

ADMINISTRATIVE SERVICES SUPPORT POSITION FOR THE METRO JPA AND METROTAC

ISSUE: Should the administrative services support position for the Metro JPA and the MetroTAC be staffed by contract labor, which may include staff from a Participating Agency?

RECOMMENDATION: Advertise the job duties in periodicals, websites, and other appropriate venues for a person to provide administrative support services under contract; and form an Ad Hoc committee of Commissioners and MetroTac members to review the applications, interview qualified candidates, and select a person.

FISCAL IMPACT: Past administrative support duties average approximately 13 hours per month, and are invoiced at \$61 per hour plus expenses, for an annual cost of approximately \$9,600. Invoices are submitted to and paid by the City of San Diego which then allocates the costs, on a pro-rata basis, among the Participating Agencies and the City of San Diego. Current expenses for administrative support are estimated to be \$10,500 annually. If duties are increased to approximately 30 hours per month at an estimated \$60 per hour, the anticipated annual cost would be \$21,600.

BACKGROUND: For the past several years, Padre Dam Municipal Water District has provided the administrative support for the Metro JPA and for the MetroTAC. Typical duties include:

- Support Metro Commission/Wastewater JPA meetings the first Thursday of the month. Support includes preparing the agenda package by soliciting input and distributing it to all members on the distribution list, and to posting sources the week prior to the meeting (meeting Brown Act policy for posting); ordering lunch for delivery; attending the monthly meeting and transcribing the recorded minutes.
- Respond to various e-mail and telephone requests throughout the month for the distribution of various messages, letters, announcements, and news articles, as well as for the scheduling of meetings.
- Support the San Diego Area Wastewater Management District which meets once a year in June immediately following that month's JPA meeting. The same process of agenda distribution and minutes is required.
- Understand and apply the Brown Act as is relevant with meeting notices, agendas, minutes, etc.
- On an annual basis, coordinate and file Form 700s with the Clerk of the Board of Supervisors (due to the Clerk by April 1) for the Metro Commission/JPA and the San Diego Area Wastewater Management District members and alternates. Notify all members and alternates in late February; file and track Form 700s as they are submitted.
- Once a year, reserve the location and arrange for the catering of the Strategic Planning Workshop, as necessary. The Board selects the location of the event and the facilitator.

- Support Metro TAC. Meetings are held the third Wednesday of each month. Support for these meetings includes preparing the agenda and distributing materials, and ordering lunch to be delivered. At this time, attendance at this meeting is not required, nor is the transcription of minutes.
- Respond to various e-mail and telephone requests throughout the month for the distribution, via e-mail, of various messages and news articles, as well for the scheduling and coordination of subcommittee meetings.

Additionally, the City of La Mesa provides support for the MetroTAC meetings that occur on the third Wednesday of every month by attending the meetings, transcribing the minutes, and distributing the minutes to the MetroTAC members.

DISCUSSION: The position of administrative support initially was provided by the City of San Diego, and then transferred to the Participating Agencies to fulfill the duties by rotating the duties among the PAs. Padre Dam Municipal Water District (PDMWD) has fulfilled this role for several years, and is now prepared to transfer the duties to another Agency or person. Over the years, the duties of the position have increased. Furthermore, as the JPA and the MetroTAC have become more sophisticated, the duties of this support role could increase further by incorporating the duties currently provided by the City of La Mesa, as well as some clerical duties provided by PBS&J. Some of these duties include:

- Attend the MetroTAC meetings, transcribe and distribute the minutes.
- Support the Ad Hoc meetings convened by the Metro JPA commissioners, as well as any sub-committee meetings convened by MetroTAC members. Support for these meetings may include preparing the agenda and distributing materials, attending the meeting, transcribing and distributing minutes, and ordering lunch to be delivered.
- Support the preparation, formatting, review, and dissemination of various materials associated with the Metro JPA and MetroTAC, including, but not limited to, letters, memoranda, and staff reports.

With the addition of these duties, it is assumed that an average of between 25 to 30 hours per month will be required. Although these duties could be divided among various people, it is ideal to assign these duties to one person for continuity of work flow, consistency in documents, and the convenience of having one focal point for all participants to work with on a given task. The person who provides this service may be a staff member of a Participating Agency or a contract laborer, preferably a former city clerk or an individual with similar experience and knowledge of the Brown Act requirements.