



LAFCO - San Luis Obispo - Local Agency Formation Commission

SLO LAFCO - Serving the Area of San Luis Obispo County

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ROB FITZROY
Executive Officer

BRIAN A. PIERIK
Legal Counsel

IMELDA MARQUEZ
Analyst

CELINE VUONG
Commission Clerk

TO: MEMBERS OF THE COMMISSION

FROM: ROB FITZROY, EXECUTIVE OFFICER

DATE: JANUARY 20, 2022

SUBJECT: ANNUAL REPORT AND WORK PLAN

Recommendation. It is respectfully recommended that the Commission receive and file the 2021 Annual Report (Attachment A), review and approve the 2022 Work Plan (Attachment B), and consider proposed changes to the Annual Report and Work Plan process.

Summary. LAFCO has had an eventful and successful 2021. In addition to the selection of a new Executive Officer, the Commission has considered a number of important proposals and informational items, all while continuing to navigate the challenges of COVID-19. Several important decisions were made by the Commission in 2021 that will have ongoing beneficial impacts to the County as a whole. Despite staffing changes, Commissioner retirements, and COVID-19, LAFCO has had a very productive year and remains in a strong budgetary position. The following highlights some of the key accomplishments in 2021, more details are in Attachment A.

- **Annexations.** Key annexations were approved, including
 - Annexation No. 18 and Sphere of Influence Amendment to the Cayucos Sanitary District (Water Reclamation Facility)
 - Annexation No. 82 to the City of San Luis Obispo (Froom Ranch Area)
 - Annexation No. 90 and Sphere of Influence Amendment to the City of Paso Robles (Gateway)
- **Detachments.** Detachments for the Shandon-San Juan Water District and the Estrella El Pomar-Creston Water Districts were approved by the LAFCO Commission at the end of 2019. However, significant staff time was required post approval to ensure conditions were met and final actions took place. These were both completed in Fall 2021.
- **Protest Proceedings.** Following LAFCO approval of the activation of solid waste power for San Simeon Community Service District and Annexation #81 to the City of San Luis Obispo (Fiero East – West) late 2020, a properly noticed Conducting Authority Hearing (Protest

Hearing) was held in January 2021. Both projects were completed in 2021.

- **Recruitment of Executive Officer.** At the start of the year, LAFCO had one part time Interim Executive Officer, David Church. Mr. Church was hired by the Commission to help recruit the next Executive Officer. Recruitment for the Executive Officer position began January 22, 2021. On May 24, 2021, LAFCO welcomed new Executive Officer, Rob Fitzroy.
- **Commissioner Elections.** At the start of the year, LAFCO conducted a recruitment process for the LAFCO Public Member position. After following appropriate measures as described in Government Code Section 56325 (d), Tom Murray was selected as the Regular Public Member and Heather Jensen was selected as Alternate Public Member. LAFCO is again recruiting for a Regular Public Member to fill former Commissioner Tom Murray's unforeseen vacant term. Public Member interviews will be conducted at the January 20, 2022, LAFCO hearing. Commissioner Robert Enns was reelected for an additional 4-year term ending in December 2024.

Status Quo Annual Report and Work Plan. Now that the new Executive Officer has been with the organization for approximately seven months, he has had an opportunity to make a few initial organizational observations and recommended changes. However, before considering the proposed changes, we would like to carry forward the status quo Annual Report and Work Plan as per usual to ensure the Commissioners first agree with the Executive Officer's proposed changes, and if not, there will be the status-quo Work Plan in place, as well as to ensure that there will be a Work Plan in place while changes are being implemented if such changes are approved. More details on these concepts are further below.

You will find that the attached Annual Report and status-quo Work Plan largely carry forward work efforts from the previous 2020 Work Plan. The Work Plan is similar to work plans of the past. The 2021 Annual Report summarizes the Commission's key accomplishments, actions, and items considered throughout the year, while the Work Plan for 2022 identifies the Proposals and Sphere of Influence/Municipal Service Review (MSR) Updates that LAFCO staff will be working on in the coming year.

