

LAFCO

Santa Barbara Local Agency Formation Commission

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December 8, 2016 (Agenda)

Local Agency Formation Commission
105 East Anapamu Street, Room 407
Santa Barbara CA 93101

Consider Review of Santa Barbara LAFCO Policy Guidelines and Standards – Continued for Several Meetings

Honorable Commissioners:

RECOMMENDATION

It is recommended that the Commission Approve an Amendment to Add Section XV Concerning the Submittal of Written or Email Comments to the Santa Barbara LAFCO Commissioner Handbook Section 7 - Policy Guidelines and Standards

DISCUSSION

This matter was continued several times since the from the June 2, 2016 meeting. Chairman Geyer had requested that the Commission consider a review of Santa Barbara LAFCO Commissioner Handbook Section 7 - Policy Guidelines and Standards, and Section 9 – LAFCO Budget and Financial Procedures.

Chairman Geyer suggested that the Commission review the existing policies and consider any changes and/or add new policies that may be necessary.

After much discussion, the Commission directed staff to return with an item to approve the, Draft Policies Concerning the Submittal of Written or E-Mail Comments prepared by Chairman Geyer, and staff. This policy is included as **Exhibit A**. Review of other policy revisions concerning Agriculture and Ex Parte Communications will be brought back at a future meeting.

EXHIBITS

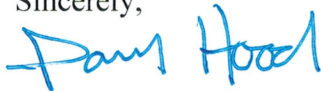
Exhibit A Draft Policy Concerning the Submittal of Written or E-Mail Comments

Commissioners: Craig Geyer, Chair ♦ Roger Aceves ♦ Doreen Farr ♦ Jeff Moorhouse ♦ Bob Orach ♦ Roger Welt
Janet Wolf ♦ Judith Ishkanian ♦ Steve Lavagnino ♦ Jim Richardson ♦ Shane Stark ♦ **Executive Officer:** Paul Hood

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Please contact the LAFCO office if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Paul Hood". The signature is written in a cursive style with a blue ink color.

PAUL HOOD
Executive Officer

**DRAFT POLICIES CONCERNING THE SUBMITTAL OF WRITTEN OR E-MAIL
COMMENTS**

Any and all written testimony, argument, evidence or documentation shall be submitted to the Clerk, as appropriate, within the time limits set forth below. Such submissions must be submitted as hardcopy and include an original and 15 copies for distribution to the Commission and the staff.

All submissions to the Commission filed with the Clerk no later than 12:00 P.M. on the Tuesday before the Commission meeting will be distributed to the Commission and posted online prior to the meeting.

Written testimony, argument, evidence or documentation submitted after the deadline will be placed into the record but will not be distributed to the Commission or posted online prior to the meeting. Members of the public are welcome to provide the Commission with oral and written testimony, argument, evidence or documentation at the hearing".

Members of the public may submit comment letters and other documents to LAFCO; however, such documents will not be included in the record before the Commission if submitted prior to [pick one option]

the legally required public notice for the matter has been given.

[OR]

An application/petition has been filed with the Executive Officer and found complete for processing.

Email Submittals.

Email public comment may be submitted to the Clerk of the Commission no later than 12:00 P.M. on the Tuesday before the Commission's regular Thursday meeting.

Email submittals will only be accepted if submitted to lafco@sblafco.org. Email submitted directly to Commissioners, the Executive Officer or legal counsel will not be included in the record for items being heard by the Commission.

Email submittals shall not exceed one page (when printed on hardcopy) and shall not include attachments.

Disclaimer. *Email is not a legally recognized method for providing legal notice in California, except where agreed to by both the sender and the receiver of the email.*

LAFCO agrees to accept email public testimony only where the sender assumes the full risk of transmission. The sender shall bare the risk that the email may be inadvertently overlooked or deleted, the email server may crash, the email may end up in a spam filter or junk mail, lost in cyberspace, not recognized by staff as applying to a project pending before the Commission, or misdirected or misaddressed by the sender. The sender recognizes and accepts that any of the above may occur even if the sender requests return receipt and one is provided by LAFCO staff.