

**SECTION 4:**  
**Administrative**  
**Policies**  
**and Procedures**

# Policy for Distribution of LAFCO Reports

## I. PURPOSE

To establish guidelines for the timely distribution of LAFCO Special Study Reports to the Commission and the public.

## II. BACKGROUND

The Orange County Local Agency Formation Commission (OC LAFCO) staff and its consultants may, from time to time, be directed to prepare Special Study Reports. To promote efficient governmental operations, to foster robust discussion with accurate information, and to protect the deliberative process, it is necessary to develop a policy to ensure that OC LAFCO staff and the Commission have sufficient time to review and revise, if necessary, Special Study Reports that are provided in draft form prior to the release of said reports to the public.

## III. DEFINITIONS

A. **Special Study Reports** – specialized reports or analyses prepared by OC LAFCO staff and/or its consultants at the direction of the Executive Officer or at the request of the Commission, which include, but are not limited to, the following:

- Fiscal analyses of annexations, incorporations, and reorganizations
- Municipal Service Reviews
- Governmental structure alternatives for cities and special districts
- Infrastructure capacity analyses
- Sphere of Influence studies
- Unincorporated islands governance options
- Other special studies, as directed by the Commission

Special Study Reports do not include routine staff reports.

B. **Administrative Draft** – an initial draft of a Special Study Report prepared for internal OC LAFCO staff and Commission review only.

C. **Public Draft** – a public draft of a Special Study Report that includes any revisions resulting from a review of the Administrative Draft, which can be distributed to the public and all interested and affected agencies.

D. **Final Report** – a final Special Study Report that has been subjected to formal public review at a public meeting of the Commission and that includes any revisions or comments resulting from a review of the Public Draft, which can be distributed to the public and all interested and affected agencies.

#### IV. GUIDELINES

- A. An **Administrative Draft** shall be released to LAFCO staff and the Commission for review and comment at least 30 days prior to being considered at a Commission meeting.
- B. A **Public Draft** shall be released to the public and interested and affected agencies one week prior to the Public Draft being considered by the Commission at a Commission meeting.
- C. A **Final Report** shall be released to the public and affected and interested agencies following consideration of the Public Draft by the Commission and incorporation of all relevant public comments.

**Originally Adopted: 12/14/2011**

**Last Reviewed: 3/8/2023**

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