



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**  
**December 5, 2013**  
**1:45 p.m.**

**San Rafael City Hall, 3<sup>rd</sup> Floor**  
Community Development Conference Room  
1400 Fifth Street  
San Rafael, CA 94901

**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 **August 22, 2013** Minutes **Action**

B. Approval of Payments and Deposits made August 2013 through October 2013

C. Approval of Management Services Agreement with South Bayside Systems Authority

**4. TREASURER'S REPORT**

A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through October 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 February 27, 2014 at 1:00 p.m. in Walnut Creek.**

**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  
AUGUST 22, 2013**

The Local Government Services Authority held a regular meeting of the Executive Committee on August 22, 2013 at the Dublin Civic Center, 100 Civic Plaza, Dublin, CA 94568. The meeting was called to order at 1:31p.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

Members Absent: Nancy Mackle, Member

Other Attendees: Richard Averett, Executive Director  
Jennifer Bower, Director of HR  
Glenn Lazof, Deputy Chief Finance Officer  
Heather Quinn, Sr. Admin. Analyst / Project Mgr.

A. Election of Officers

**Action:** Nomination of Steve Rogers for Chair. Moved and seconded (Garvey, Nordhoff) and carried unanimously to elect Rogers as Chair. Nomination of Ken Nordhoff for Vice-Chair. Moved and seconded (Garvey, Rogers) and carried unanimously to elect Nordhoff as Vice-Chair.

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

**3. APPROVAL OF CONSENT AGENDA**

- A. Approval of **May 16, 2013** Minutes
- B. Approval of Payments and Deposits made April 2013 through July 2013  
**Action:** Moved and seconded (Pike, Nordhoff) and carried unanimously to approve consent agenda.

**4. TREASURER'S REPORT**

- A. Review of Fiscal-Year-End Financial Reports through June 2013  
**Information:** Reports accepted as submitted.

**5. OLD BUSINESS - None**

**6. NEW BUSINESS - None**

**7. PUBLIC COMMENT - None**

**8. ADJOURNMENT** – The meeting adjourned at 1:33 p.m. The next regular meeting is scheduled for December 5, 2013 at 1:00 p.m. in San Rafael.



# LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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**TO:** EXECUTIVE COMMITTEE **EC Meeting: 12-05-13**  
**FROM:** GLENN LAZOF, Deputy Chief Financial Officer **Item: 3B**  
**SUBJECT: PAYMENTS AND DEPOSITS - AUGUST 2013 THROUGH OCTOBER 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.

Municipal Service Agency expenditures are currently reported in the RGS schedule, as all MSA expenditures initiate in the RGS Wells Fargo Account. In the coming months, Staff will review the ease with which MSA disbursements and revenues can be reported separately from RGS information.

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 FY2014 budget or in subsequently approved action by the Board/Executive Committee.

