



August 14, 2019

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REGULAR MEMBERS

CHAIR
CHERYL BROTHERS
CITY MEMBER

TO:

Local Agency Formation Commission

VICE CHAIR

DOUGLASS DAVERT

SPECIAL DISTRICT MEMBER

FROM:

Executive Officer

Assistant Executive Officer

IMMEDIATE PAST CHAIR
DEREK J. MCGREGOR
PUBLIC MEMBER

SUBJECT:

FY 2018-19 Final Comprehensive Quarterly Report

LISA BARTLETT COUNTY MEMBER

DR. ALLAN BERNSTEIN CITY MEMBER

DONALD P. WAGNER COUNTY MEMBER

VACANT SPECIAL DISTRICT MEMBER The attached Comprehensive Quarterly Report provides a year-end review of the FY 2018-19 Work Plan accomplishments and an assessment of the agency's budget and investment portfolio. The report also provides a summary of the 2019 Strategic Planning Session and the Board member appointments that occurred during this quarter. (Attachment A).

1. Receive and file the FY 2018-19 Final Comprehensive Quarterly

RECOMMENDATION

Staff recommends that the Commission:

<u>ALTERNATES</u>

WENDY BUCKNUM CITY MEMBER

JAMES FISLER
SPECIAL DISTRICT MEMBER

LOU PENROSE PUBLIC MEMBER

MICHELLE STEEL COUNTY MEMBER

STAFF

Respectfully submitted,

CAROLYN EMERY

ATTACHMENT

Report.

A: Final Comprehensive Quarterly Report - FY 2018-19

CAROLYN EMERY

ATTACHMENT 1

Orange County LAFCO Year - End Comprehensive Quarterly Report



FY 2018-19

INSIDE LOOK:

FY 2018-19 Work Plan Year-End Report—Page 1

FY 2018-19 Budget Year-End Report – Page 3

FY 2019-20 Strategic Planning Session Summary – Page 6

New Board Member Appointments – Page 8

External Relations and Outreach Efforts – Page 9

FY 2019-20 Budget Snapshot - Page 10

INTRODUCTION

The Year-End Comprehensive Quarterly Report presents a summary of the Commission's FY 2018-19 work-plan accomplishments and an assessment of the agency's budget and investment portfolio performance for the year. This report also provides a review of the Commission's 2019 Strategic Planning Session, new board member appointments, and a snapshot of the FY 2019-20 budget.

FY 2018-19 WORK PLAN YEAR-END REPORT

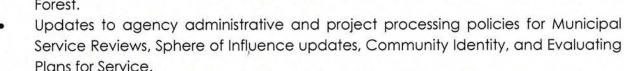
This section highlights the progress the Commission has made toward completing the milestones identified in the FY 2018-19 Work Plan. The Work Plan, which is available on the agency's website at www.oclafco.org, groups the projects into three major categories: Mandated, Commission-initiated and Administrative.

FY 2018-19 Mandated Projects

Of the 10 mandated projects identified in the FY 2018-19 Work Plan, four were either successfully completed or underway by the end of the fiscal year.

Completed:

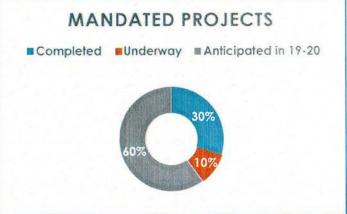
- City of San Juan Capistrano focused Municipal Services Review for the potential transfer of the utility operations to another public agency.
- Orange County Sanitation District Annexation of the Portola Hills and Baker Ranch areas located in the City of Lake Forest.
- Service Reviews, Sphere of Influence updates, Community Identity, and Evaluating Plans for Service.



Underway:

Development and updating of technological tools in preparation of the fourth cycle of Sphere of Influence updates and Municipal Service Reviews.

Although applications were not submitted for the remaining six mandated projects identified on the 2018-19 Work Plan, significant pre-application activities were performed during the fiscal year, including facilitating meetings, performing research, and

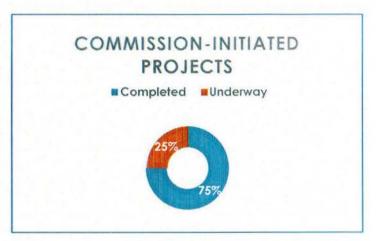


answering questions or providing materials to the various stakeholders of the anticipated projects. These six projects, which include district and island annexations, are all incorporated into the 2019-20 Work Plan.

