

PROPOSED BUDGET FOR FY 2017-2018

Adopted April 24, 2017 (First Hearing)

Distributed for Review and Comments on April 28, 2017

Budget Adoption is Scheduled for May 22, 2017  
(Second Hearing)

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SUMMARY OF PROPOSED  
EXPENDITURES AND  
REVENUES FOR  
FY 2017-2018 BUDGET

Adopted April 24, 2017 (First Hearing)

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LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY  
 Adopted Proposed Budget for FY 2017-18  
 April 24, 2017 (First Hearing)

SUMMARY OF PROPOSED EXPENDITURES - FISCAL YEAR 2017-18

	Adopted Budget for Fiscal Year 2016-17	Estimated Year-End Expenditures for Fiscal Year 2016-17	Preliminary Budget for Fiscal Year 2017-18
6000 Employee Salaries	\$ 498,000.00	\$ 498,000.00	\$ 515,000.00
6100 Employee Benefits	\$ 205,000.00	\$ 205,000.00	\$ 215,000.00
7000 Postage and Shipping	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
7010 Books and Periodicals	\$ 1,100.00	\$ 1,100.00	\$ 1,400.00
7030 Copy Machine Charges	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
7040 Outside Printers	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7060 Office Supplies	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
7070 Office Equipment and Furnishings	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
7080 Computer/Hardware/Peripherals	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
7085 Computer Support Services (Fixed Costs)	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
7090 Computer Support Services (Variable Costs)	\$ 12,000.00	\$ 12,000.00	\$ 14,000.00
7100 Computer Software	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7105 Meeting Broadcast Services	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
7110 Property and General Liability Insurance	\$ 5,300.00	\$ 5,300.00	\$ 5,500.00
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	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
7170 Rental of Buildings	\$ 25,000.00	\$ 25,000.00	\$ 26,000.00
7200 Telephone Communications	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
7230 Temporary Help Services (Clerical)	\$ -	\$ -	\$ -
7240 Outside Professional Services - Total for Line Items 7242 - 7249	\$ 72,000.00	\$ 72,000.00	\$ 89,300.00
7242 Accounting and Financial Services	\$ 37,500.00	\$ 37,500.00	\$ 54,800.00
7245 General Counsel and Special Counsel	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
7247 Human Resources	\$ 10,000.00	\$ 10,000.00	\$ 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	\$ 1,000.00	\$ 1,000.00
7280 LAFCO Memberships	\$ 5,100.00	\$ 5,100.00	\$ 5,200.00
7290 Litigation Reserve	\$ -	\$ -	\$ -
7285 Records Storage and Security	\$ -	\$ -	\$ -
7295 Contingency Reserve	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 903,000.00</b>	<b>\$ 903,000.00</b>	<b>\$ 950,900.00</b>

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PROPOSED REVENUES - FISCAL YEAR 2017-2018				
Revenue	Adopted Budget Revenues for Fiscal Year 2017	Estimated Year-End Revenues Fiscal Year 2016-2017	Anticipated Budget Revenues for Fiscal Year 2017-2018	
Source:				
4000 - Project Fees - See Note 1	\$ 10,000	\$ 10,000.00	\$ 10,000.00	
4001 - Pass-through Fees	\$ -	\$ -	\$ -	
4205 - County Contribution	\$ 280,167	\$ 280,167.00	\$ 294,175.00	
4210 - City Contributions	\$ 280,167	\$ 280,167.00	\$ 294,175.00	
4220 - Independent Special District Contributions	\$ 280,167	\$ 280,167.00	\$ 294,175.00	
3810 - Contingency Reserve	\$ -	\$ -	\$ -	
3850 - Unreserved Fund Balance - Supplement (as needed)	\$ 50,000	\$ 50,000.00	\$ 55,375.00	
4300 - Interest	\$ 2,500	\$ 2,500.00	\$ 3,000.00	
<b>TOTAL REVENUES</b>	<b>\$ 903,001</b>	<b>\$ 903,001.00</b>	<b>\$ 950,900.00</b>	