# Local Government Services

## Payments and Disbursements

August 1, 2013 -October 31, 2013

Date	Transaction Type	Num	Name	Memo/Description	Amount
08/05/2013	Journal Entry	119		7/31/13 PERS R contribution	\$ (2,113.66)
08/05/2013	Journal Entry	119		7/31/13 PERS R contribution	\$ (18,391.16)
08/06/2013	Journal Entry	113		PPE 7/31/13 net pay	\$ (91,780.13)
08/07/2013	Journal Entry	114		7/31/13 Taxes & Service Fee	\$ (31,494.64)
08/07/2013	Journal Entry	111		7/31/13 UTC 457 contributions	\$ (9,007.24)
08/08/2013	Journal Entry	120		PERS Health monthly premium	\$ (29,436.91)
08/09/2013	Journal Entry	118		July 2013 Life & Dis premium	\$ (3,498.90)
08/10/2013	Bill Payment (Check)	1947	Allied Administrators		\$ (2,493.24)
08/10/2013	Bill Payment (Check)	1948	Flex-Plan Services, Inc.		\$ (55.00)
08/12/2013	Check		Wells Fargo	Service Charges	\$ (153.27)
08/15/2013	Journal Entry	117		8/16-8/31/13 PERS R contribution	\$ (18,829.59)
08/15/2013	Journal Entry	117		8/16-8/31/13 PERS R contribution	\$ (2,953.78)
08/21/2013	Journal Entry	116		PPE 8/15/13 net pay	\$ (90,838.20)
08/22/2013	Journal Entry	115		8/15/13 Taxes & Service Fee	\$ (27,777.50)
08/22/2013	Check	7	Martha Silver		\$ (443.04)
08/22/2013	Journal Entry	112		8/15/13 UTC 457 contributions	\$ (7,976.83)
08/26/2013	Bill Payment (Check)	1949	Claremont Behavioral Services		\$ (134.30)
08/28/2013	Journal Entry	121		8/15/13 PERS R contribution	\$ (18,670.51)
08/28/2013	Journal Entry	121		8/15/13 PERS R contribution	\$ (2,903.78)
08/31/2013	Deposit		RGS		\$ 378,936.50
09/03/2013	Journal Entry	144		Duplicate 8/15/13 PERS R contribution	\$ (18,670.51)
09/03/2013	Journal Entry	144		Duplicate 8/15/13 PERS R contribution	\$ (2,903.78)
09/06/2013	Journal Entry	143		8/31/2013 STD premium	\$ (3,729.74)
09/08/2013	Journal Entry	134		Aug 31 payroll	\$ (94,797.19)
09/09/2013	Journal Entry	140		PERS Health Sept monthly premium	\$ (29,038.58)
09/09/2013	Journal Entry	135		8/31/13 Taxes & Service Fee	\$ (30,297.79)
09/09/2013	Journal Entry	138		8/31/13 UTC 457 contributions	\$ (7,976.83)
09/11/2013	Bill Payment (Check)	1952	Vision Service Plan		\$ (812.30)
09/11/2013	Bill Payment (Check)	1951	Allied Administrators		\$ (4,332.44)
09/11/2013	Check	SVCCHRG		Service Charge	\$ (154.49)
09/11/2013	Bill Payment (Check)	1950	Flex-Plan Services, Inc.		\$ (55.00)
09/13/2013	Journal Entry	141		8/15/13 PERS R contribution	\$ -
09/13/2013	Journal Entry	141		8/31/13 PERS R contribution	\$ (837.10)
09/19/2013	Journal Entry	136		9/15/13 payroll	\$ (90,353.21)
09/20/2013	Journal Entry	137		9/15/13 Taxes & Service Fee	\$ (27,607.86)
09/20/2013	Journal Entry	139		9/15/13 UTC 457 contributions	\$ (7,971.94)
09/25/2013	Bill Payment (Check)	1953	Employment Development Dept.		\$ (1,155.00)
09/25/2013	Bill Payment (Check)	1954	Vision Service Plan		\$ (871.12)
09/27/2013	Journal Entry	142		9/15/13 PERS R contribution	\$ (17,018.47)
09/27/2013	Journal Entry	142		9/15/13 PERS R contribution	\$ (3,414.90)
09/30/2013	Deposit		RGS		\$ 341,998.25

# Local Government Services

## Payments and Disbursements

August 1, 2013 -October 31, 2013

<u>Date</u>	<u>Transaction Type</u>	<u>Num</u>	<u>Name</u>	<u>Memo/Description</u>	<u>Amount</u>
10/04/2013	Journal Entry	162		9/30/2013 STD premium	\$ (3,583.23)
10/07/2013	Journal Entry	157		9/30/13 Taxes & Service Fee	\$ (29,204.42)
10/07/2013	Journal Entry	156		9/30/13 net pay	\$ (93,143.62)
10/07/2013	Journal Entry	154		9/30/13 UTC 457 contributions	\$ (7,410.74)
10/09/2013	Journal Entry	160		October PERS Health monthly premium	\$ (30,265.22)
10/11/2013	Bill Payment (Check)	1955	Leena Kamat		\$ (1,500.00)
10/11/2013	Bill Payment (Check)	1956	Gina Schuchard		\$ (976.50)
10/11/2013	Check	SVCCHRG		Service Charge	\$ (152.39)
10/14/2013	Journal Entry	161		9/30/13 PERS R contribution	\$ (18,755.73)
10/14/2013	Journal Entry	161		5/15/13 PERS R PEPRA contribution	\$ (3,011.86)
10/21/2013	Journal Entry	159		10/15/13 net pay	\$ (104,288.41)
10/22/2013	Journal Entry	158		10/15/13 Taxes & Service Fee	\$ (35,012.12)
10/22/2013	Journal Entry	155		10/15/13 UTC 457 contributions	\$ (6,351.73)
10/30/2013	Journal Entry	165		10/15/13 PERS R contribution	\$ (18,432.93)
10/30/2013	Journal Entry	165		10/15/13 PERS R PEPRA contribution	\$ (3,903.30)
10/31/2013	Bill Payment (Check)	1957	US Department of Homeland Security		\$ (1,225.00)
10/31/2013	Bill Payment (Check)	1958	US Department of Homeland Security		\$ (580.00)
10/31/2013	Deposit		RGS		\$ 333,655.97
					<b>\$ (4,156.41)</b>



