



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
August 22, 2013
12:50 p.m.

Dublin Civic Center
Regional Meeting Room
100 Civic Plaza
Dublin, CA 94568

1. CALL TO ORDER

A. Election of Officers

Action

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 **May 16, 2013** Minutes

Action

B. Approval of Payments and Deposits made April through July 2013

4. TREASURER'S REPORT

A. Review of Fiscal-Year-End Financial Reports through June 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. ADJOURN

The next Regular Meeting will take place on December 5, 2013 at 1:00 p.m. in San Rafael.

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
EXECUTIVE COMMITTEE MINUTES
MAY 16, 2013**

The Local Government Services Authority held a regular meeting of the Executive Committee on May 16, 2013 at the Central Marin Police Authority Community Room, 250 Doherty Drive, Larkspur, California. The meeting was called to order at 2:35 p.m.

1. CALL TO ORDER

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

Other Attendees: Richard Averett, Executive Director
Jennifer Bower, Human Resources Director
Glenn Lazof, Project Manager
Sherry Kelly, Authority Clerk

2. CHANGES TO THE ORDER OF AGENDA - None

3. APPROVAL OF CONSENT AGENDA

- A. Approval of **February 28, 2013** Minutes
- B. Approval of Payments and Deposits made January 2013 through March 2013
Action: Moved, seconded (Pike/Nordhoff) and carried unanimously to approve the Consent Calendar.

4. TREASURER'S REPORT

- A. Review of Quarterly Financial Reports through March 2013
information: Reports received as submitted.

5. OLD BUSINESS - None

6. NEW BUSINESS - None

7. PUBLIC COMMENT - None

8. ADJOURNMENT - The meeting adjourned at 2:38 p.m. The next meeting will be held on August 15, 2013 at 1:00 p.m. at ABAG (Association of Bay Area Governments) in Oakland.



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P.O. Box 1350 · Carmel Valley, CA 93924 · 650.587.7300

TO: EXECUTIVE COMMITTEE **EC Meeting: 08-22-13**
FROM: GLENN LAZOF, Deputy Chief Financial Officer **Item: 3B**
SUBJECT: PAYMENTS AND DEPOSITS - APRIL 2013 THROUGH JULY 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. Deposit history is also included in the list.

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 appropriate staff;
3. JPA 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 or designee 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. 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 or FY2014 budget or in subsequently approved action by the Board/Executive Committee.

**Local Government Services
Deposits and Disbursements
April - July, 2013**

Date	Transaction Type	Num	Name	Memo/Description	Amount
04/04/2013	Check	ACH	APS FWH/SWH/Med	Mar 31st Payroll	-23,357.20
04/04/2013	Check	ACH	Direct Deposit - net pay		-89,270.23
04/04/2013	Check	ACH	Reliance	Dec Contributions	-3,230.19
04/05/2013	Check	Wire	Unified Trust	401/457 Transfer	-7,079.68
04/05/2013	Check	Wire	Unified Trust	401/457 Transfer	-107.30
04/08/2013	Check	EFT	CalPers - Health	Confirm #1000293648	-2,064.00
04/08/2013	Check	EFT	CalPers - Retirement	Confirm #1000294946	-331.00
04/08/2013	Check	AFT	CalPers - Health	Confirm #1000293649	-27,420.48
04/11/2013	Check	SVCCHRG		Service Charge	-176.10
04/12/2013	Check	EFT	CalPers - Retirement	Confirm #1000294945	-19,677.73
04/19/2013	Bill Payment (Check)	1936	Allied Administrators		-11,851.86
04/21/2013	Check	ACH	Direct Deposit - net pay	Apr 15th payroll	-77,616.61
04/22/2013	Check	ACH	APS FWH/SWH/Med	Apr 31st payroll	-24,778.82
04/22/2013	Check	Wire	Unified Trust	401/457 Transfer	-107.30
04/25/2013	Bill Payment (Check)	1938	Employment Development Dept.		-9,426.60
04/25/2013	Bill Payment (Check)	1937	Vision Service Plan		-753.46
04/29/2013	Check	EFT	CalPers - Retirement	Confirm #1000299503	-36,033.91
04/29/2013	Check	EFT	CalPers - Retirement	Confirm #1000299504	-820.50
04/30/2013	Deposit		RGS		324,569.07
05/10/2013	Bill Payment (Check)	1940	Allied Administrators		-4,817.86
05/10/2013	Bill Payment (Check)	1939	Employment Development Dept.		-18,000.00
05/13/2013	Check	SVCCHRG		Service Charge	-163.10
05/31/2013	Deposit		RGS		303,768.47
06/10/2013	Bill Payment (Check)	1941	Allied Administrators		-4,823.51
06/10/2013	Bill Payment (Check)	1942	Vision Service Plan		-738.18
06/11/2013	Check	SVCCHRG		Service Charge	-159.05
06/30/2013	Deposit		RGS		285,313.84
07/01/2013	Check		CalPers - Retirement	Employer Code 1816 113012 plus survivor benefits	-19,241.26
07/01/2013	Check		CalPers - Retirement	Employer Code 1816 113012 plus survivor benefits	-20,341.79
07/10/2013	Bill Payment (Check)	1943	Vision Service Plan		-753.46
07/25/2013	Bill Payment (Check)	1945	Vision Service Plan		-618.20
07/25/2013	Bill Payment (Check)	1944	Allied Administrators		-3,972.60
07/25/2013	Bill Payment (Check)	1946	Claremont Behavioral Services		-130.35
					505,789.05



