



County of Marin

Information Services & Technology Department

David Hill Director

December 5, 2006

Marin County Board of Supervisors
Civic Center
San Rafael, CA 94903

SUBJECT: Request to add one fixed term position of Administrative Services Associate to support MERA, MGSA and MTA JPA administration.

Dear Board Members:

RECOMMENDATION: It is recommended by the Information Services and Technology Department effective December 5, 2006:

1. Add one (1) fixed-term, one year, Administrative Services Associate position (0319) in Cost Center 3600011000
 2. Increase salary and benefits accounts by \$42,966
 3. Increase revenue account by \$42,966
- (Position funding from December 2006 to June, 2007)

SUMMARY: Your board on the November 7, 2006 meeting authorized Information Services and Technology to provide interim Executive Officer services for the Marin Telecommunications Agency.

We are requesting creation of one full time Administrative Services Associate fixed-term position to support the administrative requirements of three Joint Powers Authorities: Marin Telecommunications Agency (MTA), the Marin General Services Agency (MGSA) and the Marin Emergency Radio Authority (MERA).

This administrative function was formerly supplied by Governmental Solutions a company operated by Martin Nichols. Mr. Nichols has taken a position outside of Marin and has relinquished his contracts thus leaving an administrative void that is essential to the successful operation of the three Joint Powers.

While this position will be located in the Information Services and Technology Department, it will support both acting executive officers (David Hill and Mike Garvey), responsible for the management of the three Joint Powers: MTA, MERA and MGSA.

FISCAL IMPACT: This appointment is contingent on funding from the three Joint Powers and from an ongoing contract with Hayhurst and Associates through March 2007. After March 2007 funding will come from the three Joint Powers. The total annual cost of this position will be \$79,792 of which half this amount will be for this fiscal year.



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Reviewed by:

(X)	Auditor Controller	()
()	County Counsel	(X) NA
(X)	Human Resources	()

Thank you for your consideration of this matter.

David Hill
Director Information Services and Technology