



LOCAL AND REGIONAL GOVERNMENT  
SERVICES AUTHORITIES

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## LGS EXECUTIVE COMMITTEE 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 16, 2013**  
**2:05 p.m.**

**Central Marin Police Authority**  
Community Room  
250 Doherty Drive  
Larkspur, CA 94939

**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 28<sup>th</sup> 2013** Minutes

**Action**

B. Approval of Payments and Deposits made January 2013 through March 2013

**4. TREASURER'S REPORT**

A. Review of Quarterly Financial Reports through March 2013

**Information**

**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. NEXT MEETING: August 15<sup>th</sup> 1:00 p.m. at Association of Bay Area Governments.**

**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  
JOINT POWERS AUTHORITY  
EXECUTIVE COMMITTEE MINUTES  
FEBRUARY 28, 2013**

The Local Government Services Joint Powers Authority held a regular meeting of the Executive Committee at the Dublin City Hall Library Program Room, 100 Civic Plaza, Dublin CA 94568. The meeting was called to order at 2:38 p.m.

**1. CALL TO ORDER**

Members Present: Dan Schwarz, Chair  
Steve Rogers, Vice-Chair  
Ken Nordhoff, Member  
Joni Pattillo, Member  
Herb Pike, Member  
Mike Garvey, Member  
Anil Comelo, Alternate Member

Other Attendees: Richard Averett, Executive Director  
Glenn Lazof, Project Manager

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

**3. APPROVAL OF CONSENT AGENDA**

- A. Approval of **November 15<sup>th</sup> 2012** Minutes
- B. Approval of Payments and Deposits made October 2012 through December 2012  
**Action:** Moved, seconded (Garvey/Pike) to approve the Consent Agenda.

**4. TREASURER'S REPORT**

- A. Review of Month-End Financial Reports through November 2012  
**Information:** The Executive Director reviewed the Quarterly Financial Reports. This was an informational item and the reports were received with no action taken.
- B. Approval of Fiscal Year-End 2012 Financial Reports  
**Action:** Moved, seconded (Pike/Garvey) and carried unanimously to approve the 2012 Fiscal Year-End Reports.

**5. OLD BUSINESS - None**

**6. NEW BUSINESS - None**

**7. PUBLIC COMMENT - None**

**8. ADJOURNMENT** – The meeting adjourned at 2:39 p.m. The next meeting is scheduled for May 16, 2013 at 1:00 p.m. at the Central Marin Police Authority, Larkspur, CA.



# LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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**TO:** EXECUTIVE COMMITTEE **EC Meeting: 05-16-13**  
**FROM:** GLENN LAZOF, Project Manager **Item: 3B**  
**SUBJECT: PAYMENTS MADE JANUARY 2013 THROUGH MARCH 2013**

## **RECOMMENDATION**

Review and approve expenditures made by the JPA for the period(s) indicated.

## **BACKGROUND**

The Executive Committee reviews and approves expenditures made by the JPA on a monthly basis. This approval process is a component of the JPA's internal controls.

The following procedures are being implemented to maintain effective internal controls.

1. Invoices are received by staff;
2. Invoices are approved for payment by the Executive Director or other management staff;
3. Appropriate staff review invoices for accuracy, including reviewing payments for employee benefits against payroll and employee census data;
4. AP staff prepares checks or electronic payments and supporting documentation for Executive Director;
5. The Executive Director reviews, prints and signs/authorizes the check or electronic payment;
6. Accounting staff prepares and submits to our bank, Wells Fargo, a wire transfer record, and the Executive Director or his designee electronically reviews and approves each wire; and
7. All payments are brought to the next Executive Committee meeting for review and approval.

## **FISCAL IMPACT**

The net impact of all payments and deposits made this period maintains a minimal bank cash balance consistent with meeting funding obligations, while maximizing interest earnings in the Local Agency Investment Fund (LAIF) and CalTrust medium term and short term investment pools. Note that any apparent negative bank balances at the end of a month are due to timing of expenses consistent with accrual accounting. Staff seeks to minimize bank charges at all times.

