

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

ANNUAL WORK PROGRAM

FISCAL YEAR 2012-2013

Adopted by Commission on March 26, 2012

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.
Provide Commission with legally defensible recommendations and alternatives, and alert to litigation risks, liabilities and alternatives associated with potential actions.	ONGOING	No active or anticipated litigation.
Resolve the current impasse regarding a Memorandum of Agreement that was required as part of LAFCO's approval of the City's Updated Sphere of Influence.	Executive Officer will present status report and recommendations on April 23.	Among the possible options, the Commission may direct EO to initiate public hearing in FY 2012-13 to revoke or modify the approved Sphere of Influence.

2. SPECIAL STUDIES		
TASK	STATUS	COMMENTS
<p>Prepare Municipal Service Reviews and Sphere of Influence Updates for:</p> <ul style="list-style-type: none"> • Two Health Care Districts: Salinas Valley Memorial Healthcare System and Soledad Community Health Care District; • One Solid Waste District: the Monterey Regional Waste Management District, and • Preliminary research and effort toward reviews/updates of Water, Wastewater & Recycled Water Providers in the former Fort Ord: Marina Coast Water Dist., Monterey Peninsula Water Mgmt. Agency, Seaside Co. San. District. 	Start review of HC districts in April 2012. Start review of SW district in late 2012.	Priorities set by LAFCO in January 2012.
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.	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>	<p>ONGOING</p>	
<p>Implement new State law (SB 244) and consider possible additions to local LAFCO policy, if necessary. The law requires LAFCO, Cities and County to plan for disadvantaged unincorporated communities.</p>	<p>NEW UNFUNDED STATE MANDATE</p>	<p>LAFCO approved a new implementing policy in January 2012. Staff will monitor implementation efforts and recommend additional policy language if necessary.</p>

<p>3. GOVERNMENT AND COMMUNITY RELATIONS</p>		
<p>TASK</p>	<p>STATUS</p>	<p>COMMENTS</p>
<p>Initiate informal meetings to discuss budget and policy issues with Cities, Special Districts, and County, as appropriate.</p>	<p>ONGOING</p>	
<p>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.</p>	<p>ONGOING</p>	
<p>Attend meetings as requested by the City Managers Group and City Mayors Association.</p>	<p>ONGOING</p>	
<p>Attend meetings as requested by the County of Monterey.</p>	<p>ONGOING</p>	
<p>Provide early notice to County, Cities, and Special Districts of issues that may affect them, and opportunities to participate in the LAFCO process.</p>	<p>ONGOING</p>	
<p>Post public information on the LAFCO website and review website layout, graphics, and content for ease of public use.</p>	<p>ONGOING</p>	
<p>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.</p>	<p>ONGOING</p>	
<p>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.</p>	<p>IN PROGRESS</p>	<p>LAFCO Chair Darington serves on an AMBAG advisory committee. EO serves on a planning committee.</p>

Participate in community educational opportunities to promote understanding and dialogue with various sectors of the Monterey County economy.	ONGOING	
Monitor outcome of AB 1614, a bill to extend the sunset of Fort Ord Reuse Authority to 2024. If the bill fails, initiate work with FORA to prepare a transition plan for orderly dissolution by 2014.	Monitor legislation through September 2012. Start transition/dissolution process in September 2012 if necessary.	FORA Act requires LAFCO to provide for the orderly dissolution of FORA.
Work with mutual water companies that have 15 or more service connections, to assist them in submitting maps of their service boundaries to LAFCO. State Corporations Code section 14301.1 requires mutual water companies to submit these maps by December 31, 2012. This new requirement is part of AB 54, effective January 2012, which also requires mutual water companies to comply with LAFCO requests for Municipal Service Review information.	NEW UNFUNDED STATE MANDATE	LAFCO does not regulate mutual water companies, but can now obtain useful map and service information.
Promote Monterey LAFCO's interests in statewide issues through active participation in the California Association of Local Agency Formation Commissions (CALAFCO).	ONGOING	Monterey LAFCO has a tradition of formal service to the CALAFCO Board of Directors. The EO's term of service as a CALAFCO officer ended in Feb. 2012. However, the Commission receives a monthly CALAFCO activities report, and participates in policy, legislative and other issues.
Host the 2012 Annual CALAFCO Conference in Monterey on October 2 – 5 for approximately 300 commissioners and staff.	IN PROGRESS	Monterey LAFCO has formed a host committee. Host and program committees will meet April-October. EO is serving on both committees for coordinating purposes.

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	

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.

<p>Complete annual audit for Fiscal Year 2011-2012.</p>	<p>Start August 2012. Complete by December 2012.</p>	
<p>Conduct periodic review of Benefits, Services and Supplies with the goal of continuing to control costs.</p>	<p>ONGOING</p>	
<p>Continue use of a three-year financial forecast to project upcoming needs and to provide the resources to meet these needs.</p>	<p>ONGOING</p>	<p>This tool was introduced as part of the FY 2011-12 budget preparation process.</p>

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	"Cappo" Sphere of Influence Amendment and Annexation (Carmel Highlands)
Carmel Highlands Fire Protection District	Comprehensive Sphere Amendment and Annexation
City of Gonzales	Comprehensive Sphere Amendment
City of Greenfield	Annexation of Yanks Air Museum Property
	Sphere of Influence Amendment
City of Marina	Annexation of Portions of the Former Fort Ord
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 Former Fort Ord
Pajaro/Sunny Mesa Community Services District	Out-of Area Service Agreements for the Former ALCO Water Systems
Seaside County Sanitation District	Sphere of Influence Amendment in the Former Fort Ord
Soledad Community Health Care District	Comprehensive Sphere of Influence Amendment and Annexation
South Monterey County Fire Protection District	Sphere of Influence Amendment and Annexation