

# EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

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## *STAFF REPORT*

*AGENDA OF JUNE 28, 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 #7:** **DISCUSSION ON A PLAN OF ACTION FOR PRIORITIZING  
MUNICIPAL SERVICE REVIEWS AND THE PROCESS FOR  
OUTSOURCING SOME OF THOSE STUDIES**

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#### **RECOMMENDATION**

Staff recommends that the Commission consider and approve the following plan of action for prioritizing municipal service reviews and the process for outsourcing some of those studies.

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

State requirements are that the Commission update the spheres of influence for all agencies within El Dorado County by January 1, 2008. State Law also requires that a municipal service review for an agency be performed before the Commission can update its sphere of influence. Of the 25 different types of services offered in the County, El Dorado LAFCO has completed and adopted one review and has a second report out for public review. Consequently, the Commission should prioritize the remaining services so that MSR's for the services that are in the greatest need or demand are completed first. In addition, for studies that will be outsourced, a process must be determined in order to select the most qualified and cost effective firms or individuals.

#### **BACKGROUND**

As the Commission is aware, the deadline to update MSR's and SOI's is approaching. It becomes necessary to prioritize the MSR's in order to concentrate resources on those services that are in the most demand and/or in the greatest need. In addition, the Commission has approved funds to outsource some of these studies. Consequently, a process should be established to select the consultants who would be contracted.

## MSR Priorities

Staff proposes the following list of services as in ranking order of priority. The Commission may alter this list as it sees fit. Please note that the services in this list were grouped together based on services that were either related (water and wastewater services) or because a group of agencies provided similar services (drainage, solid waste, lighting and landscape services).

<i>Service</i>	<i>Reason for Priority</i>
Water, Wastewater and Power	These services are in the greatest demand in the County and have the most significant impact on how fast and by how much communities may grow.
Road and Road Maintenance	An important component of the County's infrastructure, this service has impact on the growth of the County and on the capacity of other agencies to perform their services. In addition, two CSDs that provide road maintenance are evaluating whether they should dissolve, and the options available to those agencies need to be evaluated in a comprehensive manner.
Cemetery Services	While there are only three agencies that provide this service, at least one of them, Kelsey CD, is having difficulties with the provision of interment services and has repeatedly requested that LAFCO evaluate its options through an MSR. This type of report would be straightforward enough to provide the new staff with the process to learn how to prepare an MSR while being sufficiently challenging.
Drainage, Solid Waste, Mosquito Abatement, Trail Maintenance, and Lighting and Landscape Services	Mid to lower priority services that may have moderate impacts to the quality of life of most residents of the County. These services were grouped together because they are provided by approximately the same agencies, ensuring some economies of scale.
Resource Conservation Services	In addition to resource conservation, these types of services also have impacts to the provision of other services, such as water quality and fire suppression. These were placed on the lower end of the spectrum because the two agencies that provide these services cover most of the County and share

the same staff. The need to evaluate these services is minimized because of the low probability of expanding the agency or achieving more efficiencies in management.

#### General Government Services

These services have minimal impacts to the population, if provided at all, or are only provided by a small number of agencies. These services include airport, cable TV, CC&R enforcement, gas and heating, library, snow removal, telephone and transportation services.

#### East County Parks, Open Space and Recreation Services

Parks, open space maintenance and recreational services offered by Fallen Leaf Lake CSD and the City of South Lake Tahoe. This MSR was placed last because agency growth for these two entities will also be governed by the Tahoe Regional Planning Agency.

### **Process for Selecting Consultants**

Staff estimates that the current allocated funds for the outsourcing of MSRs may be sufficient to complete approximately two MSRs (this number does not include those MSRs completed in-house). Consequently, consultants should be selected based on expertise in the subject area, cost and resources that are made available to LAFCO. Other important factors to consider include the recommendations from other LAFCOs, the presentation of prior work, their ability to work with local agencies (governing boards and agency staff) as well as experience with the MSR process. To that end, staff proposes the following process for the selection of the most appropriate consultants:

- Request for Qualifications – RFQs are circulated for 30-45 days and distributed in the most comprehensive and cost effective manner. Consultants should be required to present their qualifications, samples of relevant work in the area, their cost estimate and their timeline proposal for the completion of the study.
- RFQ Review – Staff conducts a preliminary review of RFQs and makes recommendations to an Ad Hoc Committee of three Commissioners who may choose to conduct interviews with the final candidates. The Ad Hoc Committee may recommend a single consultant or choose to present the top candidates to the full Commission for additional interviews.
- Contract Negotiations – LAFCO and the selected consultant negotiate a contract.
- Workshops – The consultant and LAFCO conduct workshops with the appropriate agencies to conduct introductions, explain the MSR process and create a plan of action for the sharing of information.
- MSR Preparation – The Executive Officer will work with the consultant to guide the writing, analysis and preparation of the report. An administrative draft of the report

- will be circulated to the appropriate agencies before the report is available for public review.
- MSR Presentation and Adoption – The MSR is presented to the Commission by the consultant, circulated for public comment and Commissioner review and adoption. The consultant will be responsible to make the appropriate changes to the report based upon feedback from the Commission, public or the agencies.

