

2014-2015 OC LAFCO WORK PLAN

Approved May 14, 2014

MANDATED PROJECTS

OC LAFCO is required by statute to fulfill legal mandates through the processing of changes of organization (“mandated projects”) filed by affected agencies and property owners. Additional mandated projects, not anticipated or known at this time, if filed will be added to the work plan.

Project	Description	Status	Comments
Capistrano Bay CSD Detachment	Potential detachment of property from District that is not developable and does not receive District services.	Underway	Staff met with District Board Member and staff to discuss potential detachment. District not interested in moving forward. Reconfirmation of District’s SOI will be presented in Summer 2014.
Carmel/Lampson Island Annexation to the City of Garden Grove	Proposed annexation of small island to the City of Garden Grove and sphere amendments to the Cities of Garden Grove and Stanton.	Underway	City staff currently conducting general plan amendment/prezoning. Commission consideration expected in Summer 2014.
Orange County Water District Annexations	Proposed annexation of territories located in the City of Anaheim, Yorba Linda WD, and IRWD to OCWD to OCWD increase groundwater supplies to proposed annexation areas.	Underway	Commission will consider on May 14, 2014. Upon approval staff will conduct protest proceedings.
Rancho Santa Margarita Annexation	Annexation of a portion of the Santa Margarita High School’s parking lot and the adjacent intersection.	Underway	Commission consideration expected early Summer 2014.
Anaheim/Yorba Linda Reorganization	Potential detachment of territory from the City of Yorba Linda and annexation to the City of Anaheim.	Underway	The City of Anaheim is preparing required environmental documents. Expected to file an application in Summer 2014.
Bolsa Chica/Goodell Annexation	Potential annexation of Bolsa Chica and adjacent Goodell property.	Underway	Staff participated in meetings with City/County staff to discuss the annexation of 1,575 acres. City expected to file annexation application in early Summer 2014.

MANDATED PROJECTS - CONTINUED

Project	Description	Status	Comments
Laguna Woods Annexation	Potential annexation of open space territory within the City's sphere of influence.	Underway	Staff participated in several pre-filing meetings with City staff. City expected to file an annexation application in March 2014. Commission consideration expected in June 2014.
Santa Ana/Colleen Island Annexation to Costa Mesa	Potential annexation of a small island located within the City's sphere of influence.	Underway	City filed an annexation application December 2013. City is currently completing general plan amendment and zoning requirements. Commission consideration expected in early Summer 2014.
East Orange County Water District Reorganization & Municipal Service Review	EOCWD has submitted an application to activate latent powers to provide local sewer and assume sewer facilities/functions from OCSD. Municipal Service Review will be required to study local sewer service alternatives for specific areas currently served by OCSD. Stakeholder process will include the Cities of Tustin and Orange, EOCWD, IRWD, and OCSD.	Underway	EOCWD filed a reorganization application in April 2013. Staff has begun meetings with stakeholders to discuss scope of MSR and review of the proposed application.
La Habra Islands Potential Transfer of Water Service	Potential transfer of retail water service from private water company to the City of La Habra for unincorporated islands located within the City's sphere of influence and other areas in LA County.	Underway	Over the past several months staff and legal counsel have participated in discussions with representatives from the City, private water co. and LA LAFCO regarding LAFCO process, legal challenges, and annexation. Staff will continue to work with stakeholders on service delivery alternatives.

MANDATED PROJECTS - CONTINUED

Project	Description	Status	Comments
Costa Mesa Sanitary District Annexation	Potential annexation of five properties located in the City of Newport Beach for sanitary sewer service.	Pending	Staff participated in a meeting with representatives from the City of Newport Beach and the Costa Mesa Sanitary District to discuss the annexation process.

COMMISSION-INITIATED “LEADERSHIP” PROJECTS

(Prioritized by Commission on May 14, 2014)

OC LAFCO has provided a leadership role in Orange County through “outside the box” initiatives that foster healthy discussions at the local, regional, and state level. The Commission can continue its leadership over the next year through the following key projects. At the April 9 meeting, staff was directed to prepare a list of Commission-initiated projects for consideration and prioritization by the Commission.

