduct be justified in terms of public interest and would it withstand public scrutiny?

D. Acceptance of Gifts or Benefits

In addition to requirements set forth in the Political Reform Act, as enforced by the Fair Political Practices Commission, employees should not accept gifts or

benefits that are intended to, likely to, or be perceived to cause employees to act in a partial manner in the course of their duties.

E. Fairness and Equity

Issues or cases being considered by employees should be dealt with consistently, promptly and fairly. This involves dealing with matters in accordance with approved LAFCO procedures, in a non-discriminatory manner.

When using any discretionary powers, employees should ensure that they take all relevant facts into consideration, have regard to particular merits of each case, and do not take irrelevant matters or circumstances into consideration.

5.2 EMPLOYEE REMOTE WORK POLICY AND AGREEMENT

A. Overview

The intent of this policy is to establish a remote working agreement between employees and managers to work from a non-office location. A Remote Work Agreement (Appendix A) will be provided by LAFCO and signed by the employee and Executive Officer. Remote work employees should indicate their primary working address in a remote working agreement. This contract will also outline their responsibilities as remote employees.

B. Policy

To ensure that employee performance will not suffer in remote work arrangements, we advise our remote employees to:

- Choose a quiet and distraction-free working space.
- Have an internet connection that's adequate for their job.
- Dedicate their full attention to their job duties during working hours.
- Adhere to break and attendance schedules agreed upon with their manager.
- Ensure their schedules overlap with those of their other members for as long as is necessary to complete their job duties effectively.

Employees and managers should determine long-term and short-term goals. They should frequently meet (either online or in-person when possible) to discuss progress and results.

Compliance with Policies
Remote employees must follow LAFCO policies as if they were office-based colleagues. Examples of policies that all employees should abide by are:

- Attendance
- Social media
- Employee Code of Conduct
- Anti-discrimination/Equal opportunity

- Dress code when meeting public or partners
- Keep their equipment password protected.

5.3 SAFETY

A. Overview

The intent of this policy is to outline safety expectations.

B. Policy

Every employee is responsible for safety. To achieve our goal of providing a completely safe workplace, everyone must be safety conscious. Employees should report any unsafe or hazardous condition directly to their supervisor immediately.

In case of an accident involving a personal injury, regardless of how serious, employees should notify the Executive Officer immediately. Failure to report accidents can result in a violation of legal requirements, and can lead to difficulties in processing insurance and benefit claims.

If an employee is injured on the job, he or she will be entitled to benefits under the state workers' compensation law in most cases.

5.4 DRUG AND ALCOHOL POLICY

A. Overview

The intent of this policy is to provide a drug and alcohol-free work environment for all LAFCO employees.

B. Policy

It is LAFCO's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on LAFCO's premises and while conducting business-related activities off LAFCO's premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs (whether the drug is considered illegal under federal or state law). Because marijuana is still defined as illegal under federal law, the employment policy treats it as such. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. The reasonable use of alcohol may be allowed during work-related meetings and conferences conducted outside of working hours if alcohol is being served at such function.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. They may also wish to discuss these matters with the Executive Officer to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all LAFCO's policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause LAFCO any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify LAFCO of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

5.5 PROBLEM RESOLUTION PROCEDURE

A. Overview

The intent of this policy is to outline LAFCO's problem resolution procedure.

B. Policy

LAFCO is committed to encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response. LAFCO strives to ensure fair and honest treatment of all employees. All employees are expected to treat each other with mutual respect. All employees are encouraged to offer positive and constructive criticism.

If there is a disagreement concerning established rules of conduct, policies, or practices, employees may express their concern through the problem resolution procedure. No one will be penalized, formally or informally, for voicing a complaint with LAFCO in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs where an employee believes that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps:

1. Employee presents problem to the Executive Officer within five (5) working days of the incident or occurrence giving rise to the complaint.

2. The Executive Officer will review and/or investigate the complaint and provide an answer in writing within thirty (30) days of the referral of the complaint to him or her, or as promptly as possible if a written answer cannot be provided within that thirty (30) day period.

3. The Executive Officer has full authority to make any adjustment deemed appropriate to resolve the problem. Complaints which involve the Executive Officer or cannot be resolved by the Executive Officer can be filed with the Chair of the Commission.

Nothing in this "Problem Resolution Procedure" changes the At-Will Employment policy of LAFCO.

5.6 Dress Code

A. Overview

It is the intent of this policy to establish an Employee Dress Code.

B. Policy:

In the interests of presenting a professional image to the public, LAFCO requires that all employees observe good habits of grooming and personal hygiene. Please dress conservatively and professionally in an appropriate manner for a business office. Fridays are declared to be casual dress days. On these days, jeans and a more casual approach to dressing is allowed. An employee's appearance can create a positive or negative impression that reflects on our organization and culture.

5.7 Employment of Relatives (NEPOTISM)

A. Overview:

It is the intent of this policy to establish LAFCO's policy regarding Nepotism to avoid creating situations such as conflict of interest or favoritism.

B: Policy:

It is the policy of LAFCO not to discriminate in its employment practices. Notwithstanding these provisions, LAFCO shall not place a relative under the direct supervision of a related employee or to place him or her in the same department or facility where such a situation has the potential for creating an adverse effect on supervision, safety, security. LAFCO reserves the right to apply this policy to other relationships that create a conflict of interest or have an adverse effect on supervision, safety or security. For the purposes of this

policy relative is defined as an employee's parent, child, spouse or registered domestic partner, brother, sister, in-laws, and step relationships.

5.8 Social Media Policy for Employees

A. Overview:

It is the intent of this policy to establish LAFCO's policy regarding social media use in the workplace. Our social media policy provides a framework for using social media. Social media is a place where people exchange information, opinions and experiences to learn, develop and have fun. You should remain productive and avoid damaging our organization in any way. This policy provides practical advice to avoid issues that might arise by careless use of social media in the workplace

B: Policy:

We expect all our employees to follow this policy.

Also, by "social media", we refer to a variety of online communities like blogs, social networks, chat rooms and forums – not just platforms like Facebook or Twitter.

This policy is built around two different elements: one, using personal social media at work and two, representing our organization through social media.

We allow our employees to access their personal accounts at work. But, we expect you to act responsibly and ensure your productivity isn't affected.

When you're using your accounts for personal purposes, you may easily get sidetracked by the vast amount of available content. So, please restrict your use during the work day.

We ask you to be careful when posting on social media, too. We can't restrict what you post there, but we expect you to adhere to our confidentiality policies at all times. We also caution you to avoid violating our anti-harassment policies or posting something that might make your collaboration with your colleagues more difficult (e.g. hate speech against groups where colleagues belong to). In general, please:

We advise our employees to:

- **Ensure others know that your personal account or statements don't represent our organization.** You shouldn't state or imply that your personal opinions and content are authorized or endorsed by LAFCO. We advise using a disclaimer such as "opinions are my own" to avoid misunderstandings.
- **Avoid any defamatory, offensive or derogatory content.** It may be considered as a violation of our anti-harassment policy, if directed towards colleagues, clients or partners.

Representing our organization

If at some point, employees may represent our organization by handling corporate social media accounts or speak on our organization's behalf. When you're sitting behind a corporate social media account, we expect you to act carefully and responsibly to protect our image and reputation. You should:

- **Be respectful, polite and patient,** when engaging in conversations on our organization's behalf. You should be extra careful when making declarations or promises towards applicant's and stakeholders.

  Avoid speaking on matters outside your field of expertise when possible. Everyone should be careful not to answer questions or make statements that fall under somebody else's responsibility.

We may have to take disciplinary action leading up to and including termination if employees do not follow this policy's guidelines. Examples of non-conformity with the employee social media policy include but are not limited to:

- Disregarding job responsibilities and deadlines to use social media at work.
- Disclosing confidential information through personal or corporate accounts.
- Directing offensive comments towards other members of the online community.

If you violate this policy inadvertently, you may receive a reprimand. We expect you to comply after that, or stricter disciplinary actions will apply.

PART 6 – LODGING, MEALS AND TRAVEL

6.1 LODGING, MEALS, AND TRAVEL

A. Overview

While traveling on behalf of LAFCO for non-conference business, an employee's flights, lodging and rental car will be paid upfront when the booking is made.

Meals, tolls, taxis, baggage fees and a variety of other costs will be paid with an employee's personal credit card or cash and a receipt should be obtained.

Submit receipts and reimbursement claims promptly in accordance with FIN software.

B. Lodging

Employees are eligible for their own private hotel room.

Employee hotel preferences will be considered, and employees are entitled to any hotel loyalty points awarded or group rates.

A personal credit card is required at check-in for incidentals.

Incidentals (room damage, pay-per-view, minibar, etc.) are not reimbursable.

Fees incurred to access the gym or fitness center of a hotel are not reimbursable.

If residing with a friend, family member or AirBnB, in lieu of staying in a hotel, an employee is eligible for accommodations improved by whatever dollar amount is being saved by the cheaper housing option (better class, more convenient schedule, etc.). This is considered on a case-by-case basis.

C. Flexible Stay

Employees wanting to travel earlier/later than required for personal time in the destination may do so.

Employees must use vacation days to account for these additional days of travel.

If this flexibility results in travel cost more than the original LAFCO covered expenses. Any additional cost will be paid by the employee.

If this flexibility results in additional lodging and meal costs, the difference will be paid by the employee.

D. Meals

Be reasonable. You don't need to eat at McDonalds, but $100 steak dinner is probably overkill. Eat where you would eat if you were spending your own money.

Tips shouldn't exceed 20% of the total bill and should be appropriate to the location, service level and local protocol. Alcohol is not reimbursable this additional cost will be paid by the employee.

Standard Santa Barbara County per diem rates apply.

E. Travel (Car, Train, Flight, Lyft, Uber)

If the destination requires it, a midsize car will be booked on the employee's behalf.

Employee rental car company preferences will be considered, and employees are entitled to any car rental loyalty points awarded.

In case of emergency, a midsize car can be booked on-site and submitted for reimbursement.

Insurance policies and extras should be turned down at the rental counter.

However, pre-paying for gas should be accepted.

Tolls are reimbursable.

