



August 12, 2020

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CAROLYN EMERY
EXECUTIVE OFFICER

TO: Local Agency Formation Commission

FROM: Executive Officer

SUBJECT: 2020-2021 OC LAFCO Work Plan
(Continued from July 8)

BACKGROUND

At the July 8 regular meeting, the Commission continued the consideration of the 2020-21 OC LAFCO Work Plan to August 12 to allow adjustment of the plan to align with the current staffing. The attached Work Plan has been updated accordingly to reflect the projects and activities for the current fiscal year and will be amended in the future concurrently with changes in staffing and resources.

Additional details of the Work Plan are summarized in the next section of this report.

2020-2021 WORK PLAN

The OC LAFCO 2020-2021 Work Plan (Attachment A) includes key project opportunities that have been placed into one of five strategic areas outlined in the 2019 OC LAFCO Strategic Plan. An additional category, "Administrative Projects," is also included in the Work Plan.

Strategic Area One

Prioritize and process applications for changes of organization and reorganization, sphere of influence reviews, updates and municipal service reviews.

Every year, OC LAFCO has several legally mandated projects in its Work Plan. The Work Plan has been updated since the July meeting to include an additional project and now reflects a total of six projects for this strategic area. The anticipated application was added based on a recent meeting with the City of Anaheim. General descriptions for each of these projects are provided in the Work Plan. As these applications receive priority over other projects, the timeline for projects within other strategic areas may require adjustments throughout the year.

Strategic Area Two

Complete fourth cycle of Sphere of Influence (SOI) Reviews and Updates and prepare Municipal Service Reviews (MSRs) that serve as repositories of information for affected agencies and communities.

The 2020-2021 Work Plan identifies key milestones to be accomplished by staff with the assistance of consultants for this strategic area. Some of the projects within this focus area have carried over from the previous fiscal year due to the processing of applications and other mandated projects.

Strategic Area Three

Provide leadership on effort to transition unincorporated areas of high interest for the County and adjacent cities through the OC LAFCO Unincorporated Areas Program.

The Commission's proactive leadership has contributed significantly to the successful annexation of several County unincorporated areas. In this role, staff has provided key resources to affected cities that include the preparation of fiscal analyses and infrastructure assessments, facilitation of agency meetings, and conducting of community workshops. The Work Plan continues this effort by noting that staff will work with the County and cities on filed applications.

Strategic Area Four

Engage and serve as resource to South Orange County unincorporated communities on future governance.

Commission staff has participated in meetings with representatives of the South Orange County unincorporated communities. This has included quarterly meetings with the Rancho Mission Viejo (RMV) representatives to stay apprised of the 14,000-residential development and beginning discussions with the other unincorporated communities (Coto de Caza, Ladera Ranch, Los Flores, Stone Cliffe, and Wagon Wheel) located in the region. The Work Plan maintains ongoing engagement with RMV representatives as a key project for the next cycle. A collaborative working group effort with the other communities will be added to the work plan parallel to staffing adjustments. However, staff will continue to be a resource to the communities as requested.

Strategic Area Five

Develop a program that enhances communication with local agencies and communities.

During the past work plan cycle, the Commission worked with consultant CV Strategies to complete an assessment of OC LAFCO's existing communication vehicles and to identify new tools that would enhance communication with local agencies and communities. The next key milestone has been included in the Work Plan and involves the implementation of vehicles and strategies that will meet the goal of this strategic area.

The Work Plan identifies the implementation of the components of the Communication Plan jointly with the consultant. The plan, which includes additional details on goals, deliverables, and implementation, will be presented to the Commission at the August regular meeting.

Administrative Projects

In addition to the five strategic areas, the 2020-2021 Work Plan includes key administrative projects that are required by State law and Commission policy to support strong organizational effectiveness and internal efficiencies. The administrative projects include adoption of an annual budget, independent preparation of the agency's financial statements, redesign of the agency's website, and completion of the final phase of the archival and records project. Once completed, the agency website and digitization of OC LAFCO records will represent the accomplishment of a significant and multi-year effort and improvement of the agency's operational efficiencies. Additionally, the work plan identifies other administrative activities that include the conducting of a competitive bidding process for the independent auditor and continued participation in CALAFCO committees and other events. Of notable mention is OC LAFCO's co-hosting of the 2021 CALAFCO Staff Workshop, which was rescheduled from 2020 due to the pandemic.

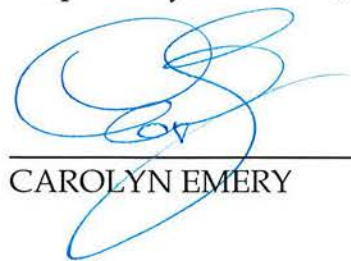
As many of these projects are required by State law or are tied to a contractual obligation underway, the activities of this strategic area remain the same as identified in the July 8 staff report.

RECOMMENDATION

Staff recommends that the Commission:

1. Adopt the 2020-2021 OC LAFCO Work Plan.

Respectfully submitted,



CAROLYN EMERY

Attachment:

A. 2020-2021 OC LAFCO Work Plan

**2020-2021 OC LAFCO
WORK PLAN**

ATTACHMENT A

(Approved: _____, 2020)

STRATEGIC AREA ONE

Prioritize and process applications for changes of organization and reorganization, sphere of influence reviews, updates and municipal service reviews.