As you will see in the Work Plan, LAFCO has a significant workload moving forward. Approximately 25 MSRs need to be completed. On average, each MSR requires approximately 6 months of time to complete, depending on complexity. A number of the MSRs that need to be completed are complex because they are for cities and large Districts. In addition, LAFCO has already received a number of new proposal applications this year. Generally speaking, proposal applications take priority because there are strict state-mandated processing timelines that must be satisfied. It is anticipated that 2022 and beyond will be very busy for LAFCO staff.

Proposed Changes and Initiatives. The following discussion includes a few initial observations and recommended changes from the new Executive Officer, as well as a few new initiatives that could be conducted over the coming year(s) should the Commission wish to do so.

1. **Observation – Work Plan and Budget.** Historically, the Executive Officer proposes a Work Plan for the calendar year beginning in January. However, the budgetary process is completed on a fiscal year basis beginning on July 1 of each year and is conducted independent of the work plan process. Generally speaking, when projecting a work plan, that is, determining how to utilize staff and budgetary resources for a given year, it also directly correlates to the available budget. Connecting the annual work plan to the annual budget process can be an effective way to ensure that the workload and budget are synchronized and staff resources are being used as efficiently as possible. This approach also allows the Commission to discuss important work items in context to the budget required to accomplish those work items in the same process. For example, if the Commission wishes to complete a financial audit for the upcoming year, this approach would allow the Commission to discuss the work effort and budget simultaneously. It should be noted that other LAFCOs use the proposed process, in addition to many other jurisdictions. Nonetheless, either approach fulfills the requirements of the Cortese, Knox, Hertzberg Act and meets needs of our organization.

Recommendation – Work Plan and Budget. Change the Annual Report and Work Plan process such that it correlates to the budgetary process. Should the Commission agree with this change, the Executive Officer would carry forward a new Work Plan in March/April 2022 as a part of the next fiscal year budget process. From then on annually, the Work Plan would be tied to the fiscal year and budget.

2. **Observation – Workload Prioritization.** The existing Work Plan identifies a number of tasks, including MSR updates, etc. However, none of the work efforts are clearly prioritized. It is important to allow the Commission to review and consider prioritization of work efforts for a number of reasons. Prioritizing work sets clear expectations for the Cities and Special Districts we work with as to when their MSR will be updated, as well as increases transparency to the public as to how LAFCO conducts business. It also establishes expectations as to how priorities will shift if new proposal applications are submitted to LAFCO. Additionally, it ensures that the Commission and Executive Officer are synchronized as to how LAFCO work is carried out. This approach also directly connects to the discussion above regarding the budget process. When workload, budget, and priorities are clearly established, it increases efficiency and effectiveness of the organization.

Recommendation – Workload Prioritization. Amend the Work Plan to include prioritization of workload. Should the Commission wish to move forward with Item #1 above, a prioritization process will be incorporated into the new Work Plan that will be carried forward again in March/April 2022 as a part of the next fiscal year budget process.

3. **Observation – Organizational Initiatives.** The new Executive Officer has had the opportunity to evaluate a few critical aspects of the organization as whole with regard daily operations, budgeting, general procedures, policies, and technology.

Recommendations – Organizational Initiatives. The following bulleted list are a few new initiatives the Executive Officer would like the Commission’s approval to include in the Work Plan should the Commission decide to move forward with Item #1 above. It is not expected that all these items would be completed within the next year.