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 FOR FY  
2017-18 BUDGET**

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	Adopted Budget for Fiscal Year 2016-17	Estimated Year-End Expenditures for Fiscal Year 2016-17	Preliminary Budget for Fiscal Year 2017-18
<b>6000 EMPLOYEE SALARIES</b>			
This line item supports all work program activities of the Commission by 4.5 FTE positions. No change in current staffing levels is proposed. Assumes minor increase in salaries due to merit steps and COLAs per employment agreements (for staff retention). Includes overtime allowances for non-exempt employees (per law).	\$ 498,000.00	\$ 498,000.00	\$ 515,000.00
<b>6100 EMPLOYEE BENEFITS</b>			
This line item assumes no new benefits and no benefits changes for current 4.5 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.	\$ 205,000.00	\$ 205,000.00	\$ 215,000.00
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 703,000.00</b>	<b>\$ 703,000.00</b>	<b>\$ 730,000.00</b>

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY  
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**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 and studies. Includes lease for mailing machine.

**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.

**7030 Copy Machine Charges**

Includes copier machines lease, copies and maintenance. Assumes in-house production of studies for LAFCO's Municipal Service Reviews/Sphere of Influence studies, for cost and quality control purposes. Includes support of 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.

**7040 Outside Printers**

Includes copying of Commission/Committee agenda packets, some large volume publications, maps and other occasional needs.

**7060 Office Supplies**

Includes annual consumable goods for office operations and work production.

**7070 Office Equipment & Furnishings**

Includes office furniture replacement, small tables and other miscellaneous items.

**7080 Computer Hardware and Peripherals**

Includes annual lease of work station computers, and occasional purchase of laptops, audiovisual equipment and accessories.

	Adopted Budget for Fiscal Year 2016-17	Estimated Year-End Expenditures for Fiscal Year 2016-17	Preliminary Budget for Fiscal Year 2017-18
	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	\$ 1,100.00	\$ 1,100.00	\$ 1,400.00
	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00

LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY  
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	Adopted Budget for Fiscal Year 2016-17	Estimated Year-End Expenditures for Fiscal Year 2016-17	Preliminary Budget for Fiscal Year 2017-18
7085 Computer Support Services (Fixed Costs)	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
7090 Computer Support Services (Variable Costs)	\$ 12,000.00	\$ 12,000.00	\$ 14,000.00
7100 Computer Software	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
7105 Meeting Broadcast Services	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
7110 Property and General Liability Insurance	\$ 5,300.00	\$ 5,300.00	\$ 5,500.00

**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. Occasional device support service by other vendors is not fixed.

**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 LAFCO website maintenance. Proposed budget reflects increases in data/mapping needs and increases in County rates. Charges are variable.

**7100 Computer Software**  
 Includes software updates and licenses to extend the security, compatibility and functions of computers.

**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.

**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.

**LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY**  
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	Adopted Budget for Fiscal Year 2016-17	Estimated Year-End Expenditures for Fiscal Year 2016-17	Preliminary Budget for Fiscal Year 2017-18
<b>7120 Office Maintenance Services</b> 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
<b>7140 Travel</b> Provides partial funding for employee, counsel and Commissioner travel for annual CALAFCO conference (October 2017), annual CALAFCO staff workshop (March 2018), and training classes. Includes some transportation, hotel and meal costs.	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
<b>7150 Training, Conferences and Workshops</b> Provides partial funding for employee, counsel and Commissioner registrations at annual CALAFCO conference (October 2016), annual staff workshop (March 2018), and classes.	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
<b>7160 Vehicle Mileage</b> Reimbursement for use of personal vehicles, at the government rate.	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
<b>7170 Rental of Building</b> Includes minor increase in office rent, and includes utilities.	\$ 25,000.00	\$ 25,000.00	\$ 26,000.00
<b>7200 Telephone Communications</b> Includes telephone, cell and fax charges, office wi-fi for laptop/visitor use, and system maintenance and repairs.	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
<b>7230 Temporary Help Services (Clerical)</b> Not funded. All clerical work is done by in-house staff.	\$ -	\$ -	\$ -
<b>7240 Outside Professional Services</b> This line item includes: 7242: Accounting and Financial Services. Reflects a proposed fixed rate contract with Hayashi Wayland for payroll, accounting, financial report services, GASB 68 Compliance and assistance to auditor (\$46,800 for FY 2017-2018). Also includes up to \$8,000 for compliance with new reporting requirements for OPEB GASB 45 and other federal accounting rules. Those variable rate services may be provided by other CPA firms. 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).	\$ 72,000.00	\$ 72,000.00	\$ 89,300.00
	\$ 37,500.00	\$ 37,500.00	\$ 54,800.00
	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00

