

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
September 15, 2016
1:20 p.m.

Lescher Center for the Arts
Encore Room
1601 Civic Drive
Walnut Creek, CA 94596

1. CALL TO ORDER

2. 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 19, 2016** Minutes *Action*
- B. Acceptance of LGS Position Listings
- C. Approval of Regularly Scheduled Meetings Calendar
- D. Approval of Payments and Deposits made April 2016 through August 2016

4. TREASURER'S REPORT

- A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through June 2016 *Information*

5. OLD BUSINESS - None

6. NEW BUSINESS - None

7. ADJOURN

The next Regular Meeting will take place on November 17, 2016 at 10:00 a.m. in Yountville.

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 19, 2016**

The Local Government Services Authority held a regular meeting of the Executive Committee on May 19, 2016 at the Central Marin Police Authority Community Room. The meeting was called to order at 4:04 p.m.

1. CALL TO ORDER

Members Present: Steve Rogers, Chair
Ken Nordhoff, Member
Dan Schwarz, Member
Julie Carter, Alternate Member
Members Absent: Michael Garvey, Member
Other Attendees: Richard Averett, Executive Director
Jennifer Bower, Director of Administrative Services
Tara Sanders, Assistant Board Clerk

A. Election of Officers

Action: Nomination of Steve Rogers as Chair and Chris Foss as Vice-Chair. Moved and seconded (Schwarz/Carter) to elect Rogers as Chair and Foss as Vice-Chair.

AYES: Nordhoff, Schwarz, Rogers, Carter

NOES: None

ABSTAIN: None

2. PUBLIC COMMENT – None

3. APPROVAL OF CONSENT AGENDA

A. Approval of **February 18, 2016** Minutes

B. Approval of Payments and Deposits made January 2016 through March 2016

C. Approval of LGS Position Listings

Action: Moved and seconded (Carter/Schwarz) to approve consent agenda.

AYES: Nordhoff, Schwarz, Rogers, Carter

NOES: None

ABSTAIN: None

4. TREASURER’S REPORT

A. Review of Preliminary Fiscal-Year-To-Date Financial Reports through March 2016

Executive Director Averett reviewed the preliminary year-to-date financial reports, noting that the JPA’s performance is on track to achieve the results forecasted in the FY17 budget report approved by the Board. Negative performance by year-end is expected due to costs and lost revenue associated with CalPERS actions. This is an information item and no action was taken.

B. Authorization to Extend External Auditor Engagement

Action: Moved and seconded (Nordhoff/Carter) to approve extending external auditor engagement.

AYES: Nordhoff, Schwarz, Rogers, Carter

NOES: None

ABSTAIN: None

5. OLD BUSINESS – None

6. NEW BUSINESS - None

7. **ADJOURNMENT** – The meeting adjourned at 4:05 p.m. The next regular meeting is scheduled for August 18, 2016 at 1:00 p.m. in Walnut Creek.

LGS Position Listing

Job Title	Base Department	Status Fulltime
Advisor	6030-000 - SBWMA-General Hours	1
Advisor	6040-000 - TAM-General Hours	1
Advisor	6040-000 - TAM-General Hours	1
Program Advisor	6040-000 - TAM-General Hours	1
Administrative Support	6040-000 - TAM-General Hours	1
Advisor	6040-000 - TAM-General Hours	1
CEO - Urban	6040-000 - TAM-General Hours	1
Advisor	6040-000 - TAM-General Hours	1
Advisor	6040-000 - TAM-General Hours	1
Technical Assistant	6040-000 - TAM-General Hours	1
	FTE	10
	Employee Count	10

TO: EXECUTIVE COMMITTEE **EC Meeting: 9-15-2016**
FROM: TIFFANY BURAGLIO, Executive Assistant **Item: 3C**
SUBJECT: EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS MEETINGS

Meeting Schedule

The following are regularly scheduled meetings for the upcoming years, along with special topics to be discussed. Quarterly meetings are conducted in person at a Member Agency site on the third Thursday of the month, starting at 1:00 p.m. unless noted below.