- Financial Audit – While all LAFCO financial transactions are processed through the County Auditor, which ensures accuracy and transparency, it has been a best practice to conduct independent financial audits periodically. The last independent audit was in 2018. It is recommended that we plan to conduct an audit within the next one to two years.
- Policies and Procedures Manual and By-Laws Updates – Policies and Procedure Manual would include many minor changes as well as significant changes related to indemnification policies, among other items so as to improve efficiency and transparency, and to better serve applicants. By-Laws Updates would include various updates including outdated references, etc.
- Website Updates – Within the last seven months we have initiated several updates to the website; however, there are many areas for improvement, including updates to improve American Disability Act (ADA) compliance. Depending on the improvements we can make at the staff level, it is possible that we may need to consider hiring a website developer. Should this be the case, we will return to the Commission with a broader discussion.
- Proposal Application Updates – LAFCO currently has one application for the dozens of types of proposals we process. There is a need to update the applications to be better tailored to the proposal. In addition, many updates are needed to the existing application regarding the types of information we request. Updates are also needed to better serve applicants.

Conclusions. Overall, LAFCO has had a very successful year. The upcoming year and beyond will continue to be very busy. The status-quo Annual Report and Work Plan will continue to meet state mandates and meet the needs of the organization. The Executive Officer believes the proposed changes and initiatives further help the organization and improve efficiency and effectiveness. Should the Commission agree with the proposed changes, staff will bring forward a new Work Plan during the budgeting process in early spring 2022. Of course, should the Commission have any additional suggestions about the Work Plan process, staff can incorporate those as well. LAFCO staff are excited and eager for 2022 and look forward to another productive and successful year.

Attachment A: 2021 Annual Report

Attachment B: 2022 Work Plan

Attachment A

2021 Annual Report



San Luis Obispo Local Agency Formation Commission

Annual Report for 2021
January - December

GOALS IN 2021

1. Serve the Commission and the public by providing accurate, clear, and well-organized information for decision making.
2. Treat the public, applicants, Commissioners, and any stakeholders with respect and patience. Listening with consideration and responding in a calm, courteous manner.
3. Serve the Cities, County and Special Districts by providing information about LAFCO's purpose and the processes LAFCO is authorized to complete.
4. Process proposals in an efficient manner; consistent with the Cortese-Knox-Hertzberg Act, CEQA, and other state laws.
5. Implement the Sphere of Influence/Municipal Service Review Update Work Plan, while working on applications and other topics at the same time.
6. Provide the Commission with regular status reports regarding upcoming proposals, Sphere of Influence Updates, Legislative Activities, and the Budget.
7. Participate in CALAFCO events to improve and enhance the Commission and Staff's expertise.
8. Inform the Commission and Public regarding various local governance issues and processes by providing regular status reports and study sessions.
9. Monitor the new legislation in the State legislature that may affect LAFCO.

SUMMARY OF PROPOSALS AND ACTIVITIES

A proposal is defined in the CKH Act under government code section 56069 as "a change of organization or reorganization initiated by petition or resolution of application by a legislative body or school district for which a certificate of filing has been issued." The following have been reviewed, approved, or completed by LAFCO over the last year:

- **Annexations.** Key annexations that were approved by the Commission in October were Annexation No. 18 and Sphere of Influence Amendment to the Cayucos Sanitary District (Water Reclamation Facility) and Annexation No. 82 to the City of San Luis Obispo (Froom Ranch Area). In November, Annexation No. 90, and Sphere of Influence Amendment to the City of Paso Robles (Gateway) was approved.



