



# CITY OF SAN MATEO

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## Agenda Report

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Agenda Number: 6

Section Name: {{section.name}}

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**TO:** City Council  
**FROM:** Drew Corbett, City Manager  
**PREPARED BY:** Human Resources Department  
**MEETING DATE:** October 07, 2019

**SUBJECT:**  
Classification Update – Library Department

**RECOMMENDATION:**  
Adopt a Resolution to reclassify the Library incumbent Accounting Assistant II to Senior Accounting Assistant.

**BACKGROUND:**  
Recent updates to Governmental Accounting Standards Board Statement No. 84 (GASB 84) changes the accounting and financial reporting of fiduciary activities of government departments with trust accounts, such as the Library. The City Librarian requests to reclassify the incumbent Accounting Assistant II to Senior Accounting Assistant. This individual is transitioning the Library's Trust account to a Project Accounting system to follow the changes to GASB 84. These transitional and ongoing duties are more complex in nature than those performed by the classification of Accounting Assistant I/II and align with the Senior Accounting Assistant classification.

The Project Accounting system requires the position to develop, maintain, and oversee project accounts for reporting purposes to Library stakeholders; provide monthly financial reports of expenditures and revenues for presentation to Library stakeholders and the public at Library Board of Trustees meetings; provide tracking reports to staff and Library cultural committees through Project Accounting; and provide oversight of project accounts related to grant funding. The incumbent Accounting Assistant II meets the minimum qualifications for the higher classification.

**BUDGET IMPACT:**  
The requested reclassification has an additional financial impact of approximately \$3,500 in the General Fund for the remainder of this fiscal year. This can be absorbed within the Library operating budget, and no supplemental budget appropriation is required. The associated salary and benefits will be incorporated into the 2020-21 budget.

**ENVIRONMENTAL DETERMINATION:**  
This reclassification is not a project subject to CEQA, because it can be seen with certainty that it will not cause a physical change in the environment. (Public Resources Code Section 21065.)

**NOTICE PROVIDED**  
All meeting noticing requirements were met.

**ATTACHMENTS**  
Att 1 - Proposed Resolution

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