

**2016-17 OC LAFCO
WORK PLAN
(Approved: May 11, 2016)**

MANDATED PROJECTS

OC LAFCO is required by statute to fulfill legal mandates by processing proposed changes of organization (“mandated projects”) filed by affected agencies or property owners. Additional mandated projects filed during FY 2016-17 will be added to the work plan.

Project	Status/Description	Project Complexity	Comments
<i>Active Projects</i>			
Esperanza Hills Annexation to the City of Yorba Linda	Status: Active Application Filed in 2013 Proposed annexation of the Esperanza Hills development to the City of Yorba Linda.	Complex	Outstanding Items required before application is deemed complete: <ol style="list-style-type: none"> 1. Final Map 2. Property Tax Agreement 3. Environmental documentation 4. Pre-Zoning of proposal territory
La Habra Islands Potential Transfer of Water Service	Status: Active Application Filed in 2014 City filed an application for an Out-of-Agency Service Agreement to assume the retail water system and services from California Domestic Water Company in the islands	Complex	Outstanding Items required before application is deemed complete: <ol style="list-style-type: none"> 1. Final Out-of-Agency Service Agreement 2. Per State law, LAFCO is requiring an application for annexation of remaining islands 3. Pre-annexation Agreement 4. Property Tax Agreement 5. Pre-Zoning of proposal territory
<i>Anticipated Projects</i>			
Cielo Vista Project located within the City of Yorba Linda Sphere of Influence	Status: Application Anticipated Date Unknown Potential annexation of the Cielo Vista development to the City of Yorba Linda.	Complex	County EIR process moving forward for Cielo Vista project. County requested that LAFCO staff participate in future meetings of Board of Supervisors. Staff plans to also provide comments to pre-annexation agreements and/or other documents to ensure adequacy for future LAFCO action.

MANDATED PROJECTS - CONTINUED

Project	Status/Description	Project Complexity	Comments
<p>City of Orange Detachment of Open Space</p>	<p>Status: Application Anticipated in Fall 2016</p> <p>Proposed detachment of territory that has been dedicated as permanent open space.</p>	<p>Routine</p>	<p>The City is expected to submit an application for detachment of territory known as East Orange Planning Area that was recently dedicated as permanent open space and gifted to the County for preservation. The City has indicated that the application will be submitted to coincide with an upcoming General Plan amendment.</p>
<p>City of San Juan Capistrano Transfer of Water, Sewer & Storm water Services</p>	<p>Status: Application Anticipated Date Unknown</p> <p>Potential transfer of water, sewer, and storm water protection services to a successor agency.</p>	<p>Complex</p>	<p>Staff has participated in preliminary meetings with Council members, staff, and legal counsel to discuss LAFCO's role, process and application requirements.</p>
<p>Costa Mesa Sanitary District Annexation</p>	<p>Status: Application Anticipated Date Unknown</p> <p>Potential annexation of five properties located in the City of Newport Beach for sanitary sewer service.</p>	<p>Complex</p>	<p>Staff has participated in recent discussions with District and provided GIS and annexation process information to assist with moving project forward.</p>
<p>Orange County Sanitation District Annexation (Anaheim)</p>	<p>Status: Application Anticipated in April 2016</p> <p>Potential annexation of properties located in the City of Yorba Linda that are connected to sewer but not within the District's boundary.</p>	<p>Complex</p>	<p>Staff met with District representatives in late March, 2016 to review application and discuss the annexation process.</p>
<p>Orange County Sanitation District Annexation (Yorba Linda)</p>	<p>Status: Application Anticipated in April 2016</p> <p>Potential annexation of properties located in the City of Anaheim that are connected to sewer but are not within the District's boundary.</p>	<p>Complex</p>	<p>Staff met with District representatives in late March, 2016 to review application and discuss the annexation process.</p>