- **Detachments.** Detachments for the Shandon-San Juan Water District and the Estrella El Pomar-Creston Water Districts were approved by the LAFCO Commission at the end of 2019. An extension was granted for both projects to give them additional time to comply with LAFCO conditions of approval. In 2021, conditions were met, and LAFCO staff continued proper procedure to finalize the actions.
- **Protest Proceedings.** Following LAFCO approval of the activation of solid waste power for San Simeon Community Service District and Annexation #81 to the City of San Luis Obispo (Fiero East – West) late 2020; A properly noticed Conducting Authority Hearing (Protest Hearing) was held in January 2021. Both projects were completed in 2021.
- **Study Sessions.** The Commission looked at a Sphere of Influence request to the City of Morro Bay. This type of study session is useful to get an early look into a project. The item is being brought to the Commission in January 2022.
- **Recruitment of Executive Officer.** At the start of the year LAFCO had one part time Interim Executive Officer, David Church. Mr. Church was hired by the Commission to help recruit the next Executive Officer. Recruitment for the Executive Officer position began January 22, 2021. On May 24, 2021, LAFCO welcomed new Executive Officer, Rob Fitzroy.
- **Recruitment of Commission Clerk.** At the start of the year LAFCO had a vacancy in the Commission Clerk position. Clerk duties were distributed amongst existing employees. Recruitment for the Commission Clerk position began May 4, 2021. On August 2, 2021, LAFCO welcomed new Commission Clerk, Celine Vuong.
- **Commissioner Elections.** At the start of the year LAFCO conducted a recruitment process for the LAFCO Public Member position. After following appropriate measures as described in Government Code Section 56325 (d); Tom Murray was selected as the Regular Public Member and Heather Jensen was selected as Alternate Public Member. LAFCO is again recruiting for a Regular Public Member to fill former Commissioner Tom Murray’s unforeseen vacant term. Public Member interviews will be conducted at the January 20, 2022, LAFCO hearing. Commissioner Robert Enns was reelected for an additional 4-year term ending in December 2024.
- **Monitored State legislation** and informed the Commission of the various pieces of legislation that might affect LAFCO.
- **Biennial Conflict of Interest Code.** Finalized the Biennial Conflict of Interest Code for San Luis Obispo LAFCO.
- **Fiscal/Budget.** Considered and approved the Fiscal Year 2021-22 LAFCO Budget and regular Quarterly Budget Status Reports. Each transaction from the LAFCO budget is



paid by processing a draw warrant or journal entry through the County's financial tracking system.

- **CALAFCO** is dedicated to meeting the continuing educational needs of LAFCO staff and tracking legislative activity in Sacramento. Former Commissioner Murray served on the CALAFCO Board of Directors over the last year and staff attended webinar trainings.
- The **LAFCO Website** is constantly being updated and improved and is normally maintained by staff. We continue to work on it to make sure it is meeting the needs of the public, applicants, and other LAFCO stakeholders. Please visit the LAFCO website at www.slolafco.com. Any suggestions for improvement are welcome.
- **Closed Sessions.** Numerous meetings on Existing Litigation Government Code Section 54956.9 paragraph (1) of subdivision (d) Name of case: San Luis Obispo Local Agency Formation Commission, et. al. v. City of Pismo Beach, et. al. Superior Court Case No. CV130383; 2d Civ. No. B296968.

SUMMARY OF MEETINGS IN 2021

January 21, 2021

- Biennial Update of LAFCO's Conflict of Interest Code
- Second Quarter Fiscal Year 2020-2021 LAFCO Budget Status Report
- 2020 Annual Report and 2021 Proposed Work Plan-Meeting Schedule
- Process to appoint a Regular and Alternate Public Member LAFCO Commissioner to the Commission
- Consideration of the Recruitment Process and Job Description for the position of LAFCO Executive Officer
- Closed session pursuant to Government Code Section 54957 - Public Employee/Employee Appointment – Title: Executive Officer Pursuant to Government Code Section 54957.6 Conference with Labor Negotiators Agency designated representatives: (Legal Counsel and Interim Executive Officer) Unrepresented employee: Executive Officer

March 18, 2021

- Protest Proceeding Results for the Activation of Solid Waste Power for the San Simeon Community Service District - File #1-E-20
- Protest Proceeding Results for Annexation #81 to the City of San Luis Obispo (Fiero East – West) - File #1-R-20



- CALAFCO Dues Update, Annual, & Quarterly Reports
- Partial Fee Waiver Request - Cayucos Sanitary District (Water Resource Reclamation Facility) Annexation and Sphere of Influence Amendment
- Appointment of Regular and Alternate Public Members to the Commission
- CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION

Government Code Section 54956.9 paragraph (1) of subdivision (d)

Name of case: San Luis Obispo Local Agency Formation Commission, et. al. v. City of Pismo Beach, et. al. Superior Court Case No. CV130383; 2d Civ. No. B296968