Attachments

Attachment A: Types of Service Provided in El Dorado County  
Attachment B: Services Authorized and Provided by Agency

**AGENDA ITEM #7  
ATTACHMENT A**

**Types of Services Provided in El Dorado County:**

1. Airport
2. Cable Television
3. CC&R Enforcement
4. Cemetery Services
5. Drainage
6. Emergency Medical Services
7. Fire Protection & Suppression
8. Gas\*
9. Heating\*
10. Land Use Authority
11. Library
12. Law Enforcement
13. Mosquito Abatement
14. Parks & Recreation
15. Power
16. Public Structures
17. Public Works
18. Road Maintenance
19. Snow Removal
20. Solid Waste (Garbage)
21. Street Lighting & Landscape
22. Telephone
23. Transportation
24. Waste Water Treatment
25. Water
26. Weed Abatement

\*Gas (8) and Heating (9) are referenced in the Public Utilities Code; however, they are not provided by any special district in El Dorado County. Kirkwood Meadows PUD and Tahoe City PUD have them listed as Empowered Services. I have contacted both districts and was not able to get a clear description of what the service entailed. Both district contacts that I made were unfamiliar with this description.

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ATTACHMENT B**

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<b>District</b>	<b>Empowered / Provided</b>	
<b>Airport</b>		
Cameron Park Airport District	X	X
City of South Lake Tahoe	X	X
<b>Cable Television</b>		
El Dorado Hills CSD	X	X
Kirkwood Meadows PUD	X	X
<b>CC&amp;R Enforcement</b>		
Cameron Estates CSD	X	X
Cameron Park CSD	X	X
El Dorado Hills CSD	X	X
<b>Cemetery Services</b>		
County Service Area No. 9	X	X
Happy Homestead CD	X	X
Kesley CD	X	X
<b>Drainage</b>		
City of Placerville	X	X
County Service Area No. 2	X	X
County Service Area No. 3	X	X
County Service Area No. 5	X	X
County Service Area No. 9	X	X
Georgetown Divide PUD	X	
Greenstone Country CSD	X	
Kirkwood Meadows PUD	X	
Lakeview CSD	X	X
Tahoe City PUD	X	
<b>Emergency Medical Services</b>		
Cameron Park CSD	X	X
County Service Area No. 3	X	
County Service Area No. 7	X	X
Diamond Springs/El Dorado FPD	X	X
El Dorado County FPD	X	X
Garden Valley FPD	X	X
Georgetown FPD	X	X
Lake Valley FPD	X	X
Meeks Bay FPD	X	X
Mosquito FPD	X	X
Pioneer FPD	X	X
Rescue FPD	X	X

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<b>District</b>	<b>Empowered / Provided</b>	
<b>Fire Protection and Supression</b>		
Cameron Estates	X	
Cameron Park CSD	X	X
City of South Lake Tahoe	X	X
Diamond Springs/El Dorado FPD	X	X
El Dorado County FPD	X	X
El Dorado Hills CSD	X	
El Dorado Hills CWD	X	X
Garden Valley FPD	X	X
Georgetown FPD	X	X
Fallen Leaf Lake CSD	X	X
Georgetown Divide PUD	X	
Greenstone Country CSD	X	
Kirkwood Meadows PUD	X	X
Lake Valley FPD	X	X
Latrobe FPD	X	X
Meeks Bay FPD	X	X
Mosquito FPD	X	X
Pioneer FPD	X	X
Rescue FPD	X	X
South Tahoe PUD	X	
Tahoe City PUD	X	
<b>Gas*</b>		
Kirkwood Meadows PUD	X	
<b>Heating*</b>		
Kirkwood Meadows PUD	X	
Tahoe City PUD	X	
<b>Land Use Authority</b>		
City of Placerville	X	X
City of South Lake Tahoe	X	X
<b>Library Service</b>		
County Service Area No. 10		X
El Dorado Hills CSD	X	

