

# EL DORADO LAFCO

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## LOCAL AGENCY FORMATION COMMISSION

### *AGENDA OF MARCH 28, 2007*

### ***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 #5: CONSIDERATION OF THE LAFCO RECORDS DISPOSITION  
SCHEDULE AND DETERMINATION OF ADDITIONAL SPACE  
FOR THE LAFCO OFFICE**

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#### **RECOMMENDATION**

Staff recommends that the Commission

1. Consider the current Records Disposition Schedule as directed by the Commission at the February 28, 2007 meeting; and
2. Direct staff on its preference regarding the need to rent additional office space.

#### **REASON FOR RECOMMENDED ACTION**

During the budget discussion at the February 28, 2007 Meeting, the Commission directed staff to return the adopted Records Disposition Schedule for their review. Specifically, the Commission was considering the item in the context of additional space for the LAFCO Office.

#### **BACKGROUND**

##### *Records Disposition Schedule*

The current Records Disposition Schedule (RDS, please refer to Attachment A) was adopted in 2002 and last amended on February 22, 2006. It outlines the appropriate length of time records will be maintained by LAFCO. Records are maintained either on-site at the LAFCO Office, at the County's Record Center (CRC) or in a combination of both across a certain timeframe (for example two years at the LAFCO office and eight at the CRC for a combined retention of ten years).

LAFCO is limited to 74 boxes at the CRC. Past practice has been for LAFCO staff to purge outdated contents from the CRC boxes and replace them with new documents.

However, over the years the contents of the CRC boxes have made the transition from being temporarily-kept documents to permanently-retained records. At the moment, seven CRC boxes currently hold temporarily-kept documents. Given this, over the years the LAFCO Office has housed more of these documents on-site. With the exception of a small number of employee files, all of the permanent records relate to Commission meetings and LAFCO projects such as formations, reorganizations and spheres of influence.

While cumbersome from a storage standpoint, retaining the LAFCO project files has been a great benefit to the public, to the agencies and to LAFCO staff. On any given month, staff receives four to five requests for information relating to a public district or to a past Commission action. Further, LAFCO staff utilizes these files to research prior actions that may affect a current proposal or to "reconstruct" the intent of a Commission decision. For example, in the past year LAFCO staff has utilized these files to research or retrieve the following, either for internal purposes or at the request of outside parties:

- A request for a copy of the LAFCO resolution approving the annexation of the South Tahoe Airport to the City of South Lake Tahoe
- An explanation of the process by which the Marble Mountain Homeowners Community Services District formally requested to be excluded from the proposed city limits of El Dorado Hills
- The principal act the Cameron Park Airport District was formed under and the type of financial authority it was granted
- A request for clarification of the imposed LAFCO Terms and Conditions from the Green Springs Ranch Reorganization approval
- A request for a listing of the authorized services for the Greenstone Country, Cosumnes River, Grizzly Flat and Mortara Circle CSDs
- The process by which Shadow Lane CSD was dissolved

Staff recommends continuing the practice of permanently retaining these files. These documents may not be found in any other archival library and it is unknown what types of files agencies keep on LAFCO actions that affect them. Even if the agencies maintained some LAFCO documents, they would only contain a partial record of the LAFCO proceedings. Given this, each file has the potential of saving the agency a significant amount of research time when fielding the various inquiries received each month.

#### *Other Documents and Equipment*

Not addressed by the RDS, LAFCO staff also retains files on prospective applicants and on notes from the County Planning Department's Technical Advisory Committee (TAC).

- At least once a month, various prospective applicants schedule meetings with staff to discuss the LAFCO process and to assess the feasibility and viability of an application.
- Twice a month, the County Planning Department sends information to LAFCO requesting comments on various items before its TAC. The TAC comments are

utilized by planning staff to assess the level of environmental review for their projects. LAFCO retains a copy of the information and the returned comments if the project has the potential of requiring LAFCO action.

In both of these scenarios, these files have proven to be instrumental to staff when processing the eventual project because it allows for tracking the changes to the projects from their inception to its current form. Again, while cumbersome from a storage standpoint, these files have saved staff a healthy amount of research time with projects as they tend to identify potential challenges with the petition upfront.

In addition, as the responsibilities of the office increase, there has been a accompanying increase in the amount of equipment and supplies that have to be housed within the office.

#### *Office Space*

As noted above, the Commission directed staff to return the RDS for a subsequent discussion during the February 28, 2007 budget presentation. Staff recommended an increase in the office lease amount to accommodate the rental of an adjacent 110 square-foot office because the rental of this additional space was less expensive than other off-site storage. Some Commissioners questioned the need for the additional space and whether it was necessary to retain LAFCO records for the length of time specified in the RDS. While the Commission's will at that time appeared to lean towards not renting the additional space, the Commission nevertheless approved the additional funding for the extra storage area at the end of the budget discussions. This action left staff unsure on how to proceed.

As explained above, staff recommends against destroying or disposing of the historical project and meeting records. There is no other agency that currently retains these types of documents or at such a thorough, comprehensive level. For example, based on the types of questions received from most agencies, it is apparent they do not keep records of the annexations into their district. If an issue arises post-annexation, the files help determine whether the issue was known at the time of LAFCO processing. Consequently, as LAFCO processes more applications, municipal services reviews and spheres of influence and as it expands its equipment and supplies, it will need to identify another storage site in addition to the CRC.

While the current LAFCO space is adequate for the moment, it is probable that it will run out of space in approximately a year. Should the Commission decide that additional space is needed, it should direct staff to pursue the additional space. Off-site storage is slightly more expensive than the 110 square-foot office available in the building. If the Commission approves this item, staff can begin negotiations with the building's owners to amend the LAFCO lease and bring the amendment back for Commission approval at its next meeting.

#### Attachment:

Attachment A: Current Records Retention Disposition Schedule