- Closed session pursuant to Government Code Section 54957 Public Employee/Employee Appointment – Title: Executive Officer Pursuant to Government Code Section 54957.6 Conference with Labor Negotiators Agency designated representatives: (Legal Counsel and Interim Executive Officer Unrepresented employee: Executive Officer

March 25, 2021 - Special Meeting

- Closed session pursuant to Government Code Section 54957 - Public Employee/Employee Appointment – Title: Executive Officer Pursuant to Government Code Section 54957.6 Conference with Labor Negotiators Agency designated representatives: (Legal Counsel and Interim Executive Officer) Unrepresented employee: Executive Officer

April 15, 2021

- Third Quarter Fiscal Year 2020-2021 LAFCO Budget Status Report
- Employment Contract between the San Luis Obispo Local Agency Formation Commission and Robert Fitzroy
- Proposed LAFCO Budget for Fiscal Year 2021-22
- Amendment to Temporary Employment Agreement between the San Luis Obispo Local Agency Formation Commission and David Church
- Request for Amicus Support by the San Luis Obispo Local Agency Formation Commission, regarding the City of Pismo Beach, et. al. Superior Court Case No CV130383; 2d Civ. No. B296968
- Status Report of Submitted Proposals and Upcoming Proposal Activities



May 20, 2021

- Final Fiscal Year 2021-22 San Luis Obispo LAFCO Budget
- Special District Elections Results
- CALAFCO Legislative Update

August 19, 2021

- Year-End Fiscal Year 2020/2021 LAFCO Budget Status Report
- California Association of Local Agency Formation Commissions (CALAFCO) Conference
- Status Report of Submitted Proposals and Upcoming Proposal Activities
- Study Session: Sphere of Influence Amendment to the City of Morro Bay (Panorama Lots)
- Conference with Legal Counsel – Existing Litigation Government Code Section 54956.9 paragraph (1) of subdivision (d) Name of case: San Luis Obispo Local Agency Formation Commission, et. al. v. City of Pismo Beach, et. al. Superior Court Case No. CV130383; 2d Civ. No. B296968

October 21, 2021

- Resolution Regarding Commission Meetings Held by Teleconference as Provided by AB 361
- First Quarter Fiscal Year 2021-2022 LAFCO Budget Status Report
- Annexation No. 18 and Sphere of Influence Amendment to the Cayucos Sanitary District (Water Reclamation Facility) LAFCO 2-R-21
- Annexation No. 82 to the City of San Luis Obispo (Froom Ranch Area) LAFCO File No. 1-R-21
- Public Member Recruitment (Authorize Process and Provide Staff Direction to Recruit)

November 18, 2021

- Resolution Regarding Commission Meetings Held by Teleconference as Provided by AB 361
- 2022 Annual Meeting Schedule
- Annexation No. 90 and Sphere of Influence Amendment to the City of Paso Robles (Gateway) LAFCO File No. 3-R-21



- Sphere of Influence Amendment for the City of Morro Bay (Panorama Lots) LAFCO File No. 1-S-21. Staff will recommend continuance of this item to a date determined by the Commission.

November 18, 2021 - Special Meeting

- Conference with Legal Counsel – Existing Litigation Government Code Section 54956.9 paragraph (1) of subdivision (d) Name of case: San Luis Obispo Local Agency Formation Commission, et. al. v. City of Pismo Beach, et. al. Superior Court Case No. CV130383; 2d Civ. No. B296968

Attachment B

2022 Work Plan



SAN LUIS OBISPO LAFCO

WORK PLAN FOR 2022

This document is the proposed Work Plan for San Luis Obispo Local Agency Formation Commission (LAFCO) for the year of 2022. LAFCO's overarching legislative goals include the following:

