ABAG FINANCE AND PERSONNEL COMMITTEE

Thursday, January 17, 2013, 5:00 p.m.
ABAG Conference Room B
MetroCenter—8th and Oak Streets
Oakland, CA

		Recommendation ***
1.	**Call to Order**	
2.	**Public Comments**	**Information**
*3.	**Minutes of the November 15, 2012 Meeting**	**Action**
*4.	**Financial Reports – ABAG** *The October and November 2012 Financial reports will be presented and reviewed.*	**Action**
**5.	**Review of Proposed Work Program, Budget and Membership Dues--FY 2013-14** *The Committee will make a recommendation to the Executive Board on the proposed FY 13-14 operating budget and membership dues. Membership dues detail attached.*	**Action**
*6.	**Update on Achieving More Timely FPPC Form 700 Compliance** *The attached report advises the Committee what actions are being undertaken to ensure more timely submission of FPPC Form 700 reports.*	**Information**
	THE FOLLOWING ITEMS WILL BE DISCUSSED IN CLOSED SESSION PURSUANT TO THE REQUIREMENTS OF THE RALPH M. BROWN ACT.	
7.	**Public Employee Performance Evaluation** *Title: Executive Director*	**Action/ Information**
8.	**Adjournment**	**Action**

* Attachments enclosed with packet.
** Supporting documentation will be sent under separate cover.
*** The Committee may take action on any item on the agenda, which action may be the recommended action, any other action or no action.

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ABAG FINANCE AND PERSONNEL COMMITTEE

Summary Minutes

November 15, 2012

Members Present	Jurisdiction
Supervisor Jacobs Gibson, Chair	County of San Mateo
Supervisor David Cortese	County of Santa Clara
Mayor Mark Green	City of Union City
Supervisor Scott Haggerty	County of Alameda
Supervisor John Gioia	County of Contra Costa
Supervisor Barbara Kondylis	County of Solano
Supervisor Mark Luce	County of Napa
Vice Mayor Pete McHugh	City of Milpitas
Councilmember Julia Pierce	City of Clayton
Supervisor David Rabbitt	County of Sonoma
Councilmember A. Sepi Richardson	City of Brisbane

Members Not in Attendance
None

Officers and Staff Present
Ezra Rapport, Executive Director
Patricia Jones, Assistant Executive Director
Kenneth Moy, Legal Counsel
Herbert Pike, Finance Director
Susan Hsieh, Assistant Finance Director
Brian Kirking, Information Services Director

1) Chair Jacobs Gibson called the meeting to order at 5:00 p.m.

2) There were no public comments.

3) Summary Minutes of the September 20, 2012 meeting were approved.
/M/McHugh/S/Green/C/approved.

4) Pike provided an overview of the Financial Reports for the months of July, August and September 2012.
/M/Green/S/Kondylis/C/approved.

5) Committee members discussed the proposal to pay per diem for ABAG Board Members who attend regular BACEI meetings.
/M/Gioia/S/Richardson/C/approved forwarding resolution to the Executive Board with a recommendation to approve.

6) The Committee discussed a proposed ABAG resolution to pay per diem to members who attend a regular ABAG Board or committee meeting for which a quorum is not achieve.
/M/Richardson/S/McHugh/C/approved.

7) Pike presented the major elements of the audit of ABAG's annual Financial Report, Single Audit and Memorandum of Internal Control for the fiscal year ending of June 30, 2012. Staff then left the meeting to enable the Committee to speak with Cory Biggs of Maze & Associates regarding the audit. Upon staff's return, the staff inquired about a finding regarding the lack of timely collection of FPPC Form 700 forms and a report at the next meeting was requested. /M/Richardson/S/Jacobs-Gibson/C/approved motion to recommend Executive Board receipt and approval of the reports.

8) In closed session, the Committee discussed with Agency negotiators regarding the status of the expiring labor contract with SEIU Local 1021 and the Employee Performance Evaluation of the Executive Director. There was no reportable action from either discussion.

9) The meeting was adjourned at 6:30 p.m.

TO: Finance and Personnel Committee

DT: January 2, 2013

FM: Herbert Pike, Finance Director

Re: Financial Reports --October 2012

The following are highlights of the financial reports for October 2012.

