# County Service Area 69 Lake Arrowhead DISTRICT
## DISTRICT PROFILE SUMMARY SHEET

3122

District Contact Person(s):
Thomas L. Sutton, Director, Special Districts Department
Jeff Rigney, Deputy Director, Special Districts Department

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San Bernardino County

E-mail Address:
jrigney@sdd.sbcounty.gov

Website Address:
www.specialdistricts.org

Date of Formation:
11/17/1969

Principal Act:
Road Services Maintenance and improvements

Improvement District(s): _____YES __x___NO

If yes, please indicate name and define area of service (include map).

Governing Body:
San Bernardino County Board of Supervisors

Membership:
Brad Mitzelfelt, First District
Paul Biane, Second District
Dennis Hansberger, Third District
Gary Ovitt, Fourth District
Josie Gonzales, Fifth District

Public Meetings:
San Bernardino County Board of Supervisors meets every Tuesday, except for those following Monday holidays and as otherwise scheduled.

# SERVICES

Currently Authorized Powers (Services):

| SERVICE | FUNCTIONS |
|---|---|
| Road | Road improvements-grading and paving |
| | Sewer and water lines, underground utilities |
| | Landscaping erosion control |
| | Snow removal |
| | |

Latent Powers (Services) -- those services authorized by the Agency's principal act, but not activated through the LAFCO process:

| SERVICE | FUNCTIONS |
|---|---|
| N/A | |
| | |
| | |

Area Served: _____Square Miles/ 104.5 _____ Acres

Population: 367 (Outline source for figure)

Registered Voters: _____ As Of _____(Date)

Services Provided Outside Agency Boundaries:

| SERVICE | PROVIDED TO WHOM | DATE OF CONTRACT | SUNSET DATE |
|---|---|---|---|
| None | | | |
| | | | |
| | | | |

Special charges for service outside boundaries:
Not Applicable

Special policies for providing service outside boundaries:
Not Applicable

# SPHERE OF INFLUENCE

Established:

| LAFCO Number | Resolution No./ Date Adopted | Location |
|---|---|---|
| 822 | #440 11/17/1969 | Formation |
| | | |

CHANGES:

| LAFCO Number | Resolution No./ Date Adopted | Type Of Change | Location |
|---|---|---|---|
| 1285 | #1285 12/1972 | Proposed sphere of influence | |
| | | | |
| | | | |
| | | | |

# MUNICIPAL SERVICE REVIEW

**INTRODUCTION:** The following provides an outline of the mandatory determinations for a municipal service review as set out in Government Code Section 56430. In addition, it provides an explanation of the purpose of the determination and the issues to be considered. While no agency will be required to respond to each of the issues identified below, this list is intended to be illustrative of the scope of issues that might be relevant to a local agency service review. Please review the list and identify those issues that are relevant to your agency and develop narrative responses to each determination.

## I. Growth and Population

Purpose: To evaluate service needs based upon existing and anticipated growth patterns and population projections.

1. Population Information (include identification of source for growth projection)
   a) Existing and projected within agency boundary: **The population for this area is unknown. This district is funded by property taxes there are numerous weekend rental and second homeowners who utilize this area.**
   b) Existing and projected within sphere of influence (not to include area within agency's boundaries) **Not applicable**

2. General Plan
   a) Excerpts regarding existing and projected growth: N/A
   b) Other

3. Identify Significant Growth Areas **Unknown**

## II. Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies

Purpose: To evaluate the infrastructure needs and deficiencies of a jurisdiction in terms of capacity, condition of facility, service quality and levels of services and its relationship to present and planned capacity. (Provide copies of documents where necessary).

1. Capital Improvement Plans/Studies: **Please see attached paving priority list.**

2. Water Service Plans/Studies **N/A**
   a) Supply and demand information

3. Sewer Service Plans/Studies **N/A**
   a) Capacity and demand information

4. Age and Condition of Facilities **N/A**
   a) Water supply and distribution system
   b) Wastewater collection and treatment

5. Capacity Analysis **N/A**

a) Number of service units available
b) Number of service units currently allocated
c) Total number of service units within agency boundaries
d) Total number of service units outside agencies boundaries. Are there out-of-agency contracts? Is the out-of-agency rate different than the in-agency rate for service?

