



LOCAL AND REGIONAL GOVERNMENT  
SERVICES AUTHORITIES

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## LGS BOARD AGENDA

*Agenda materials may be viewed on the Agency's web site or by contacting the Executive Director prior to the meeting.*

### REGULAR MEETING Via Teleconference

**February 27, 2014**  
1:35 p.m.

**Association of Bay Area Governments**, Finance Director's Office, 101 8<sup>th</sup> St., First Floor, Oakland, CA 94607  
**Dublin Civic Center**, City Manager's Office, 100 Civic Plaza, Dublin, CA 94568  
**Larkspur City Hall**, City Manager's Office, 400 Magnolia Avenue, Larkspur, CA 94939  
**SamTrans**, Executive Conference Room, Third Floor, 1250 San Carlos Avenue, San Carlos, CA 94070  
**San Rafael City Hall**, City Manager's Office, 1400 Fifth Avenue, San Rafael, CA 94901  
**Walnut Creek City Hall**, City Manager's Office, 1666 North Main Street, Walnut Creek, CA 94596  
**Yountville Town Hall**, Town Manager's Office, 6550 Yount Street, Yountville, CA 94599

#### 1. CALL TO ORDER

Roll Call

#### 2. CHANGES TO THE ORDER OF AGENDA

#### 3. APPROVAL OF CONSENT AGENDA

Consent agenda items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Executive Committee, staff or public request specific items to be removed for separate action.

A. Approval of **December 5, 2013** Minutes *Action*

B. Approval of FY2013 Audited Financial Statements

C. Approve Updates to Personnel Policies, Rules and Regulations

#### 4. TREASURER'S REPORT - None

#### 5. OLD BUSINESS - None

#### 6. NEW BUSINESS

A. Approve LGS Compensation Schedule *Action*

#### 7. PUBLIC COMMENT

Each speaker is limited to two minutes. If you are addressing the Executive Committee (EC) on a non-agenda item, the EC may briefly respond to statements made or questions posed as allowed by the Brown Act (Government Code Section 54954.2). However, the EC's general policy is to refer items to staff for attention, or have a matter placed on a future EC agenda for a more comprehensive action or report.

#### 8. ADJOURN

**The next Regular Meeting will take place on May 15, 2014 at 1:00 p.m. in Yountville.**

#### Americans with Disabilities Act

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Richard Averett at (650) 587-7301. Notification in advance of the meeting will enable Agency to make reasonable arrangements to ensure accessibility.

**LOCAL GOVERNMENT SERVICES AUTHORITY  
BOARD OF DIRECTORS MINUTES  
DECEMBER 5, 2013**

The Local Government Services Authority held a regular meeting of the Board of Directors on December 5, 2013 at San Rafael City Hall, 1400 Fifth Street, San Rafael, CA 94901. The meeting was called to order at 2:15 p.m.

**1. CALL TO ORDER**

Members Present: Ken Nordhoff, Vice-Chair  
Nancy Mackle, Member  
Dan Schwarz, Member  
Julie Carter, Alternate Member

Members Absent: Steve Rogers, Chair  
Herb Pike, Member

Other Attendees: Richard Averett, Executive Director  
Jennifer Bower, Director of Human Resources  
Glenn Lazof, Deputy Chief Financial Officer

**2. CHANGES TO THE ORDER OF AGENDA - None**

**3. APPROVAL OF CONSENT AGENDA**

- A. Approval of **August 22, 2013** Minutes
- B. Approval of **October 17, 2013** Minutes  
**Action:** Moved and seconded (Schwarz/Mackle) and carried unanimously to approve consent agenda.

**4. TREASURER'S REPORT - None**

**5. OLD BUSINESS**

**Recess to Closed Session** 2:16 p.m.

- 1. UPDATE ON CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of litigation pursuant to Government Code Section 54956.9(d)(4): One potential case.

**Reconvene Regular Meeting** 2:20 p.m.

- A. Report from Closed Session  
**Action:** Direction was provided to JPA Counsel to proceed according to the terms recommended in the closed session staff report.

**6. NEW BUSINESS**

- A. Approval of **Resolution LGSBOD2013-03** to Select the Rate Method of Unemployment Insurance  
**Action:**  
Moved and seconded (Carter/Mackle) and carried unanimously to approve resolution LGSBOD2013-03.

**7. PUBLIC COMMENT - None**

- 8. ADJOURNMENT** – The meeting adjourned at 2:22 p.m. The next regular meeting is scheduled for February 27, 2014 at 1:00 p.m. in Walnut Creek.



# LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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P.O. Box 1350 · Carmel Valley, CA 93924 · 650.587.7300

**TO:** BOARD OF DIRECTORS  
**FROM:** JENNIFER BOWER, Director of Human Resources  
**SUBJECT:** PUBLICLY AVAILABLE SALARY SCHEDULES

**BOD Meeting: 2-27-2014**

**Item: 6A**

## **RECOMMENDATION**

Approval of the salary schedule for Local Government Services Authority.

## **BACKGROUND**

The Public Employees' Retirement Law (PERL) Government Code Sections 20636 and 20636.1 defines compensation earnable for public agency members. In order to meet the definition of compensation earnable, an amount of pay must either constitute a payrate or special compensation as defined in the statutes. Section 20636(d) further requires that payrate and special compensation schedules be approved by the governing body and that those schedules or similar documents be public records available for public scrutiny. In addition, California Code of Regulations Section CCR 570.5 also stipulates that government entities have publicly available pay schedules. LGS is in PERS and is governed by PERL, it also follows CCR 570.5 for compensation to be approved by the governing body.

As part of its business plan implementation, LGS sets salaries in coordination with each agency partner. In conformance with the section noted above, new positions and their resultant compensation will be brought to the Executive Committee for approval, along with any other changes to the salary schedule, such as COLA increases.

The LGS salary schedules have broad salary ranges in order for the JPA to appropriately allow compensation variances between rural and urban areas, as well as geographically diverse areas even though employees may perform the same duties. Appointments made be made at any place on the salary schedule. Step increases or Cost of Living Adjustments (COLAs) are not automatic for employees, and must be earned by performance. In addition, employees with similar duties in multiple assignments made be compensated differently based on the assignment and region to which they are assigned.

## **FISCAL IMPACT**

There is no fiscal impact of approving and adopting this salary schedule as all costs are either paid for by agency partners and/or included in the FY2014 budget as well as will be in the FY2015 budget.

**Local Government Services  
Salary Schedule Fiscal Year 2013-14**

Level	Classification	Current Hourly Range Bottom	Current Hourly Range Top
<b>Executive</b>			
	CEO - Urban	70.0000	125.0000
<b>Department Head</b>			
	Department Director - Urban	70.0000	125.0000
	Advisor	60.0000	100.0000
<b>Manager</b>			
	Program Advisor	45.0000	75.0000
<b>Analyst/Professional</b>			
	Program Coordinator	30.0000	50.0000
<b>Technical</b>			
	Administrative Support	30.0000	50.0000
	Technical Assistant	20.0000	40.0000
<b>Staff Support</b>			
	Administrative Specialist	20.0000	40.0000

approved by LGS board 2/27/2014