

# LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

## PROPOSED WORK PROGRAM FISCAL YEAR 2010-2011

Adopted by Commission on February 22, 2010

<b>1. APPLICATION PROCESSING FUNCTIONS</b>		
<b>TASK</b>	<b>STATUS</b>	<b>COMMENTS</b>
<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 litigation. No litigation is anticipated in FY 2010-2011
<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	

<b>2. SPECIAL STUDIES</b>		
<b>TASK</b>	<b>STATUS</b>	<b>COMMENTS</b>
<p>Complete Phase One Municipal Service Reviews and Sphere of Influence Reviews for all cities, fire service providers and emergency service providers. This is part of a comprehensive, state-mandated program to update service reviews and spheres for all cities, independent districts and dependent districts. The program is designed in phases to be done over several years.</p>	<p>IN PROGRESS</p> <p>Substantially complete by December 2010</p>	
<p>Initiate Municipal Service Reviews and Sphere of Influence Updates for:</p> <ul style="list-style-type: none"> <li>• Phase Two: Independent Water, Wastewater, &amp; Solid Waste Districts</li> </ul> <p>Phase Three: Dependent County Service Areas (Streets, Highways, Drainage, Landscaping, etc.)</p>	<p>Begin Phase Two in December 2010. Begin Phase Three in June 2011</p>	
<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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<b>3. GOVERNMENT AND COMMUNITY RELATIONS</b>		
<b>TASK</b>	<b>STATUS</b>	<b>COMMENTS</b>
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 direct responsibilities, such as AB 32 (Blueprint Planning) and SB 375 (Global Warming Emission Reductions).	IN PROGRESS Serving on AMBAG Committee	
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	Initial meeting has been held with FORA to discuss steps and timing.
Represent the interests of Monterey LAFCO in statewide issues by providing Staff Officer assistance to California Association of Local Agency Formation Commissions (CALAFCO).	IN PROGRESS	

<b>4. COMMISSION AND COMMITTEE FUNCTIONS</b>		
<b>TASK</b>	<b>STATUS</b>	<b>COMMENTS</b>
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	
Set an annual local legislative agenda each Fall. Continue to participate in the CALAFCO legislative process to ensure that local interests are coordinated with policies and activities of that 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.	Setting annual local legislative priorities is a new task. It supports the other ongoing legislative tasks that ensure local interests are communicated to CALAFCO and state legislators.	
Provide Commission with regular update of laws, policies and procedures.	ONGOING	

<b>5. ADMINISTRATIVE AND HUMAN RESOURCES MANAGEMENT</b>		
<b>TASK</b>	<b>STATUS</b>	<b>COMMENTS</b>
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	

<b>6. FINANCIAL MANAGEMENT</b>		
<b>TASK</b>	<b>STATUS</b>	<b>COMMENTS</b>
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	
Coordinate with County Auditor to implement the 2009 policy on annual contributions to LAFCO, including timely issuance of initial invoices in July of each year.	ONGOING	
Complete audit for Fiscal Year 2009-2010.	Start August 2010. Complete by December 2010.	
Conduct periodic review of Benefits, Services and Supplies with the goal of maintaining services at a lower cost.	ONGOING	

**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 Area Wastewater District	Rancho Cañada Village Sphere Amendment and Annexation
	Carmel Highlands Sphere of Influence Update and Annexations (pending recommendation from County "Onsite Wastewater Management Plan")
Carmel Valley County Sanitation District	Dissolution
Castroville Community Services District	Sphere Amendment (County Redevelopment Area)
Cities of Del Rey Oaks, Monterey, and Seaside	Minor Adjustments to Spheres of Influence and City Boundaries
City of Gonzales	Comprehensive Sphere Amendment & Annexation
City of Greenfield	Sundance Annexation (Northwest of City)
	Villages Annexation (West of City)
	Don Chapin Batch Plant Industrial Annexation
City of King City	Comprehensive Sphere of Influence Amendment
	Silva Properties Sphere of Influence Amendment
City of Salinas	Fresh Express Sphere Amendment and Annexation
City of Soledad	Comprehensive Sphere of Influence Amendment
	Miravale IIB Sphere Amendment and Annexation
	Miravale III Sphere Amendment and Annexation
	North End Remnant SOI Amendment & Annexation
	US 101 / Front Street Interchange Sphere of Influence Amendment & Annexation
Marina Coast Water District	Various Sphere Amendments and Annexations
	Ord Community Ad-Hoc Committee Report
Mission Soledad Fire Protection District	Annexation
Pajaro County Sanitation District	Merger with Pajaro/Sunny Mesa Community Services District (under discussion with County)
Pajaro/Sunny Mesa Community Services District	Comprehensive Sphere of Influence Amendment
	Former Alco Water Systems Sphere Amendment and Annexations (under discussion with County)
Seaside County Sanitation District	Annexation – Ord Community
South Monterey County Fire Protection District	Annexation