

PUBLIC MEETING

Thursday, July 26, 2007
10:00 A.M.

City of Foster City
Emergency Operations Center
610 Foster City Blvd.
(Use City Hall entrance)
Foster City, CA 94404

Audio conference attendees will be hosted through [the City of Foster City](#). Members of the public wishing to participate in the audio conference must e-mail [Audrey Daniels](#) at least 72 hours in advance of the meeting for instructions. Member audio conferencing sites are attached.

1. Approval of Minutes for June 8, 2006 meeting (Action Item)
2. Fiscal Year 07-08 Officers
 - a. President
 - b. Vice President
 - c. Management Committee
3. Fiscal Year 07-08 Budget and Fees (Action Item)
 - a. Budget
 - b. Fees
4. Audits
 - a. Proposed revision to Audit provisions in Article 13 (d) of the Joint Powers Agreement (Action Item requiring approval of two-thirds of the membership)
 - b. 04-05 Audit Report
5. Reports
 - a. Work Program
 - b. Membership
 - c. Other
6. Next meeting dates (Action Item)
 - a. Management Committee
 - b. Board of Directors
7. Public comments

Board members may not take action on any item not listed on the Agenda.

MEMBER AUDIO CONFERENCING SITES

- 1 City of Campbell**
70 North 1st Street
Campbell CA 95008
Jill Lopez Human Resources Manager
jlopez@cityofcampbell.com 408-866-2123
- 2 City of Livermore**
1052 South Livermore Avenue
Livermore CA 94550
Julie Thornton Human Resources Programs Manager
jthornton@ci.livermore.ca.us 925-960-4114
- 3 City of Morgan Hill**
17555 Peak Avenue
Morgan Hill CA 95037
Mary Kaye Fisher Human Resources Director
MKFisher@morgan-hill.ca.gov 408-779-7278
- 4 City of Pleasanton**
123 Main Street
Pleasanton CA 94566-0802
Denyce Holsey Administrative Services Director
dholsey@ci.pleasanton.ca.us 925-931-5050
- 5 Santa Clara Valley Water District**
5750 Almaden Expressway
San Jose CA 95118
Frank David Classification and Compensation Administrator
fdavid@valleywater.org 408-265-2607

AGENDA COMMENTS

1. Approval of Minutes for June 8, 2006 meeting (Action Item)

Draft minutes are enclosed for your consideration.

2. Fiscal Year 07-08 Officers

- a. President
- b. Vice President
- c. Management Committee

This item is placed on the agenda to give the Committee an opportunity to discuss the topic of next year's officers. Articles 9 and 12 of the Agreement contain the following information about BAERS Officers.

President. The Board of Directors shall elect a President, to hold office for a one-year term, except as hereinafter provided and until a successor is elected. In the event the President ceases to be a member of the Board of Directors, the resulting vacancy shall be filled at the next regular meeting of the Board of Directors held after such vacancy occurs. In the absence or inability of the President to act, the Vice President shall act as President. Should the Vice President not be available, the Management Committee shall name an Acting President who shall serve until the next regular Board meeting. The President serves at the pleasure of the Board, and receives no compensation for these services. Reasonable expenses incurred on the Board's behalf are reimbursable.

Vice President. The Board of Directors shall elect a Vice President, to hold office for a one-year term, except as hereinafter provided and until a successor is elected. In the event the Vice President so elected ceases to be a member of the Board of Directors, the resulting vacancy shall be filled at the next regular meeting of the Board of Directors held after such vacancy occurs. In the absence or inability of the President to act, the Vice-President shall act as President. The Vice President serves at the pleasure of the Board, and receives no compensation for service. Reasonable expenses incurred on the Board's behalf are reimbursable.

Management Committee: There shall be a Management Committee of the Board of Directors, which shall consist of seven (7) members, one of which shall be the County. Two of the members of the Management Committee shall be the President and Vice-President. The other members of the Management Committee shall be elected by the Board of Directors pursuant to the conditions and terms provided in the Bylaws. The President of the Board of Directors, or the Vice-President in his or her absence, shall also serve as the President of the Management Committee.

A majority of the members of the Board constitutes a quorum for the transaction of business. A vote of the majority of those members present at a meeting is sufficient to constitute action by the Board.

Current officers and committee members are:

Renée Rungis (City of Santa Clara) Board/Management Committee President
Kathy Farrar (City of Mountain View) Board/Management Committee Vice President

Other Management Committee Members

Kathy Ito (City of Fremont)
Monica La Bossiere(City of Saratoga)
VACANT Anne Larsen (City of Daly City) –retired 12/31/06
Brian McKenna (County of Santa Clara)
Wendé Protzman (Town of Atherton)
Ann Ritzma (City of Pacifica)

Current Management Committee members may volunteer to continue. Nominations from the floor may also be entertained. It is desirable, but not mandatory, to have alternate Management Committee members in order to assure necessary meeting quorums.