Project	Description	Proposed Milestones	Staff Assigned	Priority "High" "Medium" "Low"
<p style="text-align: center;">South Orange County Future Governance</p>	<p>Over the next year, the focus of the governance project will be the stakeholder working group process for two study areas: (1) Rancho Mission Viejo Study Area and (2) Rancho Santa Margarita Study Area.</p>	<ul style="list-style-type: none"> ➤ Convene four to six facilitated stakeholder meetings to identify viable short-, mid-, and long-term governance options for the two study areas. ➤ Prepare report to Commission summarizing meetings and possible next steps for governance options. 	<p style="text-align: center;">Executive Officer</p> <p style="text-align: center;">Project Manager – Rancho Mission Viejo Study Area</p> <p style="text-align: center;">Assistant Executive Officer – Rancho Santa Margarita Study Area</p>	<p>“High”</p>
<p style="text-align: center;">County Unincorporated Areas & Community Islands Task Force (CTF)</p>	<p>In February 2013, the Commission approved unincorporated areas as a priority and identified annexation opportunities. This will involve reengaging cities with unincorporated islands using task force principles to encourage delivery of adequate level of services to small islands and large unincorporated areas.</p>	<ul style="list-style-type: none"> ➤ Meet with seven City Managers to discuss annexation or service alternatives for unincorporated areas. ➤ Use CTF best practices to work with Supervisorial Districts, cities, and communities on annexations and alternative service options for unincorporated areas. 	<p style="text-align: center;">Executive Officer</p> <p style="text-align: center;">Asst. Executive Officer</p>	<p>“High”</p>

COMMISSION-INITIATED “LEADERSHIP” PROJECTS - CONTINUED

(Prioritized by Commission on May 14, 2014)

Project	Description	Proposed Milestones	Staff Assigned	Priority "High" "Medium" "Low"
Orange County Regional Executives -- Learning, Innovating, Navigating, and Connecting (OC LINC) formerly Orange County Leadership Symposium	The building of relationships among Orange County regional CEOs and Executive Directors staff to collectively discuss countywide issues.	<ul style="list-style-type: none"> ➤ Meet with regional executive staff from County of Orange, OCFA, OCSD, OCTA, OC League, OC Sheriff, TCA, OCCMA, and ISDOC to discuss interest. ➤ Coordinate regional meeting to develop group objectives. 	Executive Officer	"Medium"
Yorba Linda Annexation (Esperanza Hills)/Focused Stakeholder Group	Potential of focused stakeholder group process for proposed annexation of the Esperanza Hills development to the City of Yorba Linda.	<p style="text-align: center;">Currently a placeholder on the work plan and no identified milestones. Milestones may be identified in accordance with Commission direction and future LAFCO participation.</p>	Executive Officer Project Manager	"On-hold"

COMMISSION-INITIATED “PARTNERSHIP” PROJECTS

(Prioritized by Commission on May 14, 2014)

OC LAFCO has been instrumental in fostering local and regional discussions that encourage good government, effective public policies, and sharing of creative ideas and solutions to pressing government issues. The following projects represent OC LAFCO’s continued presence and partnerships with other regional and state organizations to discuss issues of both local and statewide importance. At the April 9 meeting, staff was directed to prepare a list of Commission-initiated projects for consideration and prioritization by the Commission.

Project	Description	Proposed Milestones	Staff Assigned	Priority "High" "Medium" "Low"
<p>Shared Services Program -- Next Level</p>	<p>Increase awareness of and participation in the Shared Services Program. Facilitate forums and working groups that encourage local and regional collaborations and discussions on shared services opportunities, challenges and benefits.</p>	<ul style="list-style-type: none"> ➤ Shared Services Summit ➤ Implement Shared Services Subprograms <ul style="list-style-type: none"> ■ “Orange Pages” A user-friendly inventory and directory of examples of shared services arrangements in Orange County. ■ “Measuring Success” Graphical depictions of cost savings and other interagency benefits resulting from shared services arrangements. 	<p>Executive Officer Asst. Executive Officer</p>	<p style="text-align: center;">“High”</p>
<p>Fiscal Trends Program – Next Level</p>	<p>Re-engage working groups to evaluate the fiscal health of local government agencies and improve value of the Fiscal Trends Program.</p>	<ul style="list-style-type: none"> ➤ Update fiscal trends program with agency current audited financial data. ➤ Create an annual report of agency profiles for each the 34 cities and 27 independent special districts in Orange County containing financial data from the Fiscal Trends Program and narrative summaries of agency-specific characteristics of fiscal health 	<p>Executive Officer Project Manager</p>	<p style="text-align: center;">“Medium”</p>

COMMISSION-INITIATED “PARTNERSHIP” PROJECTS – CONTINUED

(Prioritized by Commission on May 14, 2014)