- **Encourage Orderly Growth and Development.** LAFCO considers proposals for the formation of new local governmental agencies including Cities and Special Districts. LAFCO is also responsible for considering annexations and detachments for agencies. LAFCO also determines the Sphere of Influence, which is a plan for the probable physical boundary of a City or Special District.
- **Promoting Efficient Provision of Public Services.** LAFCO reviews proposals based on a variety of factors including: a plan for services submitted by the agency, resource and infrastructure capacity, and the need for services.
- **Preserve Agricultural Land Resources.** LAFCO considers the impact that a proposal may have on existing agricultural lands with focus on prime agricultural lands. San Luis Obispo LAFCO has adopted specific policies regarding the preservation of agricultural resources.
- **Discourage Urban Sprawl.** Urban sprawl can best be described as irregular and disorganized growth occurring without apparent design or plan. By discouraging sprawl, LAFCO limits the misuse of land resources and promotes a more efficient system of services by local governmental agencies.

GOALS IN 2022

1. Serve the Commission and the public by providing accurate, clear, and well-organized information for decision making.
2. Treat the public, applicants, Commissioners, and any stakeholders with respect and patience. Listening with consideration and responding in a calm, courteous manner.
3. Serve the Cities, County and Special Districts by providing information about LAFCO's purpose and the processes LAFCO is authorized to complete.
4. Process proposals in an efficient manner; consistent with the Cortese-Knox-Hertzberg Act, Local Policies and Procedures, CEQA and other state laws.
5. Implement the Sphere of Influence/Municipal Service Review Update Work Plan, while working on applications and other topics at the same time.
6. Provide the Commission with regular status reports regarding upcoming proposals, Sphere of Influence Updates, Legislative Activities, and the Budget.
7. Participate in CALAFCO events to improve the Commission and Staff's expertise.



8. Inform the Commission and Public regarding various local governance issues and processes by providing regular status reports and study sessions.
9. Monitor the new legislation in the State legislature that may affect LAFCO.

ANNEXATIONS – DETACHMENTS – OTHER ACTIONS

Several Cities and Districts may have annexation or detachment proposals on the horizon. The Memoranda of Agreement between the Cities and County help set the path for these annexations by providing the provisions for development of an area. Annexation Proposals that may be on the horizon include:

Active:

- Sphere of Influence (SOI) Amendment to the City of Morro Bay (Panorama Lots)
- Annexation to Nipomo Community Service District (Torres) – ON HOLD
- SOI Amendment to City of Morro Bay (Water Reclamation Facility) – ON HOLD

Active/Post Approval:

- Annexation & SOI Amendment to the City of Paso Robles (Gateway)
- Annexation to the City of San Luis Obispo (Froom Ranch)
- Annexation & SOI Amendment to Cayucos Sanitary District (Water Reclamation Facility)
- Detachment to the Shandon San Juan Water District

Radar:

- Detachment to the City of Morro Bay
- Annexation to the City of Morro Bay (Water Reclamation Facility)
- Annexation to Nipomo Community Service District (Dana Reserve)
- Divestiture of Fire Service for the Oceano Community Service District
- Divestiture of Cemetery Power for Templeton Community Service District
- Annexations to the Shandon San Juan Water Districts
- Annexation to County Service Area 23 - Santa Margarita (Tract 2586)
- Detachment to County Service Area 16 – Shandon
- Annexation to County Service Area 18 – Country Club
- Annexation to County Service Area 10 – Cayucos (Valley Lots)
- Reorganization to County Service Areas 22, 21, and 9

It is uncertain if these proposals will be submitted this year or the next, but planning and environmental work has begun on each of these proposals. LAFCO Staff continues to monitor each project and provide comments at the appropriate times.

OTHER ACTIVITIES

- Conduct the selection process for the LAFCO Public Member.



- Conduct the Special District's Election of a LAFCO Representative.
- Preparation of Fiscal Year 2022-2023 LAFCO Budget.
- Administrative / Procedural Activities (Website changes, policies, Directory of Agencies, Application Documents, Records Retention, History of Annexation Data, etc.) .
- CALAFCO involvement through Conferences, online webinars, Legislative Committees, etc.

