

2016

Commissioners

Chair

Sherwood Darington
Public Member

Vice Chair

Joe Gunter
City Member

Fernando Armenta
County Member, Alternate

Matt Gourley
Public Member, Alternate

Maria Orozco
City Member, Alternate

John Phillips
County Member

Warren E. Poitras
*Special District Member,
Alternate*

Ralph Rubio
City Member

Simón Salinas
County Member

Steve Snodgrass
Special District Member

Graig R. Stephens
Special District Member

Counsel

Leslie J. Girard
General Counsel

Staff

Kate McKenna, AICP
Executive Officer

132 W. Gabilan Street, #102
Salinas, CA 93901

P. O. Box 1369
Salinas, CA 93902

Voice: 831-754-5838
Fax: 831-754-5831

www.monterey.lafco.ca.gov

AGENDA

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

Monday, April 25, 2016
4:00 p.m.

Board of Supervisors Chambers
Monterey County Government Center
168 West Alisal Street, First Floor
Salinas, California

The Local Agency Formation Commission welcomes you to its meetings. This meeting has been noticed according to the Brown Act. If you want to submit documents, please bring 15 copies for distribution. The meeting will be broadcast live on Comcast Cable TV Channel 28, and is rebroadcast every Monday at 4:00 p.m. Agendas and reports are available on our website at least 72 hours before each meeting.

Roll Call

Call to Order

Pledge of Allegiance

Public Comments

Anyone may address the Commission briefly about items not already on the Agenda. Please fill out a Speaker Request Form available on the rostrum.

Consent Agenda

All items on the Consent Agenda will be approved in one motion and there will be no discussion on individual items, unless a Commissioner or member of the public requests a specific item to be pulled from the Consent Agenda for separate discussion.

1. Approve Draft Minutes from the March 28, 2016 LAFCO Regular Meeting.
Recommended Action: Approve minutes.
2. Accept Report on Anticipated Agenda Items and Progress Report on LAFCO Special Studies.
Recommended Action: Accept report.
3. Accept Register of Checks for March 2016.
Recommended Action: Approve register.

Public Hearing

4. Consider Adoption of a Final Budget for Fiscal Year 2016-2017.
Recommended Action: Adopt a Resolution adopting the Budget and directing the distribution of the adopted Final Budget to local agencies and the Auditor-Controller.

New Business

5. Consider Establishing a Part-Time Administrative Assistant Position with related Job Description and Salary Range.
Recommended Action: Adopt a Resolution.

Executive Officer's Report

The Executive Officer may make brief announcements about LAFCO activities, for information only.

Commissioner Comments

Individual Commissioners may comment briefly on matters within the jurisdiction of LAFCO. No discussion or action is appropriate, other than referral to staff or setting a matter as a future agenda item.

Correspondence

This item is for information only; no action is required by the Commission

Closed Session

The Commission will conduct a Public Employee Annual Performance Evaluation in closed session, pursuant to Code Section 54957. Position: LAFCO Executive Officer.

Adjournment to the Next Meeting

The next Regular LAFCO Meeting is scheduled for Monday, May 23, 2016 at 4:00 p.m.

Alternative Formats and Facility Accommodations: If requested, the agenda will be made available in alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC 12132) and the federal rules and regulations adopted in implementation thereof. Also if requested, facility accommodations will be made for persons with disabilities. Please contact (831) 754-5838 for assistance.

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

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DRAFT MINUTES
LOCAL AGENCY FORMATION COMMISSION
OF MONTEREY COUNTY

Monday, March 28, 2016
4:00 p.m.

Board of Supervisors Chambers
Monterey County Government Center
168 West Alisal Street, First Floor
Salinas, California

Roll Call

Members Present

Commissioner Darington, Chair
Commissioner Gourley
Commissioner Gunter, Chair Pro-Tem
Commissioner Phillips
Commissioner Orozco
Commissioner Poitras
Commissioner Rubio
Commissioner Salinas
Commissioner Snodgrass
Commissioner Stephens

Members Absent (Excused Absences)
None

Members Not Present (Presence Not Required)
Commissioner Armenta.

Staff Present

Kate McKenna, AICP, Executive Officer
Leslie J. Girard, General Counsel
Darren McBain, Senior Analyst
Thom McCue, Senior Analyst (Contract)
Gail Lawrence, Clerk to the Commission
Tiffany Hutchison, Administrative Assistant (Temporary)

Call To Order

The Local Agency Formation Commission was called to order by Chair Darington at 4:00 p.m. in the Monterey County Board of Supervisors Chambers.

Pledge of Allegiance

The Commission recited the Pledge of Allegiance.

Public Comments

There were no Public Comments on items not on the Agenda.

Consent Calendar

1. Approve Draft Minutes from the December 7, 2015 LAFCO Regular Meeting.
2. Accept Draft Meeting Notes of the Budget and Finance Committee Meeting of March 4, 2016.
3. Accept Report on Activities of the California Association of Local Formation Commissions.
4. Approve Registers of Checks for the Months of November and December 2015, and January and February 2016.
5. Accept Report on Anticipated Agenda Items and Progress Report on LAFCO Special Studies.
6. Approve Draft Financial Statements for Period Ending December 31, 2015.
7. Consider Professional Services Agreement with James Marta & Company LLP to Calculate the Retiree Healthcare Liability (GASB 45) for Fiscal Year 2016-2017.
8. Accept January 4, 2016 Meeting Notes for Conducting Authority (Protest Proceedings) – Spreckels Fire Protection Reorganization. (LAFCO File No. 15-01.)

There were no Public or Commissioner comments for the Consent Items.

Commission Action: The Consent Items were unanimously approved by those present. Abstain: None. Absent: None.

Public Hearings-

9. Consider the Aromas Water District 2016 Annexation Proposal (LAFCO File #15-02)
Recommended Action: Conduct a public hearing and adopt a Resolution to:
 1. Consider the amended Mitigated Negative Declaration prepared by the Aromas Water District to address the project's potential environmental impacts pursuant to the California Environmental Quality Act (CEQA) guidelines;
 2. Approve the proposed annexation of two residential parcels to the Aromas Water District (176 Dunbarton Road and 2598 San Juan Road); and
 3. Waive Conducting Authority ("protest") proceedings for the proposed annexation.

Darren McBain , Senior Analyst, provided a report.

Chair Darington opened the Public Hearing. There were no Public Comments. Chair Darington closed the Public Hearing.

