



**Local Agency Formation Commission**  
**LAFCO of Napa County**

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**August 4, 2008**  
**Agenda Item No. 5e**

July 28, 2008

**TO:** Local Agency Formation Commission

**FROM:** Keene Simonds, Executive Officer

**SUBJECT: Amendment to Fiscal Year 2008-2009 Budget (Consent: Action)**  
The Commission will consider amending its 2008-2009 budget to transfer funds into an extra help account to make payments to a new staff analyst.

The Commission contracts with the County of Napa for staff support services. The contract includes terms and conditions for the County to provide one fulltime analyst to assist the Executive Officer in managing the day-to-day operations of the Commission. All employment costs associated with analyst position are the responsibility of the Commission.

**A. Discussion**

At the June 2, 2008 meeting, the Commission adopted a final budget for 2008-2009 that includes funding for a fulltime analyst position. In anticipation of the Commission adopting the final budget, the Executive Officer contacted the County Executive Office (CEO) to begin recruiting a fulltime analyst. CEO advised the recruitment process for a fulltime analyst cannot be initiated for up to six months due to the County's current hiring freeze, which has consequently reduced staff levels in the Human Resources Department. CEO advised an appropriate alternative in the short-term would be to fill the analyst position with an extra help employee, which involves a streamlined recruitment process that can be initiated immediately. An extra help employee receives the same pay rate as a regular employee but is not eligible for any benefits. An extra help employee is also limited to working no more than 1,000 hours in a single fiscal year.

In response to the above-described circumstances, and following an open recruitment processed by Human Resources, the Executive Officer has hired Brendon Freeman to fill the analyst position as an extra help employee. Mr. Freeman's hourly rate is \$26.01, which is consistent with the first pay step assigned to the "LAFCO Analyst I" position. It is anticipated Mr. Freeman will work 40 hours a week reaching a total of 1,000 hours by mid December. At the end of this period, the recruitment for the fulltime analyst will be opened and Mr. Freeman will be invited to apply.

In order to facilitate proper payments for Mr. Freeman, it is necessary for the Commission to amend its 2008-2009 budget to transfer \$26,010 from Regular Salaries to Extra Help.

Jack Gingles, Commissioner  
Mayor, City of Calistoga

Juliana Inman, Commissioner  
Councilmember, City of Napa

Cindy Coffey, Alternate Commissioner  
Councilmember, City of American Canyon

Brad Wagenknecht, Chair  
County of Napa Supervisor, 1st District

Bill Dodd, Commissioner  
County of Napa Supervisor, 4th District

Mark Luce, Alternate Commissioner  
County of Napa Supervisor, 2nd District

Brian J. Kelly, Vice Chair  
Representative of the General Public

Gregory Rodeno, Alternate Commissioner  
Representative of the General Public

Keene Simonds  
Executive Officer

**B. Summary**

The proposed budget amendment to transfer \$26,010 from Regular Salaries to Extra Help will ensure the Commission has sufficient funds available to make proper payments to its new analyst, Brendon Freeman, to cover 1,000 hours of work through December 2008.

**C. Recommendation**

It is recommended the Commission take the following action:

- 1) Authorize the Executive Officer to amend the 2008-2009 budget to transfer \$26,010 from Regular Salaries (#51100000) to Extra Help (#51200100).

Respectfully submitted,

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Keene Simonds  
Executive Officer

Attachments: none