

LOCAL AGENCY FORMATION COMMISSION
SAN BENITO COUNTY

2301 Technology Parkway
Hollister, CA 95023
Phone: (831) 647-7612

February 16, 2014

TO: Incoming LAFCO Staff
FROM: Bob Braitman 
Departing Executive Officer
SUBJECT: **Transition Notes**

The following notes are designed to assist you as you begin to staff the Commission.

Commissioner Handbook

The Commissioner Handbook includes many things such as conduct of meetings, rules and procedures for selection of officers, conflict of interest code and budget and financial procedures.

Directory of Local Agencies

We have prepared a Directory of Local Agencies with data sheets of each city and special district in the County. It should include a map of each agency and funding is provided to the County Survey for this purpose but such maps have not yet been provided.

Procedures Manual

The Procedures Manual sets forth the detailed methods to notice, conduct and report on meetings and process applications. The LAFCO filing system index is included as part of the Procedures Manual.

Status of Pending LAFCO Proposals

A list of current or active "proposals" and their status is attached.

Adopting and Updating Spheres of Influence

LAFCO is required to periodically update the Spheres of Influence of cities and special districts. The City of San Juan Bautista is in the midst of updating its General Plan which should result in the Commission updating its existing Commission adopted sphere.

LAFCO Documents

A CD has been made containing past notices of hearing, agendas and staff reports and other relevant correspondence.

Schedule for Adoption of LAFCO Budget

The Proposed Budget for FY 2016-17 must be approved by LAFCO not later than its regular meeting on Thursday, April 28 and sent to the County, cities and special districts and the Final Budget must be approved by Thursday, May 26.

BAE Urban Economics fiscal study

A fiscal study is being conducted by BAE Urban Economics and paid for in equal parts by the County and the City of Hollister. The agreement to perform the fiscal study is between BAE and LAFCO.

It may result in sets of mitigation fees for new residential development that would be imposed by either the City or the County and may affect the existing property tax exchange agreement for residential project annexations to the City and conditions imposed by the County on residential projects in the unincorporated area.

California Association of LAFCOs (CALAFCO)

The San Benito LAFCO is a member of CALAFCO. The professional CALAFCO staff is housed in Sacramento.

A CALAFCO Legislative Committee composed of both Commissioners and staff provides periodic reports on pending legislation to all LAFCOs.

There are two statewide LAFCO meetings the staff should attend if possible.

- Staff Workshop – This year it will be March 30 through April 1 at Universal City in Los Angeles County. The registration fee for the Executive Officer to attend has already been paid.
- Annual Conference – This year it will be October 26 through 28 at the Fess Parker Resort in Santa Barbara, CA

SAN BENITO LAFCO - Status of Pending LAFCO Proposals

Updated February 16, 2016

No.	Short Title	Action	Date	Record No.	Record Date	SBE
491	Dissolution of Pacheco Pass Water District					
	LAFCO initiated the dissolution of this independent special district that straddles the San Benito/Santa Clara County line. The District does not have a functioning board of directors. Two special districts – the San Benito County Water District and the Santa Clara Valley Water District – overlap the District and are studying the matter. The LAFCO consideration of this dissolution has been continued to the March 24, 2016 meeting.					
502 A	El Cerro Annexation to the City of Hollister	Approved	12/3/15	2016-0001029	2/3/16	
	LAFCO approved the annexation on December 3, 2015. The staff conducted a protest hearing on January 3, 2016 and in the absence of a sufficient protest to require a confirmation election the annexation was recorded on February 3, 2016. It can be filed with the State Board of Equalization when the City provides the \$350 filing fee.					
502 B	Hillcrest Annexation to the City of Hollister	Approved	12/3/15			
	LAFCO approved the annexation on December 3, 2015. The annexation can be recorded as soon as the County Surveyor provides approved maps and legal descriptions to attach to the LAFCO resolution of approval. After it is recorded it will still need to be filed with the State Board of Equalization which will require a filing fee.					
503	San Juan Cemetery Annexation to the City of San Juan Bautista	Approved	9/24/15	2015-0010258	10/22/15	
	LAFCO approved the annexation on September 24 and it was recorded on October 22, 2015. It can be filed with the State Board of Equalization when the City provides the \$350 filing fee.					
506	City of Hollister – OOA for sewer service (Fay)					
	We informed the City on September 30, 2015 that this application is incomplete and we cannot set the proposal for consideration until the County completes its entitlement process for the proposed development.					

No.	Short Title	Action	Date	Record No.	Record Date	SBE
507	City of Hollister – OOA for sewer service (Sunnyside Estates)					
	We informed the City on September 30, 2015 that this application is incomplete and we cannot set the proposal for consideration until the County completes its entitlement process for the proposed development.					
508	City of Hollister – OOA for sewer and water service (Rodriguez)					
	LAFCO heard this request on January 28 and, after accepting testimony, continued its consideration until February 25.					
509	Muckelemini Street Annexation to City of San Juan Bautista	Approved	1/28/16			
	LAFCO approved the annexation on January 28, 2016. The annexation can be recorded as soon as the County Surveyor provides approved maps and legal descriptions to attach to the LAFCO resolution of approval. After it is recorded it will still need to be filed with the State Board of Equalization which will require a filing fee.					
511	Spray Field Annexation to the City of Hollister	Approved	1/28/16			
	LAFCO approved the annexation on January 28, 2016. The annexation can be recorded as soon as the County Surveyor provides approved maps and legal descriptions to attach to the LAFCO resolution of approval. After it is recorded it will still need to be filed with the State Board of Equalization which will require a filing fee.					
512	City of Hollister – OOA for sewer service (Del Webb at San Juan Oaks)					
	This is scheduled to be heard by LAFCO on February 25, 2016.					

No.	Short Title	Action	Date	Record No.	Record Date	SBE
513	Maple Park Annexation to the City of Hollister					
	This is scheduled to be heard by LAFCO on February 25, 2016.					
514	Rustic Street Annexation to the City of Hollister					
	Can be scheduled to be heard at a future LAFCO meeting.					