

services, computer technology support, human resources services, and accounting and financial systems services. No funding is proposed for in-house professional or clerical staff assistance.

The draft final budget is less than the current year budget. In order to adopt a reduced budget, State law requires that the Commission must be able to make a finding that LAFCO can still fulfill the purposes and programs mandated by State law. That finding was made for the current year adopted budget. Language is in the resolution to adopt the final budget (Agenda Item 11.b).

ALTERNATIVE ACTIONS:

The Commission may add, delete, or modify the work program tasks, or provide other direction to the Executive Officer.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Kate McKenna", with a horizontal line extending to the right.

Kate McKenna, AICP
Executive Officer

Attachment:

1. Draft Resolution and Final Fiscal Year 2011-2012 Work Program

ATTACHMENT 1

THE LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

RESOLUTION NO. 11-xx

RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION ADOPTING THE FINAL FISCAL YEAR 2011-2012 WORK PROGRAM

WHEREAS, these proceedings are taken in conformance with the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, commencing with Section 56000 of the Government Code; and

WHEREAS, the Budget and Finance Committee of the Local Agency Formation Commission of Monterey County considered a proposed budget and work program on March 14, 2011, and made its recommendations to the full Commission; and

WHEREAS, the Local Agency Formation Commission of Monterey County, considered these recommendations, conducted a public hearing, and adopted a proposed budget and work program on April 25, 2011; and

WHEREAS, the adopted proposed budget and work program were distributed to the Board of Supervisors, to each city, and to each independent special district for review and comment; and

WHEREAS, the adopted proposed budget and work program were duly noticed for public hearings, and

WHEREAS, the Commission has found that the final budget will maintain staffing and services at an adequate level to ensure that the Commission can fulfill the purposes and programs of the Cortese-Knox-Hertzberg Act as reflected in the final work program.

NOW, THEREFORE, the Local Agency Formation Commission of Monterey County does HEREBY RESOLVE, DETERMINE, AND ORDER as follows:

That the Commission adopts a final work program for Fiscal Year 2011-2012 (Exhibit A),
and

That the Executive Officer shall transmit the adopted final work program to the Monterey County Board of Supervisors, to each city, and to each independent special district.

UPON MOTION OF Commissioner _____, seconded by Commissioner _____, the foregoing resolution is adopted this 23rd day of May, 2011 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Chair
Local Agency Formation Commission of Monterey County

ATTEST: I certify that this resolution is a true and complete record of said Commission's actions.

Witness my hand this ___ day of May 2011

By: _____
Kate McKenna, AICP, Executive Officer

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

DRAFT FINAL WORK PROGRAM

FISCAL YEAR 2011-2012

May 23, 2011

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 boundary change proposals that have been discussed with local government agencies is attached to this Work Program. Does not include active, current proposals. 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>Continue to work cooperatively with the City of Greenfield and the County of Monterey to complete the Memorandum of Agreement required by LAFCO's approval of the City's Updated Sphere of Influence. City and County are the lead agencies in discussions.</p>	ONGOING	Due to an impasse on the MOA, preliminary discussions are underway with City staff to reduce the size of the Sphere of Influence, while allowing for a city park expansion.

2. SPECIAL STUDIES		
TASK	STATUS	COMMENTS
<p>Initiate and/or Complete Municipal Service Reviews and Sphere of Influence Updates for:</p> <ul style="list-style-type: none"> • Phase One: Fire Services and Emergency Medical Services; • Phase Two: Water, Wastewater, and Solid Waste Districts; • Phase Three: Dependent County Service Areas (Streets, Highways, Drainage, Landscaping, etc.); • Phase Four: Recreation & Park Services and Cemetery Services; • Phase Five: Community Services Districts, and • Phase Six: Other Government Services – Airport Operations, Harbor & Port Services, Hospital/Health Care, Mosquito Abatement, and Resource Conservation. 	Fire Service and Emergency Medical Services Reviews are underway.	Municipal Service Reviews and Sphere of Influence Updates were completed for all cities in January 2011.
<p>As needed, update the LAFCO map inventory and publish maps on the LAFCO web site.</p>	ONGOING	