Commission Action: The recommended Resolution for the Aromas Water District 2016 Annexation Proposal (LAFCO File #15-02) was unanimously approved by those present. Abstain: None. Absent: None.

10. Consider the 2016 Municipal Service Review and Sphere of Influence Study for the following Independent Special Districts Located in the Spreckels Area:

- Spreckels Community Services District
- Spreckels Memorial District

Recommended Action: Open a public hearing for this item and adopt a Resolution to:

1. Find the draft Study exempt from the California Environmental Quality Act (CEQA) as “information collection” under Section 15306 of the State CEQA Guidelines and based on the determination that this action does not have the potential for causing a significant effect on the environment (Section 15061(b)(3));
2. Adopt the *2016 Municipal Service Review and Sphere of Influence Study* for the Spreckels Community Services District and the Spreckels Memorial District.
3. Based on the Study’s recommended determinations, affirm the currently adopted Spheres of Influence of these districts with no changes; and
4. Authorize the Executive Officer to work with the Spreckels Community Services District and the Spreckels Memorial District to explore additional ways the districts can work together, including, but not limited to, the possibility of a functional or full consolidation of the agencies.

Thom McCue, Senior Analyst, provided a report.

Chair Darington opened the Public Hearing. After public comment was received Chair Darington closed the Public Hearing.

Commission Action: The recommended Resolution for the 2016 Municipal Service Review and Sphere of Influence Study for the Independent Special Districts Located in the Spreckels Area was unanimously approved by those present, with changes as submitted in public testimony as appropriate. Abstain: none. Absent: None.

11. Conduct a Public Hearing to Consider the Draft Annual Work Program for Fiscal Year 2016-2017.
Recommended Action: Adopt the Resolution approving the Annual Work Program for Fiscal Year 2016-2017.

Chair Darington opened the Public Hearing. There were no Public Comments. Chair Darington closed the Public Hearing

Commission Action: The recommended Resolution for the Draft Annual Work Program for Fiscal Year 2016-2017 was unanimously approved by those present. Abstain: None. Absent: None.

12. Conduct a Public Hearing to Consider the Proposed Annual Budget for Fiscal Year 2016-2017.
Recommended Action: Direct the Executive Officer to distribute the proposed budget to the County, cities and independent special districts for review and comments and direct the Executive Officer to schedule a public hearing on April 25 at 4:00 p.m. to consider adoption of the final budget.

Chair Darington opened the Public Hearing. There were no Public Comments. Chair Darington closed the Public Hearing

Commission Action: The recommended actions for the Proposed Annual Budget for Fiscal Year 2016-2017 were unanimously approved by those present. Abstain: None. Absent: None.

Commissioners Comments

None.

Adjournment to the Next Meeting

Chair Darington adjourned the meeting at 5:30. p.m.

*The next Regular LAFCO meeting is scheduled for Monday, April 25, 2016 at 4:00 p.m.

Anticipated Future Agenda Items – April 25, 2016

5. **King City** – Potential Sphere of Influence Amendment and Annexation of the existing College Ville farmworker housing complex located adjacent to existing city limits, and possibly one or more other nearby parcels. (*Applications have not yet been submitted.*)
6. **Marina Coast Water District** –
 - a. 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. A December 8, 2015 letter from SCSD to MCWD requested additional coordination on engineering studies. MSR and SOI adoption schedule is dependent on the districts.*)
 - b. 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** –
 - a. Municipal Service Review (*Initiated by LAFCO. Administrative draft MSR was prepared by LAFCO Staff LAFCO staff and reviewed with District in 2013. MSR and SOI adoption schedule is dependent on the two districts. See related MCWD item above.*)
 - b. 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 a time as warranted by schedule for a potential Sphere of Influence Amendment*); Sphere of Influence Amendment and Annexation of the Proposed Monterey Downs Project, Horse Park and Central Coast Veterans Cemetery project (*to be initiated by the City. Sphere / annexation applications are not yet submitted – pending CEQA clearance, and other City/County actions.*)
9. **Municipal Service Review and Sphere of Influence Study for water and wastewater service districts:** Aromas Water District and the Boronda, Pajaro, and Monterey Regional County Sanitation Districts, a dependent district related to the Monterey Regional Water Pollution Control Agency. (This item is anticipated to include participation in exploratory discussions regarding the possibility of Sphere of Influence and annexation applications to connect a farmworkers housing opportunity near Salinas, and several other wastewater opportunity areas, to the regional wastewater treatment and recycling system operated by the MRWPCA. Opportunity areas informally identified include Toro, Spreckels and several other rural communities now served by private sewer companies).

Anticipated Agenda Items through June 30, 2017.

10. **Salinas Valley Memorial Healthcare System** – Municipal Service Review and Sphere of Influence Study (*Initiated by LAFCO in September 2014; information collection in progress.*)
11. Potential formation of a new community services district to serve development of Ferrini Ranch and other Highway 68 – area properties. (*Not yet initiated by County of Monterey, property owners, or other parties. County has expressed recent interest in meeting with LAFCO staff to begin discussion.*)
12. **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 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. (*LAFCO submitted a comment letter on the City’s Notice of Preparation of a draft, program-level EIR in December 2015. The EIR has not yet been circulated.*)
13. **Municipal Service Reviews and Sphere of Influence Studies** –

Anticipated Future Agenda Items – April 25, 2016

- a. **Community Services Districts:** Pebble Beach, Santa Lucia
- b. **Other Government Services:** Monterey Peninsula Airport District, Moss Landing, Harbor District, North Salinas Valley Mosquito Abatement District, Resource Conservation District of Monterey County

Respectfully Submitted,



Kate McKenna, AICP
Executive Officer

Attachment 1: Progress Report – LAFCO Special Studies

Prepared by: Darren McBain, Senior Analyst

Anticipated Future Agenda Items – April 25, 2016

Attachment I

STATUS OF SPECIAL STUDIES

LISTED IN THE FY 2015/2016 WORK PROGRAM

(Municipal Service Reviews and Sphere of Influence Studies)

Completed in December 2015:

- Gonzales Cemetery District
- Soledad Cemetery District
- Greenfield Cemetery District
- King City Cemetery District
- San Lucas Cemetery District
- San Ardo Cemetery District
- Cholame Cemetery District
- Castroville Cemetery District
- Pajaro Valley Public Cemetery District
- Greenfield Memorial District
- Soledad Mission Recreation District
- Greenfield Public Recreation District
- San Ardo Water District
- San Lucas County Water District

