

**2017-18 OC LAFCO  
WORK PLAN  
(Approved May 10, 2017)**

## MANDATED PROJECTS

OC LAFCO is required by statute to process changes of organization and reorganization, conduct sphere of influence reviews, updates and municipal service reviews, adopt local policies and procedures and fulfill other legal mandates.

Project	Status/Description	Project Complexity	Comments
<b>Active Applications</b>			
<b>La Habra Islands Potential Transfer of Water Service</b>	<p><b>Status: Underway</b> Active Application Filed in 2014; Project to be completed by Fall 2017.</p> <p>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.</p>	<b>Complex</b>	<p>Outstanding Items required before application is deemed complete:</p> <ol style="list-style-type: none"> <li>1. Final Out-of-Agency Service Agreement</li> <li>2. Per State law, LAFCO is requiring an application for annexation of remaining islands</li> <li>3. Property Tax Agreement</li> <li>4. Pre-Zoning of proposal territory</li> </ol>
<b>City of San Juan Capistrano Transfer of Water, Sewer &amp; Storm water Services</b>	<p><b>Status: Underway</b> Active Application Filed in 2016; Project to continue on FY 17-18 Work Plan</p> <p>Potential transfer of water and/or waste water systems to a successor agency.</p>	<b>Complex</b>	<p>Revised MSR process scope and timeline currently underway. Anticipated completion date is Fall 2017.</p>

## MANDATED PROJECTS - CONTINUED

Project	Status/Description	Project Complexity	Comments
<b><i>Anticipated Applications</i></b>			
<b>City of Orange Detachment of Open Space</b>	<p><b>Status: Application Anticipated in Spring 2017.</b></p> <p>Proposed detachment of territory that has been dedicated as permanent open space.</p>	<b>Routine</b>	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.
<b>Orange County Sanitation District Annexation (Anaheim)</b>	<p><b>Status: Application Anticipated in Spring 2017.</b></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>	<b>Complex</b>	Staff currently working with district on annexation requirements.
<b>Orange County Sanitation District Annexation (Yorba Linda)</b>	<p><b>Status: Application Anticipated in Spring 2017.</b></p> <p>Potential annexation of properties located in the City of Anaheim that are connected to sewer but not within the District's boundary.</p>	<b>Complex</b>	Staff currently working with district on annexation requirements.
<b>Reorganization between City of Orange and City of Garden Grove</b>	<p><b>Status: Application Anticipated in Spring 2017.</b></p> <p>Potential reorganization of territory currently located in the City of Orange and to be annexed to the City of Garden Grove.</p>	<b>Routine</b>	Staff has worked collaboratively with both cities on the annexation requirements and preparation of environmental documents.

## MANDATED PROJECTS - CONTINUED

Project	Status/Description	Project Complexity	Comments
<b>Other Mandates</b>			
<b>Sphere of Influence Reviews/Updates &amp; Municipal Service Reviews – Preparing for “4<sup>th</sup>” Cycle</b>	<p style="text-align: center;"><b>Status: Underway</b></p> <p>Development of a roadmap to guide successful completion of the 4<sup>th</sup> cycle (2018-2022) of SOI reviews, updates and MSRs addressing Orange County’s 34 cities and 35 special districts.</p>	<b>Complex Multi-year Process</b>	Staff and consultant will complete the stakeholder input process and develop a roadmap for completion of SOI reviews, updates and MSRs for consideration by the Commission.
<b>LAFCO Policies and Procedures Update</b>	<p style="text-align: center;"><b>Status: Not Started</b></p> <p>Commission is statutorily required to establish policies and procedures that support its authority granted by the Legislature.</p>	<b>Administrative</b>	<p>Staff/Ad Hoc Committee to present policies and updates on the following:</p> <ul style="list-style-type: none"> <li>• Commission bylaws</li> <li>• Policies and Procedures for the Review and/or Processing of Out-of-Area Agreements by the Executive Officer</li> <li>• Standards for Evaluating Service Plans and Preparing Municipal Service Reviews</li> <li>• Sphere of Influence Policy and Guidelines for Preserving Community Identity</li> <li>• Disadvantaged Unincorporated Communities (DUCs)</li> </ul>
<b>Implementation of Senate Bill 244</b>	<p style="text-align: center;"><b>Status: Not Started</b></p> <p>SB 244 requires LAFCOs to identify and make determinations regarding Disadvantaged Unincorporated Communities (DUCs).</p>	<b>Administrative</b>	Staff will update data and maps for DUCs and complete outreach to appropriate cities and other agencies.

## MANDATED PROJECTS - CONTINUED

Project	Status/Description	Project Complexity	Comments
<b><i>Other Mandates</i></b>			
<b>Implementation of Senate Bill 1266</b>	<p style="text-align: center;"><b>Status: Underway</b></p> <p>SB 1266 takes effect July 1, 2017, mandates certain joint power of authorities to file a copy of their contracts and amendments with the local LAFCO.</p>	<b>Administrative</b>	Staff will implement process delineated by SB 1266 by notifying the appropriate JPAs and developing an internal database to archive the agreements.
<b>Special District Selection Committee</b>	<p style="text-align: center;"><b>Status: Not Started</b></p> <p>State law requires the administering of the Special District Selection process for appointment of special district member to the County Redevelopment Oversight Committee before July 1, 2018.</p>	<b>Administrative</b>	Staff will prepare recommendations for process to Commission and complete outreach to special districts selection committee by December 2017.

