



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
May 15, 2014
3:00 p.m.

Yountville Community Center
Art Room
6516 Washington Street
Yountville, CA 94599

1. CALL TO ORDER

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 **February 27, 2014** Minutes

Action

B. Approval of FY2015 Budget

C. Approval Administrative & Financial Policies Updates including Conflict of Interest Code

4. TREASURER'S REPORT - None

5. OLD BUSINESS - None

6. NEW BUSINESS - None

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 August 21, 2014 at 1:00 p.m. in Dublin.

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
FEBRUARY 27, 2014**

The Local Government Services Authority held a regular meeting of the Board of Directors on February 27, 2014 via teleconference. The meeting was called to order at 2:04 p.m.

1. CALL TO ORDER

Members Present: Steve Rogers, Chair
Ken Nordhoff, Vice-Chair
Chris Foss, Member
Herb Pike, Member
Dan Schwarz, Member
Jim Schutz, Alternate Member

Members Absent: None

Other Attendees: Richard Averett, Executive Director
Jennifer Bower, Director of Human Resources
Tiffany Buraglio, Executive Assistant

2. CHANGES TO THE ORDER OF AGENDA - None

3. APPROVAL OF CONSENT AGENDA

- A. Approval of **December 5, 2013** Minutes
- B. Approval of FY2013 Audited Financial Statements
- C. Approve Updates to Personnel Policies, Rules and Regulations
Action: Moved and seconded (Nordhoff/Pike) and carried unanimously to approve consent agenda.

4. TREASURER'S REPORT - None

5. OLD BUSINESS - None

6. NEW BUSINESS

- A. Approval of LGS Compensation Schedule
Action: Moved and seconded (Pike/Foss) and carried unanimously to approve LGS Compensation Schedule.
Director of Human Resources Bower stated that the compensation schedule has very generic position titles with a broad range of duties as well as very broad compensation ranges so the schedule is flexible enough to accommodate both urban and rural areas with varying compensation pressures. Executive Director Averett noted that each employee also had a working title that was more appropriate to their assignment.

7. PUBLIC COMMENT - None

8. ADJOURNMENT – The meeting adjourned at 2:06 p.m. The next regular meeting is scheduled for May 15, 2014 at 1:00 p.m. in Yountville.

**Local Government Services
Proposed Budget
Fiscal Year 2014-15**

TOTAL

	FY 13 Actual	FY 14 Budget	FY14 Proj.	FY14 Variance	FY15 Prop.
Income					
440301 Client Billings	4,035,924	3,700,000	3,886,344	186,344	4,038,170
440410 Client Administrative Fees	758,789	(4,000)	279,162	283,162	
Reimb. of Non-Personnel Exp (Fmr Misc Rev)		19,300		(19,300)	7,092
480000 Miscellaneous	23,080		9,996	9,996	
Total Income	4,817,793	3,715,300	4,175,503	460,203	4,045,262
Expenses					
511010 Salaries - Regular	3,078,103	2,265,776	2,577,890	312,114	2,492,126
511020 Salaries - Temp/Part Time			(9,940)	(9,940)	
512002 Medicare Employer Expense	44,373	37,800	40,587	2,787	36,160
512003 Workers' Comp Expense clerical	7,226				
512004 Employee Assistance Program	325		839	839	
512005 Health Insurance Expense	292,004	192,000	223,107	31,107	232,980
512006 Dental Insurance Expense	34,967	34,100	33,941	(159)	31,607
512007 Vision Insurance Expense	9,065	10,600	7,357	(3,243)	6,059
512008 Life Insurance Expense	9,260	8,100	7,411	(689)	6,427
512009 Long Term Disability Expense	16,603	13,367	13,456	89	11,865
512010 Stars 401A Expense	842	9,164		(9,164)	
512011 Stars 457 Expense	9		1,046	1,046	958
512012 Calpers Retirement Expense	410,202	330,218	383,866	53,648	353,003
512014 Short Term Disability Expense	15,732	6,600	12,776	6,176	11,054
512015 Unemployment Insurance Expense	30,394	19,700	36,385	16,685	31,395
512016 Benefits - Pers ER Misc Empl	(11,751)				
512017 Bad Debt Expense	27,125		711	711	
512018 FSA Health & Day Care Expense	3,689		948	948	
520103 TJPA Reimbursable Expenses	1,041		5,214	5,214	
520104 Telephone			297	297	328
520105 Cell Phones			1,387	1,387	948
520106 Telephone Allowance	(1)		5,371	5,371	
520107 Payroll Fees		4,000	1,723	(2,278)	
520201 Office Supplies			977	977	
520202 Bank Fees & Services		1,800	761	(1,039)	
520203 Rent			1,362	1,362	
520204 Printing & Postage			829	829	
520208 Overhead San Carlos			652,344	652,344	
520302 Legal Services	1,805	2,200		(2,200)	
520316 RGS - WTA Employee Expense	1,120				
520320 Professional Services	(1,059)				
521109 Interest Expense	(403)				829
529997 Administrative Services - RGS	929,822	665,818		(665,818)	652,344
Total Expenses	4,900,492	3,601,244	4,000,647	399,403	3,868,082
Net Operating Income	(82,699)	114,056	174,856	60,800	177,180
Other Expenses					
529990 Contribution to MSA Reserves	600,000				
529994 Allowed OPEB Expense	89,419	107,000	97,187	(9,813)	80,000
529998 Allocated Admin. Services - RGS	(6,339)	(670,788)	(652,344)	18,444	(692,344)
529999 Allocated Unbillable Expenses	6,944	670,788	652,344	(18,444)	692,344
Total Other Expenses	690,024	107,000	97,187	(9,813)	80,000
Net Other Income	(690,024)	(107,000)	(97,187)	9,813	(80,000)
Net Income	(772,723)	7,056	77,670	70,613	97,180