FY 2018-19 Commission-Initiated Projects

The 2018-19 Work Plan identified four multiyear Commission-initiated projects:

- County Unincorporated Areas
- South Orange County Future Governance
- Outreach and External Relations
- Legislative Affairs

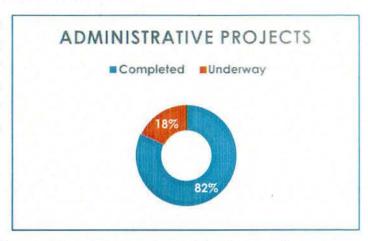


All of the milestones identified for these four categories of Commission-initiated projects in the 2018-19 Work Plan were either completed or underway by the end of the fiscal year. Highlights of the progress during this fiscal year in these projects include:

- Conducted meetings with representatives from the cities of Buena Park, Huntington Beach, Placentia and Anaheim regarding the unincorporated areas within their city's sphere of influence.
- Continued interaction with the stakeholders regarding South Orange County future governance.
- Completed bi-annual outreach meetings with newly elected State legislators representing Orange County districts.
- Continued educational outreach efforts through presentations at events sponsored by the Association of California Cities – Orange County, Independent Special Districts of Orange County, and University of California, Irvine.
- Proactively monitored relative legislation introduced in the Capitol, resulting in the Commission adopting positions on 9 bills of LAFCO-interest.
- Continued participation on the CALAFCO Legislative Committee.

FY 2018-19 Administrative Projects

The Commission's key administrative projects support maintaining internal efficiencies as well as fulfilling legislative requirements. During the 2018-19 fiscal year, all of the administrative project milestones were either completed or are underway. Highlights of those administrative projects include:



- In collaboration with the County and the Center for Demographic Research, prepared boundary maps for the canyon areas for use by the Census Bureau for the 2020 Census.
- The OC LAFCO website was enhanced by adding an Open Government page to provide easy access to financial and other documents, expanding the information in the Joint Powers Agencies and Unincorporated Island pages, and updating the format and information in the Sphere of Influence map pages.
- The audit for FY 2017-18 was performed with no material issues noted by the auditor.
- Education and communications efforts were continued through the distribution of legislative and quarterly reports to funding and other agencies.
- The FY 2019-20 Strategic Plan, Work Plan and Budget were approved.

FY 2018-19 BUDGET YEAR-END WRAP UP

The year-end budget review provides the Commission with a comprehensive overview of OC LAFCO revenues and expenditures for the 2018-19 fiscal year, (see Appendix A on pages 11-12). It is important to note that the figures provided in the overview are unaudited and subject to change. This report also provides a year-end update on the bank account and investment balances. The agency's independent auditor will begin the annual audit for the fiscal year ending June 30, 2019 in September.

All financial statements contained in the CQ report are on an accrual accounting basis.

OC LAFCO Comprehensive Quarterly Report: Year-end FY 2018-19

Revenues

The total budget for FY 2018-19 was \$1,139,860. The majority of the revenue was from the \$1,091,777 collected in apportionments from the funding agencies during the first two quarters of the fiscal year. In addition to the apportionments, the agency earns interest from its investment portfolio. During the year, OC LAFCO accrued approximately \$28,470 in interest, which is 96.3 percent above the interest earnings projected for the fiscal year.

Another source of OC LAFCO revenue includes application filing fees. Filing fees are not used for General Fund budgeting purposes, but are shown in the quarterly overview. This quarterly report includes a year-to-date accounting of application expenses for FY 2018-19. As detailed in the Year End Overview on pages 11-12, the Commission collected \$31,372 in application fee deposits and expended \$30,305 in FY 2018-19. Although the filing fees and expenditures do not directly affect the approved budget, this information is included within the quarterly report to inform the Commission of the cost recovery for fee-related projects.

Additionally, during FY 2018-19, CALAFCO provided a stipend to cover the costs associated with the Executive Officer serving as a Deputy Executive Officer for the association during a portion of the year. The Special Fund column in the Year End Overview also includes an accounting of these revenues and expenses.