Date	EXEC COMM	BOARD	Special Topics	Location	Notes
2016					
September 15 (Thursday)	RGS LGS	RGS LGS MSA	Admin & Financial Policies, Conflict of Interest (even years)	Walnut Creek	
November 17-18 (Thursday)	RGS LGS	MSA	FY16 Audited Financial Statements; Workshop: Strategic Planning and Agency 5-Year Goals	Yountville	
2017					
February 16 (Thursday)	RGS LGS	MSA	Personnel Rules, Regulations & Policies	Dublin	
May 18 (Thursday)	RGS LGS	MSA	FY18 Budget & MSA rates; Admin & Financial Policies, Conflict of Interest (even years), Executive Director Compensation Committee	Larkspur	
August 17 (Thursday)	RGS LGS	RGS LGS MSA	Election of Officers (all)	Walnut Creek	
November 16 (Thursday)	RGS LGS	MSA	FY17 Audited Financial Statements; Strategic Planning and Agency 5- Year Goals	Yountville	
2018					
February 15 (Thursday)	RGS LGS	MSA	Personnel Rules, Regulations & Policies	Dublin	
May 17 (Thursday)	RGS LGS	MSA	FY19 Budget & MSA rates; Admin & Financial Policies, Conflict of Interest (even years), Executive Director Compensation Committee	Larkspur	
August 16 (Thursday)	RGS LGS	MSA	Election of Officers (all)	Walnut Creek	

TO: EXECUTIVE COMMITTEE **EC Meeting: 09-15-2016**
FROM: Richard Averett, CFO **Item: 3D**
SUBJECT: PAYMENTS AND DEPOSITS – APRIL 2016 THROUGH AUGUST 2016

RECOMMENDATION

Review and approve expenditures made by the JPA for the period 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 report 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, and 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 money market account, in the Local Agency Investment Fund (LAIF) investment pool and in the 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 budget or in subsequently approved action by the Board/Executive Committee.

Local Government Services
Transaction Detail by Account
April through August 2016

