

# EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

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## *AGENDA OF DECEMBER 7, 2016*

### *REGULAR MEETING*

**TO:** Ken Humphreys, Chairman, and  
Members of the El Dorado County Local Agency Formation  
Commission

**FROM:** José C. Henríquez, Executive Officer

**PREPARED BY:** Erica Sanchez, Policy Analyst

**AGENDA ITEM #8:** **DISCUSSION AND CONSIDERATION OF CHANGES TO THE  
MUNICIPAL SERVICE REVIEW/SPHERE OF INFLUENCE  
STUDIES FORMAT**

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#### **RECOMMENDATION**

Staff recommends that the Commission discuss and consider proposed changes to the LAFCO Municipal Service Review/Sphere of Influence (MSR/SOI) Study format.

#### **REASON FOR RECOMMENDED ACTION AND BACKGROUND**

Staff has used the current MSR/SOI Study template since 2008, when it began reviewing services by agency during the second cycle of MSRs. Commissioner feedback over the years regarding the format has been mixed. The general consensus seems to be that the current MSR format contains an abundance of necessary information; however, the reports are often redundant and lengthy, ultimately making them tedious to read. Staff agrees that the current structure of the MSR/SOI reports can be cumbersome and believes that the format can be improved upon by reorganizing and consolidating sections, without cutting out any pertinent information. In response to Commissioner feedback regarding the length and layout of MSRs, staff is bringing this revised format to the Commission for discussion and consideration.

Included at the end of this memo are examples of the current and proposed MSR formats (Attachments A and B, respectively). Attachment A is a single-service district MSR that was presented to the Commission earlier this year; Attachment B is the same MSR, containing the same content, rearranged in the proposed new format. The new format restructures the presentation of the information, but it does not delete any content or background information required by State Law from the original MSR.

Staff proposes changes in two main areas of the MSR format, 1) combining most of the information from the Agency Description with the MSR Determinations, and 2) moving some sections of the report to the end as appendices.

## 1) AGENCY DESCRIPTION AND MSR DETERMINATIONS

### Current Format

Currently, the Agency Description includes a one-page summary of the district, followed by a more comprehensive narrative of the district, including history, services provided, service area, board information, administration, operations, and finances; LAFCO staff uses the information within the Agency Description to address the seven MSR Determinations in a separate section. Because the determinations are based primarily on specific information within the Agency Description, it is necessary to repeat the information about the district to provide context within the analysis. This can make the reports somewhat repetitive and drawn-out for the reader.

### Proposed Changes

Staff proposes to move the majority of the district information from the Agency Description to the MSR Determinations section in order to eliminate the need to repeat information within the two sections for context. This creates a more streamlined report that is intended to be easier to read and locate relevant information from.

## 2) APPENDICES

### Current Format

In the current layout, the first two sections of the MSR (Executive Summary and Background) provide a somewhat dry 6-7 page introduction to the report. The Executive Summary includes a history of the State mandated MSR requirement, a description of previous MSRs for similar services, the layout of the report, and an introduction to the seven categories of required determinations. The Background section contains information on the legislative framework, the relationship between spheres of influence and service reviews, and the service review guidelines. While this information is important in order to provide the reader a broader context of the municipal service review and its components, it does not necessarily have to be the first sections the reader encounters.

Similarly, the legislative intent and practical methodology behind identifying Disadvantaged Unincorporated Communities and evaluating Environmental Justice takes nearly 2-3 pages to provide a sufficient background for each section. The district-specific findings, however, are usually summed up in a few paragraphs.

### Proposed Changes

Staff proposes to move the general background information regarding the legislative history of MSRs/SOIs, Disadvantaged Unincorporated Communities, and Environmental Justice to the back of the report, as the following appendices:

#### **Appendix I: Background on MSR/SOI**

*(previously included under Sections I, "Executive Summary," and II, "Background")*

#### **Appendix II: Background on Disadvantaged Unincorporated Communities**

*(previously Determination #2 under Section IV, "MSR Determinations")*

#### **Appendix III: Environmental Justice**

*(previously Section VII, "Environmental Justice")*

The Executive Summary would instead contain only a brief summary of the district, including background and services provided. The conclusions regarding the presence of a DUC would remain as MSR Determination #2, while the broader discussion of the history and methodology of DUCs and Environmental Justice would be moved to the back as appendices.

The intent is to provide an Appendices section within the report that houses information that is not essential in explaining the findings within the MSR, but supports the analysis and validates the conclusions. It is a way to retain the contextual information on the historical framework behind the legislative intent of MSRs, without necessarily providing it upfront at the beginning of the report.

The organizational layout of the MSR would change from the first example (Current), to the second (Proposed):

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## **OTHER PROPOSED CHANGES**

### **Maps**

Some Commissioners have commented that the standard maps aren't always adequately labeled, which can make figuring out the location of the district more difficult. Staff will make a concerted effort to label all major roads and boundaries within some of the maps, as appropriate, and to include a location map in the beginning of the MSR.

### **Staff Memos**

Commissioners have also commented that including a summary of the MSR and SOI Determinations and clear SOI Recommendation within the staff memo that accompanies the Draft and Final MSRs. From here on out, this will be included so that you can get a quick overview of the findings of the report without digging through the entire document. For an example of how this new staff report will look, please refer to the staff memo included as Agenda Item #4D in this month's packet.

## **ATTACHMENTS**

Attachment A: Sample MSR— Current Format

Attachment B: Sample MSR— Proposed Format