Completed in March 2016:

- Spreckels Community Services District
- Spreckels Memorial District

Currently in Progress, as of April 2016 (Timing is Dependent on other Agency Actions):

- Marina Coast Water District – *Administrative draft under review*
- Seaside County Sanitation District - *Administrative draft under review*
- Carmel Area Wastewater District - *Administrative draft under review (possible hearing by June 30)*
- Salinas Valley Memorial Healthcare System - *Information collection in process*

Initiated in March 2016, with Anticipated Completion by June 2016:

- Carmel Valley Recreation and Park District - *Information collection in progress*
- North County Recreation and Park District - *Information collection in progress*
- Monterey Peninsula Regional Park District - *Information collection in progress*

Not Yet Initiated, Anticipated Carry/Over to FY 2016/2017 (Timing is Dependent on other Agency Actions):

- City of Seaside
- City of Soledad
- City of Salinas
- County of Monterey, Highway 68 Corridor / Potential formation of a new community services district to serve future development of Ferrini Ranch and other Highway 68/area properties.

LAFCO
LOCAL AGENCY FORMATION COMMISSION
OF MONTEREY COUNTY
WELLS FARGO BANK WARRANT REGISTER
FOR MARCH 31, 2016

DATE	CK#	NAME	DESCRIPTION	CHECK AMOUNT	DEPOSIT AMOUNT	ACCOUNT BALANCE
Beginning Balance 3/1/2016						\$ 127,527.28
03/03/2016	EFT	AT&T Mobility	Telephone Expense	150.48		127,376.80
03/04/2016	EFT	CalPERS Health	March 2016 Health Insurance EFT#1000667274	3,798.68		123,578.12
03/10/2016	EFT	QuickBooks Payroll Service	For Payroll Period Ending 3/4/16 Paid 3/11/16	10,389.31		113,188.81
03/11/2016	5317	Darren J McBain	For Payroll Period Ending 3/4/16 Paid 3/11/16	-		113,188.81
03/11/2016	5318	Gail M Lawrence	For Payroll Period Ending 3/4/16 Paid 3/11/16	-		113,188.81
03/11/2016	5319	Kathryn M. McKenna	For Payroll Period Ending 3/4/16 Paid 3/11/16	-		113,188.81
03/11/2016	5320	Thomas A. McCue	For Payroll Period Ending 3/4/16 Paid 3/11/16	-		113,188.81
03/11/2016	EFT	CalPERS 457 Program	CalPers 457 Deferred Compensation Cotribution	2,332.09		110,856.72
03/11/2016	EFT	CalPERS Retirement	CalPers Retirement Contribution	1,887.05		108,969.67
03/11/2016	EFT	EDD	State Payroll Tax Deposit	1,111.97		107,857.70
03/11/2016	EFT	EFTPS	Federal Payroll Tax Deposit	3,101.80		104,755.90
03/11/2016	5321	Accountemps	Temp Help: Hutchison,Tiffany W/E 2/19,2/26,3/4	2,162.96		102,592.94
03/11/2016	5322	AT&T	Telephone Service from 2/1/16-2/29/16	20.54		102,572.40
03/11/2016	5323	County of Monterey, Information Technolog	Computer Support Services Through 1/31/16	1,033.01		101,539.39
03/11/2016	5324	Hayashi Wayland	Accounting Services	3,000.00		98,539.39
03/11/2016	5325	IBM Corporation	Leased Computers for Lafco Staff 3/1/16-3/31/16	172.96		98,366.43
03/11/2016	5326	Monterey County Weekly Classifieds	Notice of Public Hearings	222.07		98,144.36
03/11/2016	5327	Payment Remittance Center	VOID: CaLafco Staff Workshop 3/30/16-4/1/16	-		98,144.36
03/11/2016	5328	Payment Remittance Center	Office Supplies; Certified Mailings	1,050.51		97,093.85
03/24/2016	EFT	QuickBooks Payroll Service	For Payroll Period Ending 3/18/16 Paid 3/25/16	10,017.90		87,075.95
03/25/2016	5329	Darren J McBain	For Payroll Period Ending 3/18/16 Paid 3/25/16	-		87,075.95
03/25/2016	5330	Gail M Lawrence	For Payroll Period Ending 3/18/16 Paid 3/25/16	-		87,075.95
03/25/2016	5332	Thomas A. McCue	For Payroll Period Ending 3/18/16 Paid 3/25/16	-		87,075.95
03/25/2016	5331	Kathryn M. McKenna	For Payroll Period Ending 3/18/16 Paid 3/25/16	-		87,075.95
03/25/2016	EFT	CalPERS 457 Program	CalPers 457 Deferred Compensation Contribution	2,119.79		84,956.16
03/25/2016	EFT	CalPERS Retirement	CalPers Retirement Contribution	1,887.05		83,069.11
03/25/2016	EFT	EDD	State Payroll Tax Deposit	985.33		82,083.78
03/25/2016	EFT	EFTPS	Federal Payroll Tax Deposit	2,744.90		79,338.88
03/25/2016	5333	Bruce Lindsey	Monthly Building Rent	2,027.66		77,311.22
03/25/2016	5334	Accountemps	Temp Help: Hutchison,Tiffany W/E 3/11/16	826.81		76,484.41
03/25/2016	5335	AT&T	Telephone Service from 2/12/16-3/11/16	165.61		76,318.80
03/25/2016	5336	AT&T Mobility	Telephone Service 2/14/16-3/13/16	649.93		75,668.87
03/25/2016	5337	Benefit Coordinators Corp.	Dental & Vision Insurance: April 2016	595.44		75,073.43
03/25/2016	5338	Copymat	Board Packet	356.73		74,716.70
03/25/2016	5339	Magellan Behavioral Health	EAP Insurance Apr-Jun 2016	80.40		74,636.30
03/25/2016	5340	Pitney Bowes Global Financial Svcs LLC	Postage Machine Rental 12/30/15-3/30/16	160.42		74,475.88
03/25/2016	5341	Principal Life	April 2016 Benefits: LTD,ADD,STD,Life	402.40		74,073.48
03/25/2016	5342	Purchase Power	Postage	11.99		74,061.49
03/25/2016	5343	The Salinas Californian #1078	ACCT NO. SC0334288 For 12/1/15-3/31/17	91.97		73,969.52
03/30/2016	EFT	County of Monterey	Funds Transfer		150,000.00	223,969.52
				53,557.76	150,000.00	
Ending Balance 3/31/2016						\$ 223,969.52

LOCAL AGENCY FORMATION COMMISSION
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KATE McKENNA, AICP
Executive Officer

DATE: April 25, 2016
TO: Chair and Members of the Formation Commission
FROM: Kate McKenna, AICP, Executive Officer
SUBJECT: PROPOSED ANNUAL BUDGET FOR FY 2016-2017 (SECOND HEARING)

SUMMARY OF RECOMMENDATIONS:

The following actions are recommended:

1. Receive the Executive Officer's report;
2. Open and close the public hearing;
3. Discuss and adopt a resolution (attached) and final budget for Fiscal Year 2016-2017, and
4. Direct the Executive Officer to distribute the adopted final budget to local agencies and the County Auditor-Controller.