If a booking is made or changed without manager approval, the employee will be responsible for the resultant difference in cost.

In case of accident, employees should contact 911, the group insurance provider and management, in that order.

F. Travel Documentation

Employees traveling domestically must check that their government-issued photo I.D. is current, the costs of which are not reimbursable.

Proper insurance identification cards and valid driver's license shall be carried at all times.

Please retain receipts for all documentation expenses.

PART 7 – MISCELLANEOUS REIMBURSEABLE EXPENSES

7.1 REIMBURSEABLE EXPENSES

A. Overview

The intent of this policy is to provide a reasonable list of reimbursable expenses for all LAFCO employees

LAFCO shall reimburse Executive Office for expenses incurred in performing services as set forth in Exhibit A of his/her contract. Expenses not explicitly set forth in Exhibit A shall not be reimbursed without the prior written consent of LAFCO Chair. Expenses will be reimbursed only if incurred during the contract period.

B. Eligible Employees

All Employees are eligible for mileage at the standard Santa Barbara County rate, calculated from employee home work place, postage and express mail, printing and copying, travel as outlined above, and healthcare in lieu of LAFCO medical coverage.

Adopted June 3, 2021
Revised June 2, 2022
Revised September 1, 2022

Employee Remote Work Policy and Agreement

This policy outlines guidelines for employees who work from a location other than our offices. We want to ensure that both employees and our Organization will benefit from these arrangements. All remote work must receive prior approval from the Executive Officer . **Not all positions are appropriate or feasible for remote work.**

Employees may work remotely on a permanent or temporary basis depending on business needs.

This remote work policy is in effect during to the COVID-19 pandemic and public health guidelines strongly recommending work from home when feasible. This policy will be reviewed when public health guidelines or business needs change.

Permanent remote work employees should indicate their primary working address in this remote working agreement. In case of transfer or relocation, employees remote work capability will be assessed on a case-by-case basis.

Remote work does not change the terms and conditions of your employment with SBLAFCO

Remote Working that Works

To ensure that employee performance will not suffer in remote work arrangements, we advise our remote employees to:

- Choose a quiet and distraction-free working space
- Have an internet connection that's adequate for their job
- Dedicate their full attention to their job duties during working hours
- Adhere to all meal and rest break and attendance schedules agreed upon with their manager and in compliance with state law
- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively

Employee members and managers should determine long-term and short-term goals. They should frequently meet (either online or in-person when possible) to discuss progress and results.

Mandatory meetings will include all Regular or Special Commission Meeting dates unless authorized to occur via conference call, Skype, Zoom). _ (e.g. generally every 1st Thursday of the month.

Compliance with Policies

Our remote employees must follow all Organizational policies like their office-based colleagues. Examples of policies that all employees should abide by include, but are not limited to, the following:

- Attendance
- Social media
- Confidentiality
- Equipment password protected
- Work Hours/Time Keeping
- Employee Code of Conduct
- Anti-discrimination/Anti- harassment/ Equal opportunity
- Safety
- Dress code when meeting in-person or by video with public, member agencies or other employees.

Time Worked

Your assigned work schedule is_____ (e.g. Monday-Friday 8 a.m. to 5 p.m.). You will work remotely_____(every day, M/W/F, every other Friday, etc.) during your assigned hours.

Non-exempt employees must follow all applicable policies including, but not limited to, meal and rest breaks, requesting prior approval for overtime, and timekeeping. Off-the-clock work is prohibited under our policy.

Equipment and Expenses

We will provide our remote employees with equipment that is essential to their job duties, like laptops (when applicable.) We will install Company-required software when employees receive their equipment. If equipment is not available employees may use their own equipment for work, consistent with legal requirements and this policy.

Equipment that we provide is LAFCO property. LAFCO retains control over the property and reserves the right to monitor LAFCO property even when used at your remote location. Employees must keep it safe and avoid any misuse. Equipment supplied by LAFCO is to be used for business purposes only. The remote worker will sign an inventory of all LAFCO property received and agree to take appropriate action to protect the items from damage or theft. Employees must take proper measures to secure LAFCO information, assets and systems.

Specifically, employees must:

- Keep their equipment password protected
- Store equipment in a safe and clean space when not in use
- Follow all data encryption, protection standards and settings
- Refrain from visiting untrustworthy or suspicious sites.
- Only download authorized software with prior approval.
- Keep confidential information in locked file cabinets and desks.

Remote employees will also receive expense reimbursement to cover reasonable and necessary business related expenses that are incurred (e.g. office supplies, shipping costs). Employees shall follow our expense reimbursement policy in terms of required documentation.

Upon termination of employment, all LAFCO property shall be returned to LAFCO, unless other arrangements have been made and approved in writing by the Executive Officer.

Acknowledgment of Remote Worker Policy

I have read and understand the attached Employee Remote Work Policy, and agree to the duties, obligations, responsibilities and conditions for remote workers described in the policy. I understand that I remain subject to all of Santa Barbara LAFCO internal policies including, but not limited to, policies relating to technology, confidential information, harassment and discrimination prevention and safety policies.

I agree that, I am responsible for following my remote work schedule, taking proper measures to secure information, assets and systems and maintaining my work space in a safe manner and is in compliance with LAFCO's Employee Work policy and Agreement.

I understand that LAFCO may at any time change any or all of the conditions under which I am permitted to work remotely, or withdraw permission to work remotely.

LAFCO has supplied me with the following equipment:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

LAFCO policy relating to properly maintaining office equipment applies. At the end of the employment relationship or termination of this remote work agreement, I agree to immediately return this equipment or reimburse LAFCO for the value of this equipment. Provided equipment shall be used for work related activities.

I understand that LAFCO may monitor any equipment that is provided to me.

I have reviewed the Employee Remote Work Policy and Agreement, understand its contents. I agree to be bound by and comply with its terms. I understand that this Policy may be altered or terminated at any time.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Employee Address: _____
(where majority of remote work will be performed)

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION
SUMMARY OF COMMISSIONER HANDBOOK UPDATES

Amendment or Change	Date Approved
Reformatted Handbook	July 7, 1994
Section 12 – Rules Affecting Special District Functions	August 4, 1994
Section 4 – Membership	Oct. 6, 1994
Section 6 – Rules and Procedures	March 2, 1995
Introduction	April 12, 1995
Section 4 – Membership	April 12, 1995
Section 7 – Out-of-Agency Service Agreements	January 25, 1996
Section 7 – Reconsideration of LAFCO Decisions	October 3, 1996
Section 7 – State Review of Comprehensive Fiscal Analysis	December 13, 1996
Section 7 – Out-of-Agency Service Agreements	November 4, 1999
Section 2 – Why LAFCO? Historical Perspective Section 3 – Role of the Commissioner Section 4 – Membership Section 5 – Powers and Duties Section 6 – Rules and Procedures Section 9 – LAFCO Budget and Financial Procedures	May 8, 2003
Section 6 – Rules and Procedures	September 4, 2003
Section 9 – LAFCO Budget and Financial Procedures	December 4, 2003
Section 4 – LAFCO Membership	December 16, 2004
Section 9 – Investment Policy	February 2, 2006
Section 6 – Rules and Procedures	November 2, 2006
Section 6 – Rules and Procedures	February 7, 2008
Section 4 – LAFCO Membership	March 6, 2008
Section 6 – Rules and Procedures	July 3, 2008
Section 6 – Rules and Procedures	March 9, 2009
Section 6 – Rules and Procedures	September 3, 2009
Section 6 – Rules and Procedures	January 8, 2010
Section 9 – LAFCO Budget and Financial Procedures	March 3, 2011
Section 6 – Policy Guidelines and Standards	July 7, 2011
Section 3 – Role of the LAFCO Commissioner	June 7, 2012
Section 9 – LAFCO Budget and Financial Procedures	November 1. 2012
Section 14 – History of LAFCO Membership	Periodic staff changes
Section 6 – Rules and Procedures	April 3, 2014
Section 7 – Policy Guidleines and Standards	August 7, 2014
Section 7 – Policy Guidleines and Standards	April 1, 2021
Section 10 – LAFCO Staffing	April 1, 2021
Section 11 – Association of LAFCOs	April 1, 2021
Appendix Remote Work Agreement	April 1, 2021
Appendix GC 56668 Factors	April 1, 2021
Appendix MSR Guidelines	April 1, 2021
Section 13 – Employee Handbook	June 6, 2021
Section 8 – Conflict of Interest Code	September 2, 2021
Section 6 – Rules and Procedures	December 9, 2021
Section 7 – Policy Guidleines and Standards	December 9, 2021
Section 13 – Employee Handbook	December 9, 2021
Section 3 – Role of the Commissioner	December 9, 2021
Section 6 – Rules and Procedures	December 9, 2021
Section 8 – Conflict of Interest Code	December 9, 2021
Section 13 – Employee Handbook	September 1, 2022
Section 9 – LAFCO Budget and Financial Procedures	January 12, 2023
Section 7 – Policy Guidleines and Standards	August 3, 2023
Section 6 – Rules and Procedures	October 2, 2025
Section 8 – Conflict of Interest Code	September 3, 2026