MANDATED PROJECTS - CONTINUED

Project	Description	Proposed Milestones	Staff Assigned	Project Timelines
<p style="text-align: center;">Municipal Service Reviews – Preparing for “4th” Cycle</p>	<p style="text-align: center;">Continued outreach and planning process for completion of municipal service reviews for 4th cycle (2018-2022) addressing OC LAFCO’s 34 cities and 35 special districts.</p>	<p>Stage I:</p> <ol style="list-style-type: none"> 1) Develop a strategic approach to conducting the outreach and planning process for the MSR program. 2) Complete the following key stakeholder activities: <ol style="list-style-type: none"> a. Outreach to County, city, special districts, communities and other appropriate stakeholders to inform them of the MSR 4th cycle effort and process. b. Form and meet with sub regional focus groups to receive input on the MSR process and identification of service/boundary issues and challenges for Orange County. c. Develop criteria to establish MSR focus boundaries. d. Prioritization of agencies and services to undergo MSR reviews. 3) Began integration of the Commission’s existing programs (e.g., Fiscal Trends, Shared Opportunities, Demographic Trends, Public Engagement, etc.) into MSR effort by completing the following activities: <ol style="list-style-type: none"> a. Update the Shared Opportunities, Fiscal Trends, Demographic Trends and Public Engagement programs to support MSR analysis and determinations. b. Development of report templates and charts to streamline the data collection and analysis portions of the MSR report process. 	<p style="text-align: center;">ALL STAFF</p>	<p style="text-align: center;">July – August 2016</p> <p style="text-align: center;">September 2016</p> <p style="text-align: center;">September 2016 – January 2017</p> <p style="text-align: center;">February 2017</p> <p style="text-align: center;">March 2017</p> <p style="text-align: center;">July 2016 – May 2017</p>

MANDATED PROJECTS - CONTINUED

Project	Description	Proposed Milestones	Staff Assigned	Project Timelines
<p>LAFCO Policies and Procedures Update</p>	<p>Commission is statutorily required to establish policies and procedures that support its authority granted by the Legislature.</p>	<ul style="list-style-type: none"> • Update the bylaws, fee schedule, and policies for evaluating proposals, and processing out-of-area agreements. Other policies may be added as identified by staff. • Present draft policy updates to Executive Committee or Ad hoc committee • Present draft policy updates to Commission. 	<p>Executive Committee or Ad Hoc Committee</p> <p>Executive Officer</p> <p>Assistant Executive Officer</p>	<p>July – November 2016</p> <p>December 2016</p> <p>February 2017</p>

COMMISSION-INITIATED PROJECTS

OC LAFCO has provided a key leadership role in Orange County through proactive and innovative initiatives to address municipal service needs, opportunities, and potential reorganizing of local governance structures. The Commission can continue to facilitate cooperation and collaboration with Orange County local agencies and communities over the next year through the following key projects.

Project	Description	Proposed Milestones	Staff Assigned	Project Timelines
County Unincorporated Areas	Develop an implementation strategy with affected stakeholders to annex islands of high interest.	<ul style="list-style-type: none"> • Complete fiscal profiles for the 33 unincorporated islands. • Facilitate discussions with city and county staff from La Habra, Fountain Valley and Santa Ana. • Assist city staff with streamlined application process for island annexations. 	<p style="text-align: center;">Executive Officer</p> <p style="text-align: center;">Policy Analyst</p>	<p style="text-align: center;">July 2016</p> <p style="text-align: center;">July 2016 – December 2016</p> <p style="text-align: center;">January – June 2017</p>
South Orange County Future Governance	Continue proactive facilitation and coordination of stakeholder effort to establish short, mid and long-term options for future governance for the developed and developing unincorporated South Orange County communities.	<ul style="list-style-type: none"> • Establish two study areas consisting of (1) the developed and (2) the developing unincorporated communities for purposes of coordinating governance options related to the timing of the phased development of Rancho Mission Viejo. • Attend meetings for local and regional agencies, community groups, and other organizations. 	<p style="text-align: center;">Executive Officer</p> <p style="text-align: center;">Assistant Executive Officer</p> <p style="text-align: center;">Project Manager</p>	<p style="text-align: center;">Bi-Annual Meetings (August 2016 and February 2017)</p> <p style="text-align: center;">Ongoing</p>
Organizational Assessment and Development	Review and update employee classifications, compensation schedule, and staff development program.	<ul style="list-style-type: none"> • Define approach for conducting study and identify available resources for data. • Conduct analysis and prepare recommendations. • Present recommendations to Commission for consideration. 	<p style="text-align: center;">Executive Officer</p> <p style="text-align: center;">Assistant Executive Officer</p>	<p style="text-align: center;">July 2016</p> <p style="text-align: center;">July-September 2016</p> <p style="text-align: center;">October 2016</p>