SPHERE OF INFLUENCE/MUNICIPAL SERVICE REVIEW UPDATE

The SOI is a boundary that identifies areas a jurisdiction might serve over the next 20 years. The Municipal Service Review (MSR) provides information about a jurisdiction's ability to serve its existing service area and other SOI areas. The MSR is an informational document that summarizes the existing service situation of a jurisdiction. The Service Review compiles information provided by the jurisdiction.

Other information from the County Planning Department, State Controller's Office, County Auditor's Office, and other agencies is also used to prepare the SOI and MSR. LAFCO Staff reviews, summarizes, and evaluates the various studies to prepare the SOI Update and MSR.

An MSR is prepared in accordance with Section 56430 of the California Government Code. The Service Review contains written determinations that addresses the following seven factors. Information and written determinations regarding each of the factors is provided in the Service Review and include:

1. Growth and Population projections for the affected area.
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.
4. Financial ability of agencies to provide services.
5. Status of, and opportunity for, shared facilities.
6. Accountability for community service needs including governmental structure and operational efficiencies.
7. Any other matter related to effective or efficient service delivery, as required by commission policy.



Additionally, administrative, and organizational information is collected and evaluated in the MSR. In order to complete a review LAFCO relies on Audit Reports submitted to the County Auditor Controller’s Office pursuant to state law, original formation filing documents, State Controllers Special Districts Annual Financial Reports, the General Plan, Capital Improvement Plans, various studies and information from various websites.

CITIES

The Work Plan will focus on those Cities which have passed or are approaching the five-year requirement for an SOI update. The next city in line to be updated is the City of Paso Robles. Annexations, other proposals, and low staffing in 2020/2021 temporarily delayed these updates. Below are the Cities and the five-year update schedule:

Jurisdiction	Completion Date	Update 5-Year Date	Status/Action
Pismo Beach	September 2019	September 2024	Completed in 2019
Atascadero	November 2019	November 2024	Completed in 2019
Arroyo Grande	November 2012	November 2017	Completed in 2020
Grover Beach	November 2012	November 2017	Completed in 2020
Paso Robles	February 2013	February 2018	Begin the update process-2022
San Luis Obispo	October 2016	October 2021	Begin the update process-2023
Morro Bay	March 2017	March 2022	Begin the update process-2023

Memorandum of Agreement (MOA). A MOA was developed to improve communication and coordination in planning for future growth and development between a City and the County. Each City, with the exception of Grover Beach, has an MOA with the County. The Memorandum of Agreement between the City and County is reviewed and amended to reflect any changes to the Sphere of Influence and provisions that are agreed to by the County and City.

MOAs are in the process of updating to provide more detail about what type of development might be expected in the SOI and assist in defining the boundary. This helps clarify expectations and provides guidelines that help guide future projects in the SOI. The MOA has also been used to specify a particular planning process or policies for areas. Also, the MOA should address other issues such as water resources and agricultural/open space preservation. Round three should focus on areas of communication and coordination between the Cities and County.



SPECIAL DISTRICTS

The Work Plan will focus on those Districts which have passed, or are approaching, the five-year requirement for update. Staff recommends that the schedule for updating the SOIs and MSRs for the Districts be followed as shown in the tables below. Each of these Districts is subject to the principal act in the Government Code 61000 – 61250 and has an independent Board of Directors; with the exception of the County Service Areas are governed by the County Board of Supervisors. The next districts in line to be updated are based on the date of when the last MSR was updated. Annexations, other proposals, and low staffing in 2020/2021 temporarily delayed these updates. Below is an updated schedule.

