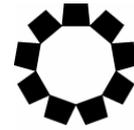


ASSOCIATION OF BAY AREA GOVERNMENTS

Representing City and County Governments of the San Francisco Bay Area



ABAG

AGENDA

FINANCE AND PERSONNEL COMMITTEE

Thursday, May 21, 2015, 5:00 PM

Location:

Joseph P. Bort MetroCenter
Association of Bay Area Governments
101 8th Street, Conference Room B
Oakland, California

The ABAG Finance and Personnel Committee may take action on any item on this agenda.

Agenda and attachments available at abag.ca.gov

For information, contact Charles Adams, Interim Finance Director, at (510) 464-7906.

1. CALL TO ORDER

2. PUBLIC COMMENT

Information.

3. APPROVAL OF MINUTES OF MARCH 19, 2015

ACTION.

Minutes of March 19, 2015 meeting attached.

4. INTRODUCTION OF INTERIM FINANCE DIRECTOR CHARLES ADAMS

Information.

Staff report regarding Mr. Adams' qualifications is attached.

5. PRESENTATION AND REVIEW OF FINANCIAL REPORT FOR MARCH 2015

Information/ACTION.

ABAG Finance and Personnel Committee

May 21, 2015

2

Financial Report for March 2015 is attached.

6. REPORT ON PAYMENT OF MEMBERSHIP DUES FY 14-15

Information.

Staff report is attached.

7. BARC BUDGET REQUEST FY 15-16

Information/ACTION.

Budget worksheet is attached.

8. RENEWAL OF LINE OF CREDIT WITH BANK OF THE WEST

ACTION.

Staff report is attached.

9. FINANCIAL SUPPORT TO THE BAY AREA COUNCIL ECONOMIC INSTITUTE FOR FY 15-16

ACTION.

Staff report is attached.

10. ORAL REPORT ON SCO AUDIT AND MTC AUDIT

Information.

11. ORAL REPORT ON INTERAGENCY AGREEMENT WITH MTC

Information.

12. CLOSED SESSION

A. Conference With Labor Negotiators

Agency designated representatives: Brian Kirking and Brad Paul

Employee organization: SEIU Local 1021

B. Public Employee Performance Evaluation

Title: Executive Director

13. ADJOURNMENT

ABAG Finance and Personnel Committee

May 21, 2015

3

The next meeting of the Finance and Personnel Committee will be on
Thursday, July 16, 2015.

Submitted:

Charles Adams, Interim Finance Director

Date: May 5, 2015

ABAG FINANCE AND PERSONNEL COMMITTEE

Summary Minutes

March 19, 2015

Members Present

Mayor Bill Harrison
Supervisor Karen Mitchoff
Supervisor David Cortese
Supervisor Scott Haggerty
Supervisor Mark Luce
Councilmember Julie Pierce
Supervisor David Rabbitt

Jurisdiction

City of Fremont
County of Contra Costa
County of Santa Clara
County of Alameda
County of Napa
City of Clayton
County of Sonoma

Members Absent

Councilmember Desley Brooks
Supervisor John Gioia
Supervisor Dave Pine

City of Oakland
County of Contra Costa
County of San Mateo

Officers and Staff Present

Ezra Rapport, Executive Director
Bradford Paul, Asst. Exec. Director
Kenneth Moy, Legal Counsel
Susan Hsieh, Asst. Finance Director

Guests

Mayor Pro Tem Pat Eklund
Ken Bukowski, Videographer

City of Novato

1. The meeting was called to order by Mayor Harrison, Committee Chair, at 5:00 pm.
2. There was no public comment.
3. Summary Minutes of the January 15, 2015 meeting were approved. /M/Pierce /S/Luce /C/approved unanimously.
4. Mr. Rapport presented the financial reports for January 2015. The Committee discussed outstanding membership dues for FY 14-15 and advised staff to check on unpaid dues. The Committee recommended reporting out members with unpaid dues at the Executive Board meeting. /M/Haggerty/S/Luce/C/acceptance of the report unanimously.

5. The Committee discussed the request from San Francisco Bay Restoration Authority regarding ABAG's assistance in raising funds needed to place a regional revenue measure on the ballot in 2016. The Committee decided to table the item. M/Haggerty/S/Luce/C/tabled the item.
6. Mr. Rapport reported on the status of the SCO audit and the MTC audit request. The SCO auditors will stay until the end of March 2015. The MTC audit will begin on April 23, 2015. The audit will take about three weeks.
7. There was no reportable action from Closed Session.
8. Meeting was adjourned at 6:37 pm.

Submitted: Susan Hsieh, Assistant Finance Director

DATE: April 16, 2015
TO: Finance & Personnel Committee
FROM: Ezra Rapport, Executive Director
SUBJECT: Appointment of Interim Finance Director Charles Adams

I am pleased to announce the appointment of Charles Adams as ABAG's Interim Finance Director. Mr. Adams will be acting in this role while Herbert Pike, ABAG's Finance Director, is on medical leave. Mr. Pike has made himself available to assist Mr. Adams with his duties.

Mr. Adams brings a wealth of experience and knowledge to ABAG. Mr. Adams holds a BS Degree in Accounting from the University of Utah and an MBA Degree from Washington University, St. Louis. He is a Certified Public Accountant (CPA) and a Certified Management Accountant (CMA). His professional career has included two year service as a US Army Officer, auditor with PriceWaterhouse, CPAs, Managing Partner of Adams, Grant, White & Co. CPAs, Chief Financial Officer of the Oakland – Alameda County Coliseum and Director of Finance and Administrative Services of the City of Albany.