Appendix E

DIRECTORY OF LOCAL AGENCIES IN SANTA BARBARA COUNTY

Cities and Special Districts

CITY OF BUELLTON	1
CITY OF CARPINTERIA	2
CITY OF GOLETA	3
CITY OF GUADALUPE	4
CITY OF LOMPOC	5
CITY OF SANTA BARBARA	6
CITY OF SANTA MARIA	7
CITY OF SOLVANG	8
CACHUMA RESOURCE CONSERVATION DISTRICT	45
CARPINTERIA CEMETERY DISTRICT	11
CARPINTERIA SANITARY DISTRICT	47
CARPINTERIA/SUMMERLAND FIRE PROTECTION DISTRICT	35
CARPINTERIA VALLEY WATER DISTRICT	56
CASMALIA COMMUNITY SERVICES DISTRICT	18
COUNTY OF SANTA BARBARA	9
CSA 3 (GOLETA VALLEY)	29
CSA 4 (NORTH LOMPOC)	31
CSA 5 (ORCUTT)	32
CSA 11 (CARPINTERIA VALLEY)	28
CSA 12 (MISSION CANYON)	34
CSA 31 (ISLA VISTA)	30
CSA 32 (UNINCORPORATED POLICE SERVICES)	27
CSA 41 (RANCHO SANTA RITA)	33
CUYAMA BASIN WATER DISTRICT	57
CUYAMA COMMUNITY SERVICES DISTRICT	19
CUYAMA VALLEY RECREATION AND PARK DISTRICT	43
EMBARCADERO MUNICIPAL IMPROVEMENT DISTRICT	42
GOLETA CEMETERY DISTRICT	12
GOLETA SANITARY DISTRICT	48
GOLETA WATER DISTRICT	58
GOLETA WEST SANITARY DISTRICT	49
GUADALUPE CEMETERY DISTRICT	13
GUADALUPE LIGHTING DISTRICT	39
ISLA VISTA COMMUNITY SERVICES DISTRICT	20
ISLA VISTA RECREATION AND PARK DISTRICT	44
LAGUNA COUNTY SANITATION DISTRICT	46
LOMPOC CEMETERY DISTRICT	14
LOMPOC HEALTH CARE DISTRICT	38
LOS ALAMOS CEMETERY DISTRICT	15
LOS ALAMOS COMMUNITY SERVICES DISTRICT	21
LOS OLIVOS COMMUNITY SERVICES DISTRICT	22
MISSION CANYON LIGHTING DISTRICT	40

MISSION HILLS COMMUNITY SERVICES DISTRICT 23

MONTECITO FIRE PROTECTION DISTRICT 36
MONTECITO SANITARY DISTRICT 50
MONTECITO WATER DISTRICT 59
MOSQUITO AND VECTOR MANAGEMENT DISTRICT 53
NORTH COUNTY LIGHTING DISTRICT 41
OAK HILL CEMETERY DISTRICT 16
SAN ANTONIO BASIN WATER DISTRICT 60
SANTA BARBARA COUNTY FIRE PROTECTION DISTRICT 37
SANTA BARBARA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT 54
SANTA BARBARA COUNTY WATER AGENCY 55
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT 52
SANTA MARIA PUBLIC AIRPORT DISTRICT 10
SANTA MARIA CEMETERY DISTRICT 17
SANTA MARIA VALLEY WATER CONSERVATION DISTRICT 61
SANTA RITA HILLS COMMUNITY SERVICES DISTRICT 24
SANTA YNEZ COMMUNITY SERVICES DISTRICT 25
SANTA YNEZ RIVER WATER CONSERVATION DISTRICT 62
SANTA YNEZ RIVER WATER CONSERVATION DISTRICT, IMPROVEMENT DISTRICT NO. 1 63
SUMMERLAND SANITARY DISTRICT 51
VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT 26

Appendix F

DIRECTORY OF LOCAL AGENCIES IN SANTA BARBARA COUNTY

DEPENDENT DISTRICTS

Districts Governed by the Board of Supervisors

CSA 3 (GOLETA VALLEY) 29
CSA 4 (NORTH LOMPOC) 31
CSA 5 (ORCUTT) 32
CSA 11 (CARPINTERIA VALLEY) 28
CSA 12 (MISSION CANYON) 34
CSA 31 (ISLA VISTA) 30
CSA 32 (UNINCORPORATED POLICE SERVICES) 27
CSA 41 (RANCHO SANTA RITA) 33
LAGUNA COUNTY SANITATION DISTRICT 46
MISSION CANYON LIGHTING DISTRICT 40
NORTH COUNTY LIGHTING DISTRICT 41
SANTA BARBARA COUNTY FIRE PROTECTION DISTRICT 37
SANTA BARBARA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT 54
SANTA BARBARA COUNTY WATER AGENCY 55

Districts Governed by a City Council

GUADALUPE LIGHTING DISTRICT 39

Districts Governed by a Composite Board

SANTA BARBARA METROPOLITAN TRANSIT DISTRICT 52

INDEPENDENT DISTRICTS

Districts Governed by Elected Boards of Directors

CACHUMA RESOURCE CONSERVATION DISTRICT 45
CARPINTERIA SANITARY DISTRICT 47
CARPINTERA/SUMMERLAND FIRE PROTECTION DISTRICT 35
CARPINTERIA VALLEY WATER DISTRICT 54
CASMALIA COMMUNITY SERVICES DISTRICT 18
CUYAMA BASIN WATER DISTRICT 57
CUYAMA COMMUNITY SERVICES DISTRICT 19
CUYAMA VALLEY RECREATION AND PARK DISTRICT 43
EMBARCADERO MUNICIPAL IMPROVEMENT DISTRICT 42

GOLETA SANITARY DISTRICT 48
GOLETA WATER DISTRICT 58
GOLETA WEST SANITARY DISTRICT 49
ISLA VISTA COMMUNITY SERVICES DISTRICT 20
ISLA VISTA RECREATION AND PARK DISTRICT 44
LOMPOC HEALTH CARE DISTRICT 38
LOS ALAMOS COMMUNITY SERVICES DISTRICT 21
LOS OLIVOS COMMUNITY SERVICES DISTRICT 22
MISSION HILLS COMMUNITY SERVICES DISTRICT 23
MONTECITO FIRE PROTECTION DISTRICT 36
MONTECITO SANITARY DISTRICT 50
MONTECITO WATER DISTRICT 59
SAN ANTONIO BASIN WATER DISTRICT 60
SANTA MARIA PUBLIC AIRPORT DISTRICT 10
SANTA MARIA VALLEY WATER CONSERVATION DISTRICT 61
SANTA RITA HILLS COMMUNITY SERVICES DISTRICT 24
SANTA YNEZ COMMUNITY SERVICES DISTRICT 25
SANTA YNEZ RIVER WATER CONSERVATION DISTRICT 62
SANTA YNEZ RIVER WATER CONSERVATION DISTRICT, IMPROVEMENT DISTRICT NO. 1 63
SUMMERLAND SANITARY DISTRICT 51
VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT 26

Districts Governed by Appointed Boards of Directors

CARPINTERIA CEMETERY DISTRICT 11
GOLETA CEMETERY DISTRICT 12
GUADALUPE CEMETERY DISTRICT 13
LOMPOC CEMETERY DISTRICT 14
LOS ALAMOS CEMETERY DISTRICT 15
MOSQUITO AND VECTOR MANAGEMENT DISTRICT 53
OAK HILL CEMETERY DISTRICT 16
SANTA MARIA CEMETERY DISTRICT 17

CITY OF BUELLTON
General Law City

Location of office	107 West Highway 246 Buellton, CA
Mailing address (if different)	P.O. Box 1819 Buellton, CA 93427
Telephone number	686-5177
FAX number	686-0086
Web page	www.cityofbuellton.com
E-mail address	lindar@cityofbuellton.com

City Council: Self-governing, elected by District (Mayor at Large) elected in November of even-numbered years, 4-year terms

Meets: 2nd and 4th Thursdays of each month, 6:00 PM, City Council Chambers located at 140 West Highway 246, Buellton

STAFF

Scott Wolfe	City Manager
Linda Reid	City Clerk
Greg Murphy	City Attorney
Andrea Keefer	Planning Director

INFORMATION

Incorporated	1992
Population	5,091 (Calif. Dept. of Finance 5/25)
Registered Voters	2,588 registered voters as of 7/08/25

CITY OF CARPINTERIA
General Law City

Location of office and mailing address	5775 Carpinteria Avenue Carpinteria, CA 93013
Telephone number	684-5405
FAX number	684-5304
Web page	www.carpinteria.ca.us
E-mail address	brianb@ci.carpinteria.ca.us

City Council: Self-governing, elected by District (Mayor at Large) elected in November of even-numbered years, 4-year terms

Meets: 2nd and 4th Mondays of each month, 5:30 PM, City Council Chambers located at 5775 Carpinteria Avenue, Carpinteria

STAFF

Michael Ramirez	City Manager
Brian Barrett	City Clerk, Acting
Jena Acos	City Attorney
Nick Bobroff	Community Development Director

INFORMATION

Incorporated	1965
Population	12,735 (Calif. Dept. of Finance -5/25)
Registered Voters	6,513 registered voters as of 7/08/25

CITY OF GOLETA
General Law City

Location of office and Mailing Address	130 Cremona Drive, Suite B Goleta, CA 93117
Telephone number	961-7500
FAX number	685-2635
Web page	www.cityofgoleta.org
E-mail address	cityhall@cityofgoleta.org

City Council: Self-governing, elected in November of even-numbered years, 4-year terms

Meets: 1st and 3rd Tuesdays of each month, 5:30 PM City Council Chamber located at 130 Cremona Drive, Suite B, Goleta

STAFF

Robert Nisbet	City Manager
Deborah Lopez	City Clerk
Isaac Rosen	City Attorney
Peter T. Imhof	Planning Director

INFORMATION

Incorporation	2002
Population	32,747 (Calif. Dept. of Finance - 5/25)
Registered Voters	16,031 registered voters as of 7/08/25

CITY OF GUADALUPE
General Law City

Location of office and mailing address	918 Obispo Street Guadalupe, CA 93434
Telephone number	356-3891
FAX number	343-5512
E-mail address	juana@ci.guadalupe.ca.us
Website	www.ci.guadalupe.ca.us

City Council: Self-governing, elected in November of even-numbered years, 4-year terms and elected Mayor serving 2-year terms

Meets: 2nd and 4th Tuesday of each month, 6:00 PM, City Council Chambers located at 918 Obispo Street, Guadalupe

STAFF

David Trujillo	Interim City Administrator
Judy Wilson	City Clerk
Philip Sinco	City Attorney
Larry Appel	Contract Planning Director

INFORMATION

Incorporated	1946
Population	8,851 (Calif. Dept. of Finance - 5/25)
Registered voters	1,884 registered voters as of 7/08/25

CITY OF LOMPOC
General Law City

Location of office	100 Civic Center Plaza Lompoc, CA
Mailing address (if different)	P.O. Box 8001 Lompoc, CA 93438
Telephone number	736-1261
FAX number	736-5347
Web page	www.ci.lompoc.ca.us

City Council: Self-governing, elected by District (Mayor at Large) elected in November of even-numbered years, 4-year terms

