

LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

APPROVED WORK PROGRAM

FISCAL YEAR 2017-2018

Approved as of April 24, 2017

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	<p>Priority fast-tracking is given to applications for economic development, public health and safety, or other urgent needs.</p> <p>A new statewide requirement for LAFCO approval of certain interagency fire protection contracts came into effect in 2016.</p>
<p>Provide Commission with legally defensible recommendations and alternatives, and alert to litigation risks, liabilities and alternatives associated with potential actions.</p>	ONGOING	<p>No active or anticipated litigation.</p>

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 2016-2017 Work Program</u></p> <ul style="list-style-type: none"> • Marina Coast Water District • Seaside County Sanitation District • City of Soledad • Salinas Valley Memorial Healthcare System • Monterey Peninsula Water Management District (Dependent) • Boronda, Pajaro, and Monterey Regional County Sanitation Districts <p><u>Potential New MSR/Sphere Studies to be Initiated in FY 2017-2018</u></p> <ul style="list-style-type: none"> • All Cities in Monterey County 	<p>State law requires periodic LAFCO review of all local agencies.</p> <p>Current status of the listed studies varies by agency; see Table 1, below, for more detail.</p>	<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>Mapping of historic annexation growth of all cities in in progress .</p>
<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	LAFCO staff is currently assisting local agencies in compiling JPA agreements, pursuant to SB 1266 (approved in 2016).
Post public information on the LAFCO website and review website layout, graphics, and content for ease of public use.	ONGOING	Comprehensive redesign of LAFCO's web site was completed in 2016. Mapping of all prior approved city annexations will be added to the site.
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	
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.

<p>Greenfield-area workshop to review all existing agencies' (City and special districts) services within the Greenfield community and discuss potential future opportunities for greater efficiency. LAFCO staff will coordinate with City staff and district representatives to develop a future workshop plan.</p>	<p>For possible action in 2017. Planning for a workshop in 2016 was affected by staffing changes in Greenfield (departure of city manager) and other Greenfield priorities taking precedence (e.g., citywide detachment from fire district)</p>	<p>As recommended in the 2015 MSR/Sphere study adopted by the Commission in December 2015.</p>
<p>Ongoing training and technical assistance outreach to special districts: compile and distribute a suggested orientation package for new Trustees/Board members and staff members of small special districts and establish a clearinghouse of professional development training and technical assistance resources for special districts. Depending on district representatives' interests and needs, similar opportunities may exist for an annual board member training update or other information-sharing events.</p>	<p>Development of enhanced outreach is in progress; will be integrated into the recently implemented web site redesign.</p>	<p>As recommended in the 2015 MSR/Sphere study adopted by the Commission in December 2015.</p>

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<p style="text-align: center;">4. COMMISSION AND COMMITTEE FUNCTIONS</p>		
<p style="text-align: center;">TASK</p>	<p style="text-align: center;">STATUS</p>	<p style="text-align: center;">COMMENTS</p>
<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 style="text-align: center;">ONGOING</p>	
<p>Hold monthly agenda review sessions with Chair and Vice-Chair.</p>	<p style="text-align: center;">ONGOING</p>	
<p>Conduct new Commissioner election, appointment, and orientation processes, as needed.</p>	<p style="text-align: center;">ONGOING</p>	<p>In addition to routine processes, LAFCO staff will conduct an election to appoint a special districts representative to a new countywide RDA oversight board by June 2018. (State Health and Safety Code 34179).</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 style="text-align: center;">ONGOING</p>	
<p>Provide Commission with regular updates of laws, policies, and procedures.</p>	<p style="text-align: center;">ONGOING</p>	

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	
Continue implementation of LAFCO's Records Management Policy, including conversion of paper records to searchable electronic format. This multi-year task is carried out by in-house staff.	ONGOING	To date, staff has scanned all 50+ years of meeting minutes and resolutions, and has indexed all resolutions in a searchable database. All available (1978 onward) LAFCO meeting packets that existed only on paper have also now been scanned. Next phase: Scanning of completed proposals (annexations, other boundary changes, etc.; approximately 800 paper files), currently underway with about 15 years of proposals scanned to date.