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TO: EXECUTIVE COMMITTEE
FROM: GLENN LAZOF, Deputy Chief Financial Officer
SUBJECT: FINANCIAL REPORT ANALYSIS

EC Meeting: 8-22-13
Item: 4A

RECOMMENDATION

No action is required of the Executive Committee. These are informational, preliminary financial reports through June 2013 month-end, and are attached for review. All reports are draft and unaudited. Note that net equity has been reduced by \$500,000 in LGS and \$300,000 in RGS as a result of Board approval to make additional contributions to the insurance JPA, MSA.

P&L ANALYSIS

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

- LGS net income equals a loss of \$-68,806 for the fiscal-year-to-date (FYTD), including preliminary leave accrual estimates and exclusive of the additional contribution to MSA
- RGS net income equals \$236,048 for the fiscal-year-to-date (FYTD), exclusive of the additional contribution to MSA.
- Combined LGS/RGS net income for the fiscal-year-to-date (FYTD) is 168,012, including preliminary leave accrual estimates, and exclusive of the additional contributions to MSA.

Accruals for earned but not paid leave time have not been posted to the financials. The results shown are preliminary, unaudited estimates. The loss of two major clients (TJPA services ended December 2011 and Gold Coast services ended August 2012) without replacement clients has dramatically slowed growth. We have developed the capacity to provide additional services and continue to devote more attention to outreach to new and existing client agencies. We expect that it could be FY 2015 before we again experience sustained growth in retained earnings.

