

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

AGENDA OF JANUARY 28, 2015

REGULAR MEETING

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

FROM: José C. Henríquez, Executive Officer

AGENDA ITEM #10D: OTHER BUSINESS - EXECUTIVE OFFICER'S REPORT

RECOMMENDATION

None. This is informational to the Commissioners.

BACKGROUND

Administrative Matters

Telephones: Since 2011, LAFCO has participated in the State of California's CALNET2 contract with AT&T. This allows LAFCO to enjoy really low rates for telephone service and below tariff rates for the Centrex system for voicemail management. Early in 2014, LAFCO was notified that CALNET2 was ending and that the agency needed to transition to CALNET3. After a lot of research and discussions with several vendors, I decided on retaining AT&T. I am currently coordinating the transition, along the way encountering several obstacles that were previously unknown. For example, sometime in 2009, LAFCO's phone lines were listed in AT&T's system as County of El Dorado phones, even though the County has never received LAFCO's phone bills and this agency paid AT&T directly. I coordinated with County staff to get that resolved.

Laserfiche: In 2010, LAFCO contracted with Incrementum to assist in the creation, management and support of a digital library housing soft copies of LAFCO's permanent files. Incrementum was also contracted to provide ongoing technical support. In early December, Hedy Belttary, president of Incrementum and our main contact, indicated that Incrementum will stop being a Laserfiche reseller and could no longer provide support. Mrs. Belttary recommended three relatively local Laserfiche reseller firms who were capable of supporting LAFCO. I interviewed two of the three firms to gauge their ability to meet the support needs of this agency. Calls to some of their clients were also placed. ecoFILE, a firm out of Grass Valley, was selected. It will be tasked with upgrading the Laserfiche software as well as providing ongoing technical support. The upgrade was already anticipated and the cost, \$1,200 was already budgeted for this

year. The annual costs for ongoing support, \$800, will be slightly less than the Incrementum contract. The cost of the contract is within my approval authority for services as specified in Policies and Guidelines Section 2.9. Consequently, the contract only requires my signature; however, the contract can be brought to the Commission for a review and file if so instructed.

Audit RFP: The current audit services contract with Matson & Isom runs through the audit for Fiscal Year 2013-14. An RFP was circulated in between September and November 2014. It garnered responses from three qualified firms, including the incumbent. After a thorough review of their credentials and references, Richardson & Company was selected to audit LAFCO and a contract will be brought to the Commission for approval in February. It was a difficult decision given that Matson & Isom (now named KCOE Isom) was an excellent partner to this agency, but rotating auditors is a good business practice to assure the Commission, its partner agencies and the community that we are good stewards of the public's money.

CALAFCO

I will be participating in the planning of two sessions in the upcoming CALAFCO Workshop, one on setting MSR standards for transparency and accountability and the second on handling difficult audiences and situations.

Meetings

In late October, I had two meetings to discuss fire district reorganization. On October 30, I met with the Garden Valley/Georgetown FPDs consolidation committee to discuss the various options for those two districts. On October 31, I met with the fire chiefs of Lake Valley FPD and Fallen Leaf Lake CSD to discuss the LAFCO process and a possible reorganization. Because Fallen Leaf Lake CSD is a multi-service district, it is not possible to do a straight consolidation for fire service. As a result, another path will need to be taken to achieve the same goal. On December 12, LAFCO staff met with representatives of Dixon Ranch to review and discuss LAFCO's comments on this project's environmental review. Finally, on January 12, I participated in a meeting between the Board of Supervisors' Fire Advisory Board and representatives from Georgetown and Garden Valley FPD as well as the monthly Commission of Collaborative Fire Districts meeting.

Cities MSR/SOI RFP

Some Commissioners are aware that for the past three years staff has attempted to conduct and complete a municipal service review/sphere of influence study for the Cities of Placerville and South Lake Tahoe. Staff has found that it was difficult to concentrate on the reports when our attention had to be diverted to other pressing matters. Whenever we returned to the reports, in the majority of instances, we found that we could not pick up where we left off; we had to do some back tracking. Because this was unproductive, I prepared an RFP and circulated it to LAFCO's consultant list to request quotes to perform these studies. The deadline will be March 27. I asked the city managers for both cities if they or a member of their respective staff wanted to participate in the selection process. Commissioners are also welcomed to be part of that committee. There is money authorized in the FY2014-15 budget to conduct this study.