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	Adopted Budget for Fiscal Year 2016-17	Estimated Year-End Expenditures for Fiscal Year 2016-17	Preliminary Budget for Fiscal Year 2017-18
	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00
	\$ -	\$ -	\$ -
	\$ 600.00	\$ 600.00	\$ 600.00
	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00

7247: **Human Resources Services.** Variable rate services from County of Monterey or other vendor, on an as needed basis.

7248: **Annual Audit.** Fixed rate contract with Bianchi, Kasavan & Pope.

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**

Minor expenses for office operations, Commission meetings and recording fees for LAFCO-initiated activities.

**7260 Legal Notices**

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**

To fill any vacant position.

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<b>7280 LAFCO Memberships</b> 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).	\$ 5,100.00	\$ 5,100.00	\$ 5,200.00
<b>7290 Litigation Reserve</b> 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 2017-2018.	\$ -	\$ -	\$ -
<b>7285 Records Management</b> Not funded for outside help. Records management is by in-house clerical staff.	\$ -	\$ -	\$ -
<b>7295 Contingency Reserve</b> 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 below the target level. On April 24, 2017, the Commission will be requested to transfer funds from the Unreserved Fund Balance to fully fund this reserve in FY 2016-2017 and 2017-2018.	\$ -	\$ -	\$ -
<b>TOTAL SERVICES AND SUPPLIES</b>	\$ 200,000.00	\$ 200,000.00	\$ 220,900.00
<b>TOTAL SALARIES &amp; BENEFITS</b>	\$ 703,000.00	\$ 703,000.00	\$ 730,000.00
<b>TOTAL FOR BUDGET UNIT</b>	\$ 903,000.00	\$ 903,000.00	\$ 950,900.00

# LAFCO *of Monterey County*

## LOCAL AGENCY FORMATION COMMISSION OF MONTEREY COUNTY

### DRAFT WORK PROGRAM

### FISCAL YEAR 2017-2018

Proposal 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"> <li>• Marina Coast Water District</li> <li>• Seaside County Sanitation District</li> <li>• City of Soledad</li> <li>• Salinas Valley Memorial Healthcare System</li> <li>• Monterey Peninsula Water Management District (Dependent)</li> <li>• Boronda, Pajaro, and Monterey Regional County Sanitation Districts</li> </ul> <p><u>Potential New MSR/Sphere Studies to be Initiated in FY 2017-2018</u></p> <ul style="list-style-type: none"> <li>• All Cities in Monterey County</li> </ul>	<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;"><b>4. COMMISSION AND COMMITTEE FUNCTIONS</b></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 &amp; 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 February 24, 2017Anticipated Agenda Items through June 2017