Expenditures

The total expenditures estimated for the end of the year are approximately 89.2 percent of the total budget of \$1,139,860. The following table displays the actual funds used and the target levels for the 2018-19 fiscal year:

Total Funds Used					
	1 st	2 nd	3 rd		
	Period	Period	Period		
Target	33%	66%	100%		
Actual	31%	61%	89.4%		

A combination of factors resulted in the agency expenditures being 10.6 percent below the total budgeted amount. A significant portion of the savings were experienced in several line items within the categories of Office Operations and Professional Services. In Office Operations, the agency experienced lower than anticipated expenditures in public noticing, transportation and travel, professional development, and Commission Meeting Expenses.

In the Professional Services categories, there were savings in the appropriations for legal and mapping services. Additionally, the budgeted amount in the Other Professional Services line item included the anticipated expenditures for consultants to complete two projects: technology upgrades for the webpage programs that will support the fourth

round of Municipal Service Reviews and Sphere Updates for \$7,900 and the Communication Plan for \$60,000. Staff work on both of these projects has begun and will continue into FY 2019-20. Since the funds were appropriated but not expended, the monies approved and budgeted for these projects will be reflected in the FY 2018-19 unreserved equity account. As this amount will be expended in the coming year and was not included in the 2019-20 budget, the expenditures will be reported in the quarterly reports and staff will monitor the line item and, if necessary, will recommend a budget adjustment for the Commission to consider during the year.

Although the total FY 2018-19 expenditures were below the budgeted amounts, there were six budget categories that exceeded the allocations. Four of these line items, deferred compensation, retirement, Medicare, and salary continuance, are personnel related, and the other two, rent and equipment leases, are operational expenses.

In terms of the personnel line items, the overage in the deferred compensation reflects the fact that the original budget was adopted prior to the Commission's approval of the Memorandum of Understanding with the Executive Officer that awarded an increase in deferred compensation contributions to mirror those provided to County executive managers. Additionally, the expenditure for Retirement Benefits exceeded the allocation by approximately 4.3 percent. This was the result of an error in the formula that had been used to calculate the agency's contribution to the retirement system. The formula has been corrected for future budget projections. Both of the remaining personnel-related line items that experienced overages, Medicare and salary continuance, exceeded the projections by under three percent. The formulas used to estimate these expenditures will be adjusted and revised for future budgets.

In the operational expenditures, there was an overage of 1.2 percent in the rent category due to increases in parking and common area charges not anticipated or known during consideration of the budget. Expenditures for equipment leases are over the budgeted amount by approximately 17.5 percent due to an unanticipated increase in usage that occurred during the fiscal year.

Year-End Balances and Investment Report

The following table illustrates the estimated balance of OC LAFCO's bank accounts at the end of the fiscal year:

As of 6/30/19	Balance
770-Payroll Account	\$175,182
Wells Fargo Checking	143,775
Wells Fargo Savings	210,665
Total	\$529,622

To maximize funds, apportionment fees are deposited in the Local Agency Investment Fund (LAIF) and OC Fund accounts. Throughout the fiscal year, the accountant instructs designated staff members to withdraw from the accounts to cover the agency's operational expenses. The following table illustrates the estimated balance of OC LAFCO's investment portfolio at the end of the fiscal year:

As of 6/30//19	Balance
OC Fund	\$482,701
LAIF	288,317
Total	\$ 771,018

Year-End Balance Sheet

To provide a better understanding of OC LAFCO's financial status, this report includes the year-end balance sheet. (Appendix B on pages 13-14). This financial document summarizes the agency's assets and liabilities estimated as of June 30, 2019. Please note that the figures provided in this balance sheet are unaudited and subject to change.

2019 OC LAFCO STRATEGIC PLANNING SESSION



Since 1996, Orange County LAFCO has annually conducted a strategic planning session. The session assists the Commission and staff with proactively planning for short and long-term projects and prioritizing of the agency's resources.

On March 13, the Commission held its 23rd Strategic Planning Workshop. The meeting was facilitated by Bill Chiat of Alta Mesa Group. During the session, the Commission discussed its purpose and the long-term opportunities for the agency. The Commission also identified the following five key strategic areas to align with OC LAFCO's purpose:

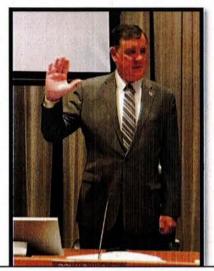


- Prioritize and process applications for changes of organization and reorganization, sphere of influence reviews, updates and municipal service reviews.
- Complete fourth cycle of Sphere of Influence (SOI) Reviews and Updates and prepare Municipal Service Reviews (MSR) that serve as repositories of information for affected agencies and communities.
- Provide leadership on effort to transition unincorporated areas of high interest for the County and adjacent cities through the OC LAFCO Unincorporated Areas Program.
- Engage the South Orange County Unincorporated Communities to assist with pathway to future governance.
- Develop a program that enhances communication with local agencies and communities.



