

Attachment B
PROPOSAL TO INCORPORATE THE TOWN OF CARMEL VALLEY

**WORK PROGRAM FOR THE INCORPORATION OF
THE TOWN OF CARMEL VALLEY**

The following checklist of tasks is LAFCO's adopted work program for the incorporation proposal. The checklist shows the progress to date.

PRE-APPLICATION AND PETITION

- Petition format reviewed [2002]
- Community forum held
- Petition circulated
- Petition verified
- Application submitted [July 1, 2003]
- Application fee deposit submitted
- Mailing list of interested persons developed
- Information packet developed

APPLICATION REVIEW

- Referrals sent to affected agencies
- Procedures developed and adopted
- Meet with affected agencies to determine expectations
- Legal description deferred until after election, to avoid unnecessary costs
- Identify boundary options
- Establish standards for incorporation boundaries and alternatives.
- Develop scope of work for required studies
 - Service plan
 - Environmental information
 - Comprehensive fiscal analysis
- Solicit proposals for required studies
- Select consultants
- Commission to approve consultant contracts

SERVICE PLAN

- Identify range and level of services currently provided
- Describe local agencies providing service
- Identify services the proposed Town intends to provide
- Identify services the proposed Town will need to provide under law
- Proposed changes in service from what currently exists
- Identify services to be contracted
- Identify the impacts on existing service providers
- Identify gaps in service area and determine implications
- Costs of proposed increases or decreases in service
- Establish a municipal services review
- Staff to provide baseline service information
- Consultant to prepare service plan

ENVIRONMENTAL INFORMATION

- Consultant to prepare environmental information study and/or initial study
 - Address environmental impacts resulting from incorporation
 - Potential for a direct physical change to the environment, or reasonably foreseeable indirect physical change to environment
- Recommend one of three determinations:
 - Statutory or Categorical Exemption
 - Negative Declaration
 - Environmental Impact Report (EIR)
- Prepare applicable environmental document
- Public review of environmental document
- Commission holds initial public hearing to consider environ. documents [Dec. 14, 2005]
- Commission holds public hearings to make environmental determination [Oct 18, 2006]

COMPREHENSIVE FISCAL ANALYSIS

- Analyze alternative boundary options
- Gather financial and service level data
- Incorporate the service plan
- Establish base year costs
- Calculate property tax transfer
- Develop budget projections, define terms
- Identify negative financial impacts to agencies and county
- Establish process for triggering LAFCO facilitation in revenue neutrality agreements
- Receive draft information
- Review draft information
- County/Proponent meetings re finances and mitigations
- Revenue Neutrality Agreement approved by County Board of Supervisors and Proponents [May 23, 2006]

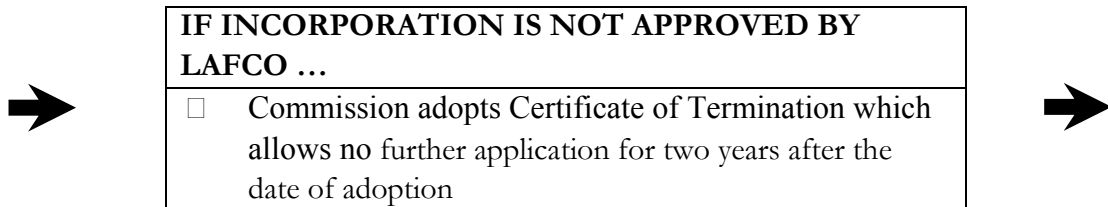
- Publish Notice of Availability of Comprehensive Fiscal Analysis and start period for optional review by State Controller [June 2006]

ANALYSIS AND EXECUTIVE OFFICER REPORT

- Commission approves criteria for analysis of boundary adjustments [May 2006]
- Complete the boundary adjustment analysis
- Finalize Comprehensive Fiscal Analysis, Service Plan, and environmental documentation
- Prepare Executive Officer's Report
- Make report available at least five (5) days prior to public hearing on incorporation

PUBLIC HEARING

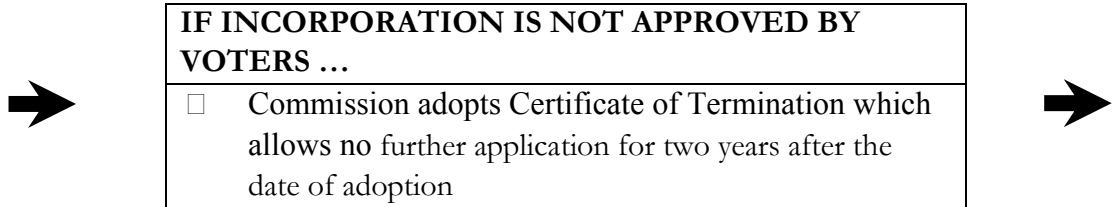
- Notice community meeting and special public hearing to all affected agencies and all persons requesting such notice.
- Hold community meeting to informally present Executive Officer's report and recommendations [October 11, 2006]
- Hold hearing for Commission determination on environmental documentation and incorporation proposal [October 18, 2006]
 1. Approve and adopt the Negative Declaration,
 2. Adopt a resolution [Attachment A]:
 - making findings and determinations;
 - approving the incorporation of the Town of Carmel Valley,
 - determining the Town boundaries,
 - determining a coterminous Sphere of Influence,
 - requesting that the Monterey County County Board of Supervisors set an election: a) to ratify the incorporation and b) to elect a Town Council pending the incorporation's ratification; and
 3. Direct the Executive Officer to prepare an impartial ballot analysis for Commission approval and submittal to the Monterey County Registrar of Voters.



IF INCORPORATION IS APPROVED BY LAFCO ...

- LAFCO Executive Officer submits incorporation proposal to U.S. Department of Justice for Section 5 review
- LAFCO Executive Officer prepares impartial analysis statement for Commission approval and submittal to the Monterey County Registrar of Voters
- Commission Reconsideration, if requested per Government Code Section 56895

- County Board of Supervisors set special election within approved boundaries
- Election [tentative June 5, 2007]
- Registrar of Voters tallies results
- County adopts resolution to certify election results and forwards to LAFCO



IF INCORPORATION IS APPROVED BY VOTERS ...

- FINAL FILINGS
 - Recorded
 - Filed with State
 - Staff prepares Certificate of Completion within 90 days
- New Town begins operation on effective date [January 1, 2008]