3. Fiscal Year 07-08 Budget and Fees (Action Item)
 - a. **Budget Recommendation:** That the budget recommended for Fiscal Year 2007-2008 in the attached document be adopted.
 - b. **Fee Recommendation:** That the fees contained in the attached document titled "JPA Membership Services and Fees 2007-2008" be adopted.

Discussion

Budget : The proposed budget for Fiscal Year 07-08 contains the following assumptions:

- 3 full time staff
- An approximate 3% increase in total expenses to \$409,189 including:
 - 4% salary increase implemented 12/17/07. (The PERS 2.5% at 55 Plan is scheduled for implementation 12/17/07. Employees will pay for this enhancement by 3.691% reduction of the salary increase, net salary impact of .069%).
 - an estimated overall benefits increase of approximately 2.6%.
 - Continuation of \$15,000 characterized as \$5,000 for audit and \$10,000 for development assistance (not limited to, but could include, marketing or outside assistance with bringing agencies and data on-line). Note, the audit for FY 05-06 has been discussed with the Auditor, but not yet been performed. The amount reserved for that task is being carried over to FY 07-08. See item 4 regarding a proposed revision to the Joint Powers Agreement and an idea from the Auditor.
 - Zero Special Services revenues. (This assumption tends to provide a cushion inasmuch as we continue to experience modest revenues from that activity. The amount earned in FY 06-07, for example, was \$13,229).
- A 3% fee increase applied across the board to each of 37 members resulting in \$375,793 in revenues.
- An overall surplus of \$85,071 at the end of 06-07 offset by an estimated 07-08 deficit (\$16,152) resulting in an overall surplus of \$68,919 (16.8% of total expenses) at the end of FY07-08.

Fees: The document titled "JPA Membership Services and Fees 2007-2008" includes a Membership Matrix. The version presented in this package differs slightly from the one presented to the Management Committee at the May 11, 2007 meeting due to rounding changes that were subsequently introduced to produce whole numbers. The matrix continues to reflect the 3% increase that was discussed and approved for recommendation to the Board as do the other fees for special services applicable to members and non-members.

To find the total proposed fee for an agency, find the row that shows the agency's position count and then move to the right on the same row to the column that shows the number of linked MOUs. The intersection of that row and column is the agency's total fee. The summary at the bottom shows the anticipated distribution of amounts generated by the fee component.

Also included is a "Fee Change Impact Estimator" showing projected membership fees for each agency using 06-07 billing data.

4. Proposed revision to Audit provisions in Article 13 (d) of the Joint Powers Agreement
- a. **Recommendation:** That the following revision to Article 13 (d) be approved.

ARTICLE 13-ACCOUNTS AND RECORDS

- (a) **Annual Budget.** The Board of Directors of BAERS shall adopt an annual operating budget pursuant to Article 7 of this Agreement.
- (b) **Funds and Accounts.** The County shall establish and maintain such funds and accounts as may be required by good accounting practice and as recommended by the Management Committee. Books and records of BAERS shall be open to inspection, with reasonable notice, by representatives from Member agencies.
- (c) **County's Fiscal Report.** The County, within one hundred and twenty (120) days after the close of each fiscal year, shall give a complete written report of all financial activities for such fiscal year to the Board of Directors and each Member.
- (d) **Periodic Audit.** The County shall provide for an audit of the accounts and records of BAERS every three years or as otherwise directed by a simple majority the BAERS Board of Directors. The audit shall meet the minimum requirements prescribed by the State Controller for special districts by the California Government Code.

Deleted: Annual

Deleted: annual

As previously reported to the Board in December, 2005 and most recently to the Management Committee, BAERS and County staffs continue to view the requirement for an annual audit to be excessive. Because a sufficient number of Member may be participating in this meeting, we are again recommending that this provision be changed with the objectives of mitigating unnecessary time and expenditures while maintaining flexibility to respond to concerns that could arise.

Recognizing that the we may not attain the necessary quorum, I have also discussed the matter with the auditor who has advised that, for Fiscal Years 05-06 and 07-07, we could also have:

- Two separate audits including independent BALANCE SHEETS and Statement of Revenues and Expenditures, by year. This option would cost \$8,600.
- One consolidated audit with a BALANCE SHEET at June 30, 2007 (none for June 30, 2006) and two yearly Statements of Revenue and Expenditures. This option would cost \$8,000.

- b. As you were previously advised by separate email, the FY 04-05 Audit is available in the site's Administration Zone under the heading of "Finances"

5. Reports

a. **Fiscal year 06-07 Work Program:**

New Agency Development: We are targeting the following time frames for releasing the new agency data on the web-site.

Fairfield	First two weeks of September
Monterey	First week in August
Newark	Last week in August
Santa Rosa	Second week in August
Union Sanitary District	Last week of September

When the agency structures have been substantially completed, we will then proceed to add the data that we have accumulated for the following new classes.

