

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

From: Christine Crawford, Executive Officer

Date: December 12, 2011

Subject: Receive and File Interim Executive Officer status report

Recommended Action

Receive and file Interim Executive Officer status report

Reason for Recommended Action

This is an informational item to keep the Commission updated on the activities of the Interim Executive Officer.

Fiscal Impact

For the months of October and November 2011, LAFCO will be billed \$3,473.65.

Background

Attachment A provides a statement of the hours and activities of the Interim Executive Officer for November 2011, which total 20.5 hours for the month. The County Auditor-Controller's office has recalculated the billing rate to take into consideration existing LAFCO overhead (i.e. office space, equipment, clerk assistance, etc.) and determined the billing rate to be \$96.49 per hour. Therefore, the LAFCO budget will be billed \$1,978.05 for November 2011.

Attachment A:

November Billing for Interim Executive Officer Cindy Tuttle

COMMISSIONERS

★ *Public Member* Olin Woods, Chair ★
★ *County Member* Matt Rexroad, Vice Chair ★
★ *City Members* Stephen Souza, Skip Davies ★ *County Member* Don Saylor ★

ALTERNATE COMMISSIONERS

★ *Public Member* Robert Ramming ★ *City Member* Bill Kristoff ★ *County Member* Jim Provenza ★

STAFF

★ *Executive Officer* Christine M. Crawford, AICP ★ *Assistant Executive Officer* Elisa Carvalho ★
★ *Commission Clerk* Terri Tuck ★ *Commission Counsel* Robyn Truitt Drivon ★

County Of Yolo

625 Court Street, Room 202
Woodland, CA 95695

DATE

1-Dec-12

LAFCo

625 Court Street, Room 203
Woodland, CA 95695

Professional Services Rendered for November 2011 - Cindy Tuttle

DATE	DESCRIPTION	TIME	TOTAL
1-Nov	Approve invoices, check emails, billing statement, misc admin	2:30 - 3:30 pm	1
2-Nov	LAFCo staff meeting	2:00 - 2:30 pm	0.5
3-Nov	Review OPEB letter - Research UC Davis question	4:00 - 5:00 pm	1
4-Nov	Review and prepare response to PPW's email regarding Love's Truck Stop	11:00 - 12:00 pm	1
4-Nov	Complete Interim EO status report for Commission Meeting	4:00 - 4:30 pm	0.5
7-Nov	Audit Contract & Insurance Requirements - Research West Village questions from City of Davis	8:30 - 11:00 am	2.5
8-Nov	Finalize LAFCo Agenda	2:30 - 3:30 pm	1
9-Nov	Review Audit Services Scope of Work	9:00 - 9:30 am	0.5
11-Nov	Misc. emails, admin, etc	10:00 - 11:00 am	1
14-Nov	LAFCo Meeting - Phone call with Bob B and Bill C Re: SB 244	3:00 - 4:00 pm	1
14-Nov	Phone call with Bill C. SB 244 - CaLAFCo staff meeting - misc. admin	4:30 - 5:30 pm	1
15-Nov	Review LAFCo minutes, Read Wildwings Correspondence	9:00 - 9:30 am	0.5
15-Nov	Review SB 618 and SB 244 - Review LAFCo Ag Policy and other related codes. Prepare draft follow up Memo to commision on impacts. Notify Audit firms of results send contract to Richardson & Co	1:00 - 3:30 pm	2.5
16-Nov	LAFCo Staff Meeting	2:00 - 2:30 pm	0.5
17-Nov	Misc. LAFCo emails - phone calls Olin Woods, Christine Crawford, etc.	1:00 - 2:00 pm	1
22-Nov	Misc. admin, emails, calls, etc.	10:00 - 11:00 am	1
28-Nov	Audit contract follow up, meeting prep for Christine, various emails and follow up	9:30 - 10:30 pm	1
29-Nov	Briefing meeting Olin Woods, Christine Crawford, Robyn Drivon	9:30 - 11:30 pm	2
29-Nov	Follow up on briefing items	11:30 - 12:30	1
	TOTALS		20.5