Overall Summary (Figures 3, 4, 7 & 8)

October 2012 represents the fourth month of the new fiscal year. ABAG fund equity went down over the course of the last year by $229 thousand. Over the last couple of months, there has been more than usual turnover in employees, as well as continued high leave usage, which may be contributing to a higher level of unbillable personnel costs as employees leave benefits are paid out, and other benefit payouts upon their departure. Further investigation is being undertaken to assess the factors contributing to loss of equity. The high level of receivables is a separate problem that is being addressed in the Accounting division. While some areas of receivables showed a reduction (services receivables and miscellaneous receivables), they were overshadowed by an increase of $1.5 million in unbilled grant receivables. Accounting staff is working on catching up, despite the extra work in closing some large projects approaching their conclusion. Accounting Division is making every effort to reduce unbilled receivables to normal levels by the end of November which, if accomplished, should result in funding from our grantors to arrive in December and see real reductions in outstanding receivables.

Cash on Hand (Figure 1)

Cash on hand increased to $2.67 million as of October 3st from $2.34 million on September 30th. The increase of $327 thousand is attributed primarily to the increase in grant recoveries from July and August billings. The October balance includes approximately $1.37 million invested in the Local Agency Investment Fund (LAIF). Currently, ABAG does not hold any other investments. The October 31st cash balance is approximately $946 thousand less than the prior year. This is attributable to a very high amount in receivables, especially compared to the year prior.

Receivables (Figure 2)

Receivables from grant and service programs amounted to about $7.23 million on October 31st, an increase of $821 thousand over the month prior. The unbilled grants receivables increased $1.5 million, services receivable decreased $492 thousand, and "billed" grants receivable decreased $145 thousand compared to the prior month. Part of the overall increase is attributable to delays in the Accounting area due to the unexpected turnover in one of its five positions; a temporary replacement has been secured to get back to full strength until a full-time replacement can be recruited and hired. Staff has also been diverted toward the audit of our

ancillary programs. Receivables are approximately $2.82 million higher than they were a year prior reflecting higher activity levels over the last several months and the unexpected delays in Accounting in processing receivables. As stated at the last meeting of the Finance & Personnel Committee, the Accounting Department is committed to getting caught up with its billings by the end of November and to realize reduction in overall receivables by the end of December.

Actual vs. Budgeted Expenses (Figure 9)

Total expenses through October 31st, the fourth month of the new fiscal year, amounted to about $8.99 million, or 37.0 percent, of the adjusted, budgeted annual expense of $24.30 million for FY 2012-13. This appears to reflect the frenzy of activity that accompanies the ending of several major projects. It exceeds the 33.3 percent (four-twelfths) average and is opposite the normal trend where there is usually a slight lag in the onset of new expenses in the new fiscal year. One particular accelerating expense is the close by the end of November of the project where Trash Capture Devices in numerous jurisdictions within the region receive grant subsidies for their installation.

Actual vs. Budgeted Revenues (Figure 10)

As of October 31st, total revenues amounted to about $8.88 million, or 36.5 percent, of the adjusted, budgeted annual revenue of $24.35 million for FY 2012-13. That is slightly in excess of the normal 33.3 percent projected (four-twelfths). This is attributable to the higher level of expenditures noted above. The higher than expected first half charges to overhead may have contributed to the variance between expenditures and revenues. It is expected that this variance will be remediated by recent announcements that some significant, new projects are being awarded to ABAG that may cause some overhead staff to be diverted to direct project expense.

Fund Equity (Figure 5)

As of October 31st, general fund equity was approximately $1.05 million, an increase of $110 thousand from the prior month. The Agency's restricted fund equity, consisting of capital, self-insurance, building maintenance and reserves, is $610 thousand. Total fund equity of $1.66 million is $229 thousand less than the year prior. Some of this downward trend may be attributable to higher than expected charges to overhead which are expected to decline as new projects are realized.