Assistant to the City Manager
Building/Planning Technician
Electrician
Human Resources series
Risk Management positions (Manager, Claims Analyst/Adjuster, Insurance Analyst)
Utility Worker (water, wastewater, distribution) Utility Supervisor

At about the same time we will round out the new benefits including Employee Assistance Program and Miscellaneous Employee Uniform Allowance

b. **Memberships:** Cupertino has advised that they will be withdrawing. The City of Alameda joined beginning Fiscal Year 07-08. The City of Half Moon Bay is also expressing strong interest.

c. **Other**

6. Next meeting dates

- a. Management Committee
- b. Board of Directors

7. Public comments

**Summary Action Minutes
Bay Area Employee Relations Service
Board of Directors Meeting**

DRAFT

Thursday, June 8, 2006

2:00 P.M.

**City of Foster City
Emergency Operations Center
Civic Center
610 Foster City Blvd.
Foster City, CA 94404**

Meeting Convened: 2:25 P.M.

Meeting participation included audio conferencing. Participants were briefed regarding Brown Act requirements governing the conduct of public meetings under these circumstances. Introductions of all participants followed. All items requiring a Member vote were by roll call. See attached Attendance and Actions Summary.

1. Approval of December 1, 2005 Minutes (Action Item)
Ann Ritzma moved to approve the minutes of the December 1, 2005 Board of Directors meeting.
Anne Larsen seconded the motion.
The motion passed as shown the attached Attendance and Actions Summary.
2. Election of Officers (Action Item)
The group discussed departures and requirements and requested volunteers. It was moved and seconded that the following Officers for Fiscal Year 06-07 be elected:
 1. Board President, Renee Rungis, City of Santa Clara
 2. Vice-President Kathy Farrar, City of Mountain View
 3. Management Committee, Ann Ritzma, City of Pacifica
 4. Management Committee, Anne Larsen City of Daly City
 5. Management Committee, Kathy Ito, City of Fremont
 6. Management Committee, Brian McKenna, County of Santa Clara
 7. Management Committee, Monica La Bossiere, City of Saratoga
 8. Management Committee, Wende Protzman, City of Atherton

The motion passed unanimously.
3. Fiscal Year 06-07 Budget and Fees (Optional Action Item)
Group consensus was that the Budget and Fees approved at the December meeting and as described by Dick Allen in this meeting were appropriate and that no further actions were necessary.
4. Reports
 - a. Audit: Dick Allen reported that the organization's first audit was underway. The objective is to have a report by the next Board Meeting.
 - b. Work Programs: Dick also reported that the work program for FY 06-07 could be found in the agenda package for the December Meeting in the JPA Admin Zone. He also reported that staff is hoping to have initial displays of the retiree medical benefit displayed by the end of June, but that responses to follow-up questions were slow.
5. Next meeting dates (Action Item)
Group consensus was that the next Board meeting should be scheduled in October 2006 and that the next Management Committee meeting should be scheduled in late September.
6. Public comments
None

Meeting Adjourned: 3:25 P.M.

06/08/06 BOARD OF DIRECTORS MEETING ATTENDANCE AND ACTIONS SUMMARY						
	MEMBER AGENCY	PARTICIPANT <i>(Audio Conference- Italics)</i>	AGENDA ACTION ITEMS			
			1	2	3a No Motion	3b No motion
			Minutes	Officers	Budget	Fees
1	Atherton	Wende' Protzman	AYE	AYE		
2	Belmont					
3	Burlingame					
4	Campbell	<i>Jill Lopez</i>	AYE	AYE		
5	County of Santa Clara	Luke Leung & Brian McKenna	AYE	AYE		
6	Cupertino					
7	Daly City	Ann Larsen-Carella	AYE	AYE		
8	East Bay Regional Park District					
9	East Palo Alto					
10	Foster City	Jeff Styles	AYE	AYE		
11	Fremont					
12	Hillsborough					
13	Livermore	<i>Julie Thornton</i>	AYE	AYE		
14	Los Altos					
15	Los Altos Hills					
16	Los Gatos	<i>Rumi Portillo</i>	AYE	AYE		
17	Menlo Park	Glen Kramer	AYE	AYE		
18	Menlo Park Fire Protection District					
19	Millbrae					
20	Milpitas					
21	Morgan Hill	<i>Mary Kaye Fisher</i>	AYE	AYE		
22	Mountain View	Kathy Farrar	AYE	AYE		
23	Pacifica	Ann Ritzma	AYE	AYE		
24	Palo Alto					
25	Pleasanton	<i>Denise Holsey Lori Tinfow</i>	Abstain	AYE		

Summary Action Minutes
 Bay Area Employee Relations Service
 Board of Directors Meeting June 8, 2006

26	Redwood City					
27	San Carlos	Andrea Greenberg Jeff Maltbie	AYE	AYE		
28	San Mateo	Cheryl Petersen	AYE	AYE		
29	San Rafael					
30	Santa Clara	Renée Rungis	AYE	AYE		
31	Santa Clara County Central Fire Protection District					
32	Santa Clara Valley Water District					
33	Saratoga	Monica La Bossiere	AYE	AYE		
34	South County Fire Protection Authority					
35	South San Francisco					
36	Sunnyvale	Sean Tran	AYE	AYE		
37	West Valley Sanitation District	Bob Reid (From Campbell)	AYE	AYE		
	Quorum Required	Participating				
	19	18				
	<u>Summary</u>					
	Aye		17	18	0	0
	Nay		0	0	0	0
	Abstain		1	0	0	0
	NP	(Not present to participate in the agenda item)	0	0	0	0
	<u>Also Attending</u>					
1	Bay Area Employee Relations Service	Richard Allen-Staff				

