

# LOCAL AGENCY FORMATION COMMISSION COUNTY OF SAN BERNARDINO

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**DATE:** FEBRUARY 14, 2007  
**FROM:** MICHAEL TUERPE, LAFCO Analyst  
**TO:** LOCAL AGENCY FORMATION COMMISSION

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**SUBJECT: Item #5: Discussion of Costs for Clerk to the Commission  
Recruitment**

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## **RECOMMENDATION:**

Staff recommends that the Commission take the following actions:

1. Review and approve the contract with Alcock and McFadden, Human Resource Consultants to the Commission, to begin the recruitment process for the Clerk to the Commission position, and authorize the Executive Officer to sign the contract.
2. Authorize a dual appointment for the Clerk to the Commission position for a period not to exceed five weeks in FY 06-07 and one week in FY 07-08.
3. Transfer funding of \$10,000 from Account 6000 (Contingencies) and \$1,000 from Account 6025 (Reserves) to Account 1010 (Regular Salary) to accommodate the salaries and benefits for the dual appointment estimated to be \$11,000 for FY 06-07.
4. Increase total Appropriations for Fiscal Year 2006-07 to \$1,212,167 (increase of \$102,000) by:
  - Increasing Account 2400 (Legal Counsel) expenditure authority to \$143,000 (increase of \$93,000); and,
  - Increasing Account 2445 (Other Professional Services) expenditure authority by \$9,000.

5. Increase Account 2445 (Other Professional Services) to a total of \$136,726 (including change identified in Item #4 above) by:
  - transferring \$55,568 from Account 6025 (Reserves); and,
  - transferring \$23,100 from 5010 (GIS Tech).
6. Increase Revenue Account 9555 (Legal Services) to \$143,000 (increase of \$102,000) to balance Appropriations with Revenues at \$1,212,167.

**RECRUITMENT FOR CLERK TO COMMISSION POSITION:**

At the January 2007 hearing, the Commission authorized staff to contract with Alcock and McFadden, Human Resources Consultant to the Commission, to recruit for the Clerk to the Commission position. The Commission directed staff to return at the February hearing with an outline of the recruitment costs, timing, and dual-appointment costs for training purposes.

As outlined in the attached contract, the recruitment effort will be coordinated with Alcock and McFadden at a cost not to exceed \$3,000. Upon approval by the Commission, the recruitment process would begin immediately and is estimated to take six to eight weeks to complete. Funds for the recruitment will be paid through Account 2445 (Other Professional Services). Staff recommends that the Commission review and approve the contract with Alcock and McFadden to recruit for this position and authorize the Executive Officer to sign the contract.

Additionally, staff is requesting authority for a dual appointment of this position for training purposes for no more than five weeks in FY 06-07 and one week in FY 07-08. Utilizing the top salary step for this position and its benefits, staff is budgeting the costs of the dual appointment for five weeks in FY 2006-07 to be \$11,000. However, once the position is filled, actual costs could be lower but will not exceed the amount identified.

Funding for this position for FY 06-07 is discussed in the next section of this report. The budget to be prepared for FY 2007-08 will accommodate dual appointment of this position for one additional week.

**CHANGES TO THE BUDGET:**

Staff has identified several changes to the Fiscal Year 2006-07 Budget which are necessary to accommodate the dual appointment identified above and to acknowledge increases costs and revenues anticipated for the Fiscal Year.

**TRANSFER OF FUNDS**

To accommodate the costs identified above for the dual appointment of the Clerk to the Commission position, staff recommends that the Commission transfer

funding of \$10,000 from Account 6000 (Contingencies) and \$1,000 from Account 6025 (Reserves) to Account 1010 (Regular Salary). This action requires no increase in total appropriation authority, but requires an increase to the 1000 series - Salaries and Benefits.

### INCREASE IN APPROPRIATIONS

Last month staff presented to the Commission its Mid-Year Budget Review. The report discussed elevated activity levels due to one-time, full-year, and reimbursable costs. Due to these circumstances, staff has forecast the need to increase total appropriation authority to assure that the Commission does not incur costs in excess of its expenditure authority, as well as acknowledging increased revenues. Therefore, staff is making the following recommendations to increase appropriation authority and revenues to \$1,212,167. The following outlines the specific increases, which are also shown in bold, italic print on the attached spreadsheet:

- Account 2400 (Legal Counsel) has incurred costs in excess of its budgeted amount due to CEQA litigation related to the service review of the San Bernardino Valley Water Conservation District. To date, Account 2400 has incurred \$99,124, which is \$49,024 above its budgeted amount. However, to date the Commission has received revenues of \$51,367 towards this litigation. Although increased revenues offset this year's expenditures for the litigation, both Total Appropriations and the sum of the Services and Supplies series cannot exceed their authorized amounts. Therefore, an increase in appropriations authority is needed to account for these expenditures and revenues.

Staff recommends that the Commission increase Account 2400 (Legal Counsel) from its original budgeted amount of \$50,000 to \$143,000 to accommodate for the expenditures incurred and for the anticipated legal activity for the remainder of the Fiscal Year by:

- Increasing Account 2400 by \$93,000.
- Account 2445 (Other Professional Services) has also incurred elevated costs due to increased activity levels. To process the numerous island proposals and the County Fire Reorganization, costs for the services provided by the Registrar of Voters and the County Surveyor totaled roughly \$30,150. These proposals have pushed this account to exceed its budgeted amount by over \$14,000 to date. In addition to the remaining activity for Other Professional Services, upcoming costs for the County Fire Reorganization community meetings (\$2,500) and the recruitment for the Clerk to Commission position (\$3,000) will further increase the expenditures in this account.

To accommodate these activities and for the year's anticipated remaining activity, staff recommends that the Commission increase Account 2445 (Other

Professional Services) from its original budgeted amount of \$49,058 to \$136,726 by:

- Transferring \$55,568 from Account 6025 (Reserves) to Account 2445. This action will eliminate the Commission's reserves for this Fiscal Year.
  - Transferring \$23,100 from Account 5010 (GIS Tech) to Account 2445. Staff currently anticipates that this position will be filled sometime during the month of March, so unexpended revenues are available to transfer.
  - Increasing Account 2445 by an additional \$9,000 in increased appropriation authority.
- As mentioned previously, the Commission has also experienced higher than expected revenues. To balance Appropriations with Revenues, staff recommends that the Commission increase the budgeted amount for revenue Account 9555 (Legal Services) to \$143,000 (increase of \$102,000).

As discussed in the Mid-Year Review, revenues within the fee and deposit categories are exceeding expectations, and there are enough funds in the Revenues accounts to accommodate the recommended increases in appropriations.

Staff will be happy to respond to any questions in advance of or at the hearing.

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Attachments:

1. Contract with Alcock and McFadden for Recruitment for the Clerk to the Commission Position
2. Spreadsheet Outlining Proposed Changes to the Budget