The fiscal impact of approving the attached list of expenditures is included in the approved FY2013 budget or in subsequently approved action by the Executive Committee.

**Local Government Services**  
**Transaction Detail by Account**  
**January - March 2013**

	Date	Transaction Type	Num	Name	Memo/Description	Amount	Balance
<b>110010 Wells Fargo - Cash</b>							
	01/04/2013	Check	EFT	CalPers	Confirm #1000269200 Jan Health Premium	-29,759.26	-29,759.26
	01/07/2013	Check	EFT	APS Net Checks	Dec 31st payroll	-89,950.67	-119,709.93
	01/08/2013	Check	2	Gwendolyn Clifton	Physical paycheck	-181.01	-119,890.94
	01/08/2013	Check	1	Kimberly Chase	Physical paycheck	-827.46	-120,718.40
	01/08/2013	Check	EFT	APS FWH/SWH/Med	Dec 31st payroll	-26,745.94	-147,464.34
	01/08/2013	Check	EFT	APS Fees	Dec 31st payroll	-157.35	-147,621.69
	01/10/2013	Check	Wire	Unified Trust	401/457 Transfer	-8,679.89	-156,301.58
	01/11/2013	Check	SVCCHRG		Service Charge	-191.04	-156,492.62
	01/15/2013	Check	EFT	CalPers - Retirement	Voided - Employer Code 1816 113012 plus survivor benefits	0.00	-156,492.62
	01/16/2013	Bill Payment (Check)	1930	Flex-Plan Services, Inc.		-3,138.33	-159,630.95
	01/22/2013	Check	EFT	APS Net Checks	Jan 15th payroll	-84,682.74	-244,313.69
	01/23/2013	Check	EFT	APS FWH/SWH/Med	Jan 15th payroll	-25,039.31	-269,353.00
	01/23/2013	Check	EFT	APS Fees	Jan 15th payroll	-156.07	-269,509.07
	01/23/2013	Check	3	Kimberly Chase	Physical paycheck	-504.58	-270,013.65
	01/24/2013	Check	6	John Gaffney	Jan 15th payroll	-535.00	-270,548.65
	01/24/2013	Check	4	Kimberly Chase	Jan 15th payroll correction	-55.55	-270,604.20
	01/24/2013	Check	5	Gwendolyn Clifton	Jan 15th payroll correction	-12.15	-270,616.35
	01/25/2013	Check	Wire	Unified Trust	401/457 Transfer	-6,904.80	-277,521.15
	01/25/2013	Check	Wire	Unified Trust	401/457 Transfer	-173.21	-277,694.36
	01/31/2013	Check	EFT	CalPers - Retirement	Voided - Employer Code 1816 113012 plus survivor benefits	0.00	-277,694.36
	01/31/2013	Deposit		RGS		281,877.11	4,182.75
	02/04/2013	Bill Payment (Check)	1931	Vision Service Plan		-265.12	3,917.63
	02/07/2013	Check	6	APS FWH/SWH/Med	1/31 P/R	-38,500.86	-34,583.23
	02/08/2013	Check	EFT	CalPers	Confirm #10000013916253 Feb Health Premium	-29,357.08	-63,940.31
	02/11/2013	Bill Payment (Check)	1932	Allied Administrators		-8,735.97	-72,676.28
	02/11/2013	Check	Wire	Unified Trust	401/457 Transfer	-167.34	-72,843.62
	02/11/2013	Check	Wire	Unified Trust	401/457 Transfer	-7,691.36	-80,534.98
	02/14/2013	Check	Wire	Unified Trust	401/457 Transfer - loan pmt omitted	-22.24	-80,557.22
	02/25/2013	Check	7	APS FWH/SWH/Med	2/15 P/R	-25,898.26	-106,455.48
	02/28/2013	Check	ACH	ADP Fees	ADP Fees	-486.65	-106,942.13
	02/28/2013	Check	Wire	Unified Trust	401/457 Transfer	-7,257.66	-114,199.79
	02/28/2013	Check	SVCCHRG		Service Charge	-172.59	-114,372.38
	02/28/2013	Deposit		RGS		307,724.04	193,351.66
	02/28/2013	Check	Wire	Unified Trust	401/457 Transfer	-109.38	193,242.28
	03/06/2013	Check		APS Net Checks	Feb 28th payroll	-70,350.80	122,891.48
	03/07/2013	Check		APS FWH/SWH/Med	2/28 P/R	-20,023.26	102,868.22
	03/11/2013	Check		Unified Trust	401/457 Transfer	-7,281.20	95,587.02
	03/11/2013	Check		CalPers	Confirm #10000013916253 Mar Health Premium	-27,346.17	68,240.85
	03/11/2013	Check		APS Fees	Feb 28th payroll	-179.05	68,061.80
	03/11/2013	Check	SVCCHRG		Service Charge	-179.05	67,882.75
	03/13/2013	Bill Payment (Check)	1933	Reliance		-3,783.51	64,099.24
	03/13/2013	Bill Payment (Check)	1934	Reliance		-3,160.88	60,938.36
	03/18/2013	Check		CalPers - Retirement	Employer Code 1816 113012 plus survivor benefits	-35,032.23	25,906.13
	03/21/2013	Check		APS Net Checks	Mar 15th payroll	-81,621.58	-55,715.45

