

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

ADOPTED WORK PROGRAM

FISCAL YEAR 2014-2015

March 24, 2014

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.

2. SPECIAL STUDIES		
TASK	STATUS	COMMENTS
<p>Prepare Municipal Service Reviews and Sphere of Influence Updates for:</p> <ul style="list-style-type: none"> • Carmel Area Wastewater District, • Pajaro/Sunny Mesa Community Services District, • Salinas Valley Memorial Healthcare System, • San Ardo Water District, • San Lucas County Water District, • Boronda County Sanitation District, • Monterey County Regional Sanitation District (MRWPCA), • Monterey Peninsula Water Management District, • Pajaro County Sanitation District, • City of Gonzales, • City of Seaside • City of Soledad, and • Marina Coast Water District and Seaside County Sanitation District – Administrative Draft MRS were prepared by LAFCO staff in 2013. Completion schedule to be determined in coordination with the districts. 	<p>Goal is to complete a series of water, wastewater and solid waste mgmt. district MSRs, per a phased, multi-year program adopted by the Commission in 2009. Work on this phase started in 2013, and is planned for completion by June 2015.</p> <p>Additional MSR studies, primarily for cities and CSDs with active SOI plans, will also be started in FY 2014-2015.</p>	<p>Significant Sphere of Influence Updates or other changes proposed by local agencies or area property owners may require changes to the schedule of MSR tasks. MSR schedule could also be affected by staff time required to process applications.</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	Farmland map updates are underway.

As needed, develop and update local policies, procedures, applications, and flowcharts for Spheres of Influence, annexations, reorganizations, and the creation of cities and districts.	ONGOING	Application packet is under review.
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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	Website update is underway.
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	
Comprehensively review and document Policies and Procedures for all LAFCO office functions, including human resources rules and regulations.	IN PROGRESS	
Identify and support staff training needs and opportunities, including professional certification, technical training, and ethics/harassment compliance.	ONGOING	
Implement LAFCO's new Records Management Policy, including conversion of paper records to electronic format. This is a multi-year task.	ONGOING	Policy adopted on February 24, 2014.

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	No changes needed at this time.
Continue to coordinate with the County Auditor, to obtain annual local agency contributions to LAFCO. Work with Auditor and Special Districts to implement any update to the cost share formula as may be approved by the Districts in 2014.	ONGOING	Cost collection process was clarified by a 2009 LAFCO policy. A modified cost share formula is under review by Special Districts in 2014.
Complete annual audit for Fiscal Year 2013-2014.	Start August 2014. Complete by December 2014.	Contract for audit services was approved in Feb. 2014.
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 is for informal use by the Budget & Finance Committee.

Table 1: Partial List of Anticipated Agenda Items as of March 24, 2014**Anticipated Agenda Items in the Current Fiscal Year (by June 30, 2014)**

1. Municipal Service Review and Sphere of Influence Update for Monterey Regional Waste Management District (*Initiated by LAFCO. Hearing expected by June 2014*).
2. South Monterey County Fire Protection District – Sphere of Influence Amendment and Annexation of 5,000+ acres in South County. (*LAFCO Application No. 13-05 was filed on July 10, 2013. Incomplete status, pending the District-County approval of a property tax transfer agreement*).

Anticipated Agenda Items in First Half of FY 2014-2015 (July – December 2014)

