

EXECUTIVE OFFICER'S REPORT

To The **Local Agency Formation Commission**

TO:

Commissioner **VACANT** [City] Commissioner **MICHAEL KELLEY**(Vice-Chair) [Supervisor]
Commissioner **JASON JACKSON** (Chair) [City] Commissioner **RAY CASTILLO** [Supervisor]
Commissioner **DAVID WEST** [Public]

Alt Commissioner **JACK TERRAZAS** [Supervisor]
Alt Commissioner **MARIA NAVA-FROELICH** [City]
Alt Commissioner **RALPH MENVIELLE** [Public]

REPORT DATE: December 24, 2015

FROM: Jurg Heuberger, AICP, CEP, Executive Officer 

PROJECT: Approval of Limited Term Position/Budget Adjustment

HEARING DATE: January 28, 2016 **TIME:** 8:35 a.m.

AGENDA ITEM NO: 9

HEARING LOCATION: 1275 Main St., El Centro, Ca. (City Council Chambers)

RECOMMENDATION(S) BY THE EXECUTIVE OFFICER (In summary & order)

OPTION #1: Approve the creation of a limited term position and budget adjustment

OPTION #2: Provide alternative direction

ANALYSIS

As your Commission knows, our primary Clerk has been out on medical leave for quite some time and we are not sure when or if the person will return to work.

During the past several months we have used the services of an extra help position person, however we are limited to how long we can use extra help and there are other personnel related considerations.

At this time we are requesting that you approve a "limited" term position that we can employ until the permanent position person is fully capable of returning to work, or in the alternative until such time as a new person can be recruited if that ends up being the case.

We are asking approval for a limited term position and the necessary budget adjustment as per the attached.

EXECUTIVE OFFICERS RECOMMENDATION

RECOMMENDATION:

It is the recommendation of the Executive Officer that you approve the creation of a limited term position to assist us in maintaining the functions of the office during such time as a regular position is not available or as necessary. It is further our request that you approve the minor budget adjustment.

ATTACHMENTS:

EXHIBIT A- Budget Adjustment