EXECUTIVE OFFICER'S REPORT:

This is the second of two required public hearings to adopt a budget for FY 2016-2017. The first hearing was held on March 28. At that time, the Commission adopted a work program, adopted a proposed budget as recommended by the Budget & Finance Committee, directed that the budget be circulated to local agencies for review and comment, and set an April 25 hearing date to adopt a final budget.

Overview

Attached is the draft final budget for FY 2016-2017. It is identical to the original budget proposal. The proposed budget (\$903,000) is a \$54,300 (6 percent) increase as compared to the current year budget (\$848,700). This budget will provide the resources necessary to accomplish the significant increase in demand for LAFCO services, as reflected in the newly adopted annual work program for FY 2016-2017. The proposed increase will support a new, part-time clerical position (instead of current temporary agency help); merit step increases/COLAS as may be earned, and increases in the cost of some current benefits, services and supplies. There are no changes in benefits, and no changes to benefit reductions already in effect.

Primary funding is from the County, cities and special districts. The proposed cost share is \$280,067 for each of the three groups. This share per group is an \$11,000 (4 percent) increase as compared to the current year cost share (\$269,067). Other revenue sources are project fees, interest income, and a year-end supplement from the Unreserved Fund Balance, if necessary. Cost share allocations for individual cities and special districts will be prepared by the County Auditor Controller's Office. Formulas are

based on the final adopted budget and updated revenue data for cities and districts that will become available by May.

Public Hearing Notices and Local Agency Comments

Local agencies received notice of the March 28 and April 25 hearings, and copies of the proposed draft budget and proposed final budget, along with related agendas and Executive Officer reports. Public notice was provided by newspaper, website and other postings. No comments were received as of mid-April, but are invited through the close of the April 25 hearing.

Alternative Action

The Local Agency Formation Commission may change the proposed final budget or provide other direction.

Respectfully Submitted,



Kate McKenna, AICP
Executive Officer

Attachments: Draft Resolution and Proposed Final Budget, Fiscal Year 2016-2017

cc: Cities, Special Districts, County of Monterey, County Auditor-Controller's Office

THE LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

RESOLUTION NO. 16-xx

RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
ADOPTING THE FINAL FISCAL YEAR 2016-2017 BUDGET

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 4, 2016, and made its recommendations to the full Commission; and

WHEREAS, the Local Agency Formation Commission of Monterey County considered these recommendations, conducted an initial public hearing, adopted a final work program, and adopted a proposed budget on March 28, 2016; and

WHEREAS, the adopted proposed budget was distributed to the Board of Supervisors, to each city and to each independent special district for review and comment through the close of a second hearing on April 25, 2016; and

WHEREAS, both hearings were duly noticed in accordance with the requirements of Cortese-Knox-Hertzberg Act of 2000;

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

- a. That the Commission adopts a final budget for Fiscal Year 2016-2017 (Exhibit 1); and
- b. That the Executive Officer shall transmit the adopted final budget to the Board of Supervisors, to each city, and to each independent special district, and
- c. That the Executive Officer shall transmit the adopted final budget to the Auditor-Controller for apportionment of the net operating expenses pursuant to the requirements of Government Code Section 56381(b)(1).

UPON MOTION OF Commissioner ____, seconded by Commissioner ____, the foregoing resolution is adopted this 25th day of April, 2016 by the following vote:

AYES:	Commissioners:
NOES:	Commissioners:
ABSENT:	Commissioners:
ABSTAIN:	Commissioners:

Sherwood Darington, 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 25th day of April, 2016.

By: _____
Kate McKenna, AICP, Executive Officer

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

ADOPTED PROPOSED BUDGET FOR FY 2016-2017

Initial Adoption on March 28,2016 (First Hearing)

Distributed for Review and Comments (April 6, 2016)

Final Budget Adoption is Scheduled for April 25,2016 (Second Hearing)

SUMMARY OF PROPOSED
EXPENDITURES AND REVENUES
FOR FY 2016-2017 BUDGET

Initial Adoption on March 28, 2016 (First Hearing)
Distributed for Review and Comments (April 6, 2016)
Final Budget adoption is Scheduled for April 25, 2016
(Second Hearing)

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY
Adopted Proposed Budget Worksheet for FY 2016-2017
April 25, 2016 (Second Hearing)