Indirect Cost (Figure 6)

The Agency's actual indirect cost (overhead) rate was 42.43 percent, or 0.52 percent below target. The less than expected rate appears to reflect the slowing down and/or completion of several projects. The rate may increase in December because the holidays engender higher leave usage against which no overhead is charged, even though overhead expenses continue unabated for items such as building maintenance, reception, utilities, etc. The realization of new projects looks promising with the announcement of intent to award major new grants on several fronts.

ABAG FINANCIAL REPORTS

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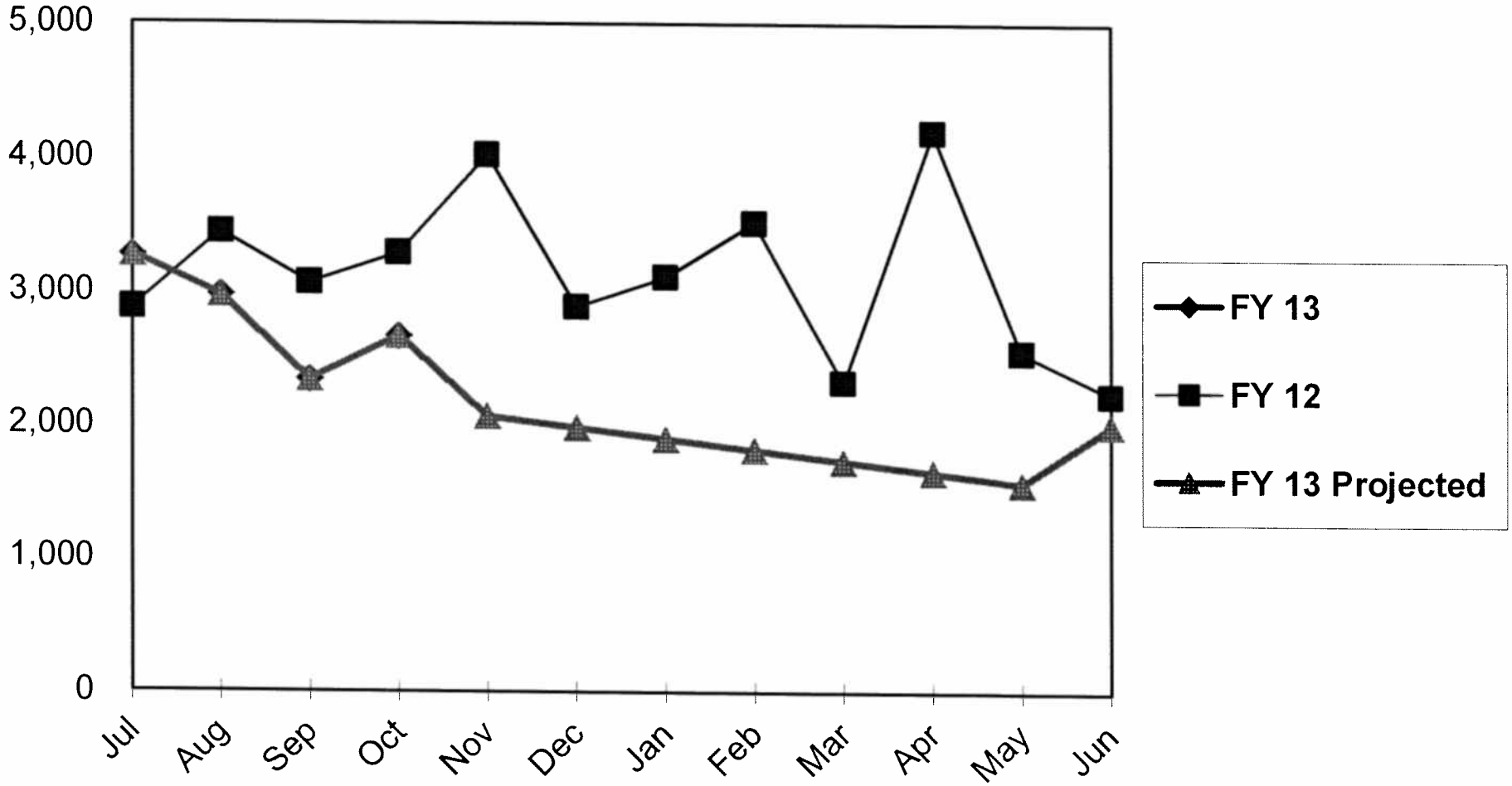
ABAG Financial Indices

