



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 21, 2014
1:50 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 AND 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.

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 15, 2014** Minutes

Action

B. Approval of Payments and Deposits made April 2014 through June 2014

C. Acceptance of LGS Position Listings

4. TREASURER'S REPORT

A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through June 2014

Information

5. OLD BUSINESS - None

6. NEW BUSINESS

Recess to Closed Session

1. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): One potential case.

Reconvene Regular Meeting

A. Report from Closed Session

7. ADJOURN

The next Regular Meeting will take place on October 23, 2014 at 1:00 p.m. in Larkspur.

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 15, 2014**

The Local Government Services Authority held a regular meeting of the Executive Committee on May 15, 2014 at the Yountville Community Center Art Room. The meeting was called to order at 2:03 p.m.

1. CALL TO ORDER

Members Present: Steve Rogers, Chair
Ken Nordhoff, Vice-Chair
Dan Schwarz, Member
Julie Carter, Alternate Member
Deirdre Dolan, Alternate Member

Members Absent: Michael Garvey, Member
Herb Pike, Member

Other Attendees: Richard Averett, Executive Director
Jennifer Bower, Director of Human Resources
Bill Poland, Keenan and Associates
Steve Gedestad, Keenan and Associates
Karen Thesing, Keenan and Associates

2. CHANGES TO THE ORDER OF AGENDA - None

3. APPROVAL OF CONSENT AGENDA

- A. Approval of **February 27, 2014** Minutes
 - B. Approval of Payments and Deposits made January 2014 through March 2014
 - C. Acceptance of LGS Position Listings
- Action:** Moved and seconded (Schwarz/Carter) to approve consent agenda.
- AYES:** Nordhoff, Schwarz, Carter, Dolan
- NOES:** None
- ABSTAIN:** None

4. TREASURER'S REPORT

- A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through March 2014
The Executive Director reviewed the agency's financial reports through March. This is an information item and no action was taken.

5. OLD BUSINESS - None

6. NEW BUSINESS - None

7. PUBLIC COMMENT - None

8. ADJOURNMENT – The meeting adjourned at 2:07 p.m. The next regular meeting is scheduled for August 21, 2014 at 1:00 p.m. in Dublin.



TO: EXECUTIVE COMMITTEE **EC Meeting: 08-21-14**
FROM: Richard Averett, Chief Financial Officer **Item: 3B**
SUBJECT: PAYMENTS AND DEPOSITS – APRIL 2014 THROUGH JUNE 2014

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 quarterly basis. This approval process is a component of JPA 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. JPA staff review invoices for accuracy and assignment to correct general ledger accounts.
3. The Executive Director or designee reviews, prints and signs/authorizes checks. All payments, including electronic payments, are reviewed by the Executive Director in a weekly disbursement reports submitted by the Finance Department. This report contains all disbursements from the previous week. Information provided includes: date of transaction, amount, vendor or recipient, method of payment, identity of first and second staff approvers, check or journal number.
4. All payments are brought to the next regular meeting of Executive Committee (or Board of Directors) 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 Rabobank, and in 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 Transaction Detail by Account