3. Municipal Service Review for Marina Coast Water District (*Initiated by LAFCO. Administrative draft was prepared by LAFCO staff and reviewed with District in 2013. In February 2014, MCWD formed an ad hoc committee to meet with Seaside County Sanitation District to resolve ongoing issues regarding establishment of an appropriate boundary between the two districts. MSR and SOI adoption schedule is dependent on the districts*).
4. Municipal Service Review for the Seaside County Sanitation District (*Initiated by LAFCO. Administrative draft MSR was prepared by LAFCO staff and reviewed with District. As of March 2014, SCSO intends to meet with MCWD to resolve ongoing issues, and then will arrange a stakeholders meeting to discuss a proposed Sphere of Influence. MSR and SOI adoption schedule is dependent on the two districts*).
5. Municipal Service Review for the City of Gonzales (*Will be initiated by LAFCO after County/City adopt a pre-SOI agreement in March/April 2014*).
6. City of Gonzales – Comprehensive Sphere of Influence Amendment (*Will be initiated by City after County/City adopt a pre-SOI agreement in March/April 2014*).
7. Municipal Service Review and Sphere of Influence Update for Carmel Area Wastewater District (*Initiated by LAFCO in March 2014*).
8. Carmel Area Wastewater District - Annexation of all or significant portions of the District's existing Sphere of Influence near the mouth of the Carmel Valley. (*Application is being prepared; not yet received*).
9. Municipal Service Review and Sphere of Influence Update for City of Soledad (*will potentially be initiated by LAFCO, if determined necessary depending on the scope of subareas under consideration in #2, below*).
10. City of Soledad – Sphere of Influence Amendment and Annexation of Miravale IIB Subdivision. (*Additional potential inclusions: Existing 10-Unit Residential Development Near Gabilan Drive, Front Street freeway interchange safety improvements, 4.35-acre expansion area within the "Soledad Entry Commercial Annexation," Metz Road bypass, Los Coches Adobe vicinity; possibly others*).
11. Prepare a comprehensive set of Policies and Procedures for all LAFCO office functions, including human resources rules and regulations.
12. City of Greenfield – Potential Commercial/Industrial and Residential Annexation Proposals (Franscioni, Scheid, Rich, and others). (Initial Preliminary Discussion)

13. Municipal Service Review and Sphere of Influence Update for Pajaro-Sunny Mesa Community Services District (*MSR Initiated by LAFCO. SOI application initiated by County and PSMCSD*).
14. Pajaro/Sunny Mesa Community Services District – Consolidation with Pajaro County Sanitation District (*Initiated by County and PSMCSD*).

Anticipated Agenda Items Second Half of FY 2014-2015 (January – June 2015)

15. Carmel Area Wastewater District – Sphere of Influence Amendment and Annexation of the September Ranch property in Carmel Valley (*to be initiated by District*).
16. Marina Coast Water District – Sphere of Influence Amendment and Annexation of Portions of the Former Fort Ord to Provide Water and Wastewater Services (*to be initiated by District. See MSR discussion above*).
17. Seaside County Sanitation District – Sphere of Influence Amendment to Include Portions of the Former Fort Ord to Provide Wastewater Services (*to be initiated by District. See MSR discussion above*).
18. Municipal Service Review for the City of Seaside (*Will be initiated by LAFCO at such time as warranted by schedule for potential SOI Amendment, see description below*).
19. City of Seaside – Sphere of Influence Amendment and Annexation of the Proposed Monterey Downs Project, Horse Park and Central Coast Veterans Cemetery (*to be initiated by City*).
20. Municipal Service Review and Sphere of Influence Update for Salinas Valley Memorial Healthcare System (*to be initiated by LAFCO*).
21. Municipal Service Review and Sphere of Influence Update for San Ardo Water District (*to be initiated by LAFCO*).
22. Municipal Service Review and Sphere of Influence Update for San Lucas County Water District (*to be initiated by LAFCO*).
23. Municipal Service Review and Sphere of Influence Update for Boronda County Sanitation District (*to be initiated by LAFCO*).
24. Municipal Service Review and Sphere of Influence Update for Monterey County Regional Sanitation District (*to be initiated by LAFCO*).
25. Municipal Service Review and Sphere of Influence Update for Monterey Peninsula Water Management District (*to be initiated by LAFCO*).

Anticipated Agenda Items with No Timeline Estimate

26. City of Marina – Annexation of Portions of the former Fort Ord within the City’s Sphere of Influence.
27. County Service Area 15 (Serra Village/Toro Park) – Possible reorganization of government structure and services.
28. Soledad Community Health Care District – Comprehensive Sphere of Influence Amendment and Annexation. May include a Municipal Services Review update.
29. Mission Soledad Rural Fire Protection District – Sphere of Influence Amendment and Annexation to include build-out of the proposed Paraiso Springs Resort.