Meets: 1st and 3rd Tuesdays of each month, 6:30 PM, City Council Chambers located at 100 Civic Center Plaza, Lompoc

STAFF

Dean Albro	City Manager
Stacey Haddon	City Clerk
Jeff Malawy	City Attorney
Mario Guerrero	Community Development Director

INFORMATION

Incorporation	1888
Population	43,424 (Calif. Dept. of Finance - 5/25)
Registered voters	14,383 registered voters as of 7/08/25

CITY OF SANTA BARBARA
Charter City

Location of office	735 Anacapa St, Santa Barbara
Mailing address (if different)	P.O. Box 1990 Santa Barbara, CA 93102-1990
Telephone number	963-0611
FAX number	564-5475
Web page	www.santabarbaraca.gov
E-mail address	sgorman@santabarbaraca.gov

City Council: Self-governing, elected by District (Mayor at Large) elected in November, of odd-numbered years, taking office in January, 4-year terms with term limits of eight consecutive years

Meets: Weekly on Tuesdays, 2:00 PM, City Council Chambers located at 735 Anacapa Street, Santa Barbara

STAFF

Kelly McAdoo	City Administrator, Interim
Sarah Gorman	City Clerk
Sarah Knecht	City Attorney
Allison DeBusk	Community Development Director

INFORMATION

Incorporation	1850
Population	86,451 (Calif. Dept. of Finance - 5/25)
Registered voters	46,037 registered voters as of 7/08/25

CITY OF SANTA MARIA
Charter City

Location of office and mailing address	110 East Cook Street Santa Maria, CA 93454
Telephone number	925-0951 Ext. 2200
FAX number	349-0657
Web page	www.cityofsantamaria.org
E-mail address	cityclerk@cityofsantamaria.org

City Council: Self-governing, elected by Council District with Mayor elected at larger. Elections in November of even-numbered years, 4-year terms

Meets: 1st and 3rd Tuesdays of each month, 5:30 PM, City Council Chambers located at 110 E. Cook Street, Santa Maria

STAFF

David Rowlands	City Manager
Patti M. Rodriguez	City Clerk
Thomas Watson	City Attorney
Chenin Dow	Director of Community Development

INFORMATION

Incorporation	1905
Population	112,208 (Calif. Dept. of Finance - 5/25)
Registered voters	29,041 registered voters as of 7/08/25

CITY OF SOLVANG
Charter City

Location of office and mailing address	1644 Oak Street Solvang, CA 93463
Telephone number	688-5575
FAX number	686-2049
E-mail address	cityhall@cityofsolvang.com

City Council: Self-governing, elected by District (Mayor at Large) in November of even-numbered years, 4-year terms, and elected Mayor serving 2-year terms

Meets: 2nd and 4th Mondays of each month, 6:30 PM, City Council Chambers located at 1644 Oak Street, Solvang

STAFF

Randy Murphy	City Manager
Annamarie Porter	City Clerk
Chelsea O'Sullivan	City Attorney
Rafael Castillo	Community Development Director

INFORMATION

Incorporation	1985
Population	5,755 (Calif. Dept. of Finance - 5/25)
Registered voters	3,034 registered voters as of 7/08/25

COUNTY OF SANTA BARBARA
General Law County

Location of office and mailing address	County Executive Office 105 East Anapamu Street Santa Barbara CA 93101
Telephone number	568-3400
FAX number	568-3414
Web page	www.countyofsb.org/CEO
E-mail address	CAOemail@countyofsb.org

BOARD OF SUPERVISORS

(Self-governing, elected in even-numbered years, 4-year terms)

Meets: First four Tuesdays of each month, 9:00 AM, Board of Supervisors Chambers in Santa Barbara or Santa Maria

Roy Lee	1st District
Laura Capps	2nd District
Joan Hartmann	3rd District
Bob Nelson	4th District
Steve Lavagnino	5th District

STAFF

Mona Miyasato	County Executive Officer
Jacquelyne Alexander	Chief Deputy Clerk of the Board
Rachel Van Mullem	County Counsel
Lisa Plowman	Planning and Development Director

INFORMATION

Created	February 18, 1850
Population	448,229 as of 2020 Census
Registered Voters	250,857 as of 10/20/25

Public Airport District

SANTA MARIA PUBLIC AIRPORT DISTRICT

(California Airport District Act, Public Utilities Code §22001 et seq.)

Location of office and mailing address	3217 Terminal Drive Santa Maria, CA 93455
Telephone number	922-1726
FAX number	922-0677
Website	www.santamariaariport.com
E-mail address	airport@santamariaairport.com

Board of Directors: Independent - Self-governing, elected by District in November of even-numbered years, 4-year terms

Meets: 2nd and 4th Thursdays of each month, 6:00 PM, District Board Room

STAFF

Martin Peel	General Manager
Kerry Fenton	Clerk of the Board
Joshua M. George	Legal Counsel

INFORMATION

Formation: 1962

Services provided:

The District owns and operates Santa Maria Airport; a commercial and general aviation airport located within the City of Santa Maria.

Cemetery District

CARPINTERIA CEMETERY DISTRICT

(Health and Safety Code §8890 et seq.)

Location of office and mailing address	1501 Cravens Lane Carpinteria, CA 93013
Telephone number	684-2466
FAX number	566-0898
Website	www.carpcemetery.com
E-mail address	carpcemetery@yahoo.com

Board of Directors: Independent - Five member Board of Directors appointed by the Board of Supervisors

Meets: Once a year, 4:00 PM, Cemetery District Board Room

STAFF

Michael Damron	General Manager
Michael Damron	Clerk of the Board
County Counsel	Legal Counsel

INFORMATION

Formation: 1914

Services provided:

The District owns and maintains a public cemetery and provides burial services.

Cemetery District

GOLETA CEMETERY DISTRICT

(Health and Safety Code §8890 et seq.)

Location office and mailing address	44 South San Antonio Road Santa Barbara, CA 93110
Telephone number	967-3608
FAX number	964-8268
Website	www.goletacemetery.com
E-mail address	info@goletacemetery.com

Board of Directors: Independent - Three member Board of Directors appointed by the Board of Supervisors

Meets: 2nd Tuesday of January, March, April, June, August, September, November, & December; 4:00 PM, District Office

STAFF

David Durbiano	General Manager
David Durbiano	Clerk of the Board
County Counsel	Legal Counsel

INFORMATION

Formation 1910

Services provided:

The District owns and maintains a public cemetery and provides burial services.

Cemetery District

GUADALUPE CEMETERY DISTRICT

(Health and Safety Code §8890 et seq.)

Location of office and mailing address	4655 West Main Street Guadalupe, CA 93434
Telephone numbers	343-1415
FAX number	343-6495
Website	guadalupecemetery.com
E-mail address	cemeteryguadalupe@gmail.com

Board of Directors: Independent - Five member Board of Directors appointed by the Board of Supervisors

Meets: 2nd Tuesday, Monthly, 5:00 PM, District Office

STAFF

Vacant	Superintendent
Vacant	Office Manager
Karen A. O'Neil	Legal Counsel

INFORMATION

Formation 1920

Services provided:

The District owns and maintains a public cemetery and provides burial services.

Cemetery District

LOMPOC CEMETERY DISTRICT

(Health and Safety Code §8890 et seq.)

Location of office	600 South C Street Lompoc, CA
Mailing address	P.O. Box 972 Lompoc, CA 93438
Telephone number	735-1817
FAX number	735-4977
Website	www.lompoccemtery.com
E-mail address	randerberg@lcd.comcastbiz.net

Board of Directors: Independent - Five member Board of Directors appointed by the Board of Supervisors

Meets: 3rd Wednesday, monthly, 11:45 AM in alternate locations in Lompoc

STAFF

Russell Anderberg	Superintendent
County Counsel	Legal Counsel

INFORMATION

Formation 1909

Services provided:

The District owns and maintains a public cemetery and provides burial services.

Cemetery District

LOS ALAMOS CEMETERY DISTRICT

(Health and Safety Code §8890 et seq.)

Location of office	4777 Drum Canyon Road Los Alamos, CA
Mailing address	P.O. Box 702 Los Alamos, CA 93440
Telephone number	344-4441
Email	losalamoscem@sbceo.org

Board of Directors: Independent - Three member Board of Directors appointed by the Board of Supervisors

Meets: Quarterly

STAFF

Charlie Gonzalez	Director
Carrie Troup	CPA
Mike Munoz	Legal Counsel

INFORMATION

Formation 1920

Services provided:

The District owns and maintains a public cemetery and provides burial services.

Cemetery District

OAK HILL CEMETERY DISTRICT

(Health and Safety Code §8890 et seq.)

Location of office and mailing address	2560 Baseline Avenue Ballard, CA 93463
Telephone number	688-4035
FAX number	693-8635
E-mail address	Oakhillcemetery1@verizon.net

Board of Directors: Independent - Three member Board of Directors appointed by the Board of Supervisors.

Meets: 3rd Thursday, monthly, District Office

STAFF

Charlie Herrera	General Manager
Carrie Troup	Clerk of the Board
County Counsel	Legal Counsel

INFORMATION

Formation 1914

Services provided:

The District owns and maintains a public cemetery and provides burial services.

Cemetery District

SANTA MARIA CEMETERY DISTRICT

(Health and Safety Code §8890 et seq.)

Location of office	1651 South College Drive Santa Maria
Mailing address	P. O. Box 684 Santa Maria, CA 93456
Telephone number	925-4595
FAX number	928-9665
Website	www.santamariacemtery.com
E-mail address	brendan.hannegan@santamariacemetery.com

Board of Directors: Independent - Five member Board of Directors appointed by the Board of Supervisors

Meets: 2nd Monday of each month @ 9:00 AM, District Office

STAFF

Brendan Hannegan	General Manager
Diana Alcala Kirk and Simas Law Firm	Legal Counsel

INFORMATION

Formation: 1920

Services provided:

The District owns and maintains a public cemetery and provides burial services.

Community Services District

CASMALIA COMMUNITY SERVICES DISTRICT

(Community Services District Law, Government Code §61000 et seq.)

