



LOCAL AGENCY FORMATION COMMISSION
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Overview

The LAFCO 2020-21 Work Plan is prepared keeping in mind the Covid-19 emergency, especially in light that it is unknown how long this situation will last. LAFCO staff is able to work on the activities described here and on other requests that come through the use of the phone and email. LAFCO staff can maintain service levels during this time and into the future. 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. United States Postal Service mail is checked once a week because the Government Code still references the use of mail, hardcopies and signed originals in order for certain actions to be considered valid.
- Conference calls and responding to emails are on-going activities.
- Zoom will be used to conduct LAFCO meetings.

LAFCO Response Actions

- LAFCO staff is set up to work from home using LogMeIn. This application allows staff to directly use their work computer and the LAFCO server from home. Both staff have this capability and have been working from home. The payroll specialist from LAFCO's accounting consultant, Terrie Prod'Hon, has also been granted remote access to process accounts payable and payroll. 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 is closed to the public at this time except by appointment.
- Regular phone conferences with staff and others have been completed. This has allowed staff to work on the proposals and projects that are part of the current work load.
- LAFCO meetings will be conducted using a combination of Zoom for the Commission while the public may listen in and comment using freeconferencecall.com. This allows the meeting to be conducted entirely remotely without gathering at a physical location. This setup complies with all current transparency laws.

Proposed Fiscal Year 2020-21 Work Plan

New Initiatives

- Administer and oversee the outsourcing of the fire MSR & provide assistance as necessary to ensure the timely completion of the report.
- Prepare a new MSR Project Plan for the next cycle of MSRs.
- Participate in the CALAFCO EO Conference Calls regarding the Covid-19 emergency.

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

- Provide technical assistance to those who enquire about the potential incorporation of the community of El Dorado Hills.
- Develop a policy regarding Government Code 56134.
- Update Government Code references in the Commission's Policies and Guidelines.
- Assist Chair Frentzen with her CALAFCO duties, including support in her assignment to the Legislative Committee and Board of Directors for the remainder of her term.
- Assist CALAFCO with its protest proceeding reform efforts.
- Review, evaluate and update internal work procedures.
- Train, integrate and support the new Administrative Assistant in all aspects to the job.
- 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 at least four (4) MSRs in-house from the 2013-21 Project Plan