



Solano Local Agency Formation Commission

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Staff Report

DATE: May 8, 2017
TO: Local Agency Formation Commission
FROM: Michelle McIntyre
SUBJECT: **PROPOSED WORK PROGRAM FOR FISCAL YEAR 2017-2018**

RECOMMENDATION:

Staff recommends the Commission review and adopt, or adopt with modifications, the work program for fiscal year 2017-2018.

BACKGROUND:

On April 10 the Commission received the proposed work program and budget for the upcoming fiscal year. The Commission directed staff to include the work program at their next meeting.

Discussion:

The amended work program includes additional anticipated proposals from the cities of Vacaville and Dixon. It is divided into three categories: external activities, internal administration, and outreach and external relations.

- 1) **External Activities** - projects that the LAFCO is statutorily required to carry out; activities include municipal service reviews, sphere of influence updates, and changes of organization and reorganization proposals. External activities also include Commission initiated projects that are discretionary, but support statutory requirements.
- 2) **Internal Administration** – projects to improve the internal operations with goals of streamlining processes to reduce the cost of operating LAFCO.
- 3) **Outreach and External Relations** - establish and improve working relationship with the cities, county, and special districts at the staff and board/council level; identify opportunities to increase the value of LAFCO in its interactions with agencies. Collaborate with other LAFCOs and participate in CALAFCO advance training opportunities.

**Proposed
LAFCO Work Plan for Fiscal Year 2017-2018**

1) External Activities

Agency	Project	Action	Status
Benicia	SOI	Affirm	Hearing 8/14/17
Dixon	MSR	Amendment	
	SOI	Affirm	
Fairfield	Pittman Road	Annexation	
Rio Vista	MSR of Region – City, Cemetery, Levee	Update	
	SOI	Update	
Suisun	SOI	Affirm	
	Mt. Calvary Church	Annexation	
Vacaville	MSR/CAP	Update	Hearing May 8
	SOI	Update	Hearing May 8
	Roberts' Ranch	Annexation	Hearing June 12
	Eldridge Prop	Annexation	
	Farm at Alamo Creek	Annexation	
Vallejo	<i>No planned projects</i>		
Fairfield Suisun Sewer Dist	SOI	Establish	
Vallejo Sanitation Flood Control	SOI	Update	Hearing May 8
	San Pablo Bay	Detachment	
Solano Resource Conservation Dist	SOI	Update	
Dixon Fire Protection District	SOI	Affirm	
East Vallejo Fire Protection Dist	SOI	Affirm	
Montezuma Fire Protection Dist	SOI	Affirm	
Suisun FPD	SOI	Affirm	
Vacaville FPD	SOI	Affirm	Hearing May 8
Countywide	MSR – Mosquito Abatement District, County Service Area 1	Affirm	
Solano Irrigation District	Campus Estates	Detachment	
	North Village #6	Annexation	
	Brighton Landing P3	Detachment	
	AM/PM Gas Station	Detachment	

Other External Projects –

Project	Description	Status
Disadvantaged Unincorporated Communities	Identification of DUCs in Solano County	Information will be used for MSRs/SOIs
Unincorporated Islands	Develop a strategy with affected stakeholders for annexation of unincorporated islands of high interest	Islands were identified and mapped in 2016
Joint Powers Authorities	Establish a database of JPA agreements and amendments for all agencies by July 1	Notice has been distributed. Staff has received some filings

2) **Internal Administration**

Project	Description	Comments/Examples
Organizational Assessment and Development	Review and update employee assignments, and staff development program	Revise/update position descriptions; internal management audit to realign division of labor
Agency Assessment	Adopt LAFCO Mission Statement and Agency Goals	Workshop and/or strategic planning session
Records Retention	Review and update policy, establish a schedule and processes to maintain electronic database	There is no records destruction schedule in current policy; Purge and destroy old hard copy records;
Existing Policies	Clean up, restructure existing policies & standards and develop new policies if needed	Existing policies & standards are repetitive, hard to interpret and not always clear; new policies needed for changes in state law
Develop Instructions for Applicants	Amend and update application forms and informational materials	See above
Develop a Procedures Manual	Create procedures for recurring routine processes	Includes application processing
Geographic Information System	Work with GIS staff to correct and validate agency boundaries	Staff recently found GIS staff may not be correctly entering completed boundary changes

3) Outreach and External Relations

Establish and improve collaborative relationship with the cities, county, and special districts at the staff and board/council level. This would include introducing the new Executive Officer to agency staff and officials, seeking an understanding of agency procedures as they interact with LAFCO; identifying and implementing changes to improve communication. For example LAFCO staff sought and received clarification from the CAO for directing the various notices that LAFCO must send to ensure the most appropriate individual or department is the recipient. Numerous other opportunities for improving efficiency and collaboration are possible.

Enhance LAFCO's website to provide an opportunity to educate other agencies and the public on LAFCO's projects, as well as enhance agency transparency. Enhancing the website will improve accessibility and transparency for recordings of LAFCO meetings and final approval documents to be available on the web page.

Continue to collaborate with other LAFCOs and participate in CALAFCO training opportunities. The new Executive Officer will be relying heavily on the resources of CALAFCO and his or her colleagues in the organization.