Proposed 07-08 Budget

	C	Y	AA	AD	AE
1					
2	BAERS BUDGET SUMMARY				
3					
4					
5		FY 06-07	FY 06-07	FY 06-07	FY 07-08
6	Full-Time Equivalents	3.0	3.0	3.0	3.0
7		Approved	Restated	Actual on	PROPOSED
		12/01/05	7/11/06	7/11/07	
8	Member Fees received	352,873	365,849	350,325	375,793
9	06-07 Member Fees				17,244
10	Special Services/adjustments			13,229	-
11	Total Revenues	352,873	365,849	363,554	393,037
12					
13	Total Expenses	397,558	397,558	372,724	409,189
14					
15	Current Year Surplus (Deficit)	(44,685)	(31,709)	(9,170)	(16,152)
16	Prior Year Surplus (Deficit)	57,635	94,241	94,241	85,071
17					
18	Net Surplus (Deficit)	12,950	62,532	85,071	68,919
19	Percent of total expenses	3.3%	15.7%	22.8%	16.8%
20					
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38					

dick.allen:
 Excludes \$17,244
 FY 06-07 membership fees billed
 but not received as of the end of
 the Fiscal Year.

Budget Overview

	C	Y	AA	AD	AE
39	BAERS BUDGET DETAILS				
40					
41		FY 06-07	FY 06-07	FY 06-07	FY 07-08
42		3.0	3.0	3.0	3.0
43		Approved preliminary 12/01/05	Restated 7/11/06	Actual on 7/11/07	PROPOSED
45	SALARIES AND BENEFITS	355,727	355,727	352,111	366,682
46					
47	"Permanent" Employees Salaries	239,100	239,100	234,222	247,061
48	Overtime	0	0	0	0
50	Miscellaneous Salaries	0	0	0	0
51	Retiree Medical Expense	7,800	7,800	7,970	10,944
52	Health Insurance	38,791	38,791	41,915	42,546
53	State Unemployment Insurance	435	435	167	180
54	FICA-Employer Share	17,640	17,640	17,339	14,823
55	Medicare Tax	In FICA	In FICA	In FICA	3,582
56	PERS Retirement	46,868	46,868	47,028	44,135
57	Workers Compensation	5,093	5,093	3,470	3,411
58					
59	Total of Benefit items	116,627	116,627	117,888	119,621
61					
62	SERVICES AND SUPPLIES	41,831	41,831	20,613	42,507
63	<i>Communications Telephone Svc-Internal</i>				
64	<i>Insurance</i>	1,352	1,352	1,475	2,270
65	Maint-Computer Equipment	300	300		300
66	Membership Dues and Fees	255	255		255
67	Office Expense	1,700	1,700	534	1700
68	<i>Postage Expense External</i>	75	75	-	75
69	<i>Printing and Reproduction</i>	250	250		250
70	PC Software	500	500	190	500
71	Professional & Specialzed Services	18,120	18,120	-	18,120
72	Data Processing Services	500	500	656	769
73	Departmental Charges Internal	9,546	9,546	9,546	9,546
74	PC Hardware	1,813	1,813	3,908	1,813
75	Overhead Internal	6,745	6,745	4,304	6,234
76	<i>Automobile Mileage</i>	175	175	-	175
77	<i>Business Travel</i>	500	500	-	500
80					
81					
84					
85	TOTAL EXPENDITURES	397,558	397,558	372,724	409,189
86					
87					
88					
89					

JPA MEMBERSHIP, SERVICES AND FEES
2007-2008

Background:

The organization that is now known as the Bay Area Employee Relations Service was created as the Intergovernmental Employee Relations Service under a Joint Powers Agreement in 1974. Its purpose was to provide centralized staff and information services to Member agencies in support of Human Resource functions, such as labor relations and position-classification analysis. Original products included printed annual compensation and benefits reports that covered benchmark and executive positions. The program also provided special services including salary surveys, classification studies and a variety of other research.

Over the years, this centralized approach resulted in the need to create a database. In August 1999, changes to that database were undertaken in response to member requests for more rapid dissemination of data. When the changes were presented to the organization's Executive Board, the potential for a web site application was recognized immediately. In September 1999, collaboration between the BAERS database designer and a web site designer at the City of Foster City (a Member agency) began.

By January 2000, the site was operational with 2,044 total compensation records for benchmark classes. By September of that year, BAERS had assumed full responsibility for continuing maintenance and development of the site's structure and content. Over approximately the next 20 months, BAERS continued to modify the database and web site pages to add features, such as on-line maintenance and a variety of benefits and classifications, including those in information technology and executive ranks.