Location of office and mailing address	3325 Point Sal Road Casmalia, CA 93429
Mailing Address	P.O. box 207 Casmalia, CA 93429
Telephone number	937-6151
FAX number	937-6391
E-mail address	Terri2@ix.netcom.com

Board of Directors: Independent - Four member Board of Directors elected at-large

Meets: 2nd Thursdays of each month, 5:00 PM, Casmalia School located at 3491 Point Sal Rd. Casmalia

STAFF

Luis Meza	General Manager
Terri Stricklin	Clerk of the Board
Richard Adam	Legal Counsel

INFORMATION

Formation: 1981

Services provided:

The District provides water service for the community of Casmalia, serving approximately 54 water connections.

Community Services District

CUYAMA COMMUNITY SERVICES DISTRICT

(Community Services District Law, Government Code §61000 et seq.)

Location of office	4851 Primero Street New Cuyama, CA
Mailing address	P.O. Box 368 New Cuyama, CA 93254-0368
Telephone number	(661) 766-2780 (Office)
FAX number	(661) 766-2632
Website	www.cuyamacsd.specialdistrict.org
E-mail address	cuyamacsd@gmail.com

Board of Directors: Independent - Five member Board of Directors elected at-large

Meets: 2nd Wednesday of each month, 6:00 PM, at Cuyama office

STAFF

Vivian Vickery	General Manager
Vivian Vickery	Clerk of the Board

INFORMATION

Formation: 1977

Services provided:

The District provides water service and wastewater collection and treatment for the New Cuyama area, serving approximately 254 water and wastewater connections.

Community Services District

ISLA VISTA COMMUNITY SERVICES DISTRICT

(Community Services District Law, Government Code §61000 et seq.)

Location of office	970 Embarcadero Del Mar Ste 101 Isla Vista, CA 93117
Telephone number	(310) 734-9791
Website	www.Islavistacsd.ca.gov
Email	generalmanager@islavistacsd.com

Board of Directors: Independent - Seven member Board of Directors 5 elected at-large, 2 members appointed (1 by County and 1 by UCSB)

Meets: 2nd & 4th Tuesday of each month, 6:00 PM at Isla Vista Community Room, located at 970 Embarcadero Del Mar, Isla Vista.

STAFF

Jonathan Abboud	General Manager
Sydney Castaneda	Clerk of the Board
G. Ross Trindle	Legal Counsel

INFORMATION

Formation: 2017

Services provided: The IVCSD is empowered to provide a wide range of municipal services under Government Code Sections 61250, some of which are police protection services, tenant mediation, community facilities, parking, graffiti abatement, lighting and sidewalks.

Community Services District

LOS ALAMOS COMMUNITY SERVICES DISTRICT

(Community Services District Law, Government Code §61000 et seq.)

Location of office	82 North Saint Joseph Street Los Alamos, CA
Mailing address (if different)	P.O. Box 675 Los Alamos, CA 93440
Telephone number	344-4195
FAX number	344-2908
Website	www.losalamoscsd.com
E-mail address	jdemars@losalamoscsd.com

Board of Directors: Independent - Five member Board of Directors elected at-large

Meets: 4th Wednesday of each month, 6:30 PM, District Office located at 82 North Saint Joseph Street, Los Alamos

STAFF

Juan Gomez	General Manager
Jennifer DeMars	Office Manager
Richard Battles Howell Moore & Gough LLP	Legal Counsel

INFORMATION

Formation: 1956

Services provided:

The District provides water treatment and distribution, the collection and treatment of wastewater serving approximately 614 water and wastewater connections and maintenance and operation of a park.

Community Services District

LOS OLIVOS COMMUNITY SERVICES DISTRICT

(Community Services District Law, Government Code §61000 et seq.)

Location of office	Los Olivos, CA
Mailing address (if different)	P.O. Box 345 Los Olivos, CA 93441
Telephone number	500-4098
FAX number	none
Website	www.losolivoscsd.com
E-mail address	losolivoscsd@gmail.com or gm.locsd@gmail.com

Board of Directors: Independent - Five member Board of Directors elected at-large

Meets: 2nd Wednesday of each month, 6:00 PM, Los Olivos Grange Hall, located at 2374 Alamo Pintado Ave, Los Olivos

STAFF

Guy Savage	General Manager/Secretary
Douglas Pike	District Engineer
G. Ross Trindle	Legal Counsel

INFORMATION

Formation: 2018

Services provided:

The District was formed to provide a funding mechanism for building and operating for collection, treatment, and disposal of wastewater, recycled water, and storm water facilities.

Community Services District

MISSION HILLS COMMUNITY SERVICES DISTRICT

(Community Services District Law, Government Code §61000 et seq.)

Location of office and mailing address	1550 East Burton Mesa Blvd. Lompoc, CA 93436
Telephone number	733-4366
FAX number	733-4188
Website	www.mhcsd.org
E-mail address	mg@mhcsd.org

Board of Directors: Independent - Five member Board of Directors elected at-large

Meets: 3rd Wednesday, monthly, 4:30 PM, District office located at 1550 East Burton Mesa, Lompoc

STAFF

Mike Garner	District Manager/Secretary
Carol Reynolds	Administrative Servies Manager
Timothy C. Carmel, Lyon and Carmel	Legal Counsel

INFORMATION

Formation: 1979

Services provided:

The District provides retail water service, wastewater collection and treatment, and street sweeping, serving approximately 1,314 water and wastewater connections.

Community Services District

SANTA RITA HILLS COMMUNITY SERVICES DISTRICT

(Community Services District Law, Government Code §61000 et seq.)

Location of office and mailing address	P.O. Box 991 Buellton, CA 93427
Telephone number	544-4011
FAX number	544-4294
Email	none

Board of Directors: Independent - Three member Board of Directors elected at-large

Meets: 1st Thursday of each month, 7:00 PM
Santa Barbara County Administrative Office Building, Lompoc

STAFF

Vacant	General Manager
Vacant	Secretary to the Board
Vacant	Legal Counsel

INFORMATION

Formation: 2009

Services provided:

The District is authorized to construct, improve, and maintain roads, rights-of-way, bridges, culverts, drains, curbs, gutters, sidewalks and incidental works, convert overhead electric and communications facilities to underground locations, and install underground electric and communications facilities within its boundaries.

Community Services District

SANTA YNEZ COMMUNITY SERVICES DISTRICT

(Community Services District Law, Government Code §61000 et seq.)

Location of office	1070 Faraday Street Santa Ynez, CA 93460
Mailing address	P.O. Box 667 Santa Ynez, CA 93460-0667
Telephone number	688-3008
FAX number	688-3006
Website	www.sycsd.com
E-mail address	admin@sycsd.com or loch@sycsd.com

Board of Directors: Independent - Five member Board of Directors elected at-large

Meets: 3rd Wednesday of each month, 5:30 PM, District Office located at 1070 Faraday Street, Santa Ynez

STAFF

Loch Dreizler	General Manager
Alicia Marin	Board Secretary
Richard G. Battle, Howell Moore & Gough LLP	Legal Counsel

INFORMATION

Formation: 1971

Services provided:

The District provides wastewater collection and transportation and street lighting, serving approximately 733 wastewater connections. Effluent collected by the District is treated at the City of Solvang's wastewater treatment plant.

Community Services District

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

(Community Services District Law, Government Code §61000 et seq.)

Location of office and mailing address	3745 Constellation Lompoc, CA 93436
Telephone number	733-2475
FAX number	733-2109
Website	www.vvcsd.org
E-mail address	callen@vvcsd.org

Board of Directors: Independent - Five member Board of Directors elected at-large

Meets: 1st Tuesday of each month, 7:00 PM, District Office

STAFF

Cynthia Allen	General Manager
Patricia LeCavalier	Clerk of the Board
County Counsel	Legal Counsel

INFORMATION

Formation: 1988

Services provided:

The District provides water service and wastewater collection and transportation for the Vandenberg Village area, serving approximately 2,585 water and 2,537 wastewater connections. The effluent is treated at the City of Lompoc's regional wastewater treatment plant.

COUNTY SERVICE AREA NO. 32 (Unincorporated Area)

(County Service Area Law, Government Code §25210 et seq.)

Location of office	4436 Calle Real Santa Barbara, CA 93110
Telephone number	681-4190
FAX number	681-4322
Website	www.sbsheriff.org

Board of Directors: Dependent - The Board of Supervisors as ex officio Board of Directors of the District

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

STAFF

County Sheriff	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

INFORMATION

Formation: 1979

Services provided:

The District was intended to help fund extended police services for the unincorporated area of Santa Barbara County. The District has been inactive since 2011. Initiated dissolution in December 2025.

COUNTY SERVICE AREA NO. 11 (Summerland and Carpinteria Area)

(County Service Area Law, Government Code §25210 et seq.)

Location of office	123 E Anapamu St Santa Barbara, CA 93101
Telephone number	568-3000
FAX number	568-3019
Website	http://www.countyofsb.org/1389/Streetlighting-Services

Board of Directors: Dependent -Board of Supervisors

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

STAFF

Public Works Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

INFORMATION

Formation: 1962

Services provided:

The District provides street lighting and currently energizes 73 street lights.

COUNTY SERVICE AREA NO. 3 (Goleta Valley)

(County Service Area Law, Government Code §25210 et seq.)

Location of office	123 E Anapamu St Santa Barbara, CA 93101
Telephone number	568-3000
FAX number	568-3019
Website	http://www.countyofsb.org/1389/Streetlighting-Services

Board of Directors: Dependent -Board of Supervisors

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

STAFF

Public Works Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

INFORMATION

Formation: 1962

Services provided:

The District provides street lighting, acquisition and maintenance of parks and open space, special tax support for enhanced library services. It currently energizes 1,387 street lights.

COUNTY SERVICE AREA NO. 31 (Isla Vista)

(County Service Area Law, Government Code §25210 et seq.)

Location of office	123 E Anapamu St Santa Barbara, CA 93101
Telephone number	568-3000
FAX number	568-3019
Website	http://www.countyofsb.org/1389/Streetlighting-Services

Board of Directors: Dependent -Board of Supervisors

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

STAFF

Public Works Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

INFORMATION

Formation: 1963

Services provided:

The District provides street lighting, currently energizing 272 street lights, maintains and repairs of sidewalks, curbs and gutters and is responsible for planting, maintenance and care of street trees.

