

**LOCAL AGENCY FORMATION COMMISSION
ORANGE COUNTY**

2677 North Main Street, Suite 1050
Santa Ana, CA 92705
(714) 640-5100 ♦ FAX (714) 640-5139

REGULAR MEETING AGENDA

**Wednesday, February 14, 2018
8:15 a.m.**

**Planning Commission Hearing Room
Hall of Administration
333 W. Santa Ana Blvd.
10 Civic Center Plaza, Santa Ana, CA 92701**

Any member of the public may request to speak on any agenda item at the time that item is being considered by the Commission.

- 1. CALL THE MEETING TO ORDER**
- 2. PLEDGE OF ALLEGIANCE – COMMISSIONER JAMES FISLER**
- 3. ROLL CALL**
- 4. ANNOUNCEMENT OF SUPPLEMENTAL COMMUNICATIONS
(Received After Agenda Distribution)**
- 5. APPROVAL OF MINUTES**
 - a.) January 10, 2018 – Regular Commission Meeting**
- 6. PUBLIC COMMENT**

This is an opportunity for members of the public to address the Commission on items not on the agenda, provided that the subject matter is within the jurisdiction of the Commission and that no action may be taken on an off-agenda item(s) unless authorized by law.

7. CONSENT CALENDAR

a.) FY 2017-18 Comprehensive Quarterly Report – Second Quarter

The Commission will receive the second quarter comprehensive report for FY 2017-18.

b.) OC LAFCO Professional Services Agreements Update

The Commission will receive the annual update on the current professional services agreements.

8. PUBLIC HEARING

None

9. COMMISSION DISCUSSION AND ACTION

a.) Adoption of Proposed “Policy for the Use of Computer and Electronic Communications”

The Commission will consider a proposed policy to address use of computer and electronic communications.

b.) OC LAFCO Policies and Procedures Updates

The Commission will consider proposed updates to the following:

1. Accounting & Financial Policies and Procedures
2. Personnel Policies and Procedures
3. Policy for Inspection and Copying of Public Records
4. Records Retention and Destruction Policy

c.) Comprehensive Organizational Assessment (*Continued from January 10*)

The Commission will consider recommendations prepared by consultant, Kelly Associates Management Group, LLC, and receive a report on budget impacts as to the Comprehensive Organizational Assessment.

d.) Election of Vice-Chair for 2018 (*Continued from January 10*)

The Commission will elect a LAFCO Vice-Chair for 2018.

10. COMMISSIONER COMMENTS

This is an opportunity for Commissioners to comment on issues not listed on the agenda, provided that the subject matter is within the jurisdiction of the Commission. No discussion or action may occur or be taken, except to place the item on a future agenda if approved by Commission majority.

11. EXECUTIVE OFFICER’S REPORT

Executive Officer’s report on upcoming events and activities of the Executive Officer since last meeting.

12. INFORMATIONAL ITEMS & ANNOUNCEMENTS

a.) Annual Filing of Form 700 and Bi-Annual Ethics Training Requirements

Commissioners and staff must submit completed Form 700 no later than April 1, 2018 and complete bi-annual ethics training by December 31, 2018.

b.) CALAFCO Southern Region Annual Meeting Update

The Commission will receive an oral report on the Southern Region Annual Summit that was held on January 29, 2018 in Santa Ana.

c.) 2018 LAFCO Strategic Planning Session

The Commission will hold its Annual Strategic Planning Session on Wednesday, April 11, 2018 at the Orange County Transportation Authority (OCTA), Conference Room 08 located at 550 South Main Street, Orange, CA 92868. The session is scheduled for 8:15 a.m. to 12:00 p.m. The

meeting is intended primarily for the Commissioners to review completion of agency goals and identify projects and activities for the FY 2018-19 work plan. However, the session is an open and public meeting with an opportunity for public comment.

13. CLOSED SESSION

None

14. ADJOURNMENT OF REGULAR COMMISSION MEETING

NOTICE REGARDING ITEMS DISTRIBUTED TO THE COMMISSION LESS THAN 72 HOURS PRIOR TO THE LAFCO REGULAR MEETING:

Pursuant to Government Code Section 54957.5 public records that relate to open session agenda items that are distributed to a majority of the Commission less than seventy-two (72) hours prior to the meeting will be available to the public at Orange County LAFCO offices at 2677 North Main Street, Suite 1050, Santa Ana, CA 92705 during regular business hours. These records when possible will also be made available on the OC LAFCO website at <http://www.oclafco.org>.

NOTICE: *State law requires that a participant in a LAFCO proceeding who has a financial interest in a decision and who has made a campaign contribution of more than \$250 to any commissioner in the past year must disclose the contribution. If you are affected, please notify the Commission's staff before the hearing.*

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