This increased the number of total compensation records to over 3,600. Changes implemented in June 2004 increased the number of these records to over 4,300. Records are offered in 40 occupational categories. The site also presents information covering benefits associated with more than 260 bargaining units.

The following pages further describe current operations services and fees.

Operations and Membership:

BAERS estimates at least 36 member agencies for FY 07-08. The governing body is the Board of Directors. The Board consists of one representative from each member agency. Agencies are also encouraged to designate alternate representatives. The County of Santa Clara serves as the host organization for the JPA. It is also a member.

BAERS' staff members are employees of the County. The County appoints and evaluates the Director with input from the Board. The Director appoints staff and manages programs pursuant to Board and County policies. The Board determines fees and the scope and content of BAERS' services.

Generally, Board members and alternates are the person(s) responsible for the Human Resources or Labor Relations function at their respective agencies. The Board of Directors elects a President and Vice-President for each fiscal year (July-June cycle).

It also elects a Management Committee consisting of the President, Vice-President, an official of the County of Santa Clara and four additional representatives. The Management Committee works with BAERS' staff to provide guidance and develop recommendations for Board consideration.

In considering prospective members, the emphasis is on stability in relationships. The only form of membership available is as a signatory to the Joint Powers Agreement. The membership process is straightforward. Key steps include:

- Obtaining the Joint Powers Agreement from BAERS and securing approval of the prospective member's legislative body or from a person authorized to enter into Joint Powers Agreements on behalf of that body,
- Signing the Joint Powers Agreement (preferably two original documents). Signatories must be those authorized to enter/approve agreements (e.g., Mayor, City/County Manager, City Attorney and City Clerk).
- Returning the signed original agreement(s) to BAERS for execution by the County Executive of the County of Santa Clara. (If two original signed agreements are received, when executed, both parties retain an original agreement with signatures. Otherwise, the County will retain the original. And a copy will be returned)

For additional membership information, please contact:

Dick Allen
Director, Bay Area Employee Relations Service
Santa Clara County Government Center
70 West Hedding Street – 8th Floor, San Jose, CA 95110
Phone: (408) 299-5803
Email: dick.allen@ers.sccgov.org

Services:

The JPA member fee schedule on the next page covers the following services:

- **Continuous access to the web site** (<http://www.bayareaers.org>) which:
 - Scope currently includes 54 **Bay Area public agencies**.
 - Currently supports “**Total Compensation**” records for over **4,300 Safety and Miscellaneous Classifications**, in 40 occupational categories, **including executives and information technology**.
 - These records can be grouped into arrays using comparison categories to produce **surveys**. The speed with which these surveys can be produced is close to breathtaking.
 - The surveys **can be viewed on line or exported to Excel spreadsheets**. In fiscal year 06-07 it will be possible to save survey queries for even more efficient report production.
 - The records can also be organized by Agency to permit member confirmation of the data we have entered.
 - Provides access to documents including, **bargaining agreements and pay plans**. We also provide links to the web sites of agencies that we report on our site. At the time of this publication, of the 54 agencies reported on this site, 31 are maintaining **class specifications** to which we are linked.
 - Contains **bargaining agreement summaries** (term, adjustments during the term, comments) for over **270** bargaining units.
 - Reports **negotiations status** and progress toward successor agreements **for expired Memoranda of Understanding**.
 - Shows **benefit summary information** for those bargaining units linked to classes presented in the total compensation arrays. (This information may also be applied to salaries available from our library to classes not on the web site to produce total compensation information. It can also be used to confirm our accuracy.)
 - Access to our **library**, which contains information that is not on the web site, such as pay plans, staffing documents, class specifications and organization charts. Member representatives can contact BAERS and make an appointment to visit the library. They may also request that BAERS provide information from that library.
- **Staff orientation and support** regarding site content and use are available during normal business hours and site-based support features, including the Website Overview, FAQ, User Manual and Administration Zone, are available continuously.

Unless otherwise determined, the fee schedule also covers all updates and expansions approved by the Board.

FISCAL YEAR

2007-2008

(Proposed)

