

To: Olin Woods, Chair, and Members of the
Yolo County Local Agency Formation Commission

From: Elizabeth Castro Kemper, Executive Officer

Date: January 25, 2010

Subject: Receive Update on Office Transition Status

Recommended Action

Receive update information on the status of the office staff transition and provide staff feedback and comments as appropriate.

Reason for Recommended Action

Upon adoption of the 2009 -10 Yolo LAFCO budget, staff was directed to return at the first of the year with an update on the progress of the office reorganization.

Background

Current Yolo LAFCO staff includes a part-time Executive Officer, Assistant Executive Officer (Senior Management Analyst) and Commission Clerk (Board Clerk III). The goal is to provide a cross trained two person office that can address a variety of issues, proposals and studies when the Executive Officer retires full-time.

The Executive Officer currently works about one day a week. She is available by telephone and email to the LAFCO staff. She prepares memorandum, letters, reports and studies as needed concerning policy and special projects. Elizabeth continues to meet with staff once a week to provide input on pending projects, provide advice and help mentor on decision-making methods. In addition, the Executive Officer is training LAFCO staff on budgeting practices, preparation and evaluation. She continues to review LAFCO related projects and meet with representatives as needed.

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STAFF

*★ Executive Officer Elizabeth Castro Kemper ★ Assistant Executive Officer Elisa Carvalho ★
★ Commission Clerk Terri Tuck ★ Commission Counsel Robyn Truitt Drivon ★*

Elisa Carvalho was appointed the Assistant Executive Officer by the Executive Officer. In this position, she acts as the Executive Officer in her absence. Elisa's county position title is senior administrative analyst and she continues to prepare special studies, municipal service reviews and sphere of influence studies, researches specific boundary change proposals and writes the staff reports. She meets with individuals, as well as appropriate public and private entity representatives on various questions, issues and proposals. Elisa has also recently trained in the geographical information system (GIS). The GIS training has allowed Elisa to independently prepare and research maps needed for LAFCO research and presentations. In her position as Assistant Executive Officer, Ms. Carvalho supervises the office with Ms. Tuck's support, addresses policy questions and responds to inquiries. The Executive Officer advises and mentors Elisa Carvalho and Terri Tuck as needed and when requested..

Terri Tuck, in the Commission Clerk position, maintains LAFCO processes, proposal files, office procedures and all appropriate documentation. She also records and prepares the minutes for the Commission hearings and organizes the agenda packet for the Commission, public and internet. She is also the web master for the Yolo LAFCO website. Her position at the front desk makes her first contact for public visits and telephone calls. Ms. Tuck is currently working with the Executive Officer and Assistant Executive Officer to learn research and writing skills that will allow her to research, prepare and write basic reports and studies under general direction.

The changes that have been made in the LAFCO office were outlined in the memo presented to the Commission for the 2009-10 budget. The Executive Officer did retire in August, 2009 and continues to work part-time in LAFCO. Elisa Carvalho has been appointed as Assistant Executive Officer and is actively learning, accepting and pursuing the responsibilities involved in the position. Terri Tuck is learning skills to prepare written reports and studies for the LAFCO commission. As Ms. Tuck's training continues her position will have to be reevaluated to match her duties. This reevaluation will be done during the balance of this fiscal year to determine the best match of position, or if a new position will need to be created.

At present, the transition of the LAFCO office is proceeding efficiently and effectively. The current accomplishments meet the schedule anticipated in the initial report to the Commission. The office structure appears to be meeting the needs of the public and LAFCO requirements. However, the Commission should provide suggestions, recommendations or comments on the status of the staffing if they believe the current direction is not satisfactory or requires adjustment. The intent is that the Executive Officer will continue part-time through 2010-11, but that timeframe can be shortened when the Commission believes the two-person office structure is appropriate.