

# EL DORADO LAFCO

## LOCAL AGENCY FORMATION COMMISSION

550 Main Street Suite E • Placerville, CA 95667

Phone: (530) 295-2707 • Fax: (530) 295-1208

lafco@co.el-dorado.ca.us

www.co.el-dorado.ca.us/lafco

## AGENDA OF JANUARY 25, 2006

### REGULAR HEARING

**DATE:** January 13, 2006

**TO:** José C. Henríquez, Executive Officer

**FROM:** Roseanne Chamberlain, Executive Officer

#### AGENDA ITEM #11d3: EXECUTIVE OFFICER REPORT - Report on Transition Work and Assigned Special Projects

The table below summarizes progress on the tasks assigned to me by the Executive Officer. The time available to work on completing these special projects is increasing, now that the new staff is becoming more autonomous.

ACTIVITY/GOAL	IMPLEMENTATION	STATUS
<b>Commission</b>		
Special District Election	Review Process, Templates & Models with Staff	Underway; Support and Assist Commission Clerk
<b>Budget Preparation</b>		
Support Staff in Preparation of 2006-07 LAFCO Budget	Review Past Budget Process and Records with EO	Complete
	Assist in Compiling Current Cost Data, Alternative Service Providers (Late January)	Identify Sources and Historic Cost Trends Assist, if needed, with Cost Verification & Research Assist with estimates based on trends, workload projections, etc.
	Assist with Fund Balance Projections	Provide historical calculations, cost records, etc, as needed

S:\LAFCO COMMISSION MEETINGS\2006\06 JANUARY 25\Item 11d3 Memo.doc

#### COMMISSIONERS

Public Member: Aldon Manard • Alternate Public Member: Francesca Loftis

City Members: Roberta Colvin, Ted Long • Alternate City Member: Carl Hagen

County Members: Rusty Dupray, Helen Baumann • Alternate County Member: James R. Sweeney

Special District Members: Nancy Allen, Gary Costamagna • Alternate Special District Member: Vacant

#### STAFF

Roseanne Chamberlain, Executive Officer • José C. Henríquez, Executive Officer

Erica N. Frink, Policy Analyst • Elizabeth Baldwin, Clerk to the Commission • Tom Gibson, Commission Counsel

<b>Project Processing</b>		
Standardize Project Processing Among All Staff	Draft Procedures for Project Task Steps	Project Initiation, Research & Completion Procedures Complete
		Procedures for Analysis, Staff Reports, Hearings Underway
	Train Incoming New Staff	Substantially Complete; Continue to Troubleshoot Problems Case by Case
	Integrate All Hard Copy/Digital Records, File Share System	Underway; approx 50% complete; will coordinate with Denise Tebaldi
Standardize Pre-application Review Methods	Draft Procedures for Task Steps, Project Research	Complete
	Train Incoming New Staff	Essentially Complete, Providing Support and Coaching
Transition Existing Projects to New Staff	Review History, Issues; Troubleshoot Problems	Essentially Complete; Coordinate with Training; Providing Support and Coaching. Approx 85% Complete
<b>Municipal Service Reviews (MSRs)</b>		
Complete Fire & Emergency Services MSR	Compile, Review and Reorganize Records	90% Complete
	Determine Updates Needed	Pending
	Contact Agencies to Update & Review Prior Draft	
	Draft/Updated Report	
	Draft MSR Analysis & Determinations	
<b>Archive Records of the EDH Incorporation</b>	Sort and Purge Documents	75% Complete
	Sort and Purge Digital Files	10% Complete
	Sort and Purge 98-02 Files	Pending
	Draft Index, Store Documents	Underway

**Staff Transition:**

A major emphasis focus of my work over the past 6 weeks has been assisting with training and orientation of new staff. Start-up personnel functions are new to LAFCO because the County Human Resources and Payroll Departments covered many of these responsibilities for previous employees. We have completed start-up for all new employees. I have also completed a standardized procedure for these activities for any future employees.

New staff members are rapidly assuming more responsibilities and have come up to speed on complex statutes and project processing procedures. At mid-January, I am now able to dedicate most of my time to my special assignments (MSR, Incorporation Archives, Standardized Methods and Procedures) while still being available to provide help to staff. Investing my time over the last few weeks as a background resource, reference librarian and trainer resulted in increased effectiveness of new staff and has reduced inadvertent errors by new staff members.

**Budget:**

The 2006-07 Budget cycle is just beginning. We have completed an overview of the prior year's budgets and records. I will review and assist with projections and calculation methodologies as needed over the next few weeks. I believe my technical assistance for a few hours following the first meeting of your ad hoc budget committee will ensure faster turn-around time and greater precision in the budget

**MSR:**

It is likely that completion of the Fire and Emergency MSR will extend into February. Depending on the extent of desired updates of financial data and changes by the agencies, the administrative review draft will likely take between one and three additional weeks to complete.

**Conclusion:**

While much of my work on these projects will be completed before January 31, 2006, I believe that significant benefits will accrue to the Commission from some limited additional work to wrap up the projects described above. Although I am already committed to certain personal plans after January 31, I can provide continued availability on a limited basis to finish the needed assignments.