	Type	Date	Num	Name	Memo	Amount	Balance
110060 - Rabobank Checking	General Journal	04/01/2016	1067		Catchup Feldman Cont Prior Years	-1,043.33	-1,043.33
	Check	04/05/2016	143	California State Disbursement Unit		-336.00	-1,379.33
	General Journal	04/06/2016	1025		3/31/16 net pay	-111,265.83	-112,645.16
	General Journal	04/07/2016	1026		3/31/16 payroll taxes & fees	-43,583.99	-156,229.15
	General Journal	04/12/2016	1029		03/31/16 UTC 457 contributions	-7,089.02	-163,318.17
	General Journal	04/15/2016	1028		3/31/16 PERS R Classic contribution Confirm #1000687905	-10,284.89	-173,603.06
	General Journal	04/15/2016	1028		3/31/16 PERS R PEPRA contribution Confirm #1000687906	-6,681.83	-180,284.89
	General Journal	04/15/2016	1030		3/31/16 UTC 401 contributions	-14.58	-180,299.47
	Check	04/20/2016	144	California State Disbursement Unit	PPE 4-15-16	-336.00	-180,635.47
	General Journal	04/21/2016	1032		04/15/16 net pay	-53,480.78	-234,116.25
	General Journal	04/22/2016	1033		04/15/16 payroll taxes & fees	-19,225.44	-253,341.69
	General Journal	04/27/2016	1054		4/15/16 UTC 401a contributions	-14.58	-253,356.27
	General Journal	04/27/2016	1054		4/15/16 UTC 457 contributions	-4,800.38	-258,156.65
	General Journal	04/29/2016	1053		4/15/16 PERS R Classic contribution Confirm #1000693433	-9,219.88	-267,376.53
	General Journal	04/29/2016	1053		4/15/16 PERS R PEPRA contribution Confirm #1000693434	-1,847.33	-269,223.86
	Deposit	04/30/2016			Deposit	258,156.65	-11,067.21
	Check	05/04/2016	145	California State Disbursement Unit	PPE 4-30-16	-336.00	-11,403.21
	General Journal	05/05/2016	1056		04/30/16 payroll taxes & fees	-16,442.34	-27,845.55
	General Journal	05/06/2016	1055		4/30/16 net pay	-47,692.43	-75,537.98
	General Journal	05/13/2016	1057		4/30/16 UTC 457 contributions	-4,649.68	-80,187.66
	General Journal	05/13/2016	1057		4/30/16 UTC 401 contributions	-14.58	-80,202.24
	General Journal	05/16/2016	1075		4/30/16 PERS R Classic contribution Confirm #1000700367	-8,917.75	-89,119.99
	General Journal	05/16/2016	1075		4/30/16 PERS R PEPRA contribution Confirm #1000700368	-1,318.19	-90,438.18
	General Journal	05/16/2016	1087		Calpers GASB68 Pmt - FY16	-1,300.00	-91,738.18
	Check	05/18/2016	146	California State Disbursement Unit		-336.00	-92,074.18
	General Journal	05/19/2016	1078		5/15/16 net pay	-44,414.24	-136,488.42
	General Journal	05/20/2016	1079		5/15/16 payroll taxes & fees	-14,954.26	-151,442.68
	General Journal	05/24/2016	1088		5/15/16 UTC 457 contributions	-5,449.68	-156,892.36
	General Journal	05/24/2016	1088		5/15/16 UTC 401a contributions	-14.58	-156,906.94
	General Journal	05/31/2016	1090		5/15/16 PERS R Classic contribution Confirm #1000707014	-8,667.42	-165,574.36
	General Journal	05/31/2016	1090		5/15/16 PERS R PEPRA contribution Confirm #1000707015	-1,291.24	-166,865.60
	Deposit	05/31/2016			Deposit	157,242.94	-9,622.66
	General Journal	06/06/2016	1091		5/31/16 net pay	-48,477.80	-58,100.46
	Check	06/06/2016	147	California State Disbursement Unit		-336.00	-58,436.46
	General Journal	06/07/2016	1092		05/31/16 payroll taxes & fees	-17,082.64	-75,519.10
	General Journal	06/10/2016	1094		5/31/16 UTC 401a contributions	-14.58	-75,533.68
	General Journal	06/10/2016	1094		5/31/16 UTC 457 contributions	-5,449.68	-80,983.36
	General Journal	06/14/2016	1098		5/31/16 PERS R Classic contribution Confirm #1000713456	-9,233.48	-90,216.84
	General Journal	06/14/2016	1098		5/31/16 PERS R PEPRA contribution Confirm #1000713457	-1,407.46	-91,624.30
	Check	06/20/2016	148	California State Disbursement Unit		-336.00	-91,960.30
	General Journal	06/21/2016	1106		6/15/16 net pay	-45,025.93	-136,986.23
	General Journal	06/22/2016	1107		6/15/15 payroll taxes & fees	-16,254.88	-153,241.11

Local Government Services
 Transaction Detail by Account
 April through August 2016

