

Final Alameda LAFCo Annual Work Plan, FY 2017- 2018

Objective 1: Complete municipal service review (MSR) for all cities and update related agency spheres of influence (SOIs).			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
1.1 Present the Draft MSR and SOI recommendations at LAFCo public hearing and/or LAFCo workshop(s).	Project Consultant	July 2017	A: Curb urban sprawl, and preserve and protect open space and agricultural lands. B: Strengthen local agency oversight to encourage organizations to recognize their responsibilities to the public that they serve.
1.2 Revise the Draft MSR to address comments and distribute the Revised Draft Public Review MSR for a 21-day public review and comment period.	Project Consultant Executive Officer Clerk	August 2017	
1.3 Present the Revised Draft Public Review MSR and SOI recommendations at LAFCo public hearing for final adoption.	Project Consultant	September 2017	
1.4 Prepare final MSR, distribute to all subject agencies and interested parties, and post on LAFCo website.	Project Consultant Analyst Clerk	September 2017	
1.5 Monitor local agency compliance with service review recommendations.	Executive Officer Analyst Clerk	On-going	

Objective 2: Complete municipal service review for County-wide water and wastewater services and update related agency spheres of influence.			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
2.1 Initiate MSR/SOI update project.	Executive Officer Analyst Project Consultant	July 2017	A: Curb urban sprawl, and preserve and protect open space and agricultural lands. B: Strengthen local agency oversight to encourage organizations to recognize their responsibilities to the public that they serve.
2.2 Collect information through all available data sources (e.g., interviews, meetings, surveys and /or research), compile information in a database, and verify with subject agencies.	Analyst Project Consultant Clerk	July – August 2017	
2.3 Identify appropriate standards and criteria to be used for service evaluation.	Analyst Project Consultant	July – August 2017	

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Objective 2: Complete municipal service review for County-wide water and wastewater services and update related agency spheres of influence.			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
2.4 Analyze data and prepare Draft Public Review MSR including SOI update recommendations.	Project Consultant Analyst	August – September 2017	
2.5 Distribute the Draft Public Review MSR for a 21-day public review and comment period.	Executive Officer Clerk	October 2017	
2.6 Present the Draft MSR and SOI recommendations at LAFCo public hearing and/or LAFCo workshop(s).	Project Consultant	November 2017	
2.7 Revise the Draft MSR to address comments and distribute the Revised Draft Public Review MSR for a 21-day public review and comment period.	Planning Consultant Executive Officer Clerk	December 2017	
2.8 Present the Revised Draft Public Review MSR and SOI recommendations at LAFCo public hearing for final adoption.	Planning Consultant	January 2018	
2.9 Prepare final MSR, distribute to all subject agencies and interested parties, and post on LAFCo website.	Planning Consultant Executive Officer Clerk	January 2018	
2.10 Monitor local agency compliance with service review recommendations.	Analyst Clerk	On-going	

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Objective 3: Process approximately 8-10 change of organization, reorganization and out-of-area service agreement applications.			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
3.1 Meet with applicants to review application requirements.	Executive Officer Analyst	On-going	A: Curb urban sprawl, and preserve and protect open space and agricultural lands. C: Be a catalyst and information resource to promote logical, efficient municipal service provision.
3.2 Complete required analysis of factors to consider and present report to Commission for consideration.	Executive Officer Analyst Planner Legal Counsel	On-going	
3.3 Monitor compliance with conditions of approval.	Executive Officer Analyst Clerk	On-going	

Objective 4: Update Alameda LAFCo's strategic plan.			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
4.1 Determine format, location, and time for workshop.	Executive Officer Clerk	June 2017	A: Curb urban sprawl, and preserve and protect open space and agricultural lands.
4.2 Identify and contract with facilitator to conduct one day strategic planning workshop.	Executive Officer	June 2017	
4.3 Conduct workshop.	Commissioners Executive Officer Analyst Legal Counsel Planning Consultant Clerk	September 2017	B: Strengthen local agency oversight to encourage organizations to recognize their responsibilities to the public that they serve.
4.4 Complete follow-up as needed.	Executive Officer Analyst Clerk	As needed	C: Be a catalyst and information resource to promote logical, efficient municipal service provision.

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Objective 5: Update Alameda LAFCo policies and procedures to improve usability and reflect local conditions and circumstances.			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
5.1 Review operational policies and procedures and identify opportunities to increase productivity, streamline processes, and aid public access to information.	Executive Officer Analyst Legal Counsel Planning Consultant Clerk	On-going	A: Curb urban sprawl, and preserve and protect open space and agricultural lands.
5.2 Identify desired policy changes to reflect local conditions and circumstances, including sphere of influence, inter-LAFCo coordination, change of organization, reorganization, and out-of-area service agreement policies and procedures.	Policy and Budget Committee Executive Officer Analyst Legal Counsel Planning Consultant Clerk	On-going	B: Strengthen local agency oversight to encourage organizations to recognize their responsibilities to the public that they serve.
5.3 Engage community and other stakeholders in update process as appropriate.	Executive Officer Analyst Clerk	As needed	C: Be a catalyst and information resource to promote logical, efficient municipal service provision.

Objective 6: Continue to provide County-wide municipal service presentations to inform the Commission as it pursues its objectives to encourage orderly boundaries, promote efficient public services, discourage urban sprawl, and preserve agricultural and open space lands.			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
6.1 Identify municipal services of interest to the Commission.	Commission Executive Officer	On-going	C: Be a catalyst and information resource to promote logical, efficient municipal service provision.
6.2 Identify service providers to provide presentations to Commission.	Executive Officer	On-going	
6.3 Schedule presentations.	Executive Officer	On-going	

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Objective 7: Communicate Alameda LAFCo’s mission and goals to the community and identify strategies to achieve shared objectives.			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
7.1 Offer periodic informational briefings to a variety of groups, including the Special Districts Association, Mayors’ Conference, and other boards and councils.	Commissioners Executive Officer	On-going	C: Be a catalyst and information resource to promote logical, efficient municipal service provision.
7.2 Communicate with local legislators.	Commissioners Executive Officer Clerk		
7.3 Conduct general outreach to local agencies (e.g, planning depts. as they commence general plan updates).	Executive Officer	On-going	
7.4 Participate in update of Plan Bay Area.	Executive Officer Analyst	On-going	
7.5 Participate in CALAFCO activities including workshops, conferences, and legislative committee.	Executive Officer Analyst Clerk Legal Counsel Commissioners	On-going	

Objective 8: Conduct “Old Systems Forum” to facilitate conversations about maintaining and/or upgrading aging infrastructure (water and recycled water, sewer, flood control, road maintenance)			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
8.1 Determine format, location, and time for forum.	Commissioners Executive Officer	July 2017	C: Be a catalyst and information resource to promote logical, efficient municipal service provision.
8.2 Work with local agencies and other stakeholders to determine topics to be covered.	Executive Officer Analyst	August – September 2017	
8.3 Identify local agencies and other stakeholders to participate and send invitations.	Executive Officer Analyst Clerk	August – September 2017	

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Objective 8: Conduct “Old Systems Forum” to facilitate conversations about maintaining and/or upgrading aging infrastructure (water and recycled water, sewer, flood control, road maintenance)			
Action Steps	Resources Needed/Staff Assigned	Timeline	Priority Goal Addressed
8.4 Conduct forum.	Commissioners Executive Officer Analyst Clerk	January 2018	
8.5 Complete follow-up as needed.	Executive Officer Analyst	As needed	