



January 9, 2014

To: Members, Formation Commission

From: Martha Poyatos,
Executive Officer

Subject: Request for Authorization of Transfer of Funds from Services and Supplies to Salary and Benefits to Fund Extra-Help Executive Secretary for Balance of Fiscal Year

The staffing level for LAFCo since 1996 has been one full-time Executive Officer and administrative support on an hourly basis provided by the Executive Secretary of the San Mateo County Parks Department. In recent years, the Commission has budgeted \$25,000 for administrative support and has been billed for actual time spent related to clerking LAFCo meetings and providing administrative support in agenda preparation. Due to the recent reorganization of the Parks Department and reassignment of duties, beginning in December the Parks Secretary has no longer been available to provide administrative support to LAFCo. After researching other similar arrangements with other County departments, it was determined that a part-time extra help position dedicated to LAFCo would be the best approach given the workload in other departments and the increased LAFCo workload of proposal processing combined with the requirement to complete municipal service reviews.

With assistance from the County of San Mateo Human Resources Department, the Executive Officer has recruited and hired an excellent candidate as a "Term Employee" to work 20 hours per week under the County's new Agile Organization Initiative. The County's position title is Executive Secretary and as LAFCo Secretary/Clerk duties would include assisting with agenda, staff report and municipal service review preparation, website posting, clerking LAFCo meetings and preparation of minutes, record official documents, track application process, respond to inquiries from the public and public agencies. The County of San Mateo job specification is attached.

As the LAFCo budget funds the Parks Secretary time in services and supplies, it is necessary to transfer funds from services and supplies to salary and benefits. Year-to-date adequate funds

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remain in accounts for Secretarial Support and County Counsel to fund the position. The position is being created with slightly less than half of the fiscal year remaining so salary and benefits of \$26,000 can be transferred from the following accounts:

\$17,000	From 35700-5962 (Secretarial Support)	to salaries
\$ 9,000	From 35700-6732 (County Counsel)	to benefits

Recommended Action:

It is respectfully recommended that the Commission authorize the transfer of funds as outlined above.