

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

AGENDA OF MARCH 22, 2006

REGULAR MEETING

TO: Ted Long, Chairman, and
Members of the El Dorado County Local Agency Formation
Commission

FROM: José C. Henríquez, Executive Officer

**AGENDA ITEM #6: PUBLIC HEARING TO CONSIDER AND ADOPT THE
PROPOSED WORK PLAN FOR FISCAL 2006-07**

RECOMMENDATION

Staff recommends that the Commission:

1. Receive the information related to the Proposed Work Plan for Fiscal Year 2006-2007
2. Adopt the Proposed Work Plan for 2006-2007

REASON FOR RECOMMENDED ACTION

A Work Plan must be adopted in conjunction with the budget to fulfill the purposes and programs of State Law and local policy.

BACKGROUND

The following is respectfully submitted as the Proposed Work Plan for Fiscal Year (FY) 2006-2007. The Ad Hoc Committee worked with staff to research and identify these items as the primary initiatives for LAFCO staff. The Commission has the discretion to add or delete any items from this list.

New Initiatives for FY 2006-07 Work Plan

- Approximately ten new projects/applications will be received within the next fiscal year. This number is in addition to the eight applications that have a reasonable chance of carrying over to FY 2006-07. This number was derived from six preliminary inquiries to LAFCO, which in turn, were cross-referenced with the County Planning Department. All six had advanced sufficiently within the planning process to conclude reasonably that an application to LAFCO would be submitted within twelve months. Similarly, five petitioners to El Dorado Irrigation District are in advanced stages of the EID process to conclude LAFCO applications were imminent (one landowner had applications with both agencies).

- Enhance the Agency's accounting procedures to be more in conformity with the General Accounting Practices for public agencies.
- Training for staff should continue at all available and low-cost venues as possible, utilizing CALAFCO resources as well as intense, one-day courses offered through Los Rios Community Colleges and through the UC Davis Extension.
- The current LAFCO fee schedule was adopted in 2001. Staff will update a new fee schedule that is clearer and less cumbersome to applicants yet recovers the Agency's reasonable costs for service.
- Enhance the Commission's website to be more user-friendly and informative while being content-driven.
- Partner with agencies and County departments to identify opportunities for information sharing and process improvements. In addition, LAFCO staff should build or enhance working relationships with local agencies' governing boards and its staff.
- Partner with the City of Placerville and El Dorado Irrigation District (EID) on two separate multi-year projects of interest to all agencies. The City of Placerville is considering annexing unincorporated areas that are substantially surrounded by the City. EID is exploring annexing islands within its service territory.
- Plan and sponsor a low-cost AB 1234 Ethics Session for El Dorado agencies.
- Explore the possibility of contracting with a different payroll service and IT service provider.
- Explore digital archiving solutions for old files (1985-2003).

2005-06 Work Plan Initiatives That Are Recommended to Continue Into 2006-07

- Complete at least one, two if possible, Municipal Service Reviews (MSR) in-house during Fiscal Year 2006-2007. During the 2004-05 budget cycle, the Commission identified "water and wastewater" as services to be completed after the completion of the MSR for fire protection services. Other potential MSR subjects may be prioritized by the Commission during its discussion of using outsourcing as a solution to complete more MSRs. The Executive Officer, Policy Analyst and Commission Clerk will be involved in the preparation, analysis and writing of the studies to be prepared in-house.
- Adopt spheres of influence for each agency whose MSR has been completed and adopted
- Process annexations within policy and legal time limits, possibly explore ways to shorten process turnaround time
- Coordinate LAFCO training sessions for new commissioners as time allows
- Continue to purge and organize records, maps and archive materials, both in physical and digital format, to speed research.