Project	Status/Description	Project Complexity	Comments
Anaheim/Orange Reorganization	Status: Application Anticipated in Fall 2020. Proposed reorganization of recreational and open space areas currently located in the City of Orange.	Routine	Staff has participated in pre-filing meeting with the City of Anaheim on the annexation requirements.
Costa Mesa Sanitation District/Newport Beach Annexations	Status: Application Anticipated in Fall 2020. Proposed annexation to the District to align service and jurisdictional boundaries.	Complex	Staff has participated in ongoing discussions with the district and city on annexation requirements.
Givens Property Detachment from the City of Orange	Status: Application Anticipated in Summer 2020. Proposed detachment from the City to align jurisdictional boundaries.	Routine	Staff has facilitated past meetings with County, City and landowner. Recently, staff conducted a pre-filing meeting with landowner.
Laguna Woods/Laguna Hills Reorganization	Status: Application Anticipated in Summer 2020. Proposed reorganization of small areas involving the cities of Laguna Woods and Laguna Hills to clean up boundaries along common right-of-ways.	Routine	Staff has participated in meetings with the City of Laguna Woods to discuss subject areas and annexation process and requirements.

STRATEGIC AREA ONE

Prioritize and process applications for changes of organization and reorganization, sphere of influence reviews, updates and municipal service reviews.

Project	Status/Description	Project Complexity	Comments
Orange County Sanitation District Annexations	<p>Status: Application Anticipated in Fall 2020.</p> <p>Potential annexation of properties located in the Cities of Yorba Linda and Anaheim that are connected to sewer but not within the District's boundary.</p>	Complex	The areas are being reviewed as part of the District's MSR that is underway.
Sphere of Influence Update/Annexation of the City of San Juan Capistrano Water and Wastewater Systems to the Santa Margarita Water District	<p>Status: Application Anticipated in Summer 2020.</p> <p>Proposed sphere of influence update and annexation of the City's water and wastewater systems to the District.</p>	Complex	Staff has participated in discussions with the City and Santa Margarita Water District on a plan for service and other annexation requirements.

STRATEGIC AREA TWO

Complete fourth cycle of Sphere of Influence (SOI) Reviews and Updates and prepare Municipal Service Reviews (MSRs) that serve as repositories of information for affected agencies and communities.¹

Project	Description	Project Status	Project Milestone
4th Cycle of Spheres of Influence and Municipal Service Reviews	Work Program for the 4th cycle (2018-2022) of SOI reviews, updates and MSRs addressing Orange County's 34 cities and 35 special districts and other service providers.	Multi-year Project	<p>Staff will complete the following work program components:</p> <ol style="list-style-type: none"> 1. Update Agency Fiscal Indicators. 2. Integrate Municipal Services Dashboard and Shared Services Web Program with redesigned agency website. 3. Prepare MSRs for the following regions and agencies: <ol style="list-style-type: none"> a. CSA Nos. 13, 22 and 26 b. MWDOC c. OCSD

¹ The 2018-2022 SOI/MSR timeline may be viewed at the OC LAFCO website, www.oclafco.org.

STRATEGIC AREA THREE

Provide leadership on effort to transition unincorporated areas of high interest for the County and adjacent cities through the OC LAFCO Unincorporated Areas Program.

Project	Description	Project Status	Project Milestone
County Unincorporated Areas	Facilitate annexation process on unincorporated areas of high interest.	Multi-year Project	Work with the county and city staff on annexation applications.

STRATEGIC AREA FOUR

Engage the South Orange County Unincorporated Communities (SOCUC) to assist with pathway to future governance.

Project	Description	Project Status	Project Milestone
South Orange County Future Governance	Engage and serve as resource to South Orange County unincorporated communities on future governance.	Ongoing	<ul style="list-style-type: none"> Participate in quarterly meetings with Rancho Mission Viejo representatives to discuss development timeline and future governance. Provide requested resources and information to communities.

STRATEGIC AREA FIVE

Develop a program that enhances communication with local agencies and communities.

Project	Description	Project Status	Project Milestone
Outreach and External Relations	Implementation of Communication Plan	Multi-year Project	Implement new communication vehicles that support enhancement of agency communication.

ADMINISTRATIVE PROJECTS

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

Project	Description	Status	Project Milestone
Annual Budget	Preparation of OC LAFCO annual budget for 2021-2022	Begin Winter 2021	State law requires the Commission to adopt proposed and final budgets at two public hearings.
Annual Audit	Preparation of annual audited financial statements and presentation of Auditor's report.	Begin Fall 2020	Commission policy requires the preparation of annual audited statements by an independent auditor.
CALAFCO	Continue membership with CALAFCO, attend staff workshops and conferences, and participate in CALAFCO's Legislative Committee. Continue to attend and participate in the bi-annual meetings of LAFCOs from the Southern Region of CALAFCO.	Ongoing	Participation in the following: 1. CALAFCO Executive Board 2. CALAFCO Legislative Committee and subcommittees 3. Co-host the 2021 CALAFCO Staff Workshop 4. Southern Region Quarterly Meetings
OC LAFCO Records and Archival Systems	Final Phase of Records Digitizing	Ongoing	Digitizing of LAFCO records from 1963 to Present.
Agency Website	Redesign of the Commission Website	Ongoing	Launch the redesigned website.
Request for Proposals (RFP) for Independent Auditor	Conduct joint RFP process involving five southern region LAFCOs for the selection of independent auditor.	Begin Summer 2020	Commission policy requires conducting RFP process every six years.