

EL DORADO LAFCO

LOCAL AGENCY FORMATION Commission

AGENDA OF SEPTEMBER 22, 2021

REGULAR MEETING

TO: John Hidahl, Chair, and
Members of the El Dorado County Local Agency Formation
Commission

FROM: Erica Sanchez, Interim Executive Officer

AGENDA ITEM #8: CONSIDER PURSUING A CONTRACT WITH CAL INTERNET SERVICES TO PROVIDE SUPPORT SERVICES WHEN NEEDED / REQUESTED TO ENSURE THE EFFECTIVE AND TIMELY CONTINUITY OF LAFCO OPERATIONS UNTIL ADDITIONAL STAFF HAVE BEEN SUCCESSFULLY RECRUITED AND TRAINED

RECOMMENDATION

Staff recommends the Commission received the following information regarding contract support staff services.

REASON FOR RECOMMENDED ACTION AND BACKGROUND

At the August 25 meeting, the Commission directed staff to identify (1) a list of emergency backup duties that are essential to keep the agency running, and (2) a list of moving forward duties that are not currently being addressed but could potentially be addressed by contract support services.

Emergency Backup Duties

“Emergency backup duties” include minimum staff responsibilities that need to be performed on a regular basis in order for the LAFCO office to function. Many of the tasks are administrative and will be assigned to the new Administrative Assistant as part of her regular duties, other tasks would not normally fall to the AA, but could be assigned on a backup basis with proper training. The remaining duties could not be performed by the AA, including higher level inquiries, invoice approval, agenda preparation, LAFCO project management, bank account transfers, and MSR contract administration. If the Commission were to pursue a contract for extra support for these duties on an as-needed basis, staff could provide pre-training and procedures so the tasks could be completed seamlessly in the event of an emergency staff vacancy.

Weekly	
Mail, E-mail (multiple accounts), Phone messages	Admin Asst, regular
Inquiries, public/agency	Admin Asst / Extra support
Every 2 Weeks	
Accounts payable: <ul style="list-style-type: none"> ▪ Invoice approval, fund designation ▪ Scan for processing ▪ Deliver/pick up checks for signature ▪ Mail, file 	Extra support Admin. Assistant Admin. Assistant Admin. Assistant
Payroll: <ul style="list-style-type: none"> ▪ Review/approve timecards ▪ Compile timecards for FY sorting ▪ Prepare payroll report 	Admin Asst, back up Admin Asst, regular Admin Asst, back up
Monthly	
LAFCO meetings: <ul style="list-style-type: none"> ▪ Agenda ▪ Prepare packet ▪ Agenda/packet distribution/posting/website ▪ Clerk meetings ▪ Prepare minutes ▪ Compile meeting record 	Admin Asst / Extra support Admin Asst, regular Admin Asst, regular Admin Asst, regular Admin Asst, regular Admin Asst, regular
As Needed	
Project management: <ul style="list-style-type: none"> ▪ Communication with applicants/agencies ▪ Project status, statutory deadlines ▪ LAFCO process (project research, maps, CEQA review, certificates/filings, staff report/presentation, SBE filing) 	Extra Support Extra Support Extra Support
Project Billing: December/June	Admin Asst, regular
Banking: <ul style="list-style-type: none"> ▪ Bank deposits ▪ Funds transfer: From money market account to checking account, approximately every 6 weeks 	Admin Asst, regular Signature Authority
MSR Contract Administration: <ul style="list-style-type: none"> ▪ Communication/coordination with consultants ▪ Review project work, approve invoices ▪ Administrative review and comment 	Extra Support Extra Support Extra Support

Moving Forward Duties

“Moving forward duties” include MSRs that are not currently being addressed and have been moved to the back burner until additional staff is brought on board, and upcoming high-level administrative responsibilities, which will need to be completed in the next six months.

LAFCO currently has 11 outstanding MSRs that are scheduled to be completed in-house by the end of 2021 as part of the Third MSR Project Plan. As noted in the table below,

two of the MSRs have been started but stopped, due to the current staffing situation. As the Commission is aware, the MSR backlog will not likely see any real improvement until permanent, full-time staff is hired and trained. In terms of urgency, staff would rank these MSRs in the following order: multi-service CSDs (Cameron Park CSD, followed by Greenstone Country CSD), single-service road CSDs and CSA 2 (could be combined in one MSR), followed by other districts (Georgetown Divide Recreation District and the two cemetery districts).

Other upcoming tasks include preparation of the FY 2022-23 budget and coordination of LAFCO’s annual audit, both of which have a high priority level and typically require a large amount of the Executive Officer’s time from November through April. Staff would not recommend these items be contracted out entirely; however, contract support may be instrumental in assisting with these tasks.

Third Cycle MSRs to be Completed (2013-2021)		
Multi-Service CSDs:		
▪ Cameron Park CSD	CC&R Admin, Emergency Medical and Fire Suppression, Lighting and Landscape, Parks and Recreation, Solid Waste Collection, Weed Abatement	2012
▪ Greenstone Country CSD	Drainage, Parks and Recreation, Security, Wastewater	2010
Single-Service Road CSDs:		
▪ County Service Area 2	Road Maintenance	2010
▪ East China Hill CSD	Road Maintenance	2007 *
▪ Knolls Property Owners CSD	Road Maintenance	2009
▪ Mortara Circle CSD	Road Maintenance	2009
▪ Rising Hill Road CSD	Road Maintenance	2007
▪ West El Largo CSD	Road Maintenance	2010
Other Districts:		
▪ Georgetown Divide Recreation Dist.	Parks and Recreation	2011
▪ Happy Homestead Cemetery Dist.	Cemetery	2007 *
▪ Kelsey Cemetery District	Cemetery	2009
* Started in-house, stopped		
Upcoming Tasks		
FY 2022-23 Budget & LAFCO Annual Audit		
▪ November-December: compile budget projections / requested audit info		
▪ January-February: ad hoc budget meetings / work with auditor		
▪ March-April: draft & final budget / complete audit		