



**LOCAL AGENCY FORMATION COMMISSION**  
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## **Overview**

During Fiscal Year 2020-21, LAFCO staff has been able to work from home with little impact to the day-to-day activities. The LAFCO 2021-22 Work Plan is prepared keeping in mind that at some point it will transition operations away from the remote working conditions caused by the COVID-19 emergency to one that reflects operations as they were pre-pandemic. Nevertheless, regardless of how far COVID restrictions last into the next fiscal year, LAFCO staff has demonstrated it can maintain service levels during this time. LAFCO will continue to operate in this manner until social distancing is no longer needed.

- The SOI/MSR Updates are long term projects that are continuing to be worked on remotely during this time.
- Annexations and other proposals that need to be kept moving during this time are being monitored remotely. Having said that, mail is checked once a week given that the Government Code still references the use of mail, hardcopies and signed originals in order for certain action to be considered valid.
- Conference calls and responding to emails are on-going activities.
- Zoom will be used to conduct LAFCO meetings until in-person meeting restrictions are lifted and the Governor's Executive Order N-29-20 is no longer in effect.

## **LAFCO Response Actions**

- Last year, LogMeIn was set up so that staff can work remotely from home. This application allows staff to directly use their work computer and the LAFCO server. Your EO uses his personal laptop, your AEO uses her old office desktop. The payroll specialist from LAFCO's accounting consultant, Terrie Prod'Hon, has also been granted remote access to process accounts payable and payroll. She will continue to do the former until the Administrative Assistant position is filled. Your EO and AEO have alternated going into the office to check mail and perform other work activities that cannot be done remotely. The LAFCO office continues to be closed to the public until all COVID restrictions are lifted.
- Meetings with members of the public, applicants and staff from other agencies will continue to be conducted by phone and Zoom. This has allowed staff to work on the proposals and projects that are part of the current work load.
- Staff continues to hold weekly staff meetings by phone and Zoom.

## Proposed Fiscal Year 2021-22 Work Plan

### *New Initiatives*

- Administer and oversee the outsourcing of the small water districts MSR & provide assistance as necessary to ensure the timely completion of the report.
- Provide technical assistance to those who enquire about the potential incorporation of the community of El Dorado Hills.
- Train an Administrative Assistant by or near the beginning of the Fiscal Year and hire, onboard and train a new Assistant Policy Analyst in 4Q2021-22.
- Assist where possible the Rescue and Meeks Bay FPD reorganization proposals and ensure the respective communities have adequate information about the implications of those proposals.
- Work with applicable road CSDs and County officials on a game plan for their long term futures.

### *Work Plan Initiatives from Prior Fiscal Year that are Recommended to Continue*

- Continue the oversight and the completion of the fire MSR & provide assistance as necessary.
- Develop a policy regarding Government Code 56134.
- Update Government Code references in the Commission's Policies and Guidelines.
- Assist CALAFCO with its protest proceeding reform efforts.
- Review, evaluate and update internal work procedures.
- Prepare a new MSR project plan.
- Process projects as quickly and timely as possible.
- Assist the County as needed on its preparation of environmental documents for the Marble Valley Specific Plan Amendment and the Lime Rock Valley Specific Plan.
- Complete ~~as many~~ **at least 6** MSRs ~~as possible~~ that remain incomplete in the 2013-21 Project Plan