Fee Increase **3.00%**
 Per linked MOU \$ **491**
 +all unrepresented \$ **491**

				COMBINED FEE FOR LINKED* MOUS AND UNREPRESENTED												
TIER	FULL TIME POSITIONS			0	1	2	3	4	5	6	7	8	9	10	11	12
	FROM	THRU	BASE FEE	TOTAL MEMBERSHIP FEE (BASE FEE PLUS FEES FOR LINKED MOUS AND UNREPRESENTED)												
1	1	50	\$ 2,184	\$ 2,675	\$ 3,166	\$ 3,657	\$ 4,148	\$ 4,639	\$ 5,130	\$ 5,621	\$ 6,112	\$ 6,603	\$ 7,094	\$ 7,585	\$ 8,076	\$ 8,567
2	51	200	\$ 5,274	\$ 5,765	\$ 6,256	\$ 6,747	\$ 7,238	\$ 7,729	\$ 8,220	\$ 8,711	\$ 9,202	\$ 9,693	\$ 10,184	\$ 10,675	\$ 11,166	\$ 11,657
3	201	300	\$ 5,933	\$ 6,424	\$ 6,915	\$ 7,406	\$ 7,897	\$ 8,388	\$ 8,879	\$ 9,370	\$ 9,861	\$ 10,352	\$ 10,843	\$ 11,334	\$ 11,825	\$ 12,316
4	301	400	\$ 6,592	\$ 7,083	\$ 7,574	\$ 8,065	\$ 8,556	\$ 9,047	\$ 9,538	\$ 10,029	\$ 10,520	\$ 11,011	\$ 11,502	\$ 11,993	\$ 12,484	\$ 12,975
5	401	500	\$ 7,910	\$ 8,401	\$ 8,892	\$ 9,383	\$ 9,874	\$ 10,365	\$ 10,856	\$ 11,347	\$ 11,838	\$ 12,329	\$ 12,820	\$ 13,311	\$ 13,802	\$ 14,293
6	501	700	\$ 9,229	\$ 9,720	\$ 10,211	\$ 10,702	\$ 11,193	\$ 11,684	\$ 12,175	\$ 12,666	\$ 13,157	\$ 13,648	\$ 14,139	\$ 14,630	\$ 15,121	\$ 15,612
7	701	900	\$ 10,547	\$ 11,038	\$ 11,529	\$ 12,020	\$ 12,511	\$ 13,002	\$ 13,493	\$ 13,984	\$ 14,475	\$ 14,966	\$ 15,457	\$ 15,948	\$ 16,439	\$ 16,930
8	901	1,000	\$ 13,184	\$ 13,675	\$ 14,166	\$ 14,657	\$ 15,148	\$ 15,639	\$ 16,130	\$ 16,621	\$ 17,112	\$ 17,603	\$ 18,094	\$ 18,585	\$ 19,076	\$ 19,567
9	1,001	2,000	\$ 16,322	\$ 16,813	\$ 17,304	\$ 17,795	\$ 18,286	\$ 18,777	\$ 19,268	\$ 19,759	\$ 20,250	\$ 20,741	\$ 21,232	\$ 21,723	\$ 22,214	\$ 22,705
10	2,001	3,000	\$ 17,687	\$ 18,178	\$ 18,669	\$ 19,160	\$ 19,651	\$ 20,142	\$ 20,633	\$ 21,124	\$ 21,615	\$ 22,106	\$ 22,597	\$ 23,088	\$ 23,579	\$ 24,070
11	3,001	4,000	\$ 19,052	\$ 19,543	\$ 20,034	\$ 20,525	\$ 21,016	\$ 21,507	\$ 21,998	\$ 22,489	\$ 22,980	\$ 23,471	\$ 23,962	\$ 24,453	\$ 24,944	\$ 25,435
12	4,001	5,000	\$ 20,417	\$ 20,908	\$ 21,399	\$ 21,890	\$ 22,381	\$ 22,872	\$ 23,363	\$ 23,854	\$ 24,345	\$ 24,836	\$ 25,327	\$ 25,818	\$ 26,309	\$ 26,800
13	5,001	6,000	\$ 21,781	\$ 22,272	\$ 22,763	\$ 23,254	\$ 23,745	\$ 24,236	\$ 24,727	\$ 25,218	\$ 25,709	\$ 26,200	\$ 26,691	\$ 27,182	\$ 27,673	\$ 28,164
14	6,001	7,000	\$ 23,146	\$ 23,637	\$ 24,128	\$ 24,619	\$ 25,110	\$ 25,601	\$ 26,092	\$ 26,583	\$ 27,074	\$ 27,565	\$ 28,056	\$ 28,547	\$ 29,038	\$ 29,529
15	7,001	8,000	\$ 24,511	\$ 25,002	\$ 25,493	\$ 25,984	\$ 26,475	\$ 26,966	\$ 27,457	\$ 27,948	\$ 28,439	\$ 28,930	\$ 29,421	\$ 29,912	\$ 30,403	\$ 30,894
16	8,001	9,000	\$ 25,876	\$ 26,367	\$ 26,858	\$ 27,349	\$ 27,840	\$ 28,331	\$ 28,822	\$ 29,313	\$ 29,804	\$ 30,295	\$ 30,786	\$ 31,277	\$ 31,768	\$ 32,259
17	9,001	10,000	\$ 27,240	\$ 27,731	\$ 28,222	\$ 28,713	\$ 29,204	\$ 29,695	\$ 30,186	\$ 30,677	\$ 31,168	\$ 31,659	\$ 32,150	\$ 32,641	\$ 33,132	\$ 33,623
18	10,001	11,000	\$ 28,605	\$ 29,096	\$ 29,587	\$ 30,078	\$ 30,569	\$ 31,060	\$ 31,551	\$ 32,042	\$ 32,533	\$ 33,024	\$ 33,515	\$ 34,006	\$ 34,497	\$ 34,988
19	11,001	12,000	\$ 29,970	\$ 30,461	\$ 30,952	\$ 31,443	\$ 31,934	\$ 32,425	\$ 32,916	\$ 33,407	\$ 33,898	\$ 34,389	\$ 34,880	\$ 35,371	\$ 35,862	\$ 36,353
20	12,001	13,000	\$ 31,335	\$ 31,826	\$ 32,317	\$ 32,808	\$ 33,299	\$ 33,790	\$ 34,281	\$ 34,772	\$ 35,263	\$ 35,754	\$ 36,245	\$ 36,736	\$ 37,227	\$ 37,718
21	13,001	14,000	\$ 32,699	\$ 33,190	\$ 33,681	\$ 34,172	\$ 34,663	\$ 35,154	\$ 35,645	\$ 36,136	\$ 36,627	\$ 37,118	\$ 37,609	\$ 38,100	\$ 38,591	\$ 39,082
22	14,001	15,000	\$ 34,064	\$ 34,555	\$ 35,046	\$ 35,537	\$ 36,028	\$ 36,519	\$ 37,010	\$ 37,501	\$ 37,992	\$ 38,483	\$ 38,974	\$ 39,465	\$ 39,956	\$ 40,447
23	15,001	16,000	\$ 35,429	\$ 35,920	\$ 36,411	\$ 36,902	\$ 37,393	\$ 37,884	\$ 38,375	\$ 38,866	\$ 39,357	\$ 39,848	\$ 40,339	\$ 40,830	\$ 41,321	\$ 41,812
24	16,001	17,000	\$ 36,794	\$ 37,285	\$ 37,776	\$ 38,267	\$ 38,758	\$ 39,249	\$ 39,740	\$ 40,231	\$ 40,722	\$ 41,213	\$ 41,704	\$ 42,195	\$ 42,686	\$ 43,177
25	17,001	18,000	\$ 38,158	\$ 38,649	\$ 39,140	\$ 39,631	\$ 40,122	\$ 40,613	\$ 41,104	\$ 41,595	\$ 42,086	\$ 42,577	\$ 43,068	\$ 43,559	\$ 44,050	\$ 44,541
26	18,001	19,000	\$ 39,523	\$ 40,014	\$ 40,505	\$ 40,996	\$ 41,487	\$ 41,978	\$ 42,469	\$ 42,960	\$ 43,451	\$ 43,942	\$ 44,433	\$ 44,924	\$ 45,415	\$ 45,906
27	19,001	20,000	\$ 40,888	\$ 41,379	\$ 41,870	\$ 42,361	\$ 42,852	\$ 43,343	\$ 43,834	\$ 44,325	\$ 44,816	\$ 45,307	\$ 45,798	\$ 46,289	\$ 46,780	\$ 47,271
28	20,001	+	Negotiable													