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	
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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).	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	
Participate in community educational opportunities to promote understanding and dialogue with various sectors of the Monterey County economy.	ONGOING	
Work with the Fort Ord Reuse Authority (FORA) in the analysis of dissolution alternatives for presentation to the FORA Board and the Formation Commission, consistent with the 2014 "sunset" requirements of the FORA Act.	IN PROGRESS	FORA members are discussing options.
Represent the interests of Monterey LAFCO in statewide issues by providing Staff Officer assistance to California Association of Local Agency Formation Commissions (CALAFCO) through December 2011.	IN PROGRESS	

<p>Develop and implement plans to host Annual CALAFCO Conference in Monterey on October 2 - 5, 2012.</p>	<p>IN PROGRESS</p>	<p>Monterey LAFCO will work cooperatively with CALAFCO staff, a Facilities Committee, and a Program Committee which will include staff from other LAFCOs.</p>
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4. COMMISSION AND COMMITTEE FUNCTIONS

TASK	STATUS	COMMENTS
<p>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.</p>	<p>ONGOING</p>	
<p>Hold monthly agenda review sessions with Chair and Vice-Chair.</p>	<p>ONGOING</p>	
<p>Conduct new Commissioner orientations, as needed.</p>	<p>ONGOING</p>	
<p>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.</p>	<p>ONGOING</p>	
<p>Provide Commission with regular updates of laws, policies, and procedures.</p>	<p>ONGOING</p>	

5. ADMINISTRATIVE AND HUMAN RESOURCES MANAGEMENT

TASK	STATUS	COMMENTS
<p>Maintain the LAFCO project tracking system.</p>	<p>ONGOING</p>	
<p>Maintain the staff time keeping, cost tracking, and invoicing systems for applications.</p>	<p>ONGOING</p>	
<p>Review LAFCO Human Resources Policies and Procedures.</p>	<p>IN PROGRESS</p>	
<p>Identify and support staff training needs and opportunities, including professional certification, technical training, and ethics/harassment compliance.</p>	<p>ONGOING</p>	

6. FINANCIAL MANAGEMENT		
TASK	STATUS	COMMENTS
Review and update the project fee schedule and hourly staffing rates, as needed.	ONGOING	
Continue to review existing financial policies and procedures, and prepare new financial policies and procedures as necessary.	ONGOING	
Continue to coordinate with County Auditor on the process of obtaining annual local agency contributions to LAFCO.	ONGOING	
Complete audit for Fiscal Year 2010-2011.	Start August 2011. Complete by December 2011.	
Conduct periodic review of Benefits, Services and Supplies with the goal of continuing to minimize costs.	ONGOING	
Use a three-year financial forecast as a tool to project upcoming needs and to provide the resources to meet these needs.	Developed for initial review in March 2011.	Continue development and implement as a planning exercise in FY 2011-2012.

Table:1 Partial List of Potential Local Agency Applications

LOCAL AGENCY	POTENTIAL APPLICATION
Aromas County Water District	Oak Ridge / Via del Sol Sphere of Influence Amendment and Annexation
Carmel Highlands Fire Protection District	Comprehensive Sphere Amendment and Annexation
City of Gonzales	Comprehensive Sphere Amendment
City of Greenfield	Possible Sphere of Influence Amendment
City of Soledad	Miravale IIB Sphere Amendment and Annexation
	Out-of-Area Service Agreement to Provide Sewer Service to Camphora Farm Labor Housing Development
Cypress Fire Protection District	Comprehensive Sphere Amendment and Annexation
Marina Coast Water District	Sphere of Influence Amendment and Annexation for the Ord Community
Pajaro County Sanitation District	Alvaro Gonzales Sphere Amendment and Annexation
Pajaro/Sunny Mesa Community Services District	Out-of Area Service Agreements for the Former ALCO Water Systems
South Monterey County Fire Protection District	Sphere of Influence Amendment and Annexation