Figure 1--*Cash on Hand--FY 12 and FY 13 ($'000)*

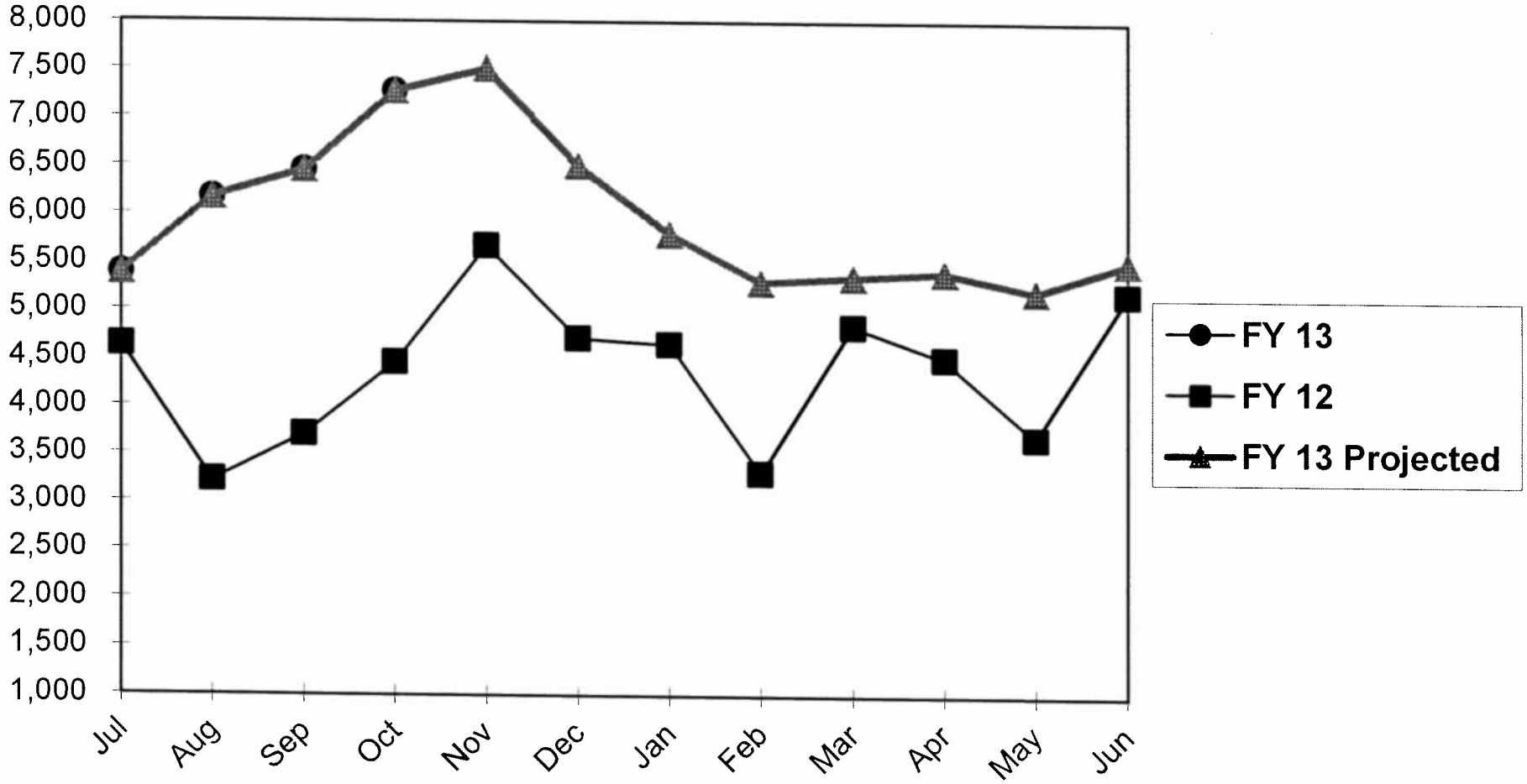


Represents the sum total of cash deposited at our bank and the Local Agency Investment Fund. This chart shows fluctuation patterns of cash on hand for the current and prior fiscal years.

