

# EL DORADO LAFCO

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## LOCAL AGENCY FORMATION COMMISSION

### *AGENDA OF JANUARY 25, 2006*

### *REGULAR HEARING*

**TO:** Al Manard, Chairman  
Members of the El Dorado County Local Agency Formation Commission

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

**AGENDA ITEM #11d4:EXECUTIVE OFFICER REPORT - Proposal for retaining Roseanne Chamberlain's service beyond January 31, 2006**

#### **RECOMMENDATION**

Staff recommends that the Commission consider and approve the proposal to have Roseanne Chamberlain to run out accrued leave time (vacation, etc.) while completing limited work during that time period to finish the assigned special projects.

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

Roseanne Chamberlain's resignation states that her last day in the office will be January 31, 2006. Your Executive Officer believes that using her accrued vacation and management leave time is the most cost effective way to retain her services beyond that date should the LAFCO staff office need Mrs. Chamberlain's assistance for the projects assigned to her.

#### **BACKGROUND**

Last year, the Commission directed Mrs. Chamberlain, the outgoing Executive Officer, to:

- 1) Provide support and training to new staff members prior to her intended retirement date of January 31, 2006, and
- 2) To work on completing certain long term projects (Fire MSR, Incorporation, Budget and Standard Methods & Procedures).

As noted in the memo dated January 13, 2006 (Agenda Item #11d3), staff orientation to existing projects, training on procedures and personnel start-up activities are essentially complete. Work on the other assignments is well underway, but will not be completed before the January 31st intended retirement date. Progress on these assignments is also detailed in the January 13 memo.

While staff would eventually be able to complete these projects along with their regular workload, the most efficient means of completing this work in a timely manner would be to arrange for Mrs. Chamberlain to do so under one of the following four options.

- 1) Negotiate a contract for services with Mrs. Chamberlain. Work would be limited to the specific scope of work discussed above. The anticipated work period will be short relative to the effort involved to develop and negotiate the contract, including legal review. The outgoing Executive Officer's hourly rate for contract work has not been discussed and could be substantially higher than the cost of wages. Legal costs would also be associated with this option.
- 2) Arrange for Mrs. Chamberlain to continue work, on a limited basis, as a PERS annuitant. The outgoing Executive Officer is not interested in this arrangement.
- 3) Extend regular employment beyond January 31, 2006 until work is complete. Mrs. Chamberlain has committed to certain personal plans which would be inconsistent with continuing regular work.
- 4) Allow Mrs. Chamberlain to run out accrued leave time (vacation, management leave, etc.) while completing limited work during that time period to finish the assigned special projects.

Option #4 is recommended because it is easy to implement, limited to a specific time period, cost effective and is acceptable to the outgoing Executive Officer. As the Commission is aware, the agency would have to pay out Mrs. Chamberlain for vacation and other accrued leave time at the time her employment with LAFCO ends. The Commission's budget has already allocated this amount. While there will some budgetary impacts associated with compensating Mrs. Chamberlain for the actual hours for any work she does beyond January 31<sup>st</sup>, these costs would be small and could be absorbed with the salary savings achieved throughout last year. In addition, having Mrs. Chamberlain "run out the clock" would make her available to LAFCO staff should questions arise or her assistance is needed on any past project.