	Adopted Budget for Fiscal Year 2015-16	Estimated Year-End Expenditures for Fiscal Year 2015-16 (Includes Adopted Budget Amendment No. 1)	Adopted Proposed Budget for Fiscal Year 2016-17
SUMMARY OF PROPOSED EXPENDITURES - FISCAL YEAR 2016-17			
6000 Employee Salaries	\$ 445,000.00	\$ 445,000.00	\$ 498,000.00
6100 Employee Benefits	\$ 195,000.00	\$ 185,000.00	\$ 205,000.00
7000 Postage and Shipping	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
7010 Books and Periodicals	\$ 1,000.00	\$ 1,000.00	\$ 1,100.00
7030 Copy Machine Charges	\$ 6,500.00	\$ 6,500.00	\$ 10,000.00
7040 Outside Printers	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
7060 Office Supplies	\$ 4,500.00	\$ 4,500.00	\$ 5,500.00
7070 Office Equipment and Furnishings	\$ 1,000.00	\$ 1,000.00	\$ 5,000.00
7080 Computer/Hardware/Peripherals	\$ 3,000.00	\$ 3,000.00	\$ 4,000.00
7085 Computer Support Services (Fixed Costs)	\$ 7,500.00	\$ 7,500.00	\$ 10,000.00
7090 Computer Support Services (Variable Costs)	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
7100 Computer Software	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7105 Meeting Broadcast Services	\$ 3,300.00	\$ 3,300.00	\$ 4,000.00
7110 Property and General Liability Insurance	\$ 5,300.00	\$ 5,300.00	\$ 5,300.00
7120 Office Maintenance Services	\$ 400.00	\$ 400.00	\$ 400.00
7140 Travel	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
7150 Training, Conferences and Workshops	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
7160 Vehicle Mileage	\$ 2,000.00	\$ 2,000.00	\$ 2,500.00
7170 Rental of Buildings	\$ 24,400.00	\$ 24,400.00	\$ 25,000.00
7200 Telephone Communications	\$ 6,000.00	\$ 6,000.00	\$ 7,000.00
7230 Temporary Help Services (Clerical)	\$ 25,000.00	\$ 25,000.00	\$ -
7240 Outside Professional Services - Total for Line Items 7242 - 7249	\$ 62,000.00	\$ 72,000.00	\$ 72,000.00
7242 Accounting and Financial Services	\$ 37,500.00	\$ 37,500.00	\$ 37,500.00
7245 General Counsel and Special Counsel	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
7247 Human Resources	\$ -	\$ 10,000.00	\$ 10,000.00
7248 Annual Audit	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00
7249 Temporary Professional Services	\$ -	\$ -	\$ -
7250 Miscellaneous Office Expenses	\$ 600.00	\$ 600.00	\$ 600.00
7260 Legal Notices	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
7270 Recruitment Expenses	\$ -	\$ -	\$ 1,000.00
7280 LAFCO Memberships	\$ 4,700.00	\$ 4,700.00	\$ 5,100.00
7290 Litigation Reserve	\$ -	\$ -	\$ -
7285 Records Storage and Security	\$ 10,000.00	\$ 10,000.00	\$ -
7295 Contingency Reserve	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 848,700.00	\$ 848,700.00	\$ 903,000

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY
ADOPTED PROPOSED BUDGET for FY 2016-2017
April 25, 2016 (Second Hearing)

PROPOSED REVENUES - FISCAL YEAR 2016-2017			
Revenue	Adopted Budget Revenues for Fiscal Year 2015-16	Estimated Year-End Revenues Fiscal Year 2015-2016	Anticipated Budget Revenues for Fiscal Year 2016-2017
Source:			
4000 - Project Fees - See Note 1	\$ 10,000	\$ 10,000.00	\$ 10,000.00
4001 - Pass-through Fees	\$ -	\$ -	\$ -
4205 - County Contribution	\$ 269,067	\$ 269,067.00	\$ 280,167.00
4210 - City Contributions	\$ 269,067	\$ 269,067.00	\$ 280,167.00
4220 - Independent Special District Contributions	\$ 269,067	\$ 269,067.00	\$ 280,167.00
3810 - Contingency Reserve	\$ -	\$ -	
3850 - Unreserved Fund Balance - Supplement (as needed)	\$ 30,000	\$ 30,000.00	\$ 50,000.00
4300 - Interest	\$ 1,500	\$ 1,500.00	\$ 2,500.00
TOTAL REVENUES	\$ 848,701	\$ 848,701.00	\$ 903,001.00

NOTE 1 Commission policy is to show anticipated project fees as revenue in the year in which the fees are collected.

DETAIL OF PROPOSED EXPENDITURES
AND REVENUES FOR
FY 2016-17 BUDGET

Intial Adoption on March 28, 2016 (First Hearing)
Distributed for Review and Comments (April 6, 2016)
Final Budget Adoled for April 25, 2016 (Second Hearing)

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY
Adopted Proposed Budget for FY 2016-2017
April 25, 2016 (Second Hearing)

	Adopted Budget for Fiscal Year 2015-16	Estimated Year-End Expenditures for Fiscal Year 2015-16 (Includes Adopted Budget Amendment No. 1)	Adopted Proposed Budget for Fiscal Year 2016-17
6000 EMPLOYEE SALARIES			
This line item supports all work program activities of the Commission and four current 4.0 FTE positions. Approximately \$32K of proposed Salaries and \$10K of proposed Benefits are for the purpose of establishing a .5 FTE clerical assistant position. This half-time, at-will position would assume clerical and records management duties now performed by temporary agency help, and take on additional support duties. The transition from temporary to salaried clerical support will address workload, staff retention and cross-training needs of LAFCO. The transition can be accomplished with minimal fiscal impact by reallocating \$35K currently budgeted for temporary help (in Services & Supplies) to Employee Salaries & Benefits in FY 2016-2017. Line Items 7230 (Temporary Clerical Help) and 7285 (Records Management Help) will not be funded in FY 2016-2016, as those duties will be reassigned to the half-time clerical position. The remainder of the proposed Salaries increase is for merit step increases and COLAs per employment agreements (for staff retention) and overtime allowances for non-exempt employees (per law).	\$ 445,000.00	\$ 445,000.00	\$ 498,000.00
6100 EMPLOYEE BENEFITS			
This line item assumes no new benefits and no benefits changes for current 4.0 FTE employees, and no change in benefit reductions that are already in place. Assumes minor increase in some benefit costs. LAFCO pays 0% of the employee share of the employee share of retirement plan contributions; employees pay 100% of this cost. This line item also assumes partial benefits for the proposed .5 FTE clerical position, for recruitment and retention purposes. The estimated \$10K cost of these partial benefits can be accomplished with minimal impact by reallocating temporary clerical help funds (in Services & Supplies) to Employee Salaries & Benefits - please see discussion above.	\$ 195,000.00	\$ 185,000.00	\$ 205,000.00
TOTAL SALARIES & BENEFITS	\$ 640,000.00	\$ 630,000.00	\$ 703,000.00

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY
Adopted Proposed Budget for FY 2016-2017
April 25, 2016 (Second Hearing)