COMMISSION-INITIATED PROJECTS – CONTINUED

Project	Description	Proposed Milestones	Staff Assigned	Status
Outreach and External Relations	Establish collaborative relationships among executive staff of Orange County's local and regional agencies and organizations	<ul style="list-style-type: none"> • Provide partnership, leadership and participation in new efforts of Orange County Leadership Symposium • Participate in monthly and quarterly meetings of ISDOC, OCCMA, ACC-OC, OCBC infrastructure committee, and sub regional groups (i.e., North Orange County Cities, South County Water Managers) • Attend at least two local and regional annual conferences (i.e., ICMA, CSDA, CSAC, Women Leading Government) 	Executive Officer	Ongoing
Legislative Affairs	Monitor legislation and activities related to LAFCO's mission, the County of Orange and southern region.	Continued participation in the following: <ul style="list-style-type: none"> ➤ CALAFCO Legislative Committee Member ➤ CSDA Feedback Team ➤ Orange County Legislative Coordinators Group 	Legislative Ad Hoc Committee Executive Officer Policy Analyst	Ongoing
CALAFCO	Continue membership with CALAFCO, attend staff workshops and conferences, and participate in CALAFCO's Legislative Committee. Continue to attend and participate in the quarterly meetings of LAFCOs from the Southern Region of CALAFCO.	Continued participation in the following: <ul style="list-style-type: none"> ➤ CALAFCO Executive Board ➤ CALAFCO Legislative Committee Member ➤ CALAFCO staff workshop and annual conference ➤ Southern Region Quarterly Meetings 	Commissioner Brothers ALL STAFF	Ongoing

ADMINISTRATIVE PROJECTS

The following internal efficiencies support administrative and organizational effectiveness and proactive outreach to our funding agencies and the public. These projects involve statutory requirements.

Project	Description	Status	Comments
Annual Budget	Preparation of LAFCO's annual budget (2016-17).	Ongoing	Draft and final budgets to be considered by Commission on the April 13, 2016 and May 11, 2016 respectively.
Annual Audit	Preparation of annual audited financial statements and presentation of Auditor's report.	Ongoing	Auditor to be selected in April, 2016. Audit to be conducted in September 2016. Presentation to Commission scheduled for November meeting.
Comprehensive Quarterly Reports	Preparation of quarterly reports that provide the Commission an overview of LAFCO projects, which are underway or completed, and an update on the financial performance of the agency's current budget and investment portfolio. Distribute to member agencies	Ongoing	Quarterly reports for FY 2016-17 presented to Commission Aug. '16 Nov. '16, Feb '17, and May '17.
Legislative Quarterly Reports	Preparation of quarterly reports for the Commission.	Ongoing	Legislative reports for FY 2016-17 completed in Aug '16, Nov. '16, Feb '17, and May '17.
LAFCO Records Systems and Projects Database	<p>Continuous improvements to LAFCO's electronic and hardcopy records retention and retrieval systems.</p> <ul style="list-style-type: none"> • Modify and integrate existing project records database for customized queries and reports (MS Access). • Complete electronic archiving of physical project files. Estimated timeline for project completion is 18 months. (70 percent to be completed in FY 2016-17). 	Underway	<p style="text-align: center;">September 2016</p> <p style="text-align: center;">June 2017</p>

ADMINISTRATIVE PROJECTS - CONTINUED

Project	Description	Status	Comments
Opinion/Editorial Articles	Publication of editorials from presiding LAFCO Chair that highlight key Commission projects and activities.	Ongoing	July 2016, November 2016, and March 2017.
OCLAFCO Newsletter	Preparation of OC LAFCO newsletter for distribution to member agencies.	Ongoing	OC LAFCO newsletters to be distributed to OC cities, special districts, the County and other LAFCO stakeholders in Aug. '16, Nov '16, Feb. '17, and May '17.
LAFCO 101 – Agency/Elected Bi-Annual Visits	<p>Extend offers to provide an introductory overview of LAFCO activities to Orange County newly elected state legislators and staffs, city councils, special district boards, and County.</p> <p>Presentations to interested stakeholders and member agencies.</p>	Ongoing	<p>November – December 2016</p> <p>January 2017 – June 2017 (As requested)</p>