

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

WORK PROGRAM FISCAL YEAR 2015-2016

March 30, 2015

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 Studies for the following anticipated agencies (See Table 1 for more detail):</p> <p><u>Carry Over as Continued Items from FY 2014-2015 Work Program</u></p> <ul style="list-style-type: none"> • Carmel Area Wastewater District • Marina Coast Water District • Seaside County Sanitation District • City of Seaside • Salinas Valley Memorial Healthcare System <p><u>Potential New MSR/Sphere Studies to be Initiated in FY 2015-2016</u></p> <ul style="list-style-type: none"> • Spreckels-area independent special districts: Spreckels Community Services District and Spreckels Memorial District. • Recreation districts: Carmel Valley Recreation and Park District, North County Recreation and Park District, and Monterey Peninsula Regional Park District • Formation of a new community services district to serve future development of Ferrini Ranch and other Highway 68-area properties. • Others, as needed 	Current status varies by district.	<p>All studies will include administrative and public hearing drafts.</p> <p>Priorities and schedule are flexible to accommodate unanticipated needs and other work program tasks, including the priority processing of 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	
<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 as requested by individual Special Districts; attend quarterly Special Districts Association and the Special Districts General Managers' Group meetings; and provide support for the election of Special District LAFCO Members.	ONGOING	
Attend meetings as requested by Cities, the City Managers Group and City Mayors Association, and provide support for the appointment of City Members to LAFCO.	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, as required by State law.	ONGOING	For example, the Senior Analyst will serve on a new water-wastewater technical advisory committee for the Salinas Valley.
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.

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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 2014 Records Management Policy, including conversion of paper records to electronic format. This is a multi-year task.	ONGOING	To date, staff has scanned all 50+ years of meeting minutes and resolutions, has indexed all resolutions, and is scanning all meeting packets.

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.	ONGOING	
Complete annual audit for Fiscal Year 2014-2015.	Start August 2015. Complete by December 2015.	
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 30, 2015Anticipated Agenda Items by June 30, 2015

1. **Pajaro-Sunny Mesa Community Services District** – Annexation of former Alisal Water Company (ALCO)-served areas (MSR Initiated by LAFCO. SOI and annexation application initiated by PSMCSD in December 2014. These items are included in the March 30 LAFCO agenda. LAFCO approval of the annexation component is recommended for continuation to the April meeting to allow the County to approve a property tax transfer resolution).
2. **South Monterey County Fire Protection District** – Sphere of Influence Amendment and Annexation of 5,000+ acres in southern Monterey County. (Application was filed on July 10, 2013. Incomplete status, pending the District-County approval of a property tax transfer agreement).
3. **Carmel Area Wastewater District** – Municipal Service Review (Initiated by LAFCO in March 2014); Sphere of Influence Amendment and Annexation of all or significant portions of the District's existing Sphere of Influence near the mouth of the Carmel Valley and potentially other areas (Application is being prepared; not yet received).
4. **All Cemetery Districts** – Municipal Service Review and Sphere of Influence Studies for Gonzales, Soledad, Greenfield, King City, San Lucas, San Ardo, Cholame, and Castroville Cemetery Districts (Initiated by LAFCO in December 2014).
5. **Independent special districts that provide water, memorial, and recreation services in the central and south Salinas Valley** – Municipal Service Review and Sphere of Influence Studies for the San Ardo and San Lucas County Water Districts, Greenfield Memorial District, and Soledad Mission and Greenfield Public Recreation Districts. (Initiated by LAFCO in December 2014).

Current FY Work Program Items to be Carried Over to FY 2015-2016

6. **Marina Coast Water District**
 - Municipal Service Review (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), and
 - Sphere of Influence Amendment and Annexation of portions of the former Fort Ord, and/or the "Cemex" site, to provide water and wastewater services (May be initiated by the District. See MSR discussion above).
7. **Seaside County Sanitation District**
 - Municipal Service Review (Initiated by LAFCO. Administrative draft MSR was prepared by LAFCO staff and reviewed with District. As of February 2015, SCSD is continuing to coordinate with MCWD to resolve ongoing engineering and feasibility 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).
 - Sphere of Influence Amendment and Annexation of portions of the former Fort Ord to Provide Wastewater Services (To be initiated by District. See MSR discussion and related MCWD item above).
8. **City of Seaside** – Municipal Service Review (Will be initiated by LAFCO at such time as warranted by schedule for potential SOI Amendment); Sphere of Influence Amendment and Annexation of the Proposed Monterey Downs Project, Horse Park and Central Coast Veterans Cemetery (to be initiated by City).
9. **Aromas Water District** – Annexation of several parcels within the District's existing Sphere of Influence Amendment, near the recently completed Oak Ridge – Via del Sol annexation (to be initiated by District).

10. **City of Soledad** – Sphere of Influence Amendment for Miravale III. 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. Municipal Service Review will potentially be initiated by LAFCO, if determined necessary depending on the scope of the proposed Sphere Amendments and Annexations.
11. **City of Greenfield** – Potential Commercial/Industrial and Residential Annexation Proposals (Franscioni, Scheid, and others). (*Initial Preliminary Discussion*)
12. **Salinas Valley Memorial Healthcare System** – Municipal Service Review and Sphere of Influence Study (*Initiated by LAFCO in September 2014*)

Anticipated New Work Program Items to be Considered in FY 2015-2016

13. **Spreckels-area independent special districts** – Municipal Service Review and Sphere of Influence Studies for Spreckels Community Services District and Spreckels Memorial District.
14. **Recreation Districts** – Municipal Service Review and Sphere of Influence Studies for Carmel Valley Recreation and Park District, North County Recreation and Park District, and Monterey Peninsula Regional Park District
15. Potential formation of a **new community services district** to serve future development of Ferrini Ranch and other Highway 68-area properties.
16. **City of Salinas** – proposed Economic Development Element of the City’s General Plan. Review and comment on the City’s environmental document (with LAFCO as a responsible agency under CEQA) and other tasks related to potential future Sphere of Influence Amendments and Annexations to the City of Salinas. A Municipal Service Review update will likely be appropriate
17. **King City** – Potential Sphere of Influence Amendment and Annexation of the existing College Ville farmworker housing complex located adjacent to existing city limits.