Local Government Services

Profit Loss by Class

July 2012 - June 2013

	Admin - JPAs	Lincoln	MTC	MTD	Rohnert Park	SBWMA	TAM	TOTAL
Income								
440301 Client Billings		42,072	1,788,181		74,948	183,006	1,914,218	4,002,426
440410 Client Administrative Fees				819,229		9,000	-69,440	758,789
480000 Miscellaneous			22,636	119			325	23,080
Uncategorized Income			0					0
Total Income	0	42,072	1,810,818	819,348	74,948	192,006	1,845,103	4,784,295
Gross Profit	0	42,072	1,810,818	819,348	74,948	192,006	1,845,103	4,784,295
Expenses								
511010 Salaries - Regular		38,747	1,136,435	510,479	45,663	133,348	1,235,723	3,100,396
512002 Medicare Employer Expense		568	16,164	7,231	625	1,915	17,868	44,373
512005 Health Insurance Expense		1,610	106,981	61,405	6,879	17,139	90,749	284,763
512006 Dental Insurance Expense		175	14,916	9,385	417	2,375	18,040	45,309
512007 Vision Insurance Expense		46	4,405	2,459	160	616	4,593	12,277
512008 Life Insurance Expense		105	3,868	1,742		443	3,621	9,780
512009 Long Term Disability Expense		180	6,175	3,017		762	6,535	16,669
512010 Stars 401A Expense			-121	0		1,092		971
512011 Stars 457 Expense			9	0				9
512012 Calpers Retirement Expense		2,410	164,757	46,801	5,220	11,823	189,728	420,740
512014 Short Term Disability Expense		179	6,152	2,994		715	5,855	15,894
512015 Unemployment Insurance Expense	10,477		23,412		4,950			38,839
512018 FSA Health & Day Care Expense	5,997		1,838	432				8,267
520107 APS (ADP) Payroll Fees	3,257							3,257
520202 Bank Fees & Services	1,041							1,041
520302 Legal Services			1,805					1,805
522798 Miscellaneous Expense	0		0					0
529997 Administrative Services - RGS	775,102							775,102
Total Expenses	795,874	44,020	1,486,795	645,946	63,914	170,229	1,572,713	4,779,491
Net Operating Income	-795,874	-1,948	324,022	173,402	11,034	21,778	272,391	4,805
Other Expenses								
529990 Contribution to MSA Reserves	500,000							500,000
529994 Allowed OPEB Expense	0	605	40,200	23,074	2,585	6,440	34,100	107,004
529998 Allocated Admin. Services - RGS	-789,877	6,944	299,509	135,235	12,370	31,691	304,127	0
Total Other Expenses	-289,877	7,549	339,709	158,309	14,955	38,131	338,227	607,004
Net Other Income	289,877	-7,549	-339,709	-158,309	-14,955	-38,131	-338,227	-607,004
Net Income	-505,997	-9,497	-15,686	15,093	-3,922	-16,354	-65,837	-602,199
Vacation Leave Accrual (Recovery) Unposted Estimate								(34,163)
Net Income								-568,036
Exclusive of Contribution to MSA								-68,036

Local Government Services
Balance Sheet
As of June 30, 2013

	Total
ASSETS	
Current Assets	
Bank Accounts	
110010 Wells Fargo - Cash	\$ 13
Total Bank Accounts	<u>\$ 13</u>
Accounts Receivable	
131320 Accounts Receivable - Trade	\$ 802,255
Total Accounts Receivable	<u>\$ 802,255</u>
Other current assets	
143006 Due from RGS	\$ 2,082,177
150000 Employee Advances	<u>\$ 190</u>
Total Other current assets	<u>\$ 2,082,367</u>
Total Current Assets	\$ 2,884,635
Other Assets	
160001 Workers Comp Deposits/Credits	\$ 26,217
160002 Genaral Liability Depos CaLJPIA	<u>\$ 17,844</u>
Total Other Assets	<u>\$ 44,061</u>
TOTAL ASSETS	\$ 2,928,696
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Total Accounts Payable	<u>\$ 0</u>
Other Current Liabilities	
2100 Payroll Liabilities	-\$ 166,887
214071 Claims Reserve Payable MSA	\$ 500,000
221001 Calpers Retirement Liab	\$ 127,489
221003 457/401A Retirement Liab	-\$ 49,610
221006 FSA Health & Day Care	\$ 13,251
221009 General Liability Insurance	-\$ 1,500
221015 Health Insurance Liability	-\$ 14,229
221016 Long Term Disability Liability	\$ 2,648
221017 Short Term Disability Liability	\$ 2,609
221023 Dental Insurance Liability	\$ 6,649
221024 Vision Insurance Liability	\$ 3,093
221025 Life Insurance/AD&D Liability	-\$ 1,204
230060 Accrued Salaries, Wages & Taxes	\$ 280,525
240010 Deferred Revenue	\$ 509,000
240011 Refundable Deposits	\$ 240,403
250001 Accrued Vacation	\$ 164,718
250002 Contra Vacation, Sick and Admin	-\$ 12,203
250003 Claims Payable	<u>\$ 9,600</u>
Total Other Current Liabilities	<u>\$ 1,614,352</u>
Total Current Liabilities	\$ 1,614,352
Long-Term Liabilities	
260001 Gen Liab Ins Claims Payable	\$ 0
260002 Other Post Employment Benefits	<u>\$ 395,008</u>
Total Long-Term Liabilities	<u>\$ 395,008</u>
Total Liabilities	\$ 2,009,360
Equity	
370000 Fund Bal Unreserved/Unrestrictcd	\$ 1,224,223
3900 Retained Earnings	\$ 297,312
Net Income	<u>-\$ 602,199</u>
Total Equity	<u>\$ 919,335</u>
TOTAL LIABILITIES AND EQUITY	\$ 2,928,696