COUNTY SERVICE AREA NO. 4
(North Lompoc)

(County Service Area Law, Government Code §25210 et seq.)

Location of office	300 Goodwin Road Santa Maria, CA 93455
Telephone number	934-6145
FAX number	934-6213
Website	www.sbparks.org

Board of Directors: Dependent - The Board of Supervisors as ex officio Board of Directors of the District

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

STAFF

County Parks Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

INFORMATION

Formation: 1962

Services provided:

The District maintains approximately 52 acres of open space.

COUNTY SERVICE AREA NO. 5 (Orcutt)

(County Service Area Law, Government Code §25210 et seq.)

Location of office	123 E Anapamu St Santa Barbara, CA 93101
Telephone number	568-2460
FAX number	568-2459
Website	www.sbparks.org

Board of Directors: Dependent - The Board of Supervisors as ex officio Board of Directors of the District

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

STAFF

County Parks Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

INFORMATION

Formation: 1962

Services provided:

The District maintains approximately 104 acres of parks and open space, including a portion of Waller Park.

COUNTY SERVICE AREA NO. 41 (Rancho Santa Rita)

(County Service Area Law, Government Code §25210 et seq.)

Location of office	620 West Foster Road Santa Maria, CA 93455
Telephone number	803-8750
FAX number	803-8753
Website	None

Board of Directors: Dependent - The Board of Supervisors as ex officio Board of Directors of the District

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

STAFF

Public Works Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

INFORMATION

Formation: 1984

Services provided:

The District provides maintenance of roadways in the large-lot Rancho Santa Rita subdivision.

COUNTY SERVICE AREA NO. 12 (Mission Canyon)

(County Service Area Law, Government Code §25210 et seq.)

Location of office	620 West Foster Road Santa Maria, CA 93455
Telephone number	803-8750
FAX number	803-8753
Website	https://www.countyofsb.org/1163/County-Service-Area-12

Board of Directors: Dependent - Board of Supervisors

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

STAFF

Public Works Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

INFORMATION

Formation: 1984

Services provided:

The CSA provides collection of sewage effluent and inspection of septic tanks. The City of Santa Barbara, by contract, maintains the roadway, sewer system, 2 lift stations and disposes of the effluent.

Fire Protection District

CARPINTERIA/SUMMERLAND FIRE PROTECTION DISTRICT

(Fire Protection District Law of 1987, Health & Safety Code §13800 et seq.)

Location of office and mailing address	1140 Eugenia Place, Suite A Carpinteria, CA 93013
Telephone number	684-4591
FAX number	684-8242
Website	www.carpfire.com
E-mail address	g.rampton@csfd.net

Board of Directors: Independent - Five member Board of Directors elected at-large

Meets: 1st Wednesday of each month, 5:30 PM, Carpinteria City Hall located at 5775 Carpinteria Avenue, Carpinteria

STAFF

Robert Kovach	Fire Chief
Grace Rampton	Clerk of the Board
Mark Manion Price, Postel & Parma	Legal Counsel

INFORMATION

Formation: 1934

Services provide:

The District provides fire prevention, suppression and emergency medical services. It operates two fire stations, in Carpinteria and in Summerland.

MONTECITO FIRE PROTECTION DISTRICT

(Fire Protection District Law of 1987, Health & Safety Code §13800 et seq.)

Location of office and mailing address	595 San Ysidro Road Montecito, CA 93108
Telephone number	969-7762
FAX number	969-3598
Website	www.montecitofire.com
E-mail address	DNeels@montecitofire.com

Board of Directors: Independent - Five member Board of Directors elected at-large

Meets: 4th Monday of each month, 2:00 PM, District Headquarters

STAFF

David Neels	Fire Chief
Araceli Nahas	Clerk of the Board
Mark Manion, Price, Postel & Parma	Legal Counsel

INFORMATION

Formation: 1917

Services provided:

The District provides fire prevention and suppression, search and rescue, paramedic services, plan review, business and residential inspections, public education and wild land fire protection planning. It operates two fire stations.

SANTA BARBARA COUNTY FIRE PROTECTION DISTRICT

(Fire Protection District Law of 1987, Health and Safety Code §13800 et seq.)

Location of office and mailing address	4410 Cathedral Oaks Road Santa Barbara, CA 93110
Telephone number	681-5500
FAX number	681-5563
Website	www.SBCfire.com
E-mail address	khubbard@countyofsb.org

Board of Directors: Dependent - The Board of Supervisors as ex officio Board of Directors for the District

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

STAFF

Garrett Huff	Fire Chief
Kelly Hubbard	Clerk of the Board
County Counsel	Legal Counsel

INFORMATION

Formation 1932

Services provided:

The District provides fire prevention, suppression, emergency medical services and hazardous materials response. It operates sixteen fire stations.

LOMPOC HEALTH CARE DISTRICT

(A California Health Care District)

(Local Health Care District Act, Health and Safety Code §32000 et seq.)

Location of office and mailing address	1515 East Ocean Avenue Lompoc, CA 93436
Telephone number	737-3300
FAX number	737-3326
Website	www.lompocvmc.com
E-mail address	wecare@lompocvmc.com or copey@lompocvmc.com

Board of Directors: Independent - Five member Board of Directors elected at-large

Meets: 4th Thursday, monthly, 5:00 PM, Board Room

STAFF

Yvette Cope	Chief Executive Officer
	Clerk of the Board
Brian Smolskis	Chief Operating Officer
Les Johnson	Legal Counsel

INFORMATION

Formation: 1946

Services provided:

The District provides health care services. It owns and operates a 60-bed acute care hospital and a 110-bed skilled nursing facility.

Lighting District

GUADLALUPE LIGHTING DISTRICT

(Highway Lighting District Act, Streets & Highways Code §19000 et seq.)

Location of office	Guadalupe City Hall 918 Obispo Street Guadalupe, CA 93434
Mailing Address	P.O. Box 908
Telephone number	356-3889
FAX number	343-5512
E-mail address	juana@ci.guadalupe.ca.us

Board of Directors: Dependent - Governed by the Guadalupe City Council

Meets: 2nd and 4th Tuesday, monthly, 6:00 PM, City Council Chambers

STAFF

David Trujillo	Public Works Supervisor
Juana M. Escobar	City Clerk and Clerk of the Board
Philip Sinco	Legal Counsel

INFORMATION

Formation: 1920

Services provided:

The District provides street lighting for the City of Guadalupe and some adjacent lands.

Lighting District

MISSION CANYON LIGHTING DISTRICT

(Highway Lighting District Act, Streets & Highways Code §19000 et seq.)

Location of office and mailing address	123 E Anapamu St Santa Barbara, CA 93101
Telephone number	568-3000
FAX number	568-3019
Website	https://www.countyofsb.org/1389/Streetlighting-Services
E-mail address	pwweb@countyofsb.org

Board of Directors: Dependent - Board of Supervisors

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

STAFF

Public Works Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

INFORMATION

Formation: 1930

Services provided: The District provides street lighting and energized 19 street lights.

Lighting District

NORTH COUNTY LIGHTING DISTRICT

(Highway Lighting District Act, Streets & Highways Code §19000 et seq.)

Location of office and mailing address	620 West Foster Road Santa Maria, CA 93455
Telephone number	739-8750
FAX number	739-8753
Website	https://www.countyofsb.org/1389/Streetlighting-Services
E-mail address	pwweb@countyofsb.org

Board of Directors: Dependent - Board of Supervisors

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

STAFF

Public Works Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

INFORMATION

Formation: 1994

Services provided: The District provides street lighting and energizes 2,816 street lights in the unincorporated Casmalia, Los Alamos, Mission Hills, Orcutt, Santa Maria and Vandenberg Village areas.

EMBARCADERO MUNICIPAL IMPROVEMENT DISTRICT

(Embarcadero Municipal Improvement District Act, Chapter 81, Stats. 1960)

Location of office and mailing address	224 Vereda Leyenda Goleta, CA 93117
Telephone number	968-5885
FAX number	none
Website	www.emidsb.org
E-mail address	wynette@emidsb.org

Board of Directors: Independent - Five member Board of Directors elected at-large

Meets: 2nd Wednesday of each month, 7:30 PM, District office

STAFF

Wynette Winkler	General Manager
Wynette Winkler	Clerk of the Board
Price, Postel & Parma LLP	Legal Counsel

INFORMATION

Formation: 1960

Services provided:

The District collects and transports wastewater, provides local recreation services, enforces development standards (i.e., CC&Rs)

CUYAMA VALLEY RECREATION AND PARK DISTRICT

(Recreation and Park District Act, Public Resources Code §5780 et seq.)

Location of office	4885 Primero Street, New Cuyama
Mailing address	P.O. Box 270 New Cuyama, CA 93254
Telephone number	(661) 766-2270
Website	https://cvrd.specialdistrict.org/
E-mail address	cuyamarec@gmail.com

Board of Directors: Independent - Five member Board of Directors elected at large

Meets: 3rd Thursday, Monthly, 7:00 PM, District Office

STAFF

Amber Rahe	General Manager
County Counsel	Legal Counsel

INFORMATION

Formation: 1958

Services provided:

The District provides local recreation and park services.

ISLA VISTA RECREATION AND PARK DISTRICT

(Recreation and Park District Act, Public Resources Code §5780 et seq.)

Location of office and mailing address	961 Embarcadero Del Mar Isla Vista, CA 93117
Telephone number	968-2017
FAX number	968-2829
Website	www.ivparks.org
E-mail address	valerio@ivparks.org

Board of Directors: Independent - Five member Board of Directors elected at large

Meets: 2nd Thursday of each month, 5:30 PM, St. George Youth Center at 889 Camino Del Sur, Isla Vista

STAFF

Kimberly Kiefer	General Manager
Luis Valerio	Clerk of the Board
Mullen & Henzell	Legal Counsel

INFORMATION

Formation: 1972

Services provided:

The District provides local recreation and park services.

Resource Conservation District

CACHUMA RESOURCE CONSERVATION DISTRICT

(Public Resources Code§9074 et seq.)