# COMMISSION-INITIATED PROJECTS

OC LAFCO has provided a key leadership and partnership roles in Orange County through proactive initiatives designed to support the efficient delivery of municipal service and to foster relationships among local and regional agencies and organizations. The Commission has identified and prioritized the following Commission-Initiated projects to be completed during the 2017-2018 fiscal year.

Project	Description	Milestones	Staff Assigned	Priority
<p style="text-align: center;"><b>County Unincorporated Areas</b></p>	<p style="text-align: center;">Develop an implementation strategy with affected stakeholders to annex islands of high interest.</p>	<ul style="list-style-type: none"> <li>• Facilitate discussions with county and city staff from Huntington Beach, Santa Ana and Stanton.</li> <li>• Assist city staff with streamlined application process for island annexations.</li> </ul>	<p style="text-align: center;">Executive Officer  Assistant Executive Officer  Policy Analysts</p>	<p style="text-align: center;"><b>High</b></p>
<p style="text-align: center;"><b>Outreach and External Relations</b></p>	<p style="text-align: center;">Proactively establish and foster collaborative relationships with local, regional agencies and organizations and other stakeholders to address common challenges and educate on role of OC LAFCO.</p>	<p>A. Conduct LAFCO 101 Sessions that include the following:</p> <ol style="list-style-type: none"> <li>1. One-on-one meetings with executive staff of the County, Cities and Special Districts.</li> <li>2. Presentations to local departments and regional organizations and associations (ISDOC, OCCMA, OC League of Cities, ACC-OC).</li> <li>3. Annual educational workshop for Orange County agencies, organizations and community groups on Commission's role, current legislation impacting LAFCO stakeholders, current projects, and case studies.</li> </ol>	<p style="text-align: center;">ALL STAFF</p>	<p style="text-align: center;"><b>High</b></p>

## COMMISSION-INITIATED PROJECTS - CONTINUED

Project	Description	Milestones	Staff Assigned	Priority
<b>Outreach and External Relations (continued)</b>	Proactively establish and foster collaborative relationships with local, regional agencies and organizations and other stakeholders to address common challenges and educate on role of OC LAFCO.	B. Participate in discussions with local, regional and state agencies to address common challenges. C. Promote LAFCO resources through the technology: <ol style="list-style-type: none"> <li>1. LAFCO Website</li> <li>2. Social Media (Twitter, Facebook).</li> <li>3. Other public relations and communications OC LAFCO brochure and presentations).</li> </ol>	ALL STAFF	<b>High</b>
<b>Legislative Affairs</b>	Monitor and participate in legislative activities related to LAFCO's mission and the Orange County and southern region.	A. Continued participation in the following: <ol style="list-style-type: none"> <li>1. CALAFCO Legislative Committee</li> <li>2. CALAFCO working groups</li> <li>3. Other legislative groups (County, CSDA)</li> </ol> B. Prepare quarterly legislative reports to the Commission. C. Adopt positions on bills of LAFCO-interest.	Executive Officer  Policy Analyst	<b>Medium</b>
<b>South Orange County Future Governance</b>	Stakeholder effort involving future governance for the developed and developing unincorporated South Orange County communities.	Continue ongoing monitoring of Rancho Mission Viejo development and discussions, as warranted, on overlapping issues related to short, mid, and long-term governance options.	Executive Officer  Assistant Executive Officer	<b>Low</b>
<b>Special District Selection Committee</b>	Outreach to Committee	Provide apportionment formula info to ISDOC to share with Spec. Dist. Selection Committee.	Executive Officer	<b>Medium</b>

# 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
<b>Annual Budget</b>	Preparation of LAFCO annual budget for 2018-19	<b>Begins Jan. 2018</b>	2017-18 budget preparation began in January with Commission consideration scheduled for May and June 2017.
<b>Annual Audit</b>	Preparation of annual audited financial statements and presentation of Auditor's report.	<b>Begins Aug. 2017</b>	Audit will be performed and statements prepared by Davis Farr LLP and presented to the Commission in November 2017.
<b>CALAFCO</b>	<p>Continue membership with CALAFCO, attend staff workshops and conferences, and participate in CALAFCO's Legislative Committee.</p> <p>Continue to attend and participate in the quarterly meetings of LAFCOs from the Southern Region of CALAFCO.</p>	<b>Ongoing</b>	<p>Continued participation in the following:</p> <ol style="list-style-type: none"> <li>1. CALAFCO Executive Board</li> <li>2. EO serves two-year term as CALAFCO Deputy Executive Officer</li> <li>3. EO serves as Program Chair for annual conference.</li> <li>4. Southern Region Quarterly Meetings</li> </ol>
<b>Comprehensive Quarterly Reports</b>	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.	<b>Begins Oct. 2017</b>	Quarterly reports presented to Commission and distributed to member agencies: August and November 2017, and February and May 2018.

# ADMINISTRATIVE PROJECTS - CONTINUED

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Project	Description	Status	Comments
<b>LAFCO Records Systems and Projects Database</b>	<p>Continuous improvements to LAFCO’s electronic and hardcopy records retention and retrieval systems.</p> <p>Modify and integrate existing project tracking software to improve internal efficiencies and reporting (Mavenlink).</p> <p>Complete electronic archiving of physical project files.</p>	<b>Ongoing</b>	Project tracking and archiving projects to be completed by June 30, 2018.
<b>OCLAFCO Newsletter</b>	Preparation of OC LAFCO newsletter for distribution to member agencies.	<b>Ongoing</b>	Comprehensive quarterly reports and legislative reports are distributed to member agencies.