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<b>District</b>	<b>Empowered / Provided</b>	
<b>Law Enforcement</b>		
Cameron Estates	X	
City of Placerville	X	X
City of South Lake Tahoe	X	X
El Dorado Hills CSD	X	
Greenstone Country	X	
Kirkwood Meadows PUD	X	
Lakeview CSD		X
<b>Mosquito Abatement</b>		
County Service Area No. 3	X	
El Dorado Hills CSD	X	
Greenstone Country	X	
Kirkwood Meadows PUD	X	X
<b>Parks and Recreation</b>		
Arroyo Vista CSD	X	
Cameron Estates	X	
Cameron Park CSD	X	X
City of Placerville	X	X
City of South Lake Tahoe	X	X
Consumnes River CSD		X
County Service Area No. 3	X	
County Service Area No. 9	X	X
El Dorado Hills CSD	X	X
El Dorado Irrigation District	X	X
Fallen Leaf Lake CSD		X
Georgetown Divide PUD	X	
Georgetown Divide Rec. District	X	X
Greenstone Country CSD	X	X
Kirkwood Meadows PUD	X	X
Holiday Lake CSD	X	X
Showcase Ranches CSD	X	X
South Tahoe PUD	X	
Springfield Meadows CSD	X	X
Tahoe City PUD	X	X
Tahoe Paradise Resort Impvt. D	X	X



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<b>District</b>	<b>Empowered / Provided</b>	
<b>Power</b>		
El Dorado Hills CSD	X	
El Dorado Irrigation District	X	X
Georgetown Divide PUD	X	
Kirkwood Meadows PUD	X	
Tahoe City PUD	X	
<b>Public Structures</b>		
County Service Area No. 9	X	
Kirkwood Meadows PUD	X	X
<b>Public Works</b>		
City of Placerville	X	X
City of South Lake Tahoe	X	X
<b>Road Maintenance</b>		
Arroyo Vista CSD	X	X
Audubon Hills CSD	X	X
Cameron Estates CSD	X	X
City of Placerville	X	X
Conni Lane CSD	X	X
Consumnes River CSD	X	X
County Service Area No. 2	X	X
County Service Area No. 9	X	X
East China Hill	X	X
El Dorado Hills CSD	X	
Garden Valley Ranch Estates CSD	X	X
Golden West CSD	X	X
Grassy Run CSD	X	X
Greenstone Country CSD	X	
Hickok Road CSD	X	X
Hillwood CSD	X	X
Kirkwood Meadows PUD	X	
Knolls Property Owners CSD	X	X
Lakeview CSD	X	X
Marble Mountain Homeowners CSD	X	X
Mortara Circle CSD	X	X
Nashville Trail CSD	X	X
Rising Hill Road CSD	X	X
Shadow Lane CSD	X	X
Showcase Ranches CSD	X	X

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District	Empowered / Provided	
<b>Road Maintenance Cont.</b>		
Sierra Oaks CSD	X	X
Springfield Meadows CSD	X	X
West El Largo CSD	X	X
<b>Snow Removal</b>		
County Service Area No. 3		X
Kirkwood Meadows PUD	X	X
<b>Solid Waste (Garbage)</b>		
El Dorado Hills CSD	X	
Greenstone Country CSD	X	
Kirkwood Meadows PUD	X	
Tahoe City PUD	X	
<b>Street Lighting and Landscape</b>		
Cameron Park CSD	X	X
City of Placerville	X	X
County Service Area No. 9	X	X
El Dorado Hills CSD	X	X
Georgetown Divide Rec. District	X	X
Greenstone Country CSD	X	
Kirkwood Meadows PUD	X	
Lakeview CSD	X	
South Tahoe PUD	X	X
Springfield Meadows	X	
Tahoe City PUD	X	X
<b>Telephone</b>		
Tahoe City PUD	X	
<b>Transportation</b>		
Georgetwon Divide Rec. District	X	
Tahoe City PUD	X	
<b>Waste Water Treatment</b>		
City of Placerville	X	X
El Dorado Hills CSD	X	X
El Dorado Irrigation District	X	X
Georgetown Divide PUD	X	X
Greenstone Country CSD	X	X
Kirkwood Meadows PUD	X	X
South Tahoe PUD	X	X
Tahoe City PUD	X	X

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	<b>District</b>	<b>Empowered / Provided</b>	
<b>Water</b>			
	Cameron Estates CSD	X	
	City of Placerville	X	X
	El Dorado Hills CSD	X	
	El Dorado Irrigation District	X	X
	Georgetown Divide PUD	X	X
	Greenstone Country CSD	X	X
	South Tahoe PUD	X	X
	Grizzly Flats CSD	X	X
	Kirkwood Meadows PUD	X	X
	McKinney WD	X	X
	South Tahoe PUD	X	X
	Tahoe City PUD	X	X
<b>Weed Abatement</b>			
	Cameron Park CSD	X	X