Location of office and mailing address	920 East Stowell Road Santa Maria, CA 93454
Telephone number	868-4013
FAX number	928-9644
Website	www.rcdsantabarbara.org
E-mail address	lacy@rcdsantabarbara.org

Board of Directors: Independent - Nine member Board of Directors, appointed by the Board of Supervisors

Meets: 3rd Tuesday of each month, 1:00 PM, at the Santa Maria Inn

STAFF

Lacy Litten	Executive Board
Lacy Litten	Clerk of the Board
County Counsel	Legal Counsel

INFORMATION

Formation: 1992

Services provided:

The District provides technical assistance to landowners and services related to the improvement of land capabilities, conservation of resources, conservation of water through services of the Irrigation Mobile Lab, prevention and control of soil erosion and public education.

Sanitary District

LAGUNA COUNTY SANITATION DISTRICT

(County Sanitation Law, Health & Safety Code §4700 et seq.)

Location of office and mailing address	620 West Foster Road Santa Maria, CA 93455
Telephone number	803-8750
FAX number	805-8753
Website	https://www.countyofsb.org/1355/Laguna-Sanitation
E-mail address	pwweb@countyofsb.org

Board of Directors: Dependent - The Board of Supervisors as ex officio Board of Directors of the District

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

STAFF

Public Works Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

INFORMATION

Formation: 1958

Services provided:

The District collects, treats and disposes of wastewater to approximately 12,949 connections.

Sanitary District

CARPINTERIA SANITARY DISTRICT

(Sanitary District Act of 1923, Health & Safety Code §6400 et seq.)

Location of office and mailing address	5300 Sixth Street Carpinteria, CA 93013
Telephone number	684-7214
FAX number	684-7213
Website	www.carpsan.com
E-mail address	craigm@carpsan.com or info@carpsan.com

Board of Directors: Independent - Five member Board of Directors elected at large

Meets: 1st and 3rd Tuesdays of each month, 5:30 PM, District Boardroom located at 5300 Sixth Street, Carpinteria

STAFF

Craig Murray	General Manager – ext. 12
Kim Garcia	Clerk of the Board/Office Manager
Joaquin Vasquez of Burke, Williams & Sorenson	Legal Counsel

INFORMATION

Formation: 1928

Services provided:

The District provides wastewater collection and treatment for the greater Carpinteria area, serving approximately 6,826 wastewater connections.

Sanitary District

GOLETA SANITARY DISTRICT

(Sanitary District Act of 1923, Health & Safety Code §6400 et seq.)

Location of office and mailing address	One William Moffett Place, Goleta, CA 93117
Telephone number	967-4519
FAX number	964-3583
Website	www.goletasanitary.org
E-mail address	swagner@goletasanitary.org or info@goletasanitary.org

Board of Directors: Independent - Five member Board of Directors elected by district

Meets: 1st and 3rd Mondays of each month, 6:30 PM, District Board Room

STAFF

Steve Wagner	General Manager
Vytautas Adomaitis	Clerk of the Board
Jeff Ferr	Legal Counsel

INFORMATION

Formation: 1942

Services provided:

The District provides wastewater collection, treatment and reclamation serving approximately 12,384 wastewater connections within its boundaries.

It also treats wastewater from more than 4,800 connections in Goleta West Sanitary District, UCSB campus and Santa Barbara Airport.

GOLETA WEST SANITARY DISTRICT

(Sanitary District Act of 1923, Health & Safety Code §6400 et seq.)

Location of office	UCSB Campus, Parking Lot 32 Santa Barbara CA 93106
Mailing address	P.O. Box 4 Goleta, CA 93116-0004
Telephone number	968-2617
FAX number	562-8987
Website	www.goletawest.org
E-mail address	bmccarthy@goletawest.org or info@goletawest.org

Board of Directors: Independent - Five member Board of Directors elected by district

Meets: 1st and 3rd Tuesday of each month, 5:30 PM, District Office

STAFF

Joey Hilliard	General Manager/Superintendent
Kristyn Lopez	Office Manager
Jena Acos	Legal Counsel

INFORMATION

Formation: 1954

Services provided:

The District provides wastewater collection and street sweeping services. It serves approximately 6,432 wastewater connections.

MONTECITO SANITARY DISTRICT

(Sanitary District Act of 1923, Health & Safety Code §6400 et seq.)

Location of office and mailing address	1042 Monte Cristo Lane Santa Barbara, CA 93108
Telephone number	969-4200
FAX number	969-9049
Website	www.montsan.org
E-mail address	bjweigold@montsan.org or swilliams@montsan.org

Board of Directors: Independent - Five member Board of Directors elected at large

Meets: 2nd and 4th Wednesday of each month, 2:00 PM, District Office

STAFF

John Weigold	General Manager/ District Engineer
Stephen Williams	District Administrator / Clerk of the Board
Aleks Giragosian Law Office of Colantuono, Highsmith & Whatley	Legal Counsel

INFORMATION

Formation: 1947

Services provided:

The District provides wastewater collection, treatment and disposal, serving approximately 3,099 wastewater connections.

Sanitary District

SUMMERLAND SANITARY DISTRICT

(Sanitary District Act of 1923, Health & Safety Code §6400 et seq.)

Location of office	2435 Wallace Avenue Summerland, CA
Mailing address	P.O. Box 417 Summerland, CA 93067
Telephone number	969-4344
FAX number	969-5794
Website	www.summerlandsd.org
E-mail address	dglaser@summerlandsd.org or info@summerlandsd.org

Board of Directors: Independent - Five member Board of Directors elected at large

Meets: 2nd Thursday of each month, 3:00 PM, District Office

STAFF

Diantha Glaser	Administrative Manager
David Lewis	Operations Manager
Aleks Giragosian	Legal Counsel

INFORMATION

Formation: 1957

Services provided:

The District provides wastewater collection, treatment and disposal for the Summerland area, serving approximately 480 wastewater connections.

SANTA BARBARA METROPOLITAN TRANSIT DISTRICT

(Santa Barbara Metropolitan Transit District Act of 1965, Public Utilities Code §95000 et seq.)

Location of office and mailing address	550 Olive Street Santa Barbara, CA 93101
Telephone number	963-3364
FAX number	963-3365
Website	www.sbmtd.gov
E-mail address	jestrada@sbmtd.gov or clerk@sbmtd.gov

Board of Directors: Dependent - Seven member Board of Directors – two appointed by Board of Supervisors, one by the Carpinteria City Council, one by the Goleta City Council and two by the Santa Barbara City Council and one by the other six members

Meets: 1st and 3rd Tuesdays of each month, 8:30 AM, auditorium at MTD's office

STAFF

Jerry Estrada	General Manager
Mary Gregg	Clerk of the Board
Graham Lyons	Legal Counsel

INFORMATION

Formation: 1966

Services provided:

The District provides public transit services.

Vector Control District

MOSQUITO AND VECTOR MANAGEMENT DISTRICT OF SANTA BARBARA COUNTY

(Pest Abatement District Law, Health & Safety Code §2200 et seq.)

Location of office	2450 Lillie Ave Summerland, CA
Mailing address	P.O. Box 1389 Summerland, CA 93067
Telephone number	969-5050 x221
FAX number	969-5643
Website	www.mvmdistrict.org
E-mail address	bcabrera@MVMDISTRICT.ORG Jsprigg@mvmdistrict.org

Board of Directors: Independent - Eight member Board of Trustees appointed by the Board of Supervisors and/or City Councils.

Meets: 2nd Thursday of each month, 2:00 PM, Hope School District Board Room located at 3970 La Colina Road, Santa Barbara

STAFF

Brian Cabrera	General Manager
Jessica Sprigg	Clerk of the Board
Nate Kowalski	Legal Counsel

INFORMATION

Formation: 1959

Services provided:

The District provides abatement of mosquitoes and other disease vectors and routine surveillance of vector-borne disease.

Flood Control and Water Conservation District

SANTA BARBARA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

(Santa Barbara County Flood Control and Water Conservation District Act, California Water Code, Chapter 74)

Location of office and mailing address	123 East Anapamu Street Santa Barbara, CA 93101
Telephone number	568-3440
FAX number	568-3434
Website	https://www.countyofsb.org/2155/Flood-Control
E-mail address	pwweb@countyofsb.org

Board of Directors: Dependent - The Board of Supervisors as ex officio Board of Directors of the District

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

STAFF

Public Works Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

INFORMATION

Formation: 1955

Services provided:

The District provides flood control and water conservation services and flood control zones both within and outside of cities.

Water Agency

SANTA BARBARA COUNTY WATER AGENCY

(Santa Barbara County Water Agency Act, California Water Code, Chapter 51)

Location of office and mailing address	123 East Anapamu Street Santa Barbara, CA 93101
Telephone number	568-3440
FAX number	568-3434
Website	https://www.countyofsb.org/2510/Water-Agency
E-mail address	pwweb@countyofsb.org

Board of Directors: Dependent - The Board of Supervisors as ex officio Board of Directors of the District

Meets: Tuesdays, 9:00 AM, Board of Supervisors Hearing Room

STAFF

Public Works Director	General Manager
County Executive	Clerk of the Board
County Counsel	Legal Counsel

INFORMATION

Formation: 1945

Services provided:

The District provides water project contracting, water conservation, hydrologic data collection, assessment and dissemination and cloud seeding.

Water District

CARPINTERIA VALLEY WATER DISTRICT

(County Water District Law, Water Code §30000 et seq.)

Location of office and mailing address	1301 Santa Ynez Avenue Carpinteria, CA 93013
Telephone number	684-2816 ext. 112
FAX number	805-684-3170
Website	www.cvwd.net
E-mail address	bob@cvwd.net norma@cvwd.net

Board of Directors: Independent - Five member Board of Directors elected by district

Meets: 2nd and 4th Wednesday of each month, 5:30 PM, Carpinteria City Hall located at 5775 Carpinteria Avenue, Carpinteria

STAFF

Robert T. McDonald	General Manager	Ext. 112
Norma Rosales	Board Secretary	Ext. 104
Myers, Widders, Gibson, Jones & Feingold	Legal Counsel	

INFORMATION

Formation: 1941

Services provided:

The District provides retail water service, serving approximately 4,356 water connections.

Water District

CUYAMA BASIN WATER DISTRICT

(County Water District Law, Water Code §30000 et seq.)