Type	Date	Num	Name	Memo	Amount	Balance
General Journal	06/27/2016	1118		6/15/16 UTC 401a contributions	-14.58	-153,255.69
General Journal	06/27/2016	1118		6/15/16 UTC 457 contributions	-5,824.68	-159,080.37
General Journal	06/28/2016	1117		6/15/16 PERS R Classic contribution Confirm #1000718600	-8,612.40	-167,692.77
General Journal	06/28/2016	1117		6/15/16 PERS R PEPRA contribution Confirm #1000718601	-485.38	-168,178.15
Deposit	06/30/2016			Deposit	168,514.15	336.00
Check	07/05/2016	149	California State Disbursement Unit		-336.00	0.00
General Journal	07/07/2016	1115		6/30/16 net pay	-36,896.26	-36,896.26
General Journal	07/08/2016	1116		6/30/16 payroll taxes & fees	-11,904.77	-48,801.03
General Journal	07/12/2016	1122		6/30/16 UTC 457 contributions	-5,874.68	-54,675.71
General Journal	07/12/2016	1122		6/30/16 UTC 401a contributions	-14.58	-54,690.29
General Journal	07/15/2016	1123		6/30/16 PERS R Classic contribution Confirm #1000726480	-8,536.27	-63,226.56
General Journal	07/21/2016	1126		7/15/16 net pay	-37,773.52	-101,000.08
General Journal	07/22/2016	1125		7/15/16 payroll taxes & fees	-12,216.77	-113,216.85
Check	07/22/2016	150	California State Disbursement Unit	Feldman PPE 2016-07-15	-336.00	-113,552.85
General Journal	07/26/2016	1146		Calpers UAL PERS R Classic contribution Confirm #100073	-66,110.00	-179,662.85
General Journal	07/26/2016	1146		Calpers UAL PERS R PEPRA contribution Confirm #100073	-274.00	-179,936.85
General Journal	07/26/2016	1147		7/15/16 UTC 401a contributions	-14.58	-179,951.43
General Journal	07/26/2016	1147		7/15/16 UTC 457 contributions	-5,880.07	-185,831.50
General Journal	07/29/2016	1141		7/15/16 PERS R Classic contribution Confirm #1000733102	-8,972.59	-194,804.09
Deposit	07/31/2016			Deposit	185,831.50	-8,972.59
General Journal	08/04/2016	1148		7/31/16 net pay	-37,211.72	-46,184.31
General Journal	08/05/2016	1149		7/31/16 payroll taxes & fees	-12,112.95	-58,297.26
Check	08/05/2016	151	California State Disbursement Unit	Feldman PPE 2016-07-31	-336.00	-58,633.26
General Journal	08/09/2016	1154		7/31/16 UTC 457 contributions	-5,880.07	-64,513.33
General Journal	08/09/2016	1154		7/31/16 UTC 401a contributions	-14.58	-64,527.91
General Journal	08/15/2016	1157		8/15/15 PERS R Classic contribution Confirm #1000740494	-8,796.56	-73,324.47
General Journal	08/19/2016	1158		8/15/16 net pay	-37,365.15	-110,689.62
General Journal	08/22/2016	1160		8/15/16 payroll taxes & fees	-12,176.99	-122,866.61
General Journal	08/22/2016	1164		8/16/16 UTC 457 contributions	-5,880.07	-128,746.68
General Journal	08/22/2016	1164		8/16/16 UTC 401a contributions	-14.58	-128,761.26
Check	08/22/2016	152	California State Disbursement Unit	Feldman PPE 2016-08-15	-336.00	-129,097.26
General Journal	08/29/2016	1168		8/15/16 PERS R Classic contribution Confirm #1000747241	-8,956.03	-138,053.29
Total 110060 - Rabobank Checking					-138,053.29	-138,053.29
TOTAL					-138,053.29	-138,053.29

TO: EXECUTIVE COMMITTEE
FROM: Jefferson Kise, Finance Manager
SUBJECT: FINANCIAL REPORT ANALYSIS

EC Meeting: 09-15-2016
Item: 4A

RECOMMENDATION

No action is required of the Executive Committee. These are informational, preliminary financial reports through June 2016, and are attached for review.

ANALYSIS

All reports are draft and unaudited. Accruals for earned but not paid leave time are posted to the financials monthly. When cash is received on an advanced billing, it is posted to the deferred revenue liability account. Upon invoicing for services rendered the deferred revenue is reversed and revenue is recognized. There is no impact on net position of the agency.

Fiscal year to-date (FYTD), the net income loss for the JPA was \$98,990. Through the same period, net equity for the JPA was \$430,292. Financial performance has been negatively impacted by revenues and expenses for one major client being prematurely curtailed late in the fiscal year and by added legal costs associated with the CalPERS audit of LGS. A full-year's impact of the client termination will be realized in FY17 and is already reflected in the adopted FY17 budget.