	Adopted Budget for Fiscal Year 2015-16	Estimated Year-End Expenditures for Fiscal Year 2015-16 (Includes Adopted Budget Amendment No. 1)	Adopted Proposed Budget for Fiscal Year 2016-17
SERVICES & SUPPLIES			
7000 Postage and Shipping Includes postage for general correspondence and agenda packet delivery, express mail, courier service and certified mail. Also includes LAFCO election mailings to independent special districts, and distribution of budget.	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
7010 Books & Periodicals Includes newspaper subscriptions, publications and codes on LAFCO law, CEQA, employment law and other publications necessary to keep current on laws and trends.	\$ 1,000.00	\$ 1,000.00	\$ 1,100.00
7030 Copy Machine Charges Includes anticipated increase in costs for copier machine lease, copies and maintenance. Assumes increase in in-house production of studies for LAFCO's Municipal Service Reviews/Sphere of Influence studies, for cost and quality control purposes. Assumes increase in activities associated with pre-application and application processing functions. Includes production of resource maps, district election mailing materials, educational outreach materials, and other work program needs.	\$ 6,500.00	\$ 6,500.00	\$ 10,000.00
7040 Outside Printers Includes copying of Commission/Committee agenda packets, some large volume publications, maps and other occasional needs.	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
7060 Office Supplies Includes annual consumable goods for office operations and work production. Assumes increase in supplies for production of documents (studies, educational materials, etc.).	\$ 4,500.00	\$ 4,500.00	\$ 5,500.00
7070 Office Equipment & Furnishings Includes office furniture replacement, small tables and other miscellaneous items.	\$ 1,000.00	\$ 1,000.00	\$ 5,000.00
7080 Computer Hardware and Peripherals Includes annual lease of 5 work station computers, and occasional purchase of laptops and accessories.	\$ 3,000.00	\$ 3,000.00	\$ 4,000.00

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY
Adopted Proposed Budget for FY 2016-2017
April 25, 2016 (Second Hearing)

	Adopted Budget for Fiscal Year 2015-16	Estimated Year-End Expenditures for Fiscal Year 2015-16 (Includes Adopted Budget Amendment No. 1)	Adopted Proposed Budget for Fiscal Year 2016-17
<p>7085 Computer Support Services (Fixed Costs) Under contract with the County of Monterey or other vendor, this line item provides device support (e.g. computers and network printers). Services also include web site housing, email, internet and network access, and high volume cloud storage. County IT is primary vendor and fixes costs based on unit counts. County costs for device support are increasing in 2016. Occasional device support service by other vendors is not fixed.</p>	\$ 7,500.00	\$ 7,500.00	\$ 10,000.00
<p>7090 Computer Support Services (Variable Costs) Under contract with the County of Monterey, this line item provides micro systems (software) support, mapping and GIS support for LAFCO data layers that are stored in the County's centralized GIS system. Includes mapping/data analysis for LAFCO's busy Municipal Service Review/Sphere of Influence Update program. Includes County support for 2016 upgrade of LAFCO website. Proposed budget reflects increases in data/mapping needs and increases in County rates. Charges are variable.</p>	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
<p>7100 Computer Software Includes software updates and licenses to extend the life and compatibility of computers.</p>	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
<p>7105 Meeting Broadcast Services This account funds the live cable TV coverage of LAFCO meetings, and weekly TV re-broadcasts, under contract with the County of Monterey and its vendors. Costs are variable depending on number and length of meetings.</p>	\$ 3,300.00	\$ 3,300.00	\$ 4,000.00
<p>7110 Property and General Liability Insurance Property and Errors & Omissions Insurance is obtained by contract with the Special Districts Risk Management Authority. Premiums reflect discounts for no claim history. Cost is fixed annually.</p>	\$ 5,300.00	\$ 5,300.00	\$ 5,300.00

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY
Adopted Proposed Budget for FY 2016-2017
April 25, 2016 (Second Hearing)

	Adopted Budget for Fiscal Year 2015-16	Estimated Year-End Expenditures for Fiscal Year 2015-16 (Includes Adopted Budget Amendment No. 1)	Adopted Proposed Budget for Fiscal Year 2016-17
7120 Office Maintenance Services Includes general office cleaning, including blinds, cabinets and underneath furniture. (Basic janitorial service to empty trash and sweep floors is included in office lease.)	\$ 400.00	\$ 400.00	\$ 400.00
7140 Travel Provides partial funding for employee, counsel and Commissioner travel for annual CALAFCO conference (October 2016), annual CALAFCO staff workshop (March 2017), and training classes. Includes some transportation, hotel and meal costs.	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
7150 Training, Conferences and Workshops Provides partial funding for employee, counsel and Commissioner registrations at annual CALAFCO conference (October 2016), annual staff workshop (March 2017), and classes.	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
7160 Vehicle Mileage Reimbursement for use of personal vehicles, at the government rate.	\$ 2,000.00	\$ 2,000.00	\$ 2,500.00
7170 Rental of Building Continues a favorable five-year lease that included rent rollbacks for first two years and minor increases for the last three years. Includes utilities.	\$ 24,400.00	\$ 24,400.00	\$ 25,000.00
7200 Telephone Communications Includes telephone, cell and fax charges, office wi-fi "hotspot" for laptop/visitor use, and system maintenance and repairs.	\$ 6,000.00	\$ 6,000.00	\$ 7,000.00
7230 Temporary Help Services (Clerical) Provides temporary, part-time clerical assistance to support the sustained, high workload of the Clerk to the Commission and professional staff. Funded in FY 2015-2016 but not proposed to be funded in FY 2016-2017. These resources are instead redirected to Employee Salaries & Benefits (Line Items 6000 and 6100) for purposes of hiring a half-time clerical assistant. Current duties of the temporary agency clerk will be reassigned to the proposed half-time clerical assistant position. Please also see related proposal for Line Item 7285 (Records Management).	\$ 25,000.00	\$ 25,000.00	\$ -

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY
Adopted Proposed Budget Worksheet for FY 2016-2017
April 25, 2016 (Second Hearing)

	Adopted Budget for Fiscal Year 2015-16	Estimated Year-End Expenditures for Fiscal Year 2015-16 (Includes Adopted Budget Amendment No. 1)	Adopted Proposed Budget for Fiscal Year 2016-17
7240 Outside Professional Services	\$ 62,000.00	\$ 72,000.00	\$ 72,000.00
This line item includes:			
7242: Accounting and Financial Services. Fixed rate contract with Hayashi Wayland. Includes \$1,500 for other services by HW or other vendor.	37,500	37,500	\$ 37,500.00
7245: General Counsel and Special Legal Counsel Services (Not Litigation). General Counsel costs are variable, with an annual cap of \$15,000 (per contract with County Counsel's Office). This line item fund is also intended for variable Special Legal Counsel costs, depending on need (per contract with Michael Colantuono).	11,000	11,000	\$ 11,000.00
7247: Human Resources Services. Variable rate services from County of Monterey or other vendor.	\$ -	10,000	\$ 10,000.00
7248: Annual Audit. Fixed rate contract with Bianchi, Kasavan & Pope.	13,500	13,500	\$ 13,500.00
7249: Temporary Professional Services. Intended to provide support during staff absences, vacancies or high workload periods. Not funded. All professional work is done by in-house staff.	\$ -	\$ -	\$ -
7250 Miscellaneous Office Expenses	\$ 600.00	\$ 600.00	\$ 600.00
Minor expenses for office operations, Commission meetings and recording fees for LAFCO-initiated activities.			
7260 Legal Notices	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Expenses for actions requiring public notices, such as annexations, Sphere of Influence updates, municipal service reviews and budgets. Some of these costs are reimbursable.			
7270 Recruitment Expenses	\$ -	\$ -	\$ 1,000.00
To fill any vacant position.			

