


LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE: APRIL 13, 2020 
FROM: SAMUEL MARTINEZ, Executive Officer
MICHAEL TUERPE, Senior Analyst
TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: AGENDA ITEM #11 – REVIEW AND ADOPTION OF AMENDMENTS TO
LAFCO POLICY AND PROCEDURE MANUAL

RECOMMENDATION:

Staff recommends that the Commission take the following actions:

1. Provide staff with any additional changes, corrections or amendments to the Policy and Procedure Manual as presented;
2. Adopt the amendments to the Policy and Procedure Manual as follows:
 - a. Section II (Accounting and Financial), Chapter 1 (Financial Policies for Internal Operations), Policy 6 (Reserve Policy)
 - b. Section III (Human Resources), Chapter 2 (Employment), Policy 2 (Compensation)
3. Adopt Resolution No. 3307 approving the amendments to the Policy and Procedure Manual and direct the Executive Officer to make the document available on the Commission's website.

BACKGROUND:

Last month, the Commission approved the Preliminary Budget, which included two proposed changes to the Policy and Procedure Manual.

1. The first amendment would add a new committed reserve – Salary Reserve – to fund the extra pay period that occurs every ten years. Additionally, staff reviewed the Reserve Policy in whole and recommends modifying the General Reserve to be an assigned reserve rather than a committed reserve.
2. The second amendment would rescind the COLA for FY 2020-21 that was previously approved by the Commission effective July 18, 2020.

The amendments, which were approved by the Commission last month, are recommended for formal adoption at this hearing and are shown below.

SECTION II – ACCOUNTING AND FINANCIAL

CHAPTER 1: FINANCIAL POLICIES FOR INTERNAL OPERATIONS

6. RESERVE POLICY (Adopted April 21, 2011, Amended October 22, 2014, Amended May 20, 2020)

The Commission will require the maintenance of ~~three~~ **four** separate reserves which shall be funded as a part of the annual budget adoption process as follows:

- A. The balance of San Bernardino LAFCO employee compensated absences at April 1 of each fiscal year shall be funded and placed in a committed reserve account in the following fiscal year budget;
- B. Annually the Commission shall set aside a minimum of \$200,000 in ~~a committed~~ **an assigned** reserve account for payment of potential litigation or other special need; and,
- C. A committed reserve account shall set aside funds for future payment of the Commission's net pension liability to the San Bernardino County Employees Retirement Association (SBCERA).
- D. **A committed reserve shall set aside funds for future payment of the extra pay period that occurs every tenth year.**

SECTION III – HUMAN RESOURCES

CHAPTER 2: EMPLOYMENT

2. COMPENSATION

- ...
- B. SALARY RANGES (*Adopted June 16, 2011; Amended May 16, 2012;*

*Amended October 22, 2014; Amended April 15, 2015; Amended January 27, 2016; Amended July 20, 2016; April 18, 2018; May 15, 2019, **Amended May 20, 2020**):*

The following shall be the salary ranges for LAFCO positions.

...

Effective July 20, 2019, the following shall be the salary ranges for LAFCO positions (3.0% increase):

Position	Hourly Range
Executive Officer	\$83.97 to \$114.54
Assistant Executive Officer	\$42.55 to \$57.83
Senior Analyst	\$37.84 to \$51.34
Project Manager	\$33.71 to \$45.67
LAFCO Analyst – GIS/Database Manager	\$28.65 to \$38.90
Clerk to the Commission/Office Manager	\$25.67 to \$34.53
Administrative Assistant	\$21.49 to \$28.75

Effective July 18, 2020, the following shall be the salary ranges for LAFCO positions (3.0% increase)*:

<i>Position</i>	<i>Hourly Range</i>
<i>Executive Officer</i>	<i>\$86.49 to \$117.98</i>
<i>Assistant Executive Officer</i>	<i>\$43.83 to \$59.56</i>
<i>Senior Analyst</i>	<i>\$38.98 to \$52.88</i>
<i>Project Manager</i>	<i>\$34.72 to \$47.04</i>
<i>LAFCO Analyst – GIS/Database Manager</i>	<i>\$29.51 to \$40.07</i>
<i>Clerk to the Commission/Office Manager</i>	<i>\$26.44 to \$35.57</i>
<i>Administrative Assistant</i>	<i>\$22.13 to \$29.61</i>

****If assessed values are less than a two percent increase in the 2018/2019 fiscal year from the 2017/2018 fiscal year, then the County may, upon approval of the Board of Supervisors, defer this three percent increase until no later than January 1, 2021.***

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CONCLUSION:

Staff requests that the Commission provide staff with any additional changes or corrections to the proposed amendments to 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 changes.

Attachment:

1. [Exhibit A to Draft Resolution No. 3307](#)
2. [Draft LAFCO Resolution No. 3307](#)