



## Rhonda Basore Tackles Two Jobs for Moraga

By Sophie Braccini

**R**honda Basore wears more than one hat. As if being the Town Clerk was not enough, she is Planning Assistant to Planning Director Lori Salamack as well. For somebody who loves public interaction and community service, that is sure to give her plenty of opportunities to do what she loves best.

Basore is a Nebraska native who met her true love at the University of Arizona in the shape of a Californian who convinced her to move to the Golden State. Since graduation in Organization Management, Basore has roamed the towns of the East Bay for the city and career path that best suited her abilities and preferences. She joined Moraga in January of 2006 as Town Clerk, but was lured by the bright lights over the hills to take a position in Berkeley.

"I thought I wanted to spread my wings and try to work for a larger city," says Basore. But after a few months, she realized that big politics was not the best way to reach her potential and she called Town Manager Phil Vince. The Planning Assistant position was open and she took it, and when asked if she would cover the Town Clerk position as well, she didn't flinch and agreed. "Rhonda is a great fit for Moraga," says Vince, "she has a passion for record management, she is community-minded and has a stellar record as a Town Clerk. Her coming back gave me the opportunity to organize the Town's staff to the best of everyone's abilities."

"The two positions have a lot of similarities," adds Basore, "a lot has to do with providing the right information to the right people, keeping track of filing and legal procedures and being there to answer questions." Daily, she receives about 30 phone calls and up to twice as many emails.

She makes a point of picking up the phone and responding to email the same day, or the day after. "To be accessible to the public is very important for me," affirms Basore, "I like email a little better because I can attach documents to my response or forward the questions to the right person."

When she began her position with the Town, Basore also began the implementation of an electronic record management system, in order to provide even better access to information. This database will permit staff and the public to research and access documents very quickly.

All of the documents that have been archived by the town since its incorporation in the 70s are being scanned and referenced. "This is my legacy," says a proud Basore, "right now we have about 5000 documents stored and we will need another 5 to 10 years to complete the whole project."

Basore feels lucky to have been able to hire a couple of paid interns from St Mary's to help with the completion of the project.

"Once our database is big enough, we will make it accessible to the public," anticipates the Town Clerk. Once the system is completed, residents and students will have a much easier time finding specific documents, since the search will be done by key words with possible indication of dates. Right now, when someone looks for information, they have to go through boxes of filed papers.

This new system should free some of the Clerk's time, and with the November election approaching, Basore will probably need as much of that as possible. In addition to one or two Open Space initiatives, "we will have 3 seats to fill on the Town Council in November," explains Basore, "the filing time for candidates is between July 21st and August 8th. I have to make sure that everything goes by the book." With a copy of the election code, the Brown Act, the administrative and the legislative codes always close at hand, Basore will keep everyone in line



Rhonda Basore at 329 Rheem

Photo Sophie Braccini