April - June, 2014

110010 Wells Fargo - Cash

| Date | Transaction Type | Num | Name | Memo/Description | Amount | Balance |
|------------|----------------------|---------|------------------------------------|-------------------------------------|------------|-------------|
| 04/01/2014 | Journal Entry | 369 | | 3/15/14 PERS R contribution | -14,583.16 | -14,583.16 |
| 04/01/2014 | Journal Entry | 369 | | 3/15/14 PERS R PEPRA contribution | -4,304.28 | -18,887.44 |
| 04/06/2014 | Journal Entry | 367 | | 3/31/14 net pay | -88,122.55 | -107,009.99 |
| 04/07/2014 | Journal Entry | 368 | | 3/31/14 payroll taxes & service fee | -29,254.90 | -136,264.89 |
| 04/07/2014 | Check | 15 | California State Disbursement Unit | Feldman 3/31/14 payroll | -560.50 | -136,825.39 |
| 04/10/2014 | Journal Entry | 380 | | 3/31/14 UTC 457 contributions | -6,715.08 | -143,540.47 |
| 04/11/2014 | Check | SVCCHRG | | Service Charge | -153.91 | -143,694.38 |
| 04/15/2014 | Journal Entry | 384 | | 3/31/14 PERS R contribution | -15,356.42 | -159,050.80 |
| 04/15/2014 | Journal Entry | 384 | | 3/31/14 PERS R PEPRA contribution | -4,658.60 | -163,709.40 |
| 04/15/2014 | Journal Entry | 384 | | 3/31/14 PERS Survivor contribution | -0.60 | -163,710.00 |
| 04/21/2014 | Journal Entry | 382 | | 4/15/14 net pay | -88,940.96 | -252,650.96 |
| 04/22/2014 | Journal Entry | 383 | | 4/15/14 payroll taxes & service fee | -27,771.34 | -280,422.30 |
| 04/22/2014 | Check | 16 | California State Disbursement Unit | Feldman 4/15/14 payroll | -560.50 | -280,982.80 |
| 04/25/2014 | Journal Entry | 392 | | 4/15/14 UTC 457 contributions | -6,142.27 | -287,125.07 |
| 04/28/2014 | Journal Entry | 393 | | 4/15/14 PERS R contribution | -15,190.92 | -302,315.99 |
| 04/28/2014 | Journal Entry | 393 | | 4/15/14 PERS R PEPRA contribution | -4,794.62 | -307,110.61 |
| 04/30/2014 | Deposit | | RGS | | 307,110.61 | 0.00 |
| 05/06/2014 | Journal Entry | 412 | | 4/30/14 net pay | -93,383.59 | -93,383.59 |
| 05/07/2014 | Journal Entry | 413 | | 4/30/14 payroll taxes & service fee | -30,006.48 | -123,390.07 |
| 05/07/2014 | Check | 17 | California State Disbursement Unit | Feldman 4/30/14 payroll | -560.50 | -123,950.57 |
| 05/09/2014 | Bill Payment (Check) | 1965 | Employment Development Dept. | | -10,800.00 | -134,750.57 |
| 05/12/2014 | Journal Entry | 432 | | 4/30/14 UTC 457 contributions | -6,142.42 | -140,892.99 |
| 05/12/2014 | Check | SVCCHRG | | Service Charge | -154.59 | -141,047.58 |
| 05/14/2014 | Journal Entry | 406 | | 4/30/14 PERS R contribution | -15,427.77 | -156,475.35 |
| 05/14/2014 | Journal Entry | 406 | | 4/30/14 PERS R PEPRA contribution | -5,159.36 | -161,634.71 |
| 05/21/2014 | Journal Entry | 417 | | 5/15/14 net pay | -89,567.94 | -251,202.65 |
| 05/22/2014 | Journal Entry | 418 | | 3/15/14 payroll taxes & service fee | -30,309.30 | -281,511.95 |
| 05/22/2014 | Check | 18 | California State Disbursement Unit | Feldman 5/15/14 payroll | -560.50 | -282,072.45 |
| 05/28/2014 | Journal Entry | 434 | | 5/15/14 PERS R contribution | -15,314.66 | -297,387.11 |
| 05/28/2014 | Journal Entry | 434 | | 5/15/14 PERS R PEPRA contribution | -5,358.74 | -302,745.85 |
| 05/29/2014 | Journal Entry | 449 | | 5/15/14 UTC 457 contributions | -6,142.87 | -308,888.72 |
| 05/31/2014 | Deposit | | RGS | | 308,328.22 | -560.50 |
| 06/05/2014 | Journal Entry | 441 | | 5/31/14 net pay | -95,259.34 | -95,819.84 |
| 06/06/2014 | Journal Entry | 442 | | 5/31/14 payroll taxes & service fee | -32,041.80 | -127,861.64 |
| 06/06/2014 | Check | 19 | California State Disbursement Unit | Feldman 5/31/14 payroll | -560.50 | -128,422.14 |
| 06/10/2014 | Journal Entry | 437 | | 5/31/14 UTC 457 contributions | -6,132.33 | -134,554.47 |
| 06/10/2014 | Bill Payment (Check) | 1966 | US Department of Homeland Security | | -3,050.00 | -137,604.47 |