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**TO:** EXECUTIVE COMMITTEE  
**FROM:** RICHARD H. AVERETT, Executive Director  
**SUBJECT:** CLIENT SERVICES – South Bayside System Authority

**EC Meeting: 12-5-13**

**Item: 3C**

## **RECOMMENDATION**

Approve authorizing the Executive Director to execute a management services agreement with South Bayside System Authority (SBSA).

## **BACKGROUND**

SBSA is returning to the JPAs to request a Project Engineer for the Agency. The JPAs assigned an employee to this project and began providing services in November 2013. The agreement is anticipated to remain in effect until June 30, 2014.

The management services agreement is the JPA's standard agreement without major changes and is available upon request.

## **FISCAL IMPACT**

The hourly rate charged the Agency for services is sufficient to pay all salary, benefit, insurance and administrative costs of the JPA.



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

**EC Meeting: 12-05-13**  
**Item: 4A**

## **RECOMMENDATION**

No action is required of the Executive Committee. These are informational, preliminary financial reports through October 2013 month-end, and are attached for review. All reports are draft and unaudited. Accruals for earned but not paid leave time have not been posted to the financials.

## **P&L ANALYSIS**

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

- RGS net income equals \$53,441 for the fiscal-year-to-date (FYTD).
- LGS net income equals a gain of \$74,999 for FYTD.
- Combined RGS and LGS net income for FYTD is \$128,440.
- MSA net income is \$47,098, net equity is \$1,063,644.

RGS and LGS net income exceeds expectations, as a combined net loss was budgeted for FY 2014. We have successfully responded to the anticipated loss of one major client with an increase in multiple smaller contracts. This would not have been possible without the investment in internal efficiencies that was made during FY 2013. The challenge will be holding onto and possibly adding to our retained earnings over the rest of the fiscal year, as a major client transition occurred in October.