6. Future Development
   a) What additional infrastructure is needed? **Road resurfacing per road paving plan;**
   b) Description of additional facilities **None**
   c) How will it be funded? **Percentage of property taxes received annual as revenue and annual $100 per parcel service charge**
   d) Is there a schedule for improvement? **Projects are identified annually. Road are resurfaced per the road improvement plan approximately every three years. Asphalt repairs are completed annually each summer as needed.**

7. Reserve Capacity
   a) What is the policy? **Reserves are maintained for emergencies such as road washouts, culvert failures, flash flooding and excessive snow storms**
   b) Are there inter-ties with other agencies? **No**

## III. Financial ability to provide services

Purpose: To evaluate factors that affects the financing of providing services and needed improvements. To identify practices or opportunities that may help eliminate unnecessary costs. (Provide copies of documents where necessary).

1. Finance Documents/Plans for: **See attached**
   a) Two most recent adopted budgets
   b) Two most recent completed audits
   c) Service upgrades
   d) Capital improvements

2. Bond Rating **None**

3. Revenue Sources
   a) Identify: **The district receives a share of the general property tax as well as a $100 per parcel annual service charge**
   b) Can they be expanded? **No**

4. Major Expenditure Categories
   a) Identify: **Annual Paving Projects and snow removal**
   b) What methods are used to control costs? **Ensure we receive competitive bids, prepare the roads and inspect projects, maintain the existing roads so they do not deteriorate**

5. Joint Financing Projects **N/A**
   a) Does agency participate? If so, what are they?

b) What are the policies?
c) Please provide a copy of the agreement.

6. Overlapping/Duplicative Services

7. Rely on Other Agencies
   a) Administrative functions: Provided by the Special Districts Department
   b) Grant management: Administered by the Special Districts Department
   c) In-house cost vs. outside cost: Not specifically evaluated

8. Per-Unit Service Costs **N/A**
   a) Identify
   b) Comparison with others

9. Identify current rates and plans. Please identify any planned rate changes..

## IV. Status of, and opportunities for shared facilities

Purpose: To evaluate the opportunities for a jurisdiction to share facilities and resources to develop more efficient service delivery systems.

1. Shared Facilities
   a) Existing – flood, parks, groundwater storage, etc. **None**
   b) Future opportunities/options **None**

2. Duplication of Facilities:
   a) Existing duplication? **None.**
   b) Planned/future duplication? **No**
   c) Excess capacity available to outside customers? **N/A**
   d) Productivity ratings, if any, for staff: **N/A**

## V. Accountability for community service needs, including governmental structure and operational efficiencies

Purpose: To evaluate the accessibility and levels of public participation associated within the agency's decision-making and management processes, to consider the advantages and disadvantages of various government structures to provide public services, and to evaluate whether organizational changes to governmental structure can be made to improve the quality of public services in comparison to cost.

1. Budget
   a) Policies: **CSA 69 Budget is prepared in conjuncture with the County's annual budgeting process and is fully compliant with legal requirements and County Administration policy.**
   b) Policies for payment of stipend, benefits, travel, educational expenses of the governing body **NOT APPLICABLE**
   c) Preparation/public involvement: **The annual budget is presented to private citizens on a by-request basis. Additionally the annual service charge is advertised each year and presented at a Board Governed Public Meeting.**

d) Analysis – revenues/reserves/expenditures: **Expenses and revenues are reviewed on a monthly basis by management. CSA 69 budgets are reviewed by Management Staff and the County Administrative Office prior to submission to the Board of Supervisor's for review and adoption. Additionally revenues, expenditures and reserves are audited annually by the County Auditor/Controller's office and a consolidated financial report is prepared.**

2. Governing Body

a) Selection process **The San Bernardino County Board of Supervisor's governs CSA 69; it is within the political boundaries of the Second Supervisorial District. The Second District Supervisor is selected through voter participation every four years. District Commissions are formed by the Board of Supervisors and commissioners appointed by the Third District Supervisor.**

b) Representation (Districts, area-wide) : **Currently CSA 69 does not have a commission or council. .**

c) Frequency of meetings**: The Board of Supervisors meets every Tuesday while commissions and councils meet at varying times, the most common are quaterly or annually.**

d) Brown Act compliance: **The rules for complying with the Brown Act are explained to the Commission/Council members by department staff. Additionally, ethics training is required for any commissioners.**

e) Number of elections over last decade: **N/A**

3. Level of Service

a) Meets or exceeds customer needs? Exceeds

b) Customer satisfaction

i) Surveys **N/A**

ii) Complaint tracking: **We have Inquiry reports and snow removal complaint logs. We contact all customers within 24 hours and respond to the inquiries in a timely fashion.**

