

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

APPROVED WORK PROGRAM

FISCAL YEAR 2013-2014

April 22, 2013

1. APPLICATION PROCESSING FUNCTIONS		
TASK	STATUS	COMMENTS
<p>Process applications for boundary changes in a responsive, professional and efficient manner.</p> <p>(A partial list of potential applications that have been discussed with local government agencies is attached to this Work Program. See Table 1.)</p>	ONGOING	Priority fast-tracking is given to applications for economic development, public health and safety, or other urgent needs.
<p>Provide Commission with legally defensible recommendations and alternatives, and alert to litigation risks, liabilities and alternatives associated with potential actions.</p>	ONGOING	No active or anticipated litigation.
<p>Finalize a Memorandum of Agreement with the City of Greenfield and the County of Monterey. The MOA is a condition of approval of a 2007 Sphere of Influence action.</p>	City-County-LAFCO representatives are actively meeting to resolve issues and reach agreement.	

2. SPECIAL STUDIES		
TASK	STATUS	COMMENTS
<p>Prepare Municipal Service Reviews and Sphere of Influence Updates for:</p> <ul style="list-style-type: none"> • Marina Coast Water District, • Seaside County Sanitation District, • Carmel Area Wastewater District, and • Monterey Regional Waste Management District. 	<p>Reviews for Marina CWD and Seaside CSD are underway. Others to start in Fall 2013.</p>	<p>Significant Sphere of Influence Updates or other changes proposed by local agencies or area property owners may necessitate other service reviews in the fiscal year.</p>
<p>As needed, update and publish LAFCO local agency and resource maps on the LAFCO web site. Also, respond to agency requests for custom mapping of boundary/service information.</p>	ONGOING	
<p>As needed, develop and update local policies, procedures, applications, and flowcharts for Spheres of Influence, annexations, reorganizations, and the creation of cities and districts.</p>	ONGOING	

3. GOVERNMENT AND COMMUNITY RELATIONS		
TASK	STATUS	COMMENTS
Initiate informal meetings to discuss budget and policy issues with Cities, Special Districts, and County, as appropriate.	ONGOING	
Attend meetings of the Special Districts Association and the Special Districts General Managers' Group (quarterly), and provide support for the election of Special District LAFCO Members.	ONGOING	
Attend meetings as requested by the City Managers Group and City Mayors Association.	ONGOING	
Attend meetings as requested by the County of Monterey.	ONGOING	
Provide early notice to County, Cities, and Special Districts of issues that may affect them, and opportunities to participate in the LAFCO process.	ONGOING	
Post public information on the LAFCO website and review website layout, graphics, and content for ease of public use.	ONGOING	
Encourage and provide early LAFCO participation in Sphere of Influence updates, General Plan updates, City-County-District dialogues, and environmental review activities that affect government boundaries & services.	ONGOING	
Participate in regional activities for which LAFCO has indirect or direct responsibilities, such as ensuring the consideration of Spheres of Influence in the development of the AMBAG Sustainable Communities Strategy, as required by State law.	IN PROGRESS	Commissioner Darington and the Executive Officer serve on an AMBAG advisory committee. Executive Officer also serves on a planning committee.
Participate in community educational opportunities to promote understanding and dialogue with various sectors of the Monterey County economy.	ONGOING	
Promote Monterey LAFCO's interests in statewide issues through active participation in the California Association of Local Agency Formation Commissions (CALAFCO).	ONGOING	The Commission receives a monthly CALAFCO activities report, and participates in policy, legislative and other issues. Commissioners and staff actively participate in CALAFCO conferences, workshops, and courses.

4. COMMISSION AND COMMITTEE FUNCTIONS		
TASK	STATUS	COMMENTS
Provide support to ten regularly-scheduled Commission meetings, special meetings as needed, and Committee meetings, including the provision of public notices, agenda packets, web meeting broadcasts, and minutes.	ONGOING	
Hold monthly agenda review sessions with Chair and Vice-Chair.	ONGOING	
Conduct new Commissioner orientations, as needed.	ONGOING	
Continue to participate in the CALAFCO legislative process to ensure that local interests are coordinated with policies and activities of the statewide organization. Continue to monitor state legislation. Continue to provide feedback to legislators and CALAFCO as needed. Continue to update local policies and procedures for consistency with approved legislation.	ONGOING	
Provide Commission with regular updates of laws, policies, and procedures.	ONGOING	

5. ADMINISTRATIVE AND HUMAN RESOURCES MANAGEMENT		
TASK	STATUS	COMMENTS
Maintain the LAFCO project tracking system.	ONGOING	
Maintain the staff time keeping, cost tracking, and invoicing systems for applications.	ONGOING	
Review LAFCO Human Resources Policies and Procedures.	IN PROGRESS	
Identify and support staff training needs and opportunities, including professional certification, technical training, and ethics/harassment compliance.	ONGOING	
Develop and Implement a Records Retention Policy.	Start Fall 2013.	
Convert Files to Electronic Format	Start by June 2013.	

