

SAN MATEO



LOCAL AGENCY FORMATION COMMISSION

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September 12, 2018

To: LAFCo Commissioners

From: Martha Poyatos, Executive Officer

A handwritten signature in black ink, appearing to read 'M. Poyatos', written over the printed name.

Subject: Contract with San Mateo County for Support Services for the 2018-19 Fiscal Year

Summary

The Commission's adopted appropriations budget includes funds for a contract with San Mateo County for staffing, facilities, and legal counsel. The attached agreement sets forth the service provided by the County. Staff recommends that the Commission adopt a resolution authorizing the Chair to execute the attached agreement with San Mateo County for the 2018-19 Fiscal Year in the amount of \$549,967.

Background

Section 56380 of the Cortese-Knox-Hertzberg Act authorizes the Commission to appoint staff and provides that the Commission can contract for services with another public agency. Section 56384 sets forth that the Commission shall appoint an Executive Officer to conduct and perform the day-to-day business of the Commission. The budget adopted by the Commission includes an appropriation for continuation of this arrangement in the 2018-19 fiscal year. The not-to-exceed contract amount of \$549,967 includes funds for staff services including the Executive Officer, Management Analyst, shared clerical position, rent, legal services, and supplies. Funds for outside auditing services and reserve funds are not included in the contract amount. As a not-to-exceed contract, savings in services result in fund balance at the end of the fiscal year.

Services to be provided are detailed in the attached agreement and include: preparing staff analyses, reports, findings, and other agenda materials relating to boundary proposals and any other matters within the Commission's authority; calling, noticing, and clerking LAFCo meetings; preparing, mailing, publishing, and maintaining records of LAFCo agendas, notices, and other required documents; providing information and assistance to interested public agencies and individuals; providing fiscal support and preparing budgets; and informing the Commission of

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ALTERNATES: KATI MARTIN, Special District ▪ HARVEY RARBACK, City ▪ JAMES O'NEILL Public ▪ DAVE PINE, County

STAFF: MARTHA POYATOS, EXECUTIVE OFFICER ▪ REBECCA ARCHER, LEGAL COUNSEL

legislation of interest to or affecting LAFCo, and correspondence and matters of interest to the Commission.

Recommended Commission Action, By Resolution

It is respectfully recommended that the Commission, by resolution, authorize the Chair to execute the attached agreement with the County of San Mateo for support services in the amount of \$549,967 for the 2018-19 fiscal year.

Attachments: Resolution
Agreement for Support Services