At a subsequent regular meeting, the Commission approved the FY 2019-20 Work Plan, which includes key project opportunities within each of these five strategic areas. The FY 2019-20 Strategic and Work Plans are available on the agency's website at www.oclafco.org.

NEW BOARD MEMBER APPOINTMENTS



Commissioner Wagner's Swearing-in on April 10, 2019

During the final quarter of the 2018-19 fiscal year, the Commission welcomed newly-elected Orange County Supervisor Donald Wagner to the Board. The Board of Supervisors appointed Commissioner Wagner to the recently vacated Regular County Member seat. Commissioner Wagner is a practicing attorney who has served the community in many capacities: as a community district trustee, college state leaislator, and past Mayor of Irvine.



Commissioner Donald Wagner



Commissioner James Fisler

Mr. James Fisler was appointed by the Independent Special District Selection Committee in July 2019 to fill the vacant Special District Regular Member seat. Commissioner Fisler served as the Special District Alternate Member from 2011 until this appointment to the Regular Member seat. He is a member of the Mesa Water District Board of Directors and the immediate Past President of the Independent Special Districts of Orange County. He will be sworn into office at the Commission meeting on August 14th.

Ms. Kathryn Freshley was appointed to the Special District Alternate Member seat by the Special District Selection Committee in July 2019. Commissioner Freshley previously served on the OC LAFCO Board as the Alternate Public Member (2013-2017) and is a member of the El Toro Water District Board of Directors. Commissioner Freshley will be sworn into office at the Commission meeting on August 14th.



Commissioner Kathryn Freshley

EXTERNAL RELATIONS AND OUTREACH EFFORTS

During the final quarter of the year, staff proactively supported projects identified in the work plan by participating in a number of meetings, making presentations and conducting the legislative outreach program. The following chart provides a listing of those efforts.

Final Quarter FY 18-19 EXTERNAL RELATIONS & OUTREACH EFFORTS

March Meetings

Office of Senator Ling Ling Chang: Introduction and General Briefing

Office of Senator Tom Umberg: Introduction and General Briefing

City of San Juan Capistrano and Santa Margarita Water District: Utility System Transfer Update

City of Huntington Beach: Unincorporated Island Potential Annexation

Orange County Sanitation District: Potential Annexations

City of Santa Ana, City of Tustin, County and Developer: Potential Annexation of Unincorporated Island

City of Newport Beach Community Meeting: Potential Sewer Service Boundary Change

CALAFCO Island Annexations and Proposal vs. Application Subcommittees

Independent Special Districts of Orange County Executive Committee and Quarterly

CALAFCO Legislative Committee

Center for Demographic Research Technical Advisory Committee

April Meetings

Special Districts General Managers Quarterly

Rossmoor Community Services District: OC LAFCO Update

Orange County Council of Governments Monthly

Orange County Business Council Infrastructure Committee Monthly

CALAFCO Legislative Committee

Center for Demographic Research Technical Advisory Committee

May Meetings

Cielo Vista Representative: Potential Annexation of Cielo Vista Project to City of Yorba Linda

Orange County Sanitation District: OC LAFCO/District Update

Serrano Water District: OC LAFCO/District Update

Orange County Employees Retirement System: 2018 OCERS Year End Review

Center for Demographic Research Management Oversight Committee Quarterly

Orange County Council of Governments Monthly

Women Leading Government Summit

CALAFCO Legislative Committee

June Meetings

Emerald Bay Community Services District: OC LAFCO Update

Special Districts General Managers Quarterly

Orange County Business Council Infrastructure Committee Monthly

Orange County Employee Retirement System Board

Independent Special Districts of Orange County Executive Committee and Quarterly

CALAFCO Southern Region Bi-Annual

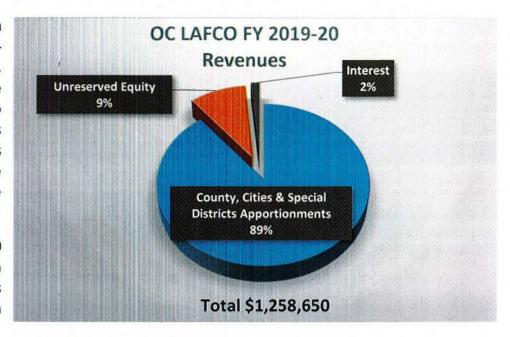
Southern Region LAFCO Executive Officers