4. Customer/Community Access

a) Hours**We are available at our San Bernardino office from 8:00 to 5:00.**

b) Newsletters

c) Website: www.specialdistricts.org contains the paving priority list for CSA 18, snow removal, policies, map and road maintenance guides

d) Media coverage

e) Cable/public access TV

5. Regular Progress Reports

a) Budget – major projects**: Approximately every two to three years we complete a small paving project within the district as funds are available.**

b) Operations: **We provide snow removal services, and asphalt maintenance**

c) Voter participation **None**

6. Does the agency recommend any government structure options (consolidation, reorganization, status quo)? **Status quo**

a) Benefit to customers **The current parcels in CSA 69 receive a share of the general property tax. This is no longer available to new areas so it is in their best interest not to expand or reorganize.**

b) Services to be provided: **Road maintenance**

c) What would the hurdles be to consolidation/reorganization? **Proposition 218 election requirements would be the biggest hurdle. The second larges hurdle would be obtaining public support to reorganize**

7. Does the agency have strategies or policies for future service delivery?
   a) Strategies for directing growth. **None.**
   b) Infill
   c) Conservation
   d) Annexation policies **No annexations are conducted of this area due to Prop 218 requirements. New districts are formed.**
   e) Policies related to providing service outside agency boundaries **No services are provided outside the boundaries**

8. Operational Efficiencies
   a) Staffing Levels **A shared regional manager for the road districts**
   b) Technology (e.g. billing systems) **County of San Bernardino Assessor's Office provides collection on the property tax bill. Billing is completed through County of San Bernardino Purchasing Department**
   c) Joint Powers Agreements **None**
      i) Identify and describe
      ii) Please provide copy of agreement
      iii) Generally describe service area
      iv) Describe any specific policies related to the agreement

# MANDATORY FIVE YEAR
# SPHERE OF INFLUENCE UPDATE

3122

**INTRODUCTION:** The questions on this form are designed to obtain data about the entity's existing sphere of influence to allow the Commission and its staff to begin to assess the mandated sphere update process. You are encouraged to include any additional information that you believe is pertinent to the process. Use additional sheets where necessary and/or include any relevant documents.

1. NAME OF AGENCY: County Service Area 69

2. Provide an identification of the entities that provide service to your agency. Please indicate whether they are public or private entities and include subsidiary districts in this description. Please include a description of City or District-governed agencies (i.e., redevelopment agency, development corporations, joint powers authorities, improvement districts, etc.):

3. Provide a narrative description of anticipated alterations in the agency's current sphere of influence that should be considered in this review. This identification should include any potential development that would require a sphere of influence amendment for implementation, etc. (If additional room for response is necessary, please attach additional sheets to this form.)

None

4. **CITIES:** Provide an outline of negotiations with the County of San Bernardino related to any sphere change anticipated. Please include an outline of agreements on boundaries, development standards, zoning requirements, if any. This is required pursuant to Government Code Section 56425(b).

5. **CITIES:** Provide an outline of the dates for adoption and plans for update, if any, for:

General Plan _____
Elements if adopted separately

| NAME | DATE OF ADOPTION/UPDATE PLANS |
|---|---|
| | |
| | |
| | |
| | |
| | |

6. **CITIES/SPECIAL DISTRICTS:** For the services provided by the agency identify the appropriate document below and provide an outline of the date of adoption, schedule for update, copy of the document and copy of environmental document, if applicable:

| | |
|---|---|
| Master Plan for Water Utility | N/A |
| Master Plan for Sewer Utility | N/A |
| Master Plan for Fire Service | N/A |
| Master Plan for Park Service | None |
| Urban Water Management Plan (with copy of certification from Department of Water Resources) | N/A |
| Other (Please name): | |
| | |
| | |
| | |

7. **SPECIAL DISTRICTS:** Provide an outline of the following items related to the services provided by the District. This response is specifically required by Government Code Section 56425(i) et seq.

a) Provide a written statement specifying the functions and/or classes of service provided by your District.

Road Maintenance including snow removal services asphalt maintenance and road paving

b) Provide a written description of the nature, location and extent of the functions and/or classes of service outlined above. Where the service area is less than the boundaries of the District provide a map depiction of the location.

LOCATION PER ATTACHED MAP. UNINCORPORATED AREA OF LAKE ARROWHEAD.

c) Provide a brief outline of master plans adopted for each of the services listed above including a summary of their findings and the date of their adoption. If master plans are required to be filed with a County, State or Federal agency please note the date of their acceptance. Provide a copy of the master plans with this document if not previously provided to the LAFCO staff office including a copy of the environmental determination associated with the document.

NONE

8. Provide a response to the four factors outlined in Government Code Section 56425 required for a sphere of influence review outlined as follows:

a) The present and planned land uses in the area, including agricultural and open-space lands.

See attached map

b) The present and probable need for public facilities and services in the area.

None

c) The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.

Adequate

d) The existence of any social or economic communities of interest in the area.