Source: ABAG -INDICES 2012-10.xls

ABAG Financial Indices

Figure 2--*Accounts Receivable--FY 12 and FY 13 ($'000)*

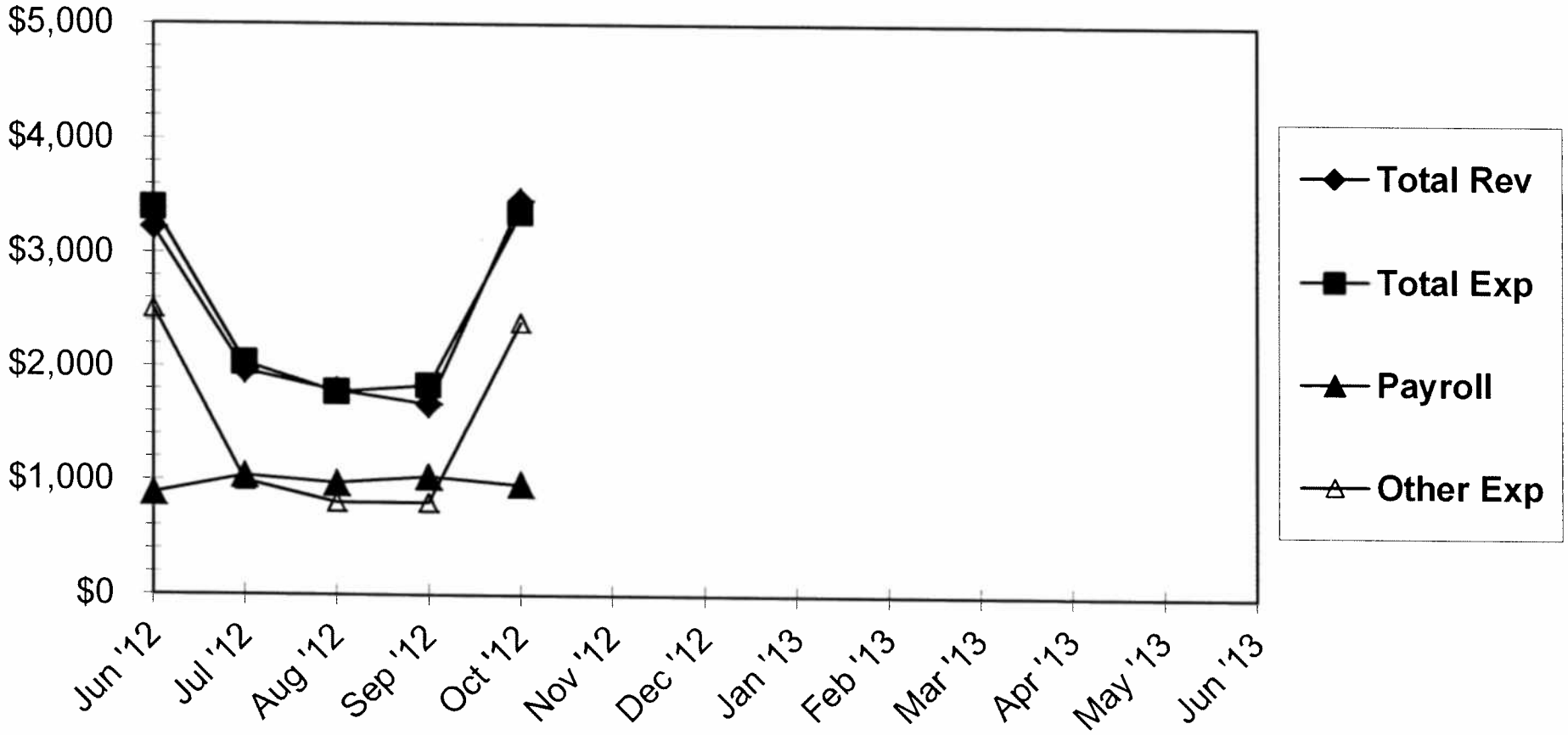


Accounts receivable include receivables generated by grants and service programs over two fiscal years. Reflects the reasonableness of our receivable levels; usually have about six weeks' worth of annual revenues in receivables.