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY
Adopted Proposed Budget for FY 2016-2017
April 25, 2016 (Second Hearing)

	Adopted Budget for Fiscal Year 2015-16	Estimated Year-End Expenditures for Fiscal Year 2015-16 (Includes Adopted Budget Amendment No. 1)	Adopted Proposed Budget for Fiscal Year 2016-17
7280 LAFCO Memberships CALAFCO Membership (\$3700) and California Special Districts Association dues (\$1400). CALAFCO membership provides access to legislative and educational activities. CSDA membership is required in order to get the Special District Authority's Workers Compensation Insurance and Property & Liability Insurance (Acct.# 7110).	\$ 4,700.00	\$ 4,700.00	\$ 5,100.00
7290 Litigation Reserve Per Commission policy, the target funding for the litigation defense reserve is \$300,000. This target would be sufficient for one-year's estimated expenses. This balance sheet reserve is currently funded to target level. LAFCO has no current or anticipated litigation. Accordingly, no fund supplement is proposed for FY 2016-2017.	\$ -	\$ -	\$ -
7285 Records Management Provides temporary agency clerical assistance to support the ongoing process of implementing LAFCO's Record Management Policy (adopted in 2014). Progress is being made to inventory, organize and archive 50+ years of records. Funded in FY 2015-2016 but not proposed to be funded in FY 2016-2017. These resources are instead redirected to Employee Salaries & Benefits (Line Items 6000 and 6100) for purposes of hiring a half-time clerical assistant. Current duties of the temporary records clerk will be reassigned to the proposed half-time clerical assistant position. Please also see related proposal for Line Item 7230 (Temporary Clerical Help Services).	\$ 10,000.00	\$ 10,000.00	\$ -
7295 Contingency Reserve Per Commission policy, the target funding for the general contingency reserve is 25 percent of the annual budget. This balance sheet reserve is currently funded at \$156,000, which is about two-thirds of the target level for FY 2016-2017. No fund supplement is proposed for FY 2016-2017.	\$ -	\$ -	\$ -
TOTAL SERVICES AND SUPPLIES	\$ 208,700.00	\$ 218,700.00	\$ 200,000.00
TOTAL SALARIES & BENEFITS	\$ 640,000.00	\$ 630,000.00	\$ 703,000.00
TOTAL FOR BUDGET UNIT	\$ 848,700.00	\$ 848,700.00	\$ 903,000.00

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

KATE McKENNA, AICP
Executive Officer

LOCAL AGENCY FORMATION COMMISSION
P.O. Box 1369
Salinas, CA 93902
Telephone (831) 754-5838
132 W. Gabilan Street, Suite 102
Salinas, CA 93901
Fax (831) 754-5831
www.monterey.lafco.ca.gov

MEMORANDUM

DATE: April 25, 2016

TO: Chair and Members of the Formation Commission

FROM: Kate McKenna, AICP, Executive Officer

SUBJECT: ADMINISTRATIVE ASSISTANT POSITION – JOB DESCRIPTION AND SALARY RANGE

SUMMARY OF RECOMMENDATION:

It is recommended that the Commission adopt a resolution to establish a part-time, at-will Administrative Analyst position with a job description and salary range.

EXECUTIVE OFFICER'S REPORT:

As part of the budget preparation process for Fiscal Year 2016-2017, the Commission approved funding for a new, part-time clerical support position. As recommended by the Budget & Finance Committee, the position will replace current temporary agency help, and will support a high-volume workload, staff retention and cross-training needs.

Attached is a resolution to establish the position, together with a draft job description and hourly salary range consistent with discussions held during the budget process. The position is part-time (20 to 24 hours per week) with partial benefits. It will be filled by an open recruitment and selection process. All terms of employment will be stated in an at-will agreement.

Fiscal Impact

Funding to establish the proposed position was authorized in the final adopted budget for Fiscal Year 2016-2017 (*Agenda Item No. 4, April 25, 2016*). There are no long term obligations in hiring an individual to fill this position, with one exception. LAFCO has a post-employment health care liability cost for any vested former employee that chooses to pay the full monthly premiums to continue coverage in the CalPERS health plan. LAFCO's required share of that cost would be about \$125 per month (based on current rates), and would end when the employee turns 65 years of age.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Kate McKenna". The signature is fluid and cursive, with the first name "Kate" and last name "McKenna" clearly legible.

Kate McKenna, AICP
Executive Officer

Attachments: Resolution, Draft Job Description, Draft Salary Range

RESOLUTION NO. 16-__

RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION OF
MONTEREY COUNTY APPROVING AN ADMINISTRATIVE ASSISTANT CLASS
WITH SPECIFICATION AND SALARY RANGE.

RESOLVED, by the Local Agency Formation Commission of Monterey County, State of California, that:

WHEREAS, on March 4, 2016, the Budget and Finance Committee considered the annual budget for Fiscal Year 2016-2017 and recommended funding to establish a part-time clerical position in support of the Commission's high workload, staff retention and cross-training needs; and

WHEREAS, based on the recommendation of the Budget and Finance Committee, the Local Agency Formation Commission authorized funding for the proposed position as part of the proposed and final budgets for Fiscal Year 2016-2017 on March 28, 2016 and April 25, 2016; and

WHEREAS, the proposed job specification and salary range for the new Administrative Assistant class are shown in Exhibit A (attached); and

NOW, THEREFORE, the Local Agency Formation Commission of Monterey County does hereby resolve, determine and order the recommended actions to establish the new Administrative Assistant class and related job specification and salary range.