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	Current policies and procedures are satisfactory.
Continue to coordinate with the County Auditor, to obtain annual local agency contributions to LAFCO.	ONGOING	Current policies and procedures are satisfactory
Complete annual audit for Fiscal Year 2016-2017.	Start August 2017. Complete by December 2017.	
Conduct periodic review of Benefits, Services and Supplies with the goal of continuing to control costs.	ONGOING	

<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 is for informal use by the Budget & Finance Committee.</p>
<p>Support all required Commissioner needs for bi-annual ethics/harassment training and annual economic interests reporting.</p>	<p>ONGOING</p>	<p>Primary responsibility is for Public Members.</p>

Table 1: Partial List of Anticipated Agenda Items as of April 24, 2017**Anticipated Agenda Items through June 2017**

1. **City of Greenfield** – Residential and elementary school site annexation proposal in the Apple Avenue area. *(Annexation application was submitted on March 1, 2017 and deemed incomplete on March 22, 2017. School site construction will begin in May in unincorporated territory. As a near-term alternative to annexation, the city may request LAFCO approval to extend out-of-agency water and sewer services to the school.)*
2. **Monterey Regional County Sanitation District** - Municipal Service Review and Sphere of Influence Study. This dependent special district is referenced in the Joint Powers Authority agreement of the Monterey Regional Water Pollution Control Agency. *(The study will explore options for the future of the District. Among the options is a possible expansion of the District's Sphere of Influence, and annexation of territory to expand the District's boundaries. This option could open up new service area and partnership opportunities for the regional wastewater treatment and recycling system. Opportunity areas informally identified include Toro, Spreckels and several other rural communities now served by private operators. Pre-application discussions are underway with District/MRWPCA staff and consultants).*
3. **City of Greenfield** – Fire Services Agreement with Greenfield Fire Protection District *(This action depends on a successful City fire tax measure on May 2.)*

Potential Agenda Items through December 2017

4. **City of Greenfield** – Commercial/industrial and residential annexation proposal in the South End area *(CEQA clearance, Williamson Act exchange agreements, and other “pre-LAFCO application” actions are in progress. The annexation application is anticipated in mid-2017).*
5. **Northern Salinas Valley Mosquito Abatement District** – Potential annexation of territory consistent with the recently updated Sphere of Influence.
6. **City of Soledad** –
 - a) Municipal Service Review and Sphere of Influence Study *(Initial discussions with City staff are in progress).*
 - b) 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. *(A comprehensive City-County MOA was approved by the Soledad City Council and Board of Supervisors in 2016. City application for a Miravale IIB annexation is expected in 2017, with other Sphere of Influence Amendment and Annexation applications to follow.)*
7. **Monterey County Regional Fire District** – “Cleanup” annexation of several small areas (mostly uninhabited) within the District's existing external boundary *(District staff is working with LAFCO and other agencies to verify that all currently unannexed areas have been identified for inclusion in the annexation).*
8. **Castroville Community Services District** – Sphere of Influence Amendment and annexation to serve a proposed farmworker housing development at the corner of Washington and Merritt Streets in Castroville *(Initial discussions among staff from LAFCO, the District, and the County are ongoing).*
9. **Carmel Area Wastewater District** - Sphere of Influence Amendment and annexation of several residential properties in the Carmel Highlands Area, near areas annexed in 2013 and 2016. *(District staff is coordinating with property owners to scope the proposed annexation area's boundaries).*

10. 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 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 coordination between 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.)*

11. Seaside County Sanitation District –

- a) *Municipal Service Review (Initiated by LAFCO. Administrative draft MSR was prepared by LAFCO staff and reviewed with District in 2013. MSR and SOI adoption schedule is dependent on coordination with the MCWD. 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.)*

12. County of Monterey – 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 met with LAFCO staff in 2016 to continue discussions.)

13. 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 and Sphere of Influence Study will be necessary. (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.)

14. King City – Potential Sphere of Influence Amendment and Annexation of the existing Colledgeville farmworker housing complex located adjacent to existing city limits, and possibly one or more other nearby parcels. (City has received administrative approval of out-of-area extension of sewer services to the existing farmworker housing complex, and eventually intends to apply to bring the property into the City.)

15. Municipal Service Reviews and Sphere of Influence Studies –

- a) **Water Districts:** Monterey Peninsula Water Management District (Dependent) and Aromas Water District (San Benito LAFCO is the principal LAFCO)
- b) **Wastewater Districts:** Boronda and Pajaro County Sanitation Districts
- c) Salinas Valley Memorial Healthcare System
- d) All Cities

16. Fort Ord Reuse Authority – Current State law requires dissolution of FORA in 2020. (FORA representatives are coordinating with LAFCO staff to discuss the dissolution process, options, issues and schedule. Current law requires FORA to submit a dissolution plan to LAFCO in 2018. FORA is seeking a legislative extension of the sunset date.)

Anticipated Agenda Items through June 2018

17. Municipal Service Reviews and Sphere of Influence Studies for all 12 Cities in Monterey County- Pursuant to a comprehensive program for periodic LAFCO studies of all local agencies.