Source: ABAG - INDICES 2012-10.xls

ABAG Financial Indices

Figure 3--*Current Month Revenues & Expenses*
FY 12-13 ($'000)

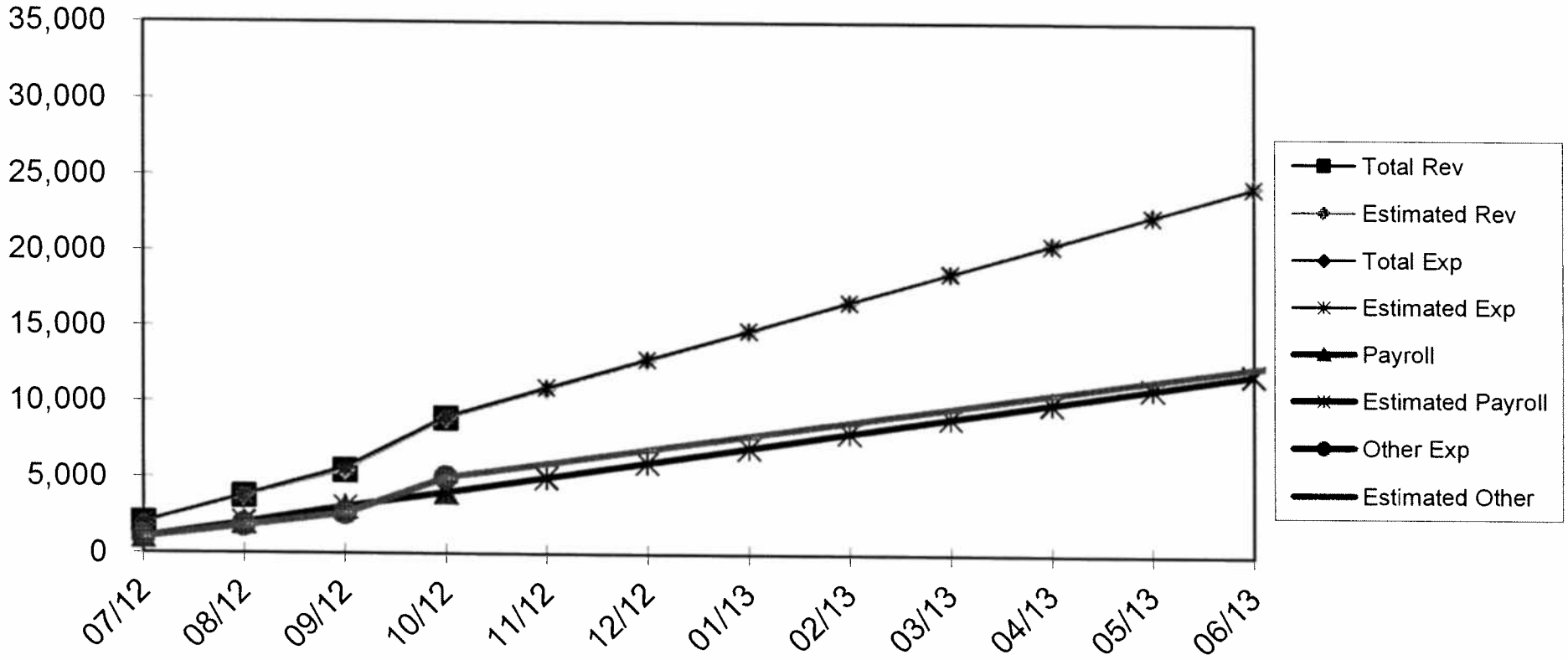


Presents month by month total revenues, total expenses, payroll and other expenses for the current fiscal year. The difference between total revenues and total expenses lines represents the overall current month net surplus (or deficit) for the Association.

Source: ABAG - INDICES 2012-10.xls

ABAG Financial Indices

Figure 4--Year-to-date Revenues & Expenses
FY 12-13 ($'000)