Local Government Services Transaction Detail by Account

April - June, 2014

| Date | Transaction Type | Num | Name | Memo/Description | Amount | Balance |
|--|-------------------------|------------|------------------------------------|-------------------------------------|---------------|----------------|
| 06/10/2014 | Bill Payment (Check) | 1967 | Leena Kamat | | -1,200.00 | -138,804.47 |
| 06/11/2014 | Check | SVCCHRG | | Service Charge | -153.65 | -138,958.12 |
| 06/13/2014 | Journal Entry | 450 | | 5/31/14 PERS R contribution | -14,956.35 | -153,914.47 |
| 06/13/2014 | Journal Entry | 450 | | 5/31/14 PERS R PEPRA contribution | -5,249.82 | -159,164.29 |
| 06/19/2014 | Journal Entry | 456 | | 6/15/14 net pay | -80,239.84 | -239,404.13 |
| 06/20/2014 | Journal Entry | 457 | | 6/15/14 payroll taxes & service fee | -26,302.06 | -265,706.19 |
| 06/20/2014 | Check | 20 | California State Disbursement Unit | Feldman 6/15/14 payroll | -560.50 | -266,266.69 |
| 06/24/2014 | Journal Entry | 467 | | 6/15/14 PERS R contribution | -13,643.11 | -279,909.80 |
| 06/24/2014 | Journal Entry | 467 | | 6/15/14 PERS R PEPRA contribution | -4,577.96 | -284,487.76 |
| 06/26/2014 | Journal Entry | 466 | | 6/15/14 UTC 457 contributions | -6,060.14 | -290,547.90 |
| 06/30/2014 | Deposit | | RGS | | 290,547.90 | 0.00 |
| Total for 110010 Wells Fargo - Cash | | | | | 0.00 | |

Wednesday, Aug 13, 2014 01:40:41 PM PDT GMT-7 - Accrual Basis

LGS Employees

| Base Department | Job Title | Status Full Time |
|---------------------------------|-----------------------------|------------------|
| 6020-001 - MTC-1122 | Program Coordinator | 1 |
| 6020-007 - MTC-1234 | Program Coordinator | 1 |
| 6020-009 - MTC-1254 | Technical Assistant | 1 |
| 6020-009 - MTC-1254 | Technical Assistant | 1 |
| 6020-009 - MTC-1254 | Technical Assistant | 1 |
| 6020-013 - MTC-1413 | Program Coordinator | 1 |
| 6020-013 - MTC-1413 | Program Coordinator | 1 |
| 6020-013 - MTC-1413 | Program Coordinator | 1 |
| 6020-016 - MTC-1611 | Program Advisor | 1 |
| 6020-019 - MTC-6031 | Program Coordinator | 1 |
| 6020-031 - MTC-1222 | Program Advisor | 1 |
| 6020-032 - MTC-9130 | Administrative Specialist | 1 |
| 6020-032 - MTC-9130 | Program Coordinator | 1 |
| 6020-033 - MTC-1153 | Contract Assistant | 1 |
| 6020-033 - MTC-1153 | Program Coordinator | 1 |
| 6020-034 - MTC-1612 | Department Director - Urban | 1 |
| 6020-036 - MTC-1161 | Technical Assistant | 1 |
| 6030-000 - SBWMA-General Hours | Advisor | 1 |
| 6040-000 - TAM-General Hours | Administrative Specialist | 0.9 |
| 6040-000 - TAM-General Hours | Program Advisor | 1 |
| 6040-000 - TAM-General Hours | Program Advisor | 1 |
| 6040-000 - TAM-General Hours | Program Coordinator | 1 |
| 6040-000 - TAM-General Hours | Administrative Support | 1 |
| 6040-000 - TAM-General Hours | CEO - Urban | 1 |
| 6040-000 - TAM-General Hours | Program Advisor | 1 |
| 6040-000 - TAM-General Hours | Advisor | 1 |
| 6040-000 - TAM-General Hours | Technical Assistant | 1 |
| 6050-000 - Avalon-General Hours | Advisor | 1 |
| FTE | | 27.9 |
| Count | | 28 |



TO: EXECUTIVE COMMITTEE
FROM: Richard Averett, Chief Financial Officer
SUBJECT: FINANCIAL REPORT ANALYSIS

EC Meeting: 8-21-14
Item: 4A

RECOMMENDATION

No action is required of the Executive Committee. These are informational, preliminary financial reports through June 2014 month-end, and are attached for review. All reports are draft and unaudited. Accruals for earned but not paid leave time are posted to the financials monthly.

The Authorities receive advance payments from a few clients which precede the provision of contracted services. These are posted in the deferred revenue liability account. Upon invoicing for services rendered the deferred revenue is reversed and revenue is recognized. Both the advance and true up invoices are reflected in accounts receivable until paid to assist with tracking payments and collections. While this invoicing and collections process helps staff track and manage client revenues, accounting standards consider this to reflect a temporary overstatement of assets and liabilities. There is no impact on net position of either agency.

P&L ANALYSIS

Through June 2014, the net income for the JPA was negative \$241,073 after an additional contribution to MSA of \$375,000 for claims reserves. Net income before the additional contribution was \$133,927.

BALANCE SHEET ANALYSIS

Through June 2014, total equity for the JPAs was \$507,738.

