



## Solano Local Agency Formation Commission

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### Staff Report

DATE: February 10, 2014

TO: Local Agency Formation Commission

FROM: Elliot Mulberg, Interim Executive Officer

SUBJECT: Evaluation Schedule for Interim Executive Officer and Legal Counsel

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Recommendation: The Commission schedule evaluations for the Interim Executive Officer for the April 14 meeting and Legal Counsel for the June 10 meeting.

Background:

In the past the Executive Officer has received a performance evaluation on an annual basis. The Interim Executive Officer has been on contract for over a year and has yet to receive feedback on his performance. At the request of the Chair and the Interim Executive Officer, the Commission should conduct a performance evaluation, in closed session, for the Interim EO. The goal will not only be to provide feedback but determine whether the Commission desires to begin negotiating a contract for the Executive Officer position with the Interim EO or start the recruitment process for a new Executive Officer.

The evaluation forms the Commission could use in its evaluations will be provided at the meeting on Monday. The Executive Officer form was designed specifically for LAFCO Executive Officers and is only 2 pages. The form originates with CALAFCO and has been used by Contra Costa LAFCO for the last 9 years.

In addition it has been requested the Commission review the performance of Legal Counsel. Most LAFCOs do not evaluate their legal counsel so the legal counsel form was initially designed to evaluate the performance of a city attorney. In consultation with the Chair, staff tailored the form for Solano LAFCO.

The Chair has designated Commissioner Shopay to receive completed forms and compile them. It is recommended the evaluation of the Interim Executive Officer be scheduled for April and Legal Counsel in June.

Recommendations:

1. Schedule the evaluation of the Interim Executive Officer for the April 14 meeting.
2. Schedule the evaluation of Legal Counsel for the June meeting.