CALAFCO Conference Program Committee

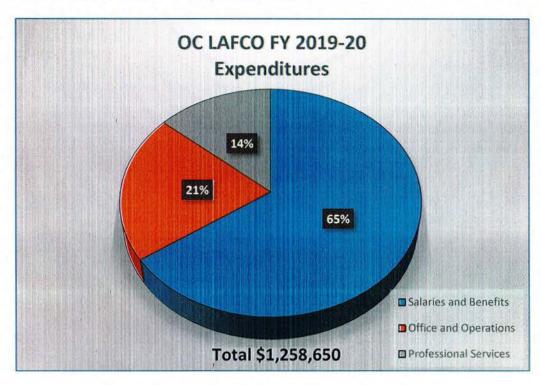
NEW FISCAL YEAR BUDGET SNAPSHOT

In May, the Commission adopted the final FY 2019-20 budget of \$1,258,650, which incorporates the resources necessary to support the Commission's operational expenditures and accomplish the projects identified in the annual work plan.

The revenues for FY 2019-20 include \$1,124,500 in apportionments, which is an overall 3% increase from FY 2018-19.



OC LAFCO operates on a fiscal year basis and provides a comprehensive overview of the status of the budget revenues and expenditures on a quarterly basis through the Comprehensive Quarterly Reports. The Strategic Plan, Work Plan, Budget and Quarterly Reports are available on the OC LAFCO website.



APPENDIX A OC LAFCO - Year End Budget Overview² July 1, 2018 – June 30, 2019

	1st Period General Fund	2nd Period General Fund	3rd Period General Fund	YTD General Fund	YTD Special	TOTAL FY 18/19	General Fund %
					Revenue Funds	Budget	
Revenue:					runds		
Addition/(Use) of Unreserved Equity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,583	0.0%
LAFCO Apportionment	1,085,155	6,623		1,091,777		1,091,777	100.0%
Filing Fees				7 7 7	31,372		0.0%
Misc Revenue	250	26	126	401	1,000		0.0%
Interest & Dividends	4,869	11,061	12,539	28,468		14,500	196.3%
Total Revenue	\$ 1,090,273	\$ 17,709	\$ 12,664	\$ 1,120,647	\$ 32,372	\$ 1,139,860	98.3%
Expenditures:							
Salaries	\$ 143,660	\$ 154,773	\$ 132,728	\$ 431,161	\$ 8,411	\$ 440,800	97.8%
Hourly Employees	2,452	1,008	5,909	9,369		10,000	93.7%
Benefits & Insurance	A RELIGIES						
Optional Benefit Plan		18,500		18,500		18,500	100.0%
Deferred Compensation	3,082	5,458	3,774	12,314		9,300	132.49
Retirement Benefits	38,919	48,722	43,867	131,508		126,100	104.3%
Health Insurance	17,877	18,043	16,157	52,077		53,000	98.3%
Retiree Health Benefits	5,804	6,124	5,513	17,440		17,900	97.4%
Dental Insurance	1,634	1,754	1,644	5,032		5,400	93.2%
Life Insurance	194	194	173	561	It Is bece	600	93.5%
Workers Compensation		3,487		3,487		3,500	99.6%
Medicare	2,105	2,470	2,067	6,642		6,500	102.29
Salary Continuance	509	541	488	1,538		1,500	102.6%
Accidental Death Insurance	39	39	35	113		130	87.29
Executive Car Allowance	3,000	2,400	1,800	7,200		7,200	100.0%
Total - Benefits & Insurance	73,164	107,732	75,517	256,413		249,630	102.79
Information Technology	2,336	4,022	2,835	9,193		10,000	91.9%
Telephone & Internet	4,888	4,896	4,684	14,468		15,100	95.8%
County of Orange	706	1,017	2,661	4,384		4,000	109.6%
General Liability Insurance	4,691	5,040	4,767	14,497		15,600	92.9%
Memberships	13,364	9,462	9,390	32,216		32,400	99.4%
Office Equipment/Supplies	2,748	2,338	8,679	13,765	TOWN THE	15,000	91.89
Professional Services:		ROLL OF BRIDE					
Legal	27,192	9,270	8,463	44,925	968	60,000	74.9%
Accounting/Audit	20,430	12,461	9,860	42,751		42,900	99.7%
Human Resources	2,000	-	6,000	8,000		8,000	100.09
Mapping/Archiving	1,177	1,177	3,177	5,532	- La-	7,200	76.8%
Other Professional Services	300	-	6,534	6,834	19,420	75,000	9.1%
Total - Professional Services	51,099	22,908	34,034	108,042	20,388	193,100	56.0%