None

## CERTIFICATION

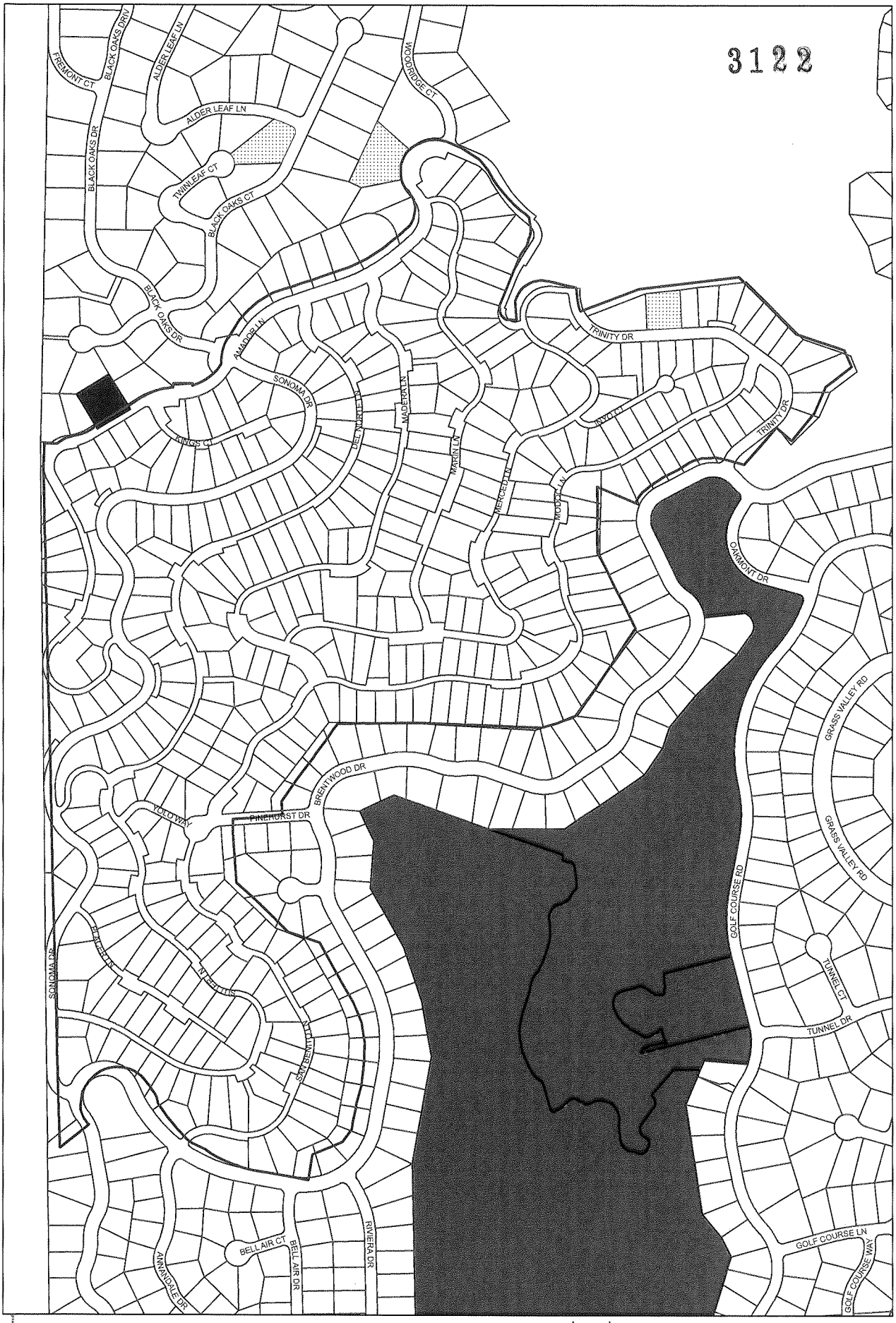
I hereby certify that the statements furnished above and in the attached supplements, exhibits, and documents present the date and information required for this mandatory review to the best of my ability, and that the facts, statements, and information presented herein are true and correct to the best of my knowledge and belief.

DATE: Aug. 21, 2008

Thomas L Sutton
Signature of Official

THOMAS L. SUTTON
Printed Name

DIRECTOR, SPECIAL DISTRICTS
Title




# CSA 69

0 70 140 280 Feet

1 inch equals 293 feet

**Legend**

- Vacant
- Well lot
- Industrial
- Commercial
- Institutional
- Residential
- Agricultural
- Mixed Use
- Unknown
- CSA 69

Map prepared by:
Advance Planning Division
Land Use Services Department
San Bernardino County
06/2008