Mr. Adams has been serving public and nonprofit organizations for over 45 years. During his CPA career, Mr. Adams served as an audit partner on numerous governmental and nonprofit agencies, including the City of Berkeley, Alameda County Transportation Authority, MTC, BART, Peralta Community College District, Oakland Unified School District, Oakland-Alameda County Coliseum, AC Transit, and the Regional Center of the East Bay. As the Chief Financial Officer of the Oakland-Alameda County Coliseum and the City of Albany, Mr. Adams coordinated the issuance of numerous bonds totaling over \$400 million. He is experienced in bond issuance and debt management.

Mr. Adams has extensive experience in financial reporting, operating and capital budget preparation and financial forecasts, cash and treasury management, debt management, grants management, contract management, and risk management. He oversaw critical accounting and administrative functions including accounts receivable, accounts payable, payroll, treasury, grant reporting, fixed assets, human resources, and information technology. He has great expertise in evaluating internal controls and developing comprehensive policies and procedures.

Throughout his career, Mr. Adams has held leadership positions in many professional and civic organizations, including Board of Directors of the East Bay Chapter of the California CPA

Item 4

Item 10

Society, President of the San Francisco Bay Area National Association of Black Accountants (NABA), National Treasurer of NABA, and President of the Oakland Rotary Club.

Mr. Adams will oversee the Finance Department's day-to-day operations and the MTC audit and forensic audit. He will coordinate preparation of ABAG's budget for FY 15-16. He will work with staff to evaluate current policies and procedures and implement additional best practices to enhance internal controls.

We are very fortunate to have Mr. Adams to assist us at this time. His extensive experience and background are great assets to ABAG. His strong knowledge in the audit, financial reporting, grants management, debt administration, and risk management areas will be beneficial to our grant funded programs and service programs. Please join us in welcoming Mr. Adams to ABAG.

Item 4

Item 10

DATE: May 11, 2015
TO: Finance & Personnel Committee
FROM: Ezra Rapport, Executive Director
SUBJECT: Payment of Membership Dues FY 14-15

Summary

The membership dues invoices for fiscal year 2014-15 were mailed to members in April 2014 after approval at the General Assembly on April, 17, 2014. Payments were due on July 1, 2014. The \$1.8 million budgeted membership dues were all collected by mid-February 2015. Below are breakdowns of payments received during the fiscal year.

Period	Percentage of Budget
April 25 to July 1, 2014	31%
July 2 to September 30, 2014	49% *
October 1 to December 31, 2014	15%
January 1 to February 13, 2015	5%
Total	100%

* Two thirds of the second quarter payments were received in July 2014.

In the March 2015 meeting, the Committee directed staff to implement an efficient and speedy collection process in which past due notices should be sent to members earlier than previously done. Staff recognizes that friendly reminders will encourage members to pay in a timely manner and enhance ABAG's cash flow position. Staff will send out past due notices in early August for fiscal year 2015-16 membership dues. In the next meeting, staff will report to the Committee on the payment status of fiscal year 2015-16 membership dues. Staff appreciates the Committee's guidance and welcomes suggestions.

Recommendation

For information only.

Association of Bay Area Governments
Cash and In-kind Contributions to BARC
FY 15-16

The budget table presents ABAG's estimated cash and in-kind contributions to BARC for FY 15-16. ABAG's support represents 15% of BARC's annual budget.

Expenses	Cash Contribution	In-kind Contribution	Total
BARC Personnel Costs	\$ 23,710		\$ 23,710
Funds to Support BARC Activities	\$ 5,160		\$ 5,160
Travel Expenses	\$ 447		\$ 447
Equipment	\$ 1,200		\$ 1,200
Website	\$ 344		\$ 344
Website Support		\$ 17,500	\$ 17,500
Admin Support		\$ 2,800	\$ 2,800
Office Space		\$ 24,000	\$ 24,000
Total	\$ 30,861	\$ 44,300	\$ 75,161

DATE: May 11, 2015
TO: Finance & Personnel Committee
FROM: Charles Adams, Interim Finance Director
SUBJECT: Renewal of Line of Credit with Bank of the West

Summary

ABAG has an existing line of credit with Bank of the West for two million dollars (\$2,000,000), which expires February 28, 2016. The line of credit was set up to ensure adequate cash balances for timely payment of obligations, in the event cash payments due to ABAG are delayed. ABAG has not drawn on the line of credit in the past, and current budget and cash flow projections do not forecast a need to draw on the line of credit.

The fee for the one year renewal is \$500 and will be paid to the bank upon execution of the renewal documents. The interest rate to be charged on any drawdowns remains at Prime + 0%. The current Prime rate is 3.25%. The line of credit will continue to be secured by a Second Deed of Trust on the ABAG Condominium Unit located at 101 8th Street, Oakland, California. The collateral will be changed to the new building in San Francisco after the move in late 2015 or early 2016.

Any draws downs on the line of credit will be reported to the Finance and Personnel Committee.

Recommendation

Staff recommends that the Committee approve the renewal of line of credit with Bank of the West to February 28, 2017 for \$2,000,000.