**Local Government Services  
 Transation Detail by Account  
 January - March 2013**

03/22/2013	Check		APS FWH/SWH/Med	Mar 15th Payroll	-25,240.96	-80,956.41
03/22/2013	Check		Unified Trust	401/457 Transfer	-7,333.74	-88,290.15
03/25/2013	Bill Payment (Check)	1935	Vision Service Plan		-1,537.48	-89,827.63
03/29/2013	Check		CalPers	Confirm #10000013916253 Mar Health Premium	-117.26	-89,944.89
03/29/2013	Check		CalPers - Retirement	Employer Code 1816 113012 plus survivor benefits	-17,245.07	-107,189.96
03/29/2013	Deposit		RGS	Transfers from RGS	300,253.19	193,063.23
<b>Total for 110010 Wells Fargo - Cash</b>					<b>193,063.23</b>	

Thursday, May 09, 2013 10:22:17 AM PDT GMT-7 - Accrual Basis



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**TO:** EXECUTIVE COMMITTEE  
**FROM:** GLENN LAZOF, Project Manager  
**SUBJECT:** FINANCIAL REPORT ANALYSIS

**EC Meeting: 5-16-13**  
**Item: 4A**

## **RECOMMENDATION**

No action is required of the Executive Committee. These are informational, preliminary financial reports through March 2013 month-end, and are attached for review. All reports are draft and unaudited.

## **P&L ANALYSIS**

Through March 2013, the net income for the JPAs was as follows:

- LGS net income is a negative \$38,089 for the fiscal-year-to-date (FYTD). The balance sheet shows Total Equity of \$983,446.
- RGS net income equals \$295,229 for the FYTD. The balance sheet shows Total Equity of \$840,101.
- Combined LGS/RGS net income equals \$257,140 for the 2013 FYTD. Combined Total Equity equals \$1,823,547.

Accruals for earned but not paid leave time have not been posted to the financials. Contributions for Other Post-Employment Benefits are set aside monthly, and will be allocated to clients prior to finalizing the fiscal year financial reports. The results shown are preliminary, unaudited estimates.

Combined financial performance over this period reflects the transition to internal payroll and financial processes and the continuing impact of the loss of two major clients which have yet to be replaced. Without the reversal of claims expense taken last year, the two JPAs would show a loss of \$129,510 in net income to-date. Administrative costs have begun to come down in March, as we complete our transition away from more costly contract payroll and financial services. This change will also give us more capacity to provide additional services and will enable us to devote more attention to outreach to new and existing client agencies. But it will take some time before net income returns to levels experienced the last several fiscal years.