1. City of Greenfield – Potential commercial/industrial, residential and elementary school site annexation proposals at the South End area and the Apple Avenue area. *(CEQA clearance, Williamson Act exchange agreements, and other “pre-LAFCO application” actions are in progress. Annexation applications are anticipated in early to mid-2017).*
2. City of Greenfield – Fire Services Contract. *(As part of the recently approved citywide detachment from the Greenfield Fire Protection District, a new City of Greenfield fire department will provide fire protection services to the “remainder” District via a long-term contract. As of 2016, certain contracts for fire protection services require LAFCO approval. This contract will be the first such contract to be reviewed by LAFCO).*
3. City of Soledad – Municipal Service Review and Sphere of Influence Study *(Initiated by LAFCO in August 2016. Information collection is in progress.)*
4. City of Soledad – 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 the County Board of Supervisors in 2016. LAFCO is currently initiating a Municipal Service Review/Sphere of Influence study. City application for a Miravale IIB annexation is expected in April or May 2017, with other Sphere of Influence Amendment and Annexation applications to follow.)*
5. Northern Salinas Valley Mosquito Abatement District – Potential annexation of territory consistent with the recently updated Sphere of Influence.
6. Monterey County Regional Fire District – Annexation of several small areas, mostly uninhabited, within the fire district’s existing external boundary.

Potential Agenda Items through December 2017

7. 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.)*
8. 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.)*
9. 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. LAFCO staff met with District staff and board in 2016 and early 2017 to discuss process and schedule).*

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. 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 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 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.*)
13. Municipal Service Reviews and Sphere of Influence Studies –
  - a) Water District: Monterey Peninsula Water Management District (Dependent)
  - b) Wastewater Districts: Boronda and Pajaro County Sanitation Districts
15. 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. On a parallel track, FORA is seeking a legislative extension of the sunset date.*)

Anticipated Agenda Items through June 2018

16. 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.

DRAFT Monterey County Independent Special Districts  
 LAFCO Cost Allocation Formula: Proportionate Percentages  
 for FY 2017-2018

DRAFT DATED 4-28-17

Data Source: for FY17/18 State Controller's Special Districts Annual Report Using Fiscal Year 2014-15 Revenue.

Note: Revenue data was updated for this spreadsheet and will be updated on an annual basis in future years.