Location of office and mailing address	1518 Mill Rock Way Suite 100 Bakersfield, CA 93311
Telephone number	(661) 616-5900
FAX number	(661) 616-5890
Website	www.cuyamabasin.org
E-mail address	mklinchuch@ppeng.com

Board of Directors: Independent - Five member Board of Directors elected at large

Meets: 4th Wednesday of select months, 4:00 PM, Cuyama Valley Family Resource Center, 4689 CA-166, New Cuyama

STAFF

Matt Klinchuch	General Manager
Brad DeBranch	Board Secretary, acting
Alan Doud Alan Doud	Legal Counsel

INFORMATION

Formation: 2017

Services provided: Regulatory assistance in response to Sustainable Groundwater Management Act (SGMA) of 2014.

Water District

GOLETA WATER DISTRICT

(County Water District Law, Water Code §30000 et seq.)

Location of office and mailing address	4699 Hollister Avenue Goleta, CA 93110-1999
Telephone number	964-6761
FAX number	964-7002
Website	www.goletawater.com
E-mail address	info@goletawater.com dmatson@goletawater.com

Board of Directors: Independent - Five member Board of Directors elected at large (transitioning to districts by 2022)

Meets: 2nd Tuesday of each month, 5:30 PM, District Board Room

STAFF

David Matson	General Manager Ext 620
KK Holland	Assistant General Manager Ext. 624
Mary Capps	Clerk of the Board Ext. 621
Ryan Dunn	Legal Counsel

INFORMATION

Formation: 1944

Services provided:

The District provides retail water service, serving approximately 16,757 water connections.

MONTECITO WATER DISTRICT

(County Water District Law, Water Code §30000 et seq.)

Location of office and mailing address	583 San Ysidro Road Montecito, CA 93108-2124
Telephone number	969-2271
FAX number	969-7261
Website	www.montecitowater.com
E-mail address	info@montecitowater.com nturner@montecitowater.com

Board of Directors: Independent - Five member Board of Directors elected at large

Meets: 3rd Tuesday, monthly, 9:30 AM, District Board Room

STAFF

Nicholas Turner	General Manager
Nicholas Turner	Clerk of the Board
Walt Wendelstein	Legal Counsel

INFORMATION

Formation: 1921

Services provided:

The District provides domestic and agricultural water service, serving approximately 4,633 water connections.

Water District

SAN ANTONIO BASIN WATER DISTRICT

(County Water District Law, Water Code §30000 et seq.)

Location of office and mailing address	1005 S. Broadway Santa Maria, CA 93454
Telephone number	(805) 928-8349
FAX number	none
Website	www.sanantoniobasinwd.org
E-mail address	admin@sanantoniobasinwd.org

Board of Directors: Independent - Five member Board of Directors elected at large

Meets: 3rd Tuesday, of every month, @ 1:00pm, at the Los Alamos Community Services District Office, located at 82 North Saint Joseph St., Los Alamos

STAFF

Donna Glass	General Manager
Donna Glass	Board Secretary
Alan Doud, Young Wooldridge LLP	Legal Counsel

INFORMATION

Formation: 2020

Services provided: Regulatory assistance in response to Sustainable Groundwater Management Act (SGMA) of 2014.

SANTA MARIA VALLEY WATER CONSERVATION DISTRICT

(Water Conservation District Law, Water Code §74000 et seq.)

Location of office	2255 South Broadway, Suite 8E Santa Maria, CA
Mailing address (if different)	P.O. Box 364 Santa Maria, CA 93456
Telephone numbers	925-5212
FAX number	739-0763
Website	www.smvwcd.org
E-mail address	DistrictOffice@SMVWCD.org or info@smvwcd.org

Board of Directors: Independent - Seven member Board of Directors elected by division

Meets: 3rd Thursday of each month, 6:30 PM, District Office

STAFF

Carol Thomas-Keefer	General Manager
Andy Adam	Board Secretary
Juarez Adam & Farley	Legal Counsel

INFORMATION

Formation: 1937

Services provided:

The District provides water conservation and groundwater basin recharge, flood control, groundwater recharge, operations at Twitchell Dam

SANTA YNEZ RIVER WATER CONSERVATION DISTRICT

(Water Conservation District Law, Water Code §74000 et seq.)

Location of office	3669 Sagunto Street, Suite 101 Santa Ynez, CA
Mailing address	P.O. Box 719 Santa Ynez, CA 93460
Telephone number	693-1156
FAX number	693-4607
Website	www.syrwcd.com
E-mail address	bbuelow@syrwcd.com or athompson@syrwcd.com

Board of Directors: Independent - Five member Board of Directors elected by divisions

Meets: 3rd Tuesday – March, June, September, December, 5:30 PM

STAFF

William J. Buelow	General Manager
Amber M. Thompson	Board Secretary
Steve Torigiani	Legal Counsel

INFORMATION

Formation: 1939

Services provided:

The District protects water rights and supplies within the Santa Ynez River watershed, manages releases of water from Bradbury Dam to replenish downstream basins along the River and on the Lompoc Plain and provides water management throughout the area.

SANTA YNEZ RIVER WATER CONSERVATION DISTRICT IMPROVEMENT DISTRICT NO. 1

(Water Conservation District Law, Water Code §74000 et seq.)

Location of office	3622 Sagunto Street Santa Ynez
Mailing address	P.O. Box 157 Santa Ynez, CA 93460
Telephone number	688-6015
FAX number	688-3078
Website	www.syrwd.org
E-mail address	general@syrwd.org or pgarcia@syrwd.org

Board of Trustees: Independent - Five-member board of trustees elected by divisions and one at-large

Meets: 3rd Tuesday of each month, 3:00 PM, District office Conference Room located at 1070 Faraday Street, Santa Ynez

STAFF

Paeter Garcia	General Manager
Racel Cota	Administrative & Financial Manager
Gary Kvistad	Legal Counsel

INFORMATION

Formation: 1959

Services provided:

The District provides retail water service, serving approximately 2,721 water connections.

AGENCIES & DISTRICTS NOT GOVERNED BY SBLAFCO

- Air Pollution Control Districts
- Air Quality Management Districts
- Airport Authority
- Community College Districts
  - Allan Handcock College
  - Santa Barbara Business College
  - Santa Barbara City College
- Community Facilities Districts (Mello Roos Districts)
- County Board of Education - all School Districts
- County Zones of Benefit
- Federal Lands (all)
  - Los Padres National Forest
  - Vandenberg Air Force Base
- Improvement Districts
- Interior Zones or Divisions of Special Districts
- Joint Power Authority or Agreements -
  - Cachuma Operation and Maintenance Board (COMB)
  - Cachuma Conservation Release Board (CCRB)
  - Cater Water Treatment Plant Project (Agreement)
  - Central Coast Water Authority
  - Monterey Bay Community Power Authority
  - Ortega Groundwater Treatment Plant (Agreement)
- Judicial Districts
- Permanent Road Divisions
- Santa Barbara County Association of Governments
- Santa Maria River Levee Maintenance Zone

- Santa Ynez Chumash Reservation
- School Districts
- Special Assessment Districts
- State College – University of California, Santa Barbara (UCSB)
- State Parks



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg

LEAGUE OF CALIFORNIA CITIES

MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and automony of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

© 2011 League of California Cities. All rights reserved.

ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.

Table of Contents

About the Author ii

Introduction 2

Establishing a Quorum 2

The Role of the Chair 2

The Basic Format for an Agenda Item Discussion 2

Motions in General 3

The Three Basic Motions 3

Multiple Motions Before the Body 4

To Debate or Not to Debate 4

Majority and Super-Majority Votes 5

Counting Votes 5

The Motion to Reconsider 6

Courtesy and Decorum 7

Special Notes About Public Input 7

Introduction

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the "ayes" and then asking for the "nays" normally does this. If members of the body do not vote, then they "abstain." Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body."

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member's desired approach with the words "I move … "

A typical motion might be: "I move that we give a 10-day notice in the future for all our meetings."

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion,** for example, "A motion at this time would be in order."
2. **Suggesting a motion to the members of the body,** "A motion would be in order that we give a 10-day notice in the future for all our meetings."
3. **Making the motion.** As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a five-member committee to plan and put on our annual fundraiser."

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So if a member makes what that member calls a "motion to amend," but the chair determines that it is really a "substitute motion," then the chair's designation governs.

A "friendly amendment" is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, "I want to suggest a friendly amendment to the motion." The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold." The motion can contain a specific time in which the item can come back to the body. "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, "I move the previous question" or "I move the question" or "I call the question" or sometimes someone simply shouts out "question." As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a "request" rather than as a formal motion. The chair can simply inquire of the body, "any further discussion?" If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the "question" as a formal motion, and proceed to it.

When a member of the body makes such a motion ("I move the previous question"), the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item.* This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," or "I move the question," or "I call the question," or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it's pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the "no" votes and double that count to determine how many "yes" votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote "no" then the "yes" vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote "abstain" or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of "those present" then you treat abstentions one way. However, if the rules of the body say that you count the votes of those "present and voting," then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are "present and voting."

Accordingly, under the "present and voting" system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are "present"), but you treat the abstention votes on the motion as if they did not exist (they are not "voting"). On the other hand, if the rules of the body specifically say that you count votes of those "present" then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like "no" votes.

How does this work in practice?
Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are "present and voting." If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three "yes," one "no" and one "abstain" also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members "present." Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a "no" vote. Accordingly, if the votes were three "yes," one "no" and one "abstain," then the motion fails. The abstention in this case is treated like a "no" vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an "abstention" vote? Any time a member votes "abstain" or says, "I abstain," that is an abstention. However, if a member votes "present" that is also treated as an abstention (the member is essentially saying, "Count me for purposes of a quorum, but my vote on the issue is abstain.") In fact, any manifestation of intention to vote either "yes" or "no" on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote "absent" or "count me as absent?" Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually "absent." That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, "point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be, "point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



LEAGUE OF CALIFORNIA CITIES

1400 K Street, Sacramento, CA 95814
(916) 658-8200 | Fax (916) 658-8240
www.cacities.org

To order additional copies of this publication, call (916) 658-8200.

$10

© 2011 League of California Cities. All rights reserved.

Printed on recycled paper.