

# LAFCO *of Monterey County*

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

## ADOPTED WORK PROGRAM

FISCAL YEAR 2024-2025

Adopted: On March 25, 2024

1. APPLICATION PROCESSING FUNCTIONS		
TASK	STATUS	COMMENTS
Process applications for boundary changes in a responsive, professional and efficient manner. For a current list, please see the monthly Executive Officer's Reports on Anticipated Agenda Items and Special Studies.	Ongoing	Priority fast-tracking is given to applications for economic development, affordable housing, 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	Current litigation is with MPWMD related to a 2022 Commission action.

2. MUNICIPAL SERVICE REVIEWS AND SPHERE OF INFLUENCE STUDIES		
TASK	STATUS	COMMENTS
<p>Prepare updated LAFCO studies (Municipal Service Reviews / Sphere of Influence Studies) for local agencies. Priorities for FY 24-25:</p> <ol style="list-style-type: none"> <li>Completion of LAFCO studies for Soledad-area local agencies and the seven Monterey Peninsula cities (carryover from the FY 23-24 work program, as needed).</li> <li>Update LAFCO studies for: <ul style="list-style-type: none"> <li>Cities of Gonzales, Salinas, and King City</li> <li>Water districts: San Lucas, San Ardo</li> <li>Wastewater (sanitation) districts: Boronda, Pajaro, Seaside County, and Monterey Regional County (a function of MIW)</li> <li>Monterey Regional Waste Management District</li> <li>County Service Areas (all)</li> </ul> </li> <li>Update LAFCO studies for other agencies, as time permits</li> </ol>	Ongoing	<p>State law requires periodic LAFCO review of all local agencies' services and spheres of influence.</p> <p>Priorities and schedule are flexible to accommodate agencies' needs and other work program tasks, such as the processing of City, County, or District applications.</p>
Develop a local policy on Disadvantaged Urban Communities (DUCs) to support the Commission's work on municipal service reviews, spheres of Influence and annexations.	New	
Coordinate with local agencies and oversight agencies to follow up on LAFCo study determinations and recommendations	As Needed	Compliance follow-up is underway for Greenfield - area agencies (per a 2023 LAFCO study)
Develop and update Commission policies, procedures, applications, maps and flowcharts for spheres of influence, annexations, reorganizations, and other boundary changes for cities and districts.	As Needed	

### 3. GOVERNMENT AND COMMUNITY RELATIONS

TASK	STATUS	COMMENTS
Respond to daily requests for information and assistance from public and public agencies	Ongoing	
Continue to coordinate with Santa Cruz and Monterey County stakeholders on issues related to the new Pajaro Valley Health Care District.	As needed	Issues of boundaries, services and operations will affect North County residents and Salinas Valley Health.
Post public information on the LAFCO website. Review website layout, graphics, and content for an improved public experience and ADA compliance. Also review and update brochures and fact sheets.	Ongoing	
Initiate informal meetings to discuss budget and policy issues with Cities, Special Districts and County. Provide timely notice of issues and opportunities to participate in LAFCO process.	Ongoing	
Attend meetings as requested by the County of Monterey. Provide support for appointment of County members to LAFCO.	As needed	
Attend meetings as requested by Cities, the City Managers Group, and Mayors Association. Provide support for the appointment of City members to LAFCO.	As needed	
Attend meetings as requested by individual special districts. Attend quarterly Special Districts Association meetings. Attend quarterly Special Districts General Managers' Group meetings. Provide support for the nomination and election of special district LAFCO members.	Quarterly and as needed	
Provide support for appointment of public members to LAFCO.	As needed	
Encourage and initiate early LAFCO participation in sphere of influence updates, City general plan updates, City-County-District dialogues, and environmental review activities that affect government boundaries & services.	Ongoing	For example, LAFCO staff is participating in community meetings about the Salinas General Plan update process.
Participate in regional activities for which LAFCO has indirect or direct responsibilities, as required by State law.	Ongoing	For example, LAFCO staff engages in AMBAG processes for regional housing, growth forecasts, and transportation planning issues.
Participate in community and statewide educational opportunities to promote understanding and dialogue.	Ongoing	For example, the Civil Grand Jury requests an annual LAFCO presentation. Also, the EO presented at the California American Planning Association conference in 2023.
Facilitate constructive discussions with small cities & districts seeking options for governance and the efficient, effective delivery of services. LAFCO is a clearinghouse for technical, financial and legal resources.	Ongoing	In recent years, LAFCO has assisted agencies in Greenfield, Soledad, Spreckels, North Monterey County areas.

#### 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, meeting broadcasts, minutes and resolutions.	Ongoing	Commission and Committee meetings are held in-person, with in-person and remote options for the public.
Hold agenda review sessions with Chair.	Ongoing	
Conduct new Commissioner election, appointment, and orientation processes.	As needed	
Continue to participate in CALAFCO conferences, workshops, and courses. Continue to support Monterey LAFCO's representative on the CALAFCO Board of Directors. 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. Continue to provide monthly CALAFCO report to Commission. Continue to update local policies and procedures for consistency with approved legislation.	Ongoing	
Support all required Commissioner needs for bi-annual ethics/harassment training and annual economic interests reporting.	As needed	Primary responsibility is for Public Members.

#### 5. ADMINISTRATIVE AND HUMAN RESOURCES MANAGEMENT

TASK	STATUS	COMMENTS
Maintain the staff timekeeping, cost tracking, and invoicing for applications.	Ongoing	
Conduct review of Policies and Procedures for all LAFCO administrative and human resources functions.	Annual	
Identify and support staff training needs and opportunities, including professional certification, technical training, and ethics/harassment compliance.	Ongoing	
Conduct a periodic review of job classifications and salary ranges.	As needed	
Conduct a periodic review and 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.	As needed	Policy update is underway in FY 23-24. Completed conversion project for 60 years of files.

## 6. FINANCIAL MANAGEMENT

TASK	STATUS	COMMENTS
Review and update the application-processing fee schedule and hourly staffing rates.	As needed	Update is underway in FY 23-24.
Compile financial policies into a chapter of the LAFCO administrative policies and procedures.	As needed	Update is underway in FY 23-24.
Continue to coordinate with the County Auditor to obtain local agency contributions to LAFCO.	Annual	
Complete audit for Fiscal Year 2023-2024.	Annual	LAFCO has received the highest possible audit rating each year since 2005.
Conduct review of Benefits, Services and Supplies with the goal of continuing to control costs.	Annual	
Develop a three-year financial forecast to project upcoming needs and to provide the resources to meet these needs.	Annual	This tool is for informal use by the Budget & Finance Committee.