		Excluded Revenue	Enterprise	Non- Percent	Cost	Enterprise	Percent	Cost	Total LAFCO Cost	Percent
FY	2015									
<b>AIRPORTS</b>										
	Monterey Peninsula Airport District	27,059,435	\$0			\$8,455,180	5.38%	\$15,835	\$15,835	5.38%
<b>CEMETERIES</b>										
	Castroville Cemetery District	8,265	\$130,583	0.08%	245				245	0.08%
	Cholame Valley Cemetery District	0	\$2	0.00%	0				0	0.00%
	Gonzales Cemetery District	3,489	\$103,699	0.07%	194				194	0.07%
	Greenfield Cemetery District	2,085	\$131,366	0.08%	246				246	0.08%
	King City Cemetery District	882	\$99,451	0.06%	186				186	0.06%
	San Ardo Cemetery District	116	\$24,053	0.02%	45				45	0.02%
	San Lucas Cemetery District	66	\$12,851	0.01%	24				24	0.01%
	Soledad Cemetery District	342	\$136,690	0.09%	256				256	0.09%
<b>COMMUNITY SERVICES DISTRICTS</b>										
	Castroville Community Services District	532,252	\$1,246	0.00%	2	\$1,438,748	0.92%	2,694	2,697	0.92%
	Pajaro/Sunny Mesa Community Services District	59	\$186,563	0.12%	349	\$1,802,772	1.15%	3,376	3,726	1.27%
	Pebble Beach Community Services District	63,533	\$9,543,362	6.08%	17,873	\$4,337,656	2.76%	8,123	25,996	8.84%
	Santa Lucia Community Services District	0	\$3,104,742	1.98%	5,814	\$2,422,023	1.54%	4,536	10,350	3.52%
	Spreckels Community Services District	42,332	\$84,059	0.05%	157				157	0.05%
<b>FIRE DISTRICTS</b>										
	Aromas Tri-County Fire Protection District	8,502	\$1,309,346	0.83%	2,452				2,452	0.83%
	Cachagua Fire Protection District	56,861	\$60,018	0.04%	112				112	0.04%
	Carmel Highlands Fire Protection District	340,210	\$2,308,633	1.47%	4,324				4,324	1.47%
	Carmel Valley Fire Protection District	0	0.00	0.00%	0				0	0.00%
	Cypress Fire Protection District	23,034	\$4,511,531	2.87%	8,449				8,449	2.87%
	Gonzales Fire Protection District	34,206	\$154,134	0.10%	289				289	0.10%
	Greenfield Fire Protection District	75,332	\$728,025	0.46%	1,363				1,363	0.46%
	Mission-Soledad Fire Protection District	33,417	\$184,424	0.12%	345				345	0.12%
	North County Fire Protection District (monter)	31,169	\$6,674,331	4.25%	12,500				12,500	4.25%
	Monterey County Regional Fire Protection District	4,465,317	\$10,009,783	6.37%	18,746				18,746	6.37%
	South Monterey County Fire Protection District	1,539	\$533,920	0.34%	1,000				1,000	0.34%
<b>HARBOR DISTRICTS</b>										
	Moss Landing Harbor District	506,697	\$0			\$3,423,306	2.18%	6,411	6,411	2.18%
<b>HEALTH CARE DISTRICTS</b>										
	Salinas Valley Memorial Healthcare District		\$0							See end of worksheet for adjustment of disproportionate impact above 25%
	Soledad Community Health Care District	0	\$0			0.00	0.00%	0	0	0.00%
<b>MEMORIAL DISTRICTS</b>										
	Greenfield Memorial District	5,409	\$178,307	0.11%	334				334	0.11%
	Spreckels Memorial District	836	\$225,101	0.14%	422				422	0.14%
<b>MOSQUITO ABATEMENT DISTRICTS</b>										
	Northern Salinas Valley Mosquito Abatement District	142,893	\$1,652,958	1.05%	3,096				3,096	1.05%
<b>RECREATION &amp; PARK DISTRICTS</b>										
	Carmel Valley Recreation and Park district	0	\$108,105	0.07%	202				202	0.07%
	North County Public Recreation District	114,536	\$592,173	0.38%	1,109				1,109	0.38%
	Greenfield Recreation and Park District	6,746	\$191,617	0.12%	359				359	0.12%
	Monterey Peninsula Regional Park District	2,067,423	\$4,532,009	2.89%	8,487				8,487	2.89%
	Soledad-Mission Recreation and Park District	1,412	\$477,136	0.30%	894				894	0.30%
<b>RESOURCE CONSERVATION</b>										
	Monterey County Resource Conservation District	828,330	\$91,246	0.06%	171				171	0.06%
<b>SOLID WASTE DISPOSAL</b>										
	Monterey Regional Waste Management District	0	\$0			\$22,392,217	14.26%	41,936	41,936	14.26%
<b>WASTEWATER/SANITARY</b>										
	Carmel Area Wastewater Agency (Monterey)	9,512	\$0			\$10,067,723	6.41%	18,855	18,855	6.41%
<b>WATER DISTRICTS</b>										
	Marina Coast Water District	0	\$0			\$15,091,191	9.61%	28,262	28,262	9.61%
	San Ardo Water District	0	\$0			\$135,014	0.09%	253	253	0.09%
	San Lucas County Water District	0	\$0			\$162,632	0.10%	305	305	0.10%
	<b>TOTALS:</b>	36,466,237	\$48,081,464	30.61%	\$90,046	\$69,728,462	44.39%	\$130,586	\$220,631	75.00%
	Subtotal Operating Revenue:					\$117,809,926	75.00%			
<b>DISPROPORTIONATE IMPACT MITIGATION</b>										
	Salinas Valley Memorial Hospital - Allocation Based on Total Revenue					\$348,881,046	74.76%	219,914	219,914	74.76%
	Salinas Valley Memorial Hospital - Adjusted at a fixed percentage of total special districts LAFCO cost:								73,544	25.00%
	Total Cost								\$294,175	100.00%