* MOUs are considered to be "linked" if their corresponding benefits are developed for use in the "Total Compensation" classification records and arrays displayed on the web site.

To find the total membership fee, first find the tier (row) that shows the full-time budgeted position count. Then, move to the right on the same row to the column that shows the number of linked MOUs.

Note: The amounts in these columns combine the fees for both linked MOUS and all unrepresented. For example, in the above table, the total annual fee for a continuing member with 180 positions and 4 units would be \$7729 per year.

Equivalent full-time positions comprised of part-time positions, part-time positions and temporary positions are not counted for fee purposes.

SUMMARY	
Source	Generates
Base Fees	285,938
Linked&Unrep	91,817
Total	377,755

* * *

Mid-Year Membership: during the course of a fiscal year is permitted on a pro-rata basis.

Start-Up Fee: A new member that does not have its compensation information in the database has the **option** of being included in the database and appearing on the web site. If the new member elects to be included, a **one-time** start-up fee is charged. (Approved by the Board of Directors June 19, 2001.) The start-up fee is 10% of the agency's annual fee. This fee would be waived, credited or refunded under any one of the following three conditions:

1. After 3 years of membership.
2. The member is instrumental in bringing in a new member.
3. The member refers a non-member for a special service that costs at least the amount of the member's start-up fee.

Adding Non-Member Agencies to the Web Site:

One or more members may pay to add a non-member agency to the database/web site. This is performed as a special service at the member rates. The full cost of development is borne by the requesting member(s). Staff performs subsequent updates without charge. (Such additions are not undertaken if they would interfere with data updates and Board-approved site expansions.) (Approved by the Board of Directors June 19, 2001.)

Members of more than one year may not pay extra fees for adding data for agencies in the member's survey design if this can be accomplished within existing budget allocations. New members of less than one-year pay extra for developing agencies within their survey design for inclusion on the web site. (Approved by the Board of Directors December 1, 2005)

Member Fee Reduction/Credit:

A member may receive a fee reduction or credit if it demonstrates that it has recruited a new JPA member in either the current or the subsequent fiscal year. The amount is 15% of the new (recruited) member's full-year fee for the current fiscal year provided it does not exceed the recruiting member's fee for that year. This credit may be applied to the recruiting member's fee for the next fiscal year or toward a special service. Approval of this credit is performed in consultation with the President of the Board of Directors. (Approved by the Board of Directors April 9, 2002.)