6. FINANCIAL MANAGEMENT		
TASK	STATUS	COMMENTS
Review and update the project fee schedule and hourly staffing rates, as needed.	ONGOING	No changes needed at this time.
Continue to review existing financial policies and procedures, and prepare new financial policies and procedures as necessary.	ONGOING	Reserve policies updated in 2011. No other changes identified at this time.
Continue to coordinate with the County Auditor, to obtain annual local agency contributions to LAFCO.	ONGOING	Process was clarified by a 2009 LAFCO policy.
Complete annual audit for Fiscal Year 2012-2013.	Start August 2013. Complete by December 2013.	
Conduct periodic review of Benefits, Services and Supplies with the goal of continuing to control costs.	ONGOING	
Continue use of a three-year financial forecast to project upcoming needs and to provide the resources to meet these needs.	ONGOING	This tool was introduced as part of the FY 2011-12 budget preparation process, for use by the Budget & Finance Committee.

Table 1: Partial List of Anticipated Agenda Items as of March 25, 2013

Anticipated Agenda Items Anticipated to be Considered before the End of FY 2012-13

1. Carmel Area Wastewater District – Annexation of the Bethea property in the Mouth of the Carmel Valley (*Application not yet received*).
2. Carmel Area Wastewater District – Sphere of Influence Amendment and Annexation of the Highlands Point Sanitary Association (“Cappo”) (*Application not yet received*).
3. Pajaro/Sunny Mesa Community Services District – Fee Waiver Request for Merger with Pajaro County Sanitation District (*Application not yet received*).
4. Municipal Service Review for Marina Coast Water District (*Initiated by LAFCO. Administrative draft is being prepared by LAFCO staff and will be reviewed with District followed by a public draft and LAFCO hearing*).
5. Municipal Service Review for the Seaside County Sanitation District (*Initiated by LAFCO. Administrative draft is being prepared by LAFCO staff and will be reviewed with District followed by a public draft and LAFCO hearing*).
6. Annual Budget and Work Program for Fiscal Year 2013-2014 (*April 22, following a March 28 meeting of the Budget & Finance Committee*).

Anticipated Agenda Items in First Half of FY 2013-14

1. Comprehensive Review of LAFCO’s Human Resources Rules and Regulations (*Initiated by LAFCO*).
2. Carmel Area Wastewater District – Annexation of the Rubenstein property in the Mouth of the Carmel Valley.
3. City of Greenfield – Adoption of Memorandum of Agreement or Amendment to modify the 2007 Sphere of Influence approval (*May be Initiated by LAFCO or City*).
4. City of Greenfield – Annexation of the Yanks Air Museum Project, and Related Sphere of Influence Amendment.
5. Municipal Service Review and Sphere of Influence Update for Carmel Area Wastewater District (*Initiated by LAFCO*).
6. Municipal Service Review and Sphere of Influence Update for Monterey Regional Waste Management District (*Initiated by LAFCO*).
7. North County Fire Protection District – Sphere of Influence Amendment and Annexation of the Monterey Regional Environmental Park (Marina Landfill and Water Pollution Control Agency facilities), and the Salinas River Diversion Project Site (Rubber Dam).
8. Pajaro/Sunny Mesa Community Services District – Out-of-Area Service Extension for the former ALCO Water Systems.
9. Pajaro/Sunny Mesa Community Services District – Sphere of Influence Amendment and Consolidation with Pajaro County Sanitation District (to be dissolved).

Anticipated Agenda Items in Second Half of FY 2013-14

1. Carmel Area Wastewater District – Sphere of Influence Amendment and Annexation of the September Ranch property in Carmel Valley.
2. City of Gonzales – Comprehensive Sphere of Influence Amendment.
3. Marina Coast Water District – Sphere of Influence Amendment and Annexation of Portions of the Former Fort Ord to Provide Water and Wastewater Services.
4. City of Seaside – Sphere of Influence Amendment and Annexation of the Monterey Downs Project, Horse Park and Central Coast Veterans Cemetery.
5. Seaside County Sanitation District – Sphere of Influence Amendment to Include Portions of the Former Fort Ord to Provide Wastewater Services.
6. South Monterey County Fire Protection District – Sphere of Influence Amendment and Annexation.

Anticipated Agenda Items With No Timeline Estimate

1. City of Marina – Annexation of Portions of the former Fort Ord within the City’s Sphere of Influence.
2. City of Soledad – Sphere of Influence Amendment and Annexation of Miravale IIB Subdivision.
3. County Service Area 15 (Serra Village/Toro Park) – Possible reorganization of government structure and services.
4. Marina Coast Water District – Sphere of Influence Amendment and Annexation of the CEMEX (formerly RMC Lonestar) Property to Provide Water and Wastewater Services.
5. Northern Salinas Valley Mosquito Abatement District – Sphere of Influence Amendment and Annexation of the Chualar/Gonzales Area.
6. Moss Landing County Sanitation District – Possible change from dependent to independent status or consolidation with Castroville CSD.
7. Municipal Service Review and Sphere of Influence Update for Salinas Valley Memorial Healthcare System (Initiated by LAFCO).
8. Soledad Community Health Care District – Comprehensive Sphere of Influence Amendment and Annexation.