	Adopted FY16 Budget	May Projected FY16	Pre-Audit Projected FY16
Revenues - Operating	\$4,614,000	\$4,610,000	\$4,741,115
Ordinary Expenditures	4,472,000	4,538,000	4,608,355
Other Income/Expense	104,000	207,136	231,750
Net Gain/(Loss)	\$38,000	\$(135,136)	\$(98,990)

**Local Government Services
 Profit & Loss by Class
 July 2015 through June 2016**

	<u>TOTAL</u>
Ordinary Income/Expense	
Income	
440301 · Client Billings	4,718,227
480000 · Miscellaneous	22,888
Total Income	<u>4,741,115</u>
Gross Profit	4,741,115
Expense	
511010 · Salaries - Regular	2,922,007
511072 · Salaries non-billable	-29,805
512002 · Medicare Employer Expense	42,344
512004 · Employee Assistance Program	1,158
512005 · Health Insurance Expense	328,951
512006 · Dental Insurance Expense	32,698
512007 · Vision Insurance Expense	5,020
512008 · Life Insurance Expense	4,908
512009 · Long Term Disability Expense	5,680
512010 · Stars 401A Expense	1,145
512012 · Calpers Retirement Expense	375,604
512014 · Short Term Disability Expense	5,379
512015 · Unemployment Insurance Expense	4,304
512018 · FSA Health & Day Care Expense	871
512019 · Employee Expense Allowances	45,029
520107 · APS (ADP) Payroll Fees	4,415
520109 · Communications - Employee Reimb	2,334
520202 · Bank Fees & Services	222
520204 · Printing & Postage	2,965
520302 · Legal Services	79,831
520320 · Professional Services	20,150
520501 · Professional Dues & Membership	690
520503 · Conferences & Meetings	1,234
520504 · Publications	1,246
520801 · Mileage Reimbursement	91
520803 · Travel Reimbursement	4,273
520805 · Supplies and Meals	889
522798 · Miscellaneous Expense	
529997 · Administrative Services - RGS	744,722
Total Expense	<u>4,608,355</u>
Net Ordinary Income	132,760
Other Income/Expense	
Other Expense	
529994 · Allowed OPEB / HRA Expense	231,750
529998 · Allocated Admin. Services	
Total Other Expense	<u>231,750</u>
Net Other Income	<u>-231,750</u>
Net Income	<u><u>-98,990</u></u>

Local Government Services
Balance Sheet
 As of June 30, 2016

	<u>Jun 30, 16</u>
ASSETS	
Current Assets	
Accounts Receivable	
131320 · Accounts Receivable - Trade	180,485
Total Accounts Receivable	<u>180,485</u>
Other Current Assets	
143006 · Due from RGS	2,133,839
150007 · Prepaid Insurance	8
Total Other Current Assets	<u>2,133,847</u>
Total Current Assets	2,314,332
Other Assets	
170000 · Deferred Outflows	405,765
Total Other Assets	<u>405,765</u>
TOTAL ASSETS	<u><u>2,720,097</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100*OE · Payroll Liabilities	0
214071 · Claims Reserve Payable MSA	1,292,649
221001 · Calpers Retirement Liab	8,536
221003 · 457/401A Retirement Liab	5,889
221006 · FSA Health & Day Care	771
221015 · Health Insurance Liability	-2,877
221023 · Dental Insurance Liability	-380
221024 · Vision Insurance Liability	-81
221026 · Child Support IWO	336
221028 · Misc Benefits Liability	13
221029 · Garnishments	539
230060 · Accrued Salaries, Wages & Taxes	48,700
240010 · Deferred Revenue	14,500
240011 · Refundable Deposits	0
250001 · Accrued Vacation	136,919
250002 · Contra Vacation, Sick and Admin	0
Total Other Current Liabilities	<u>1,505,514</u>
Total Current Liabilities	1,505,514
Long Term Liabilities	
270000 · Net Pension Liability	592,858
280000 · Deferred Inflows	191,434
Total Long Term Liabilities	<u>784,292</u>
Total Liabilities	2,289,806
Equity	
32000 · Retained Earnings	-281,624
370000 · Fund Bal Unreserved/Unrestrictd	1,334,881
380000 · Prior Period Adjustment	-523,981
Net Income	-98,984
Total Equity	<u>430,292</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,720,098</u></u>