

WORK PLAN FOR FISCAL YEAR 2020

| | PROJECT DESCRIPTION | TIME FRAME | RESOURCES |
|--|---|--------------------|--------------------|
| LAFCO APPLICATIONS | Process applicant initiated LAFCO proposals | Ongoing, as needed | Staff |
| | Comment on potential LAFCO applications, relevant projects & development proposals, city General Plan updates and/ or related environmental documents | Ongoing, as needed | Staff |
| | Review and update LAFCO policies and procedures for clarity and consistency with State law | Ongoing | Staff |
| ISLAND ANNEXATIONS | Conduct outreach to cities with islands, follow up on responses including review/research of city limits/ USA boundaries, provide assistance with potential annexations and potential USA amendments | Ongoing, as needed | Staff |
| | Review and finalize city-conducted island annexations | Ongoing, as needed | Staff |
| PUBLIC OUTREACH & COMMUNICATION | Implement LAFCO's Public Communications and Outreach Plan: develop new communication material (map, brochure, factsheets, powerpoint presentations, public exhibits) & tools (social media, website) and conduct outreach to increase awareness of LAFCO's role | In progress | Consultant / Staff |
| | Engage and establish relationships with local (cities, districts, county), regional (ABAG/MTC), state (SGC, OPR, DoC, SWRCB) agencies, organizations such as SDA, SCCAPO, CALAFCO, other stakeholder groups | Ongoing | Staff |
| | Respond to public enquiries re. LAFCO policies, procedures and application filing requirements | Ongoing, as needed | Staff |
| SERVICE REVIEWS & SPHERE OF INFLUENCE UPDATES | Develop a plan, strategies and priorities for conducting the third round of service reviews | In progress | Staff |
| | Begin conducting LAFCO's third round of service reviews and special studies | June 2018 | Staff / Consultant |
| | Continue to monitor implementation of recommendations from previous service reviews, as necessary | Ongoing | Staff |
| | Map Mutual Water companies | Ongoing | Staff |
| | Engage in SALC grant partnership opportunities | TBD | Staff |
| | Compile and post JPA filings on the LAFCO website | TBD | Staff |
| ADMINISTRATIVE PROJECTS | Prepare LAFCO annual work plan and budget | March –June | Staff |
| | Prepare LAFCO Annual Report | August 2019 | Staff |
| | Prepare LAFCO Annual Financial Audit | August 2019 | Consultant / Staff |
| | Review and update LAFCO administrative policies and procedures | Ongoing | Staff |
| | Conduct a Strategic Planning Workshop for LAFCO | TBD | Staff / Consultant |
| | Maintain and enhance the LAFCO Website | Ongoing | Staff |
| | Maintain LAFCO database | Ongoing | Staff |
| | Maintain LAFCO's hard copy and digital records, organize scan of LAFCO records to its Electronic Document Management System (LaserFische) | Ongoing | Staff / Consultant |
| | Staff and Commissioner training and development (orientation, CALAFCO events, workshops, conferences, relevant courses) | Ongoing | Staff/Commission |
| | Staff performance evaluation | April -June | Staff/Commission |
| | Procure LAFCO Agenda management software and arrange for LAFCO meeting broadcast | TBD | Staff / Consultant |
| | Track LAFCO related legislation (CALAFCO Leg. Committee) | Ongoing | Staff |
| | Other administrative functions mandated of a public agency | Ongoing | Staff |