Special Services:

The Board of Directors policy has authorized Staff to perform special services provided maintenance and enhancement of the web site remain the first priority. The Director is authorized to decline requests that may conflict. When special services are performed, the following rates apply:

MEMBERS

Staff	Hourly Rate for Special Services
Director	\$ 127.00
ER Analyst/Assistant	68.00

NON-MEMBERS

Data Fee Total compensation array downloads.	\$ 82 per class plus \$ 28 per agency (row) in the array for each class
Staff	Hourly Rate for Special Services
Director	\$ 153.00
ER Analyst/Assistant	81.00

Fee Change Impact Estimator

Ref	Member Agency	ESTIMATED		07/08	07/08	07/08	07/08	07/08
		No. Positions	No. Linked MOUs	Base Fee from Tables	Linked MOU+ unrep	TOTAL Annual Fees	Change from 06-07 \$	Change from 06-07 %
1	Alameda	697	8	\$ 9,229	\$ 4,419	\$ 13,648	NA	NA
2	Atherton	48	2	\$ 2,184	\$ 1,473	\$ 3,657	(2,894.00)	-44%
3	Belmont	128	3	\$ 5,274	\$ 1,964	\$ 7,238	210.00	3%
4	Burlingame	259	7	\$ 5,933	\$ 3,928	\$ 9,861	285.00	3%
5	Campbell	180	4	\$ 5,274	\$ 2,455	\$ 7,729	224.00	3%
6	Daly City	551	12	\$ 9,229	\$ 6,383	\$ 15,612	451.00	3%
7	East Bay Regional Parks District	590	2	\$ 9,229	\$ 1,473	\$ 10,702	311.00	3%
8	East Palo Alto	138	0	\$ 5,274		\$ 5,274	154.00	3%
9	Foster City	213	3	\$ 5,933	\$ 1,964	\$ 7,897	229.00	3%
10	Fremont	884	8	\$ 10,547	\$ 4,419	\$ 14,966	433.00	3%
	Half Moon Bay	57	4	\$ 5,274	\$ 2,455	\$ 7,085	NA	NA
11	Hillsborough	113	3	\$ 5,274	\$ 1,964	\$ 7,238	210.00	3%
12	Livermore	492	4	\$ 7,910	\$ 2,455	\$ 10,365	300.00	3%
13	Los Altos	121	2	\$ 5,274	\$ 1,473	\$ 6,747	196.00	3%
14	Los Altos Hills	21	0	\$ 2,184	\$ 491	\$ 2,675	78.00	3%
15	Los Gatos	151	3	\$ 5,274	\$ 1,964	\$ 7,238	210.00	3%
16	Menlo Park	201	4	\$ 5,933	\$ 2,455	\$ 8,388	243.00	3%
17	Menlo Park Fire Protection District	101	1	\$ 5,274	\$ 982	\$ 6,256	182.00	3%
18	Millbrae	136	4	\$ 5,274	\$ 2,455	\$ 7,729	224.00	3%
19	Milpitas	429	6	\$ 7,910	\$ 3,437	\$ 11,347	328.00	3%
20	Morgan Hill	185	3	\$ 5,274	\$ 1,964	\$ 7,238	210.00	3%
21	Mountain View	555	3	\$ 9,229	\$ 1,964	\$ 11,193	325.00	3%
22	Pacifica	178	8	\$ 5,274	\$ 4,419	\$ 9,693	280.00	3%
23	Palo Alto	1,091	4	\$ 16,322	\$ 2,455	\$ 18,777	545.00	3%
24	Pleasanton	489	3	\$ 7,910	\$ 1,964	\$ 9,874	286.00	3%
25	Redwood City	587	5	\$ 9,229	\$ 2,946	\$ 12,175	353.00	3%
26	San Carlos	114	4	\$ 5,274	\$ 2,455	\$ 7,729	224.00	3%
27	San Mateo	583	7	\$ 9,229	\$ 3,928	\$ 13,157	381.00	3%
28	San Rafael	380	7	\$ 6,592	\$ 3,928	\$ 10,520	304.00	3%
29	Santa Clara	945	8	\$ 13,184	\$ 4,419	\$ 17,603	510.00	3%
30	Santa Clara County	15,737	5	\$ 35,429	\$ 2,946	\$ 38,375	1,116.00	3%
31	Santa Clara County Central Fire Protection District	282	1	\$ 5,933	\$ 982	\$ 6,915	201.00	3%
32	Santa Clara Valley Water District	889	3	\$ 10,547	\$ 1,964	\$ 12,511	363.00	3%
33	Saratoga	57	3	\$ 5,274	\$ 1,964	\$ 7,238	210.00	3%
34	Belmont-San Carlos Fire Department	47	3	\$ 2,184	\$ 1,964	\$ 4,148	120.00	3%
35	South San Francisco	408	7	\$ 7,910	\$ 3,928	\$ 11,838	342.00	3%
36	Sunnyvale	918	3	\$ 13,184	\$ 1,964	\$ 15,148	440.00	3%
37	West Valley Sanitation District	28	2	\$ 2,184	\$ 1,473	\$ 3,657	106.00	3%