COMMUNITY SERVICES DISTRICTS

Jurisdiction	Completion Date	Update 5-Year Due	Status/Action
Nipomo	May 2018	May 2023	Completed in 2018
Oceano	Nov 2012	Nov 2017	Completed in 2020
Templeton	Nov 2013	Nov 2018	Begin the update process-2022
San Miguel	Nov 2013	Nov 2018	Begin the update process-2022
Heritage Ranch	Nov 2013	Nov 2018	Begin the update process-2022
Avila Beach	Aug 2014	Aug 2019	Begin the update process-2023
Cambria	Aug 2014	Aug 2019	Begin the update process-2023
Los Osos	Aug 2014	Aug 2019	Begin the update process-2023
San Simeon	Aug 2014	Aug 2019	Begin the update process-2023
Cal Valley (R-S)	Dec 2015	Dec 2020	Begin the update process-2023
Independence Ranch (R)	Dec 2015	Dec 2020	Begin the update process-2023
Linne (R)	Dec 2015	Dec 2020	Begin the update process-2024
Squire Canyon (R)	Dec 2015	Dec 2020	Begin the update process-2024
Ground Squirrel Hollow (R-S)	Dec 2015	Dec 2020	Begin the update process-2024

(R) These Districts provide only Road Maintenance Services.

(R-S) California Valley and Ground Squirrel Hollow provides Road Maintenance and Solid Waste Services.



OTHER SPECIAL DISTRICTS

Jurisdiction	Completion Date	Update 5-Year Due Date	Status/Action
So. County Sanitation	Nov 2012	Nov 2017	Completed in 2020
Coastal San Luis RCD	Nov 2014	Nov 2019	Begin the update process-2022
Upper Salinas/Las Tablas RCD	Nov 2014	Nov 2019	Begin the update process-2022
Santa Margarita Fire	Nov 2014	Nov 2019	Begin the update process-2022
Garden Farms Co. Water District	Nov 2014	Nov 2019	Begin the update process-2022
Port San Luis Harbor District	Nov 2014	Nov 2019	Begin the update process-2023
Cambria Healthcare	Aug 2014	Aug 2019	Begin the update process-2023
Cayucos Sanitary	Jan 2015	Jan 2020	Begin the update process-2023
Shandon-San Juan Water District	Oct 2016	Oct 2021	Begin the update process-2024
Estrella-El Pomar-Creston Water District	Apr 2017	Apr 2022	Begin the update process-2024



COUNTY SERVICE AREAS (CSA)

Jurisdiction	Completion Date	Update Due	Status/Action
COUNTY SERVICE AREAS			
CSA 1 - and Nipomo Lighting District	Aug 2017	Aug 2022	Completed in 2017
CSA 7 - Oak Shores	Aug 2017	Aug 2022	Completed in 2017
CSA 9 - Los Osos	Aug 2017	Aug 2022	Completed in 2017
CSA 10 - Cayucos	Aug 2017	Aug 2022	Completed in 2017
CSA 12 - Lopez Water	Aug 2017	Aug 2022	Completed in 2017
CSA 16 - Shandon	Aug 2017	Aug 2022	Completed in 2017
CSA 18 - Country Club	Aug 2017	Aug 2022	Completed in 2017
CSA 21 - Countywide	Aug 2017	Aug 2022	Completed in 2017
CSA 22 - Airport	Aug 2017	Aug 2022	Completed in 2017
CSA 23-Santa Margarita	Aug 2017	Aug 2022	Completed in 2017

CEMETERY DISTRICTS

Jurisdiction	Completion Date	Update 5-Year Due Date	Status/Action
Adelaida	Nov 2010	Nov 2023	Completed in 2018
Arroyo Grande	Nov 2010	Nov 2023	Completed in 2018
Atascadero	Nov 2010	Nov 2023	Completed in 2018
Cambria	Nov 2010	Nov 2023	Completed in 2018
Cayucos-Morro	Nov 2010	Nov 2023	Completed in 2018
Pleasant Valley	Nov 2010	Nov 2023	Completed in 2018
Paso Robles	Nov 2010	Nov 2023	Completed in 2018
San Miguel	Nov 2010	Nov 2023	Completed in 2018



Jurisdiction	Completion Date	Update 5-Year Due Date	Status/Action
Santa Margarita	Nov 2010	Nov 2023	Completed in 2018
Shandon	Nov 2010	Nov 2023	Completed in 2018
Templeton	Nov 2010	Nov 2023	Completed in 2018