UPON MOTION of Commissioner _____, seconded by Commissioner _____, the foregoing resolution is adopted this 25th day of April 2016, by the following vote:

AYES: Commissioners:
NOES:
ABSENT:
ABSTAIN:

Sherwood Darington, Chair
Local Agency Formation Commission of Monterey County

ATTEST: I certify that the within instrument is a true and complete copy
of the original resolution of said Commission on file within this
office.
Witness my hand this 25th day of April, 2016

By: _____
Kate McKenna, AICP, Executive Officer

Draft Job Specification

PART-TIME ADMINISTRATIVE ASSISTANT

Job Title:	Part-Time Administrative Assistant
Job Type:	At Will, Regular Position
Overtime Eligible:	Position is Non-Exempt.
Date:	April 25, 2016 (Draft)

Definition

Under the general direction of the Executive Officer, the part-time Administrative Assistant position performs a wide range of administrative services in support of the Local Agency Formation Commission of Monterey County and staff; and performs other related work as required.

Distinguishing Characteristics

This position requires an individual who can independently learn and follow general direction to perform routine and somewhat complicated clerical and/or technical assignments. Must have strong ability to communicate, and good interpersonal skills. Experience in working with public agencies is preferred, as is progressive office experience. Must demonstrate strong knowledge of computers and Microsoft Office Suite software. Some knowledge and familiarity with administrative and fiscal practices are desired, including the principles and practices of payroll, accounts payable and records management. Detail orientation and good knowledge of grammar, spelling and punctuation are required, as is the ability to grasp policies, regulations and procedures. This is an at-will position that serves at the pleasure of the Executive Officer. Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Examples of Duties

Duties may include, but are not limited to:

- Courteously greet and respond to the public, applicants and Commissioners in the office, on the phone and by email.

- Assist staff in compiling and organizing data and preparing charts, reports, correspondence and studies in support of project processing, Municipal Services Reviews, Sphere of Influence reviews and other projects as assigned.
 - Assist staff with a variety of administrative functions such as processing payroll; accounts payable; human resources; policies and procedures manuals; records management and archiving; contracts management; operation of office machinery and technology; preparation of budgets, financial reports and audits; maintaining rosters and schedules; maintaining records of Commissioner and staff training and disclosures; website maintenance; responding to requests for information, and other duties as needed.
 - Provide support in preparing for all Commission, Committee and staff meetings pursuant to legal requirements, policies and deadlines. Prepare notices, agendas, staff reports, resolutions and minutes as requested. Assemble, prepare and distribute meeting packets as requested.
 - Assist staff in preparing correspondence, ballots, and tracking of same for elections, appointments and selections of City, County, Special District and Public Members of the Commission.
 - Attend trainings by LAFCO-related organizations and other professional organizations as requested to increase technical knowledge and skills.
-

Education and Experience (Typical Qualifications)

Any combination equivalent to graduation from high school and three years of progressively responsible clerical experience, preferably in a public agency setting.

License and/or Certifications

A valid California driver's license is required. Maintain a satisfactory driving record. Authorization to work in the United States is required.

Knowledge, Skills and Abilities

The position requires experience with organizational, communication and interpersonal skills. The combination of experience, education and/or training will substantially demonstrate the following knowledge, skills and abilities:

Knowledge of:

Modern office methods and equipment. Computer software knowledge to include advanced word processing, spreadsheets, and data base management. Correct grammar, punctuation and spelling and ability to proofread. Appropriate format for business correspondence and communications as directed. Familiarity with and some understanding of the principles and techniques of public agency administrative and fiscal practices, including payroll and accounts payable. Understanding of basic meeting set-up procedures. Experience with record keeping and file management.

Ability to:

Perform a variety of technical and/or clerical work involving independent judgment. Apply specialized information unique to LAFCO. Interpret and apply policies, regulations and procedures. Make accurate comparisons and arithmetic computations. Communicate clearly and concisely, both orally and in writing. Follow oral and written instructions. Work effectively with the public, in person and by telephone. Supervise temporary clerical personnel. Possess a high degree of detail orientation, integrity and confidentiality. Exercise adaptive thinking and facilitative style, rather than confrontational in nature. Work well with peers and supervisors. Confidential handling of sensitive organizational issues. Possess a commitment to ethical standards and quality public services. An active listener, supportive team builder, and demonstrate an energetic work style.

Special Requirements:

Essential duties require the following physical skills and work environment:

Physical Skills: Able to use standard office equipment, including a computer and other electronic equipment; arm, hand, finger, wrist, leg, or foot motion repetitively; firmly or lightly grasp items as needed; sit, stand, walk, kneel, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials, a computer screen, and to work in a typical office environment; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 10 -15 pound boxes, files, and materials.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; work protracted and irregular hours and evening meetings or work unusual hours for meeting attendance or participation in specific projects or programs.

Work Environment: Mobility to work in a typical office setting.

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

PROPOSED PART-TIME SALARY SCHEDULE
APRIL 25, 2016

POSITION	STEP	HOURLY RATE
Administrative Assistant	Step 1	\$21.53
	Step 2	\$22.61
	Step 3	\$23.74
	Step 4	\$24.93
	Step 5	\$26.18

Minimum Monthly Salary: \$3,842.00

Maximum Monthly Salary: \$4,672.00

Budgeted Hours (FY 2016-2017): 20 to 24 Hours Per Week

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

PROPOSED PART-TIME SALARY SCHEDULE
APRIL 25, 2016

Start [start]	[Medication]	[date]
Stop [stop]		[Initials]
		Amount
		[amount]

Start [start]	[Medication]	[date]
Stop [stop]		[Initials]
		Amount
		[amount]

Start [start]	[Medication]	[date]
Stop [stop]		[Initials]
		Amount
		[amount]

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

KATE McKENNA, AICP
Executive Officer

LOCAL AGENCY FORMATION COMMISSION
P.O. Box 1369
Salinas, CA 93902
Telephone (831) 754-5838

132 W. Gabilan Street, Suite 102
Salinas, CA 93901
Fax (831) 754-5831
www.monterey.lafco.ca.gov

MEMORANDUM

DATE: April 25, 2016

TO: Chair and Members of the Formation Commission

FROM: Kate McKenna, AICP, Executive Officer

SUBJECT: CLOSED SESSION – ANNUAL PERFORMANCE EVALUATION

The Commission will convene in Closed Session to conduct the annual performance evaluation of its Executive Officer. To assist in this process, each Commissioner has received an evaluation package under separate cover, with a request to return the rating form to the LAFCO Chair by April 21. Results will be compiled and discussed on April 25.

Respectfully Submitted,



Kate McKenna, AICP
Executive Officer