**Local Government Services  
Profit Loss by Class  
July 2012 - March 2013**

	<u>Admin - JPAs</u>	<u>Lincoln</u>	<u>MTC</u>	<u>MTD</u>	<u>Rohnert Park</u>
<b>Income</b>					
440301 Client Billings		42,072	1,397,785		74,948
440410 Client Administrative Fees				611,454	
480000 Miscellaneous			15,590	119	
Uncategorized Income			0		
<b>Total Income</b>	<b>0</b>	<b>42,072</b>	<b>1,413,375</b>	<b>611,573</b>	<b>74,948</b>
<b>Gross Profit</b>	<b>0</b>	<b>42,072</b>	<b>1,413,375</b>	<b>611,573</b>	<b>74,948</b>
<b>Expenses</b>					
511010 Salaries - Regular		38,747	893,254	384,351	45,663
512002 Medicare Employer Expense		568	12,694	5,466	625
512005 Health Insurance Expense		1,610	80,144	46,219	6,879
512006 Dental Insurance Expense		175	11,877	7,128	417
512007 Vision Insurance Expense		46	3,588	1,969	160
512008 Life Insurance Expense		105	3,050	1,300	
512009 Long Term Disability Expense		180	4,775	2,243	
512010 Stars 401A Expense			-121	0	
512011 Stars 457 Expense			9	0	
512012 Calpers Retirement Expense		2,410	128,777	34,116	5,220
512014 Short Term Disability Expense		179	4,763	2,225	
512015 Unemployment Insurance Expense			1,812		
512018 FSA Health & Day Care Expense			1,838	432	
520107 APS (ADP) Payroll Fees	1,309				
520202 Bank Fees & Services	543				
520302 Legal Services			1,805		
522798 Miscellaneous Expense	0		0		
529997 Administrative Services - RGS	573,770				
<b>Total Expenses</b>	<b>575,622</b>	<b>44,020</b>	<b>1,148,264</b>	<b>485,449</b>	<b>58,964</b>
<b>Net Operating Income</b>	<b>-575,622</b>	<b>-1,948</b>	<b>265,111</b>	<b>126,124</b>	<b>15,984</b>
<b>Other Expenses</b>					
529994 Allowed OPEB Expense	80,253				
529998 Allocated Admin. Services - RGS	-575,443	6,637	222,980	96,484	11,824
<b>Total Other Expenses</b>	<b>-495,190</b>	<b>6,637</b>	<b>222,980</b>	<b>96,484</b>	<b>11,824</b>
<b>Net Other Income</b>	<b>495,190</b>	<b>-6,637</b>	<b>-222,980</b>	<b>-96,484</b>	<b>-11,824</b>
<b>Net Income</b>	<b>-80,432</b>	<b>-8,586</b>	<b>42,131</b>	<b>29,640</b>	<b>4,160</b>

**Local Government Services**  
**Profit Loss by Class**  
**July 2012 - March 2013**

	<u>SBWMA</u>	<u>TAM</u>	<u>TOTAL</u>
<b>Income</b>			
440301 Client Billings	137,288	1,432,529	3,084,622
440410 Client Administrative Fees	6,750	-71,050	547,154
480000 Miscellaneous			15,709
Uncategorized Income			0
<b>Total Income</b>	<b>144,038</b>	<b>1,361,479</b>	<b>3,647,485</b>
<b>Gross Profit</b>	<b>144,038</b>	<b>1,361,479</b>	<b>3,647,485</b>
<b>Expenses</b>			
511010 Salaries - Regular	99,959	920,826	2,382,800
512002 Medicare Employer Expense	1,438	13,448	34,240
512005 Health Insurance Expense	12,789	65,044	212,685
512006 Dental Insurance Expense	1,818	13,513	34,928
512007 Vision Insurance Expense	497	3,627	9,887
512008 Life Insurance Expense	330	2,667	7,453
512009 Long Term Disability Expense	569	4,897	12,664
512010 Stars 401A Expense	984		863
512011 Stars 457 Expense			9
512012 Calpers Retirement Expense	8,509	137,154	316,186
512014 Short Term Disability Expense	536	4,394	12,097
512015 Unemployment Insurance Expense			1,812
512018 FSA Health & Day Care Expense			2,270
520107 APS (ADP) Payroll Fees			1,309
520202 Bank Fees & Services			543
520302 Legal Services			1,805
522798 Miscellaneous Expense			0
529997 Administrative Services - RGS			573,770
<b>Total Expenses</b>	<b>127,430</b>	<b>1,165,571</b>	<b>3,605,321</b>
<b>Net Operating Income</b>	<b>16,608</b>	<b>195,908</b>	<b>42,164</b>
<b>Other Expenses</b>			
529994 Allowed OPEB Expense			80,253
529998 Allocated Admin. Services - RGS	22,724	214,793	0
<b>Total Other Expenses</b>	<b>22,724</b>	<b>214,793</b>	<b>80,253</b>
<b>Net Other Income</b>	<b>-22,724</b>	<b>-214,793</b>	<b>-80,253</b>
<b>Net Income</b>	<b>-6,116</b>	<b>-18,885</b>	<b>-38,089</b>