Local Government Services

Profit and Loss

July 2013 - June 2014

| | <u>Total</u> |
|--|------------------|
| Income | |
| 440301 Client Billings | 4,679,720 |
| 440410 Inter-JPA Revenue | 279,162 |
| 480000 Miscellaneous | 19,229 |
| | <hr/> |
| Total Income | 4,978,110 |
| | <hr/> |
| Gross Profit | 4,978,110 |
| Expenses | |
| 511010 Salaries - Regular | 3,092,936 |
| 511072 Salaries non-billable | (3,349) |
| 512002 Medicare Employer Expense | 44,364 |
| 512004 Employee Assistance Program | 1,199 |
| 512005 Health Insurance Expense | 301,356 |
| 512006 Dental Insurance Expense | 36,332 |
| 512007 Vision Insurance Expense | 7,571 |
| 512008 Life Insurance Expense | 7,229 |
| 512009 Long Term Disability Expense | 13,656 |
| 512010 Stars 401A Expense | 0 |
| 512011 Stars 457 Expense | 855 |
| 512012 Calpers Retirement Expense | 412,715 |
| 512014 Short Term Disability Expense | 13,077 |
| 512015 Unemployment Insurance Expense | 50,274 |
| 512018 FSA Health & Day Care Expense | 821 |
| 520104 Telephone | 416 |
| 520105 Cell Phones | 1,116 |
| 520107 APS (ADP) Payroll Fees | 6,175 |
| 520202 Bank Fees & Services | 1,849 |
| 520302 Legal Services | 9,621 |
| 520501 Professional Dues & Membership | 2,756 |
| 520503 Conferences & Meetings | 50 |
| 520508 Licenses & Fees | 2,000 |
| 520801 Mileage Reimbursement | 1,120 |
| 520803 Travel Reimbursement | 3,991 |
| 521109 Interest Expense | 1,362 |
| 522798 Miscellaneous Expense | 663 |
| 529997 Administrative Services - RGS | 727,024 |
| | <hr/> |
| Total Expenses | 4,737,179 |
| Net Operating Income | 240,931 |
| Other Expenses | |
| 529990 Contribution to MSA Reserves | 375,000 |
| 529994 Allowed OPEB Expense | 107,004 |
| 529998 Allocated Admin. Services - RGS | - |
| | <hr/> |
| Total Other Expenses | 482,004 |
| Net Other Income | (482,004) |
| Net Income | (241,073) |

Local Government Services
Balance Sheet
As of June 30, 2014

| | Total |
|--|------------------|
| ASSETS | |
| Current Assets | |
| Accounts Receivable | |
| 131320 Accounts Receivable - Trade | 564,082 |
| Total Accounts Receivable | 564,082 |
| Other current assets | |
| 143006 Due from RGS | 2,196,212 |
| 150006 Prepaid Expenses | 3,367 |
| Total Other current assets | 2,199,579 |
| Total Current Assets | 2,763,662 |
| Other Assets | |
| 160001 Workers Comp Deposits/Credits | (29,739) |
| 160002 Genaral Liability Depos CaLJPIA | (80,920) |
| Total Other Assets | (110,659) |
| TOTAL ASSETS | 2,653,003 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 220010 Accounts Payable | 103,808 |
| Total Accounts Payable | 103,808 |
| Other Current Liabilities | |
| 2100 Payroll Liabilities | 0 |
| 214071 Claims Reserve Payable MSA | 975,000 |
| 221001 Calpers Retirement Liab | 22,811 |
| 221003 457/401A Retirement Liab | 6,245 |
| 221006 FSA Health & Day Care | (1,223) |
| 221015 Health Insurance Liability | (2,243) |
| 221023 Dental Insurance Liability | 2,729 |
| 221024 Vision Insurance Liability | 0 |
| 221026 Child Support IWO | 561 |
| 221028 Misc Benefits Liability | 13 |
| 230060 Accrued Salaries, Wages & Taxes | 101,804 |
| 240010 Deferred Revenue | 609,000 |
| 240011 Refundable Deposits | (205,452) |
| 250001 Accrued Vacation | 139,076 |
| 250002 Contra Vacation, Sick and Admin | (12,203) |
| 250003 Claims Payable | 8,556 |
| Total Other Current Liabilities | 1,644,675 |
| Total Current Liabilities | 1,748,483 |
| Long-Term Liabilities | |
| 260002 Other Post Employment Benefits | 396,782 |
| Total Long-Term Liabilities | 396,782 |
| Total Liabilities | 2,145,265 |
| Equity | |
| 370000 Fund Bal Unreserved/Unrestrictd | 1,224,222 |
| 3900 Retained Earnings | (475,411) |
| Net Income | (241,073) |
| Total Equity | 507,738 |
| TOTAL LIABILITIES AND EQUITY | 2,653,003 |