

LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

1170 West Third Street, Unit 150, San Bernardino, CA 92415-0490
(909) 388-0480 * Fax (909) 388-0481
lafco@lafco.sbcounty.gov
www.sbclafco.org

DATE: MAY 8, 2019 
FROM: SAMUEL MARTINEZ, Executive Officer
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: AGENDA ITEM #11 – REVIEW AND CONSIDERATION OF
AMENDMENTS TO THE LAFCO POLICY AND PROCEDURE MANUAL,
SECTION III - HUMAN RESOURCES

RECOMMENDATION:

Staff recommends that the Commission take the following actions:

1. Provide staff with any additional changes, corrections or amendments to the Human Resources Section of the Policy and Procedure Manual as presented.
2. Approve amendments to Section III – Human Resources of the LAFCO Policy and Procedure Manual of the following:
 - a. Chapter 2 - Employment
 - i. “Salary Ranges” (Policy 2B)
 - ii. “Eligibility for Step Advancement” (Policy 4B)
 - b. Chapter 5 – Benefits Plan
 - i. “Portable Communication Device Allowance” (Policy 11)
 - ii. “Automobile Allowance” (Policy 12)
3. Adopt Resolution No. 3290 approving the amendments to the Policy and Procedure Manual and direct the Executive Officer to make the amended document available on the Commission’s website.

BACKGROUND:

As a part of the FY 2019-20 Proposed Budget process in April, staff recommended amendments to:

1. Compensation in relation to:
 - a. Michael Tuerpe's position of Project Manager (Range 62) reclassifying to Senior Analyst (Range 67) in order for compensation to be commensurate with duties performed.
 - b. Salary step advancement (reduction from two steps per year to one), and
2. Benefits associated with the Executive Officer allowances (reduction of the car allowance from \$561.34 to \$300.00 per pay period, and reduction of the phone allowance from \$92.31 to \$50.00 per pay period).

At the April hearing, the Commission supported these proposed changes by adopting the Proposed Budget. At this May hearing, staff presents the related amendments to the Policy and Procedure Manual to the Commission for its formal approval.

The following four proposed amendments have an effect on the Commission's finances. To implement the proposed amendments, staff recommends that the Commission amend Section III (Human Resources) of its Policy and Procedure Manual, as follows:

CHAPTER 2 (EMPLOYMENT)

1. Amend "Salary Ranges" policy

When the Commission filled the executive officer position from within, the Executive Officer chose not to fill the Assistant Executive Officer position. With one less full-time person in the office, the current Project Manager has assumed additional duties. In reviewing the job descriptions available, the duties currently performed are in line with the Senior Analyst position, which is between Project Manager and Assistant Executive Officer. The Proposed Budget recommended that Michael Tuerpe's position of Project Manager (Range 62) reclassify to Senior Analyst (Range 67) in order for compensation to be commensurate with duties performed. Mr. Tuerpe would enter at Step 11 and be eligible for an annual step increase until he reaches Step 14. The financial effect would be an ongoing annual cost of \$6,680.

The proposed policy amendment to compensation relative to salary ranges is included in Attachment #1 beginning on page 1. The revised salary tables are included as Attachment #2.

2. Amend “Eligibility for Step Advancement” policy

In April 2018, the Commission approved a policy whereby an eligible employee receives two step increases per year, until the top step is reached. The Proposed Budget recommended a return to one step increase per year. The financial effect would be savings of at least \$4,989 for the first year then an ongoing annual savings of \$8,689.

The proposed policy amendment relative to Eligibility for Step Advancement is included in Attachment #1 beginning on page 2.

CHAPTER 5 (BENEFITS PLAN)

3. Amend “Portable Communication Device Allowance” Policy and
4. Amend “Automobile Allowance” Policy

The current auto and phone allowances provided to the Executive Officer are \$561.54 and \$92.31 per pay period, respectively. These allowances far exceed actual costs. Information was gathered of the surrounding LAFCOs on their auto and phone allowances. With both the actual cost and surrounding LAFCO allowances in mind, the Proposed Budget recommended the allowances per pay period be reduced to: auto \$300 and phone \$50. The financial effect would be an ongoing annual savings of \$9,385 (auto) and \$1,507 (phone).

The proposed policy amendments are included in Attachment #1 on page 4.

CONCLUSION:

Staff requests that the Commission provide its additions, amendments or corrections to the amended Human Resources Section of the Policy and Procedure Manual for staff to include in the document. Staff recommends that the Commission take the actions outlined on page 1 of this report to approve the proposed policy amendments.

SM/MT

Attachments:

1. [Proposed Policy Amendments in Track Change Format](#)
2. [Proposed Salary Tables](#)
3. [Draft LAFCO Resolution No. 3290](#)