**Local Government Services**  
**Balance Sheet**  
As of March 31, 2013

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
110010 Wells Fargo - Cash	\$ (166.30)
<b>Total Bank Accounts</b>	<b>\$ (166.30)</b>
<b>Accounts Receivable</b>	
131320 Accounts Receivable - Trade	\$ 797,981.18
<b>Total Accounts Receivable</b>	<b>\$ 797,981.18</b>
<b>Other current assets</b>	
143006 Due from RGS	\$ 2,026,248.28
150000 Employee Advances	\$ 13,089.80
<b>Total Other current assets</b>	<b>\$ 2,039,338.08</b>
<b>Total Current Assets</b>	<b>\$ 2,837,152.96</b>
<b>Other Assets</b>	
160001 Workers Comp Deposits/Credits	\$ 26,217.00
160002 General Liability Depos CalJPIA	\$ 17,844.00
<b>Total Other Assets</b>	<b>\$ 44,061.00</b>
<b>TOTAL ASSETS</b>	<b>\$ 2,881,213.96</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
220010 Accounts Payable	\$ (808.48)
<b>Total Accounts Payable</b>	<b>\$ (808.48)</b>
<b>Other Current Liabilities</b>	
214071 Claims Reserve Payable MSA	\$ 500,000.00
221001 Calpers Retirement Liab	\$ 45,848.92
221003 457/401A Retirement Liab	\$ 7,198.74
221006 FSA Health & Day Care	\$ 14,564.13
221009 General Liability Insurance	\$ (1,500.00)
221015 Health Insurance Liability	\$ (5,121.68)
221016 Long Term Disability Liability	\$ 1,212.83
221017 Short Term Disability Liability	\$ 1,246.40
221023 Dental Insurance Liability	\$ 8,615.44
221024 Vision Insurance Liability	\$ 2,981.87
221025 Life Insurance/AD&D Liability	\$ 1,189.84
230060 Accrued Salaries, Wages & Taxes	\$ 112,164.88
240010 Deferred Revenue	\$ 449,000.00
240011 Refundable Deposits	\$ 240,402.70
250001 Accrued Vacation, Sick & Admin	\$ 164,718.06
250002 Contra Vacation, Sick and Admin	\$ (12,202.55)
<b>Total Other Current Liabilities</b>	<b>\$ 1,530,319.58</b>
<b>Total Current Liabilities</b>	<b>\$ 1,529,511.10</b>
<b>Long-Term Liabilities</b>	
260002 Other Post Employment Benefits	\$ 368,257.00
<b>Total Long-Term Liabilities</b>	<b>\$ 368,257.00</b>
<b>Total Liabilities</b>	<b>\$ 1,897,768.10</b>
<b>Equity</b>	
370000 Fund Bal Unreserved/Unrestrictd	\$ 724,222.89
3900 Retained Earnings	\$ 297,311.71
Net Income	\$ (38,088.74)
<b>Total Equity</b>	<b>\$ 983,445.86</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 2,881,213.96</b>