Project	Description	Proposed Milestones	Staff Assigned	<u>Priority</u> “High” “Medium” “Low”
CALAFCO	Continue membership with CALAFCO, attend staff workshops and conferences, and participate in CALAFCO’s Legislative Committee.	Ongoing participation in the following: <ul style="list-style-type: none"> ➤ Legislative Committee ➤ Disincorporation Subcommittee ➤ Staff support for workshop conferences hosted by San Bernardino and Los Angeles LAFCOs 	ALL STAFF	“High”
Coalition of California LAFCOs (CCL)	Continue membership in CCL, attend meetings and workshops, and continue participation in the two CCL subgroups: Clerks Working Group and GIS/IT Working Group.	<ul style="list-style-type: none"> ➤ Provide leadership and administrative support as CCL Executive Officer for FY 2014-15 ➤ Coordinate agenda preparation, meetings, and workshops. 	ALL STAFF	“Low”

ADVOCACY

Through its past efforts, the Commission has learned that planting seeds and fostering discussions can be a success in itself – that providing additional resources and opportunities to share ideas can lead to opportunities for enhanced service efficiency, orderly growth, and good government. The Commission may continue to encourage agencies to utilize all the available resources that are offered by OC LAFCO to assist in addressing current and future service issues. The following projects continue LAFCO’s advocacy role in FY 2014-2015 and do not require significant staffing resources.

Project	Description	Status	Comments
Legislative Affairs	Monitor legislation and legislative activities related to LAFCO’s mission.	Ongoing	Continue participation in legislative committees including CALAFCO, CCL, and CSDA.
Prepare Quarterly Opinion/Editorial Articles	Prepare opinion pieces on LAFCO issues for publication in local media outlets.	Ongoing	Continue working with the LAFCO Chair to prepare and distribute editorial articles on a quarterly basis: November 2014, February 2015, May 2015, and August 2015.
Public Engagement Program	Use the Public Engagement Program to encourage community feedback on future LAFCO projects (e.g., EOCWD Reorganization/ MSR) and activities (e.g., South Orange County Future Governance).	Ongoing	The Program uses the Commission’s webpage and companion project-tracking mobile application to provide information for projects currently underway. Staff will continue to explore opportunities that leverage the availability of engagement program to increase public awareness of and participation in active LAFCO projects and activities to realize value of program.

INTERNAL EFFICIENCIES

The following internal efficiencies support keeping administrative costs static, organizational effectiveness and proactive outreach to our funding agencies and the public. These projects involve statutory requirements. Prioritization of these projects by the Commission is not being requested.

Project	Description	Status	Comments
LAFCO Office Lease Options	Under direction of the Executive Committee, explore office lease options for LAFCO administrative offices.	Ongoing	Executive Committee and staff currently exploring office lease options and shared services opportunities with the County, OCTA, and private owners. An update and recommendations of Executive Committee will be presented to the Commission at the May 14, 2014 meeting.
Annual Budget	Preparation of LAFCO's annual budget and determination of funding apportionments for member agencies.	Ongoing	Draft and final budgets to be presented to the Commission at the May 14 and June 18, 2014 hearings respectively.
Annual Audit	Preparation of annual audited financial statements and presentation of Auditor's report.	Ongoing	Audit conducted in August 2014. Presentation of audit to the Commission scheduled for the November 12, 2014 hearing.
Comprehensive Quarterly Reports	Preparation of quarterly reports that provide the Commission an overview of LAFCO projects underway or completed and an update on the financial performance of the agency's current budget and investment portfolio.	Ongoing	Quarterly reports for FY 2014-15 to be completed: Nov. '14, Feb. '15, May '15 and Aug. '15.
Legislative Quarterly Reports	Preparation of quarterly reports for the Commission.	Ongoing	Legislative reports for FY 2014-15 to be completed: Nov. '14, Feb. '15, May '15 and Aug. '15.

INTERNAL EFFICIENCIES - CONTINUED

Project	Description	Status	Comments
OCLAFCO Newsletter	Prepare OC LAFCO newsletter for distribution to member agencies.	Ongoing	OC LAFCO newsletters for FY 2014-15 to be distributed: Nov. '14, Feb. '15, May '15 and Aug. '15.
Policies and Procedures Update	Complete annual policies and procedures update.	Ongoing	A complete review of the Commission's policies and procedures will be presented in February 2015.