

SHASTA LAFCO

Report to the Shasta Local Agency Formation Commission

From: Jan Lopez, Executive Officer

Meeting Date: June 5, 2014

Agenda Item #: 12. a. 2) Executive Officer's Report

Subject: Operations *(Information only; no action required)*

Background and Discussion

Shasta LAFCO contracted for executive officer duties effective October 26, 2013, with the direction to resolve outstanding administrative and local agency issues, and bring to completion the outstanding municipal services reviews and sphere of influence boundary updates by the end of 2014. This latter project involves 38 Shasta County local agencies and 3 cities. This work was officially initiated on October 28, 2013.

During the past seven months LAFCO staff and the Commission have focused on resolving or improving the following issues and situations to a positive result. The following is a partial snapshot of those results:

- Development and implementation of a Master Plan for completion of municipal service reviews and sphere of influence updates for the remaining 41 local agencies.
 - To date twelve special districts and one city have updated SOI boundaries under the current project.
 - Two more special district SOI boundary updates are scheduled for the June 5th meeting.
 - When approved, the total number of studies completed to date will be fifteen.
- Implemented an open-door policy for the visiting public and local agencies by staffing the office from 9 a.m. through 4 p.m. Monday thru Thursday, and often being open on Friday for drop in meetings.
- Increased transparency of LAFCO operations by making information and records on all levels more user-friendly and accessible to the public and supporting agencies.
- Improved noticing and documentation availability on proposals and proposed actions, reaching out to affected and interested agencies for comments in a timely and responsible manner, and incorporation of comments received in the analysis for individual proposals.
- Settlement of Fall River Valley CSD fee issues which permitted their SOI application to proceed to adoption of a new, reasonably sized SOI boundary for the district.

- Internal review and update of Shasta LAFCO operating systems:
 - Reorganization of agency application and project files
 - Development of improved electronic and manual fiscal recordkeeping methods, procedures, and records which accurately reflect management of LAFCO financial records.
 - Production of accurate, system-generated fiscal reports, reducing the potential for errors that result from manually developing fiscal reports on spreadsheets.
 - Initiated an intense internal review of LAFCO's historical fiscal records to permit an accurate reconstruction of the agency's financial operations.
 - Implementation of internal fiscal controls that significantly reduce the opportunity for misuse or abuse due to lack of oversight systems.
 - Update of all computer programs and increased security of LAFCO's electronic and hard copy records.
 - Move to contract for employee services for the provision of part-time support staff during the 2014 transition period, resulting in a significant reduction of employee-related costs for this fiscal year.
 - Accommodated \$67,804 in extraordinary unanticipated budgetary expenses through cost-saving measures and adjustments, yet remaining within the approved budget through the end of the fiscal year without having to request additional funds from LAFCO's supporting agencies.

- Increase in receipt of applications for boundary changes from local agencies and the public concurrently increasing LAFCO fees received by more than \$5,000 in revenues during the past six months. Three more applications are currently in various stages of preparation for submission to LAFCO.

Conclusions and Recommendations

Additional improvements will be reported to the Commission throughout the term of this project. No action is required. This update is provided as part of Shasta LAFCO's policy to assure its operations and actions are transparent to the public and agencies it serves.

Attachments: None