 $^{^{2}}$ The figures in this chart are unaudited and subject to change

APPENDIX A OC LAFCO - Year End Budget Overview³ (Continued) July 1, 2018 – June 30, 2019

Investment Admin Fees
Banking Fees
Public Noticing
Rents/Maintenance
Equipment Leases
Comm. & Staff Expense
Comm. Stipends & Taxes/Fees
Professional Development
Transportation/Travel
Commission Meeting Expense
otal Expenditures

Total Net Income (Loss)

1st Period General Fund	2nd Period General Fund	3rd Period General Fund	YTD General Fund	YTD Special Revenue Funds	TOTAL FY 18/19 Budget	General Fund %
232	171	137	541	ruius	660	82.0%
	1		1		220	0.3%
282		1 262	7	2 502		32.9%
10000000000000000000000000000000000000		1,363	1,645	2,582	5,000	
23,811	25,684	25,422	74,917		74,000	101.2%
2,187	1,693	2,114	5,995		5,100	117.5%
2,526	1,036	3,745	7,306		8,400	87.0%
4,291	2,481	4,501	11,273		16,200	69.6%
	2,500	2,894	5,394	10.074	20,000	27.0%
11,144	962	2,762	14,867	-	19,350	76.8%
1,218	998	1,171	3,387		5,300	63.9%
344,800	348,722	325,312	1,018,834	31,380	1,139,860	89.4%
\$ 745,473	\$ (331,013)	\$ (312,648)	\$ 101,812	\$ 992	\$ -	

 $^{^{3}}$ The figures in this chart are unaudited and subject to change

APPENDIX B OC LAFCO BALANCE SHEET June 30, 2019

ASSETS	
Current Assets	
Checking/Savings	
Cash and Investments	
1000 · County Acct-Payroll	175,182
1025 · Wells Fargo Checking	143,775
1030 · Wells Fargo Savings	210,665
1040 · OC Fund	482,701
1050 · Investment Acct - LAIF	288,317
1059 · Fair Market Value Adustments	(2,819)
Total Cash and Investments	1,297,821
Other Current Asset	
1300 · Interest Receivable - Other	3,781
1375 · Prepaid Expenses - Other	29,882
1376 · Retirement Prepaid Expense	145,852
Total Other Current Asset	179,516
Total Current Assets	1,477,337
Fixed Assets	51,019
Other Assets	
Other Assets	
1580 · Def. Outflows Pension Related	444,543
1581 · Deferred OPEB Contributions	8,605
1600 · Security Deposit	6,082
Total Other Assets	459,230
TOTAL ASSETS	1,987,585

APPENDIX B OC LAFCO BALANCE SHEET (Continued) June 30, 2019

LIABILITIES & EQUITY

Liabilities

Liabilities	
Current Liabilities	
2000 · Accounts Payable	22,546
2001 · Accrued Liabilty	40
2050 · Salaries Payable - OC (9050)	14,633
2150 · Deferred Revenue	196
2300 · Compensated Absenses	34,296
Total Current Liabilities	71,710
Long Term Liabilities	
2164 · Deferred Inflows OPEB Related	4,412
2163 · Net OPEB Liability	130,046
2161 · Net Pension Liability	1,268,133
2162 · Def. Inflows Pension Related	471,220
2170 · Deferred Lease Incentive	30,599
Total Long Term Liabilities	1,904,410
Total Liabilities	1,976,120
Equity	(91,339)
Net Income	102,804
Total Equity	11,465
TOTAL LIABILITIES & EQUITY	1,987,585