# Local Government Services

## Profit & Loss

July - October, 2013

	Admin - JPAs	Avalon	MTC	MTD	SBWMA	TAM	TOTAL
<b>Income</b>							
440301 Client Billings		39,250	723,914		64,157	628,741	1,456,062
440410 Inter-JPA Revenue				267,842			267,842
480000 Miscellaneous		977	281				1,257
<b>Total Income</b>	<b>0</b>	<b>40,227</b>	<b>724,195</b>	<b>267,842</b>	<b>64,157</b>	<b>628,741</b>	<b>1,725,162</b>
<b>Gross Profit</b>	<b>0</b>	<b>40,227</b>	<b>724,195</b>	<b>267,842</b>	<b>64,157</b>	<b>628,741</b>	<b>1,725,162</b>
<b>Expenses</b>							
511010 Salaries - Regular		25,515	394,570	175,452	44,519	407,110	1,047,166
512002 Medicare Employer Expense		375	5,725	2,514	637	5,867	15,118
512004 Employee Assistance Program	294						294
512005 Health Insurance Expense	4,800	1,500	35,457	19,020	5,800	34,040	100,617
512006 Dental Insurance Expense	-1,032	180	4,262	2,569	742	6,014	12,736
512007 Vision Insurance Expense	36	46	924	529	159	1,291	2,985
512008 Life Insurance Expense		98	1,243	541	150	1,285	3,317
512009 Long Term Disability Expense		168	2,151	927	258	2,205	5,709
512011 Stars 457 Expense	89						89
512012 Calpers Retirement Expense		2,763	48,367	16,980	4,648	70,754	143,513
512014 Short Term Disability Expense		167	2,127	920	238	1,947	5,400
512015 Unemployment Insurance Expense	1,600		4,716				6,316
512018 FSA Health & Day Care Expense	110						110
520107 APS (ADP) Payroll Fees	3,472						3,472
520202 Bank Fees & Services	612						612
520302 Legal Services	3,305						3,305
520801 Mileage Reimbursement		977					977
529997 Administrative Services - RGS	262,758						262,758
<b>Total Expenses</b>	<b>276,045</b>	<b>31,790</b>	<b>499,542</b>	<b>219,452</b>	<b>57,151</b>	<b>530,515</b>	<b>1,614,494</b>
<b>Net Operating Income</b>	<b>-276,045</b>	<b>8,437</b>	<b>224,653</b>	<b>48,390</b>	<b>7,006</b>	<b>98,226</b>	<b>110,667</b>
<b>Other Expenses</b>							
529994 Allowed OPEB Expense	0	360	12,880	7,692	2,145	12,591	35,668
529998 Allocated Admin. Services - RGS	-277,593	6,473	116,529	43,098	10,323	101,170	0
<b>Total Other Expenses</b>	<b>-277,593</b>	<b>6,833</b>	<b>129,409</b>	<b>50,790</b>	<b>12,469</b>	<b>113,760</b>	<b>35,668</b>
<b>Net Other Income</b>	<b>277,593</b>	<b>-6,833</b>	<b>-129,409</b>	<b>-50,790</b>	<b>-12,469</b>	<b>-113,760</b>	<b>-35,668</b>
<b>Net Income</b>	<b>1,548</b>	<b>1,604</b>	<b>95,245</b>	<b>-2,401</b>	<b>-5,463</b>	<b>-15,534</b>	<b>74,999</b>

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

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
110010 Wells Fargo - Cash	-24,141
<b>Total Bank Accounts</b>	-24,141
<b>Accounts Receivable</b>	
131320 Accounts Receivable - Trade	734,729
<b>Total Accounts Receivable</b>	734,729
<b>Other current assets</b>	
143006 Due from RGS	2,222,736
150000 Employee Advances	190
<b>Total Other current assets</b>	2,222,926
<b>Total Current Assets</b>	2,933,514
<b>Other Assets</b>	
160001 Workers Comp Deposits/Credits	26,217
160002 Genaral Liability Depos CaLJPIA	17,844
<b>Total Other Assets</b>	44,061
<b>TOTAL ASSETS</b>	<b>2,977,575</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
2100 Payroll Liabilities	-166,887
214071 Claims Reserve Payable MSA	600,000
221001 Calpers Retirement Liab	595
221003 457/401A Retirement Liab	5,277
221006 FSA Health & Day Care	13,267
221009 General Liability Insurance	-1,500
221016 Long Term Disability Liability	1,415
221017 Short Term Disability Liability	1,354
221023 Dental Insurance Liability	-1,877
221025 Life Insurance/AD&D Liability	824
230060 Accrued Salaries, Wages & Taxes	273,136
240010 Deferred Revenue	509,000
240011 Refundable Deposits	240,000
250001 Accrued Vacation	164,718
250002 Contra Vacation, Sick and Admin	-12,203
250003 Claims Payable	6,316
<b>Total Other Current Liabilities</b>	1,633,436
<b>Total Current Liabilities</b>	1,633,436
<b>Long-Term Liabilities</b>	
260002 Other Post Employment Benefits	430,676
<b>Total Long-Term Liabilities</b>	430,676
<b>Total Liabilities</b>	2,064,112
<b>Equity</b>	
370000 Fund Bal Unreserved/Unrestrictd	1,224,223
3900 Retained Earnings	-385,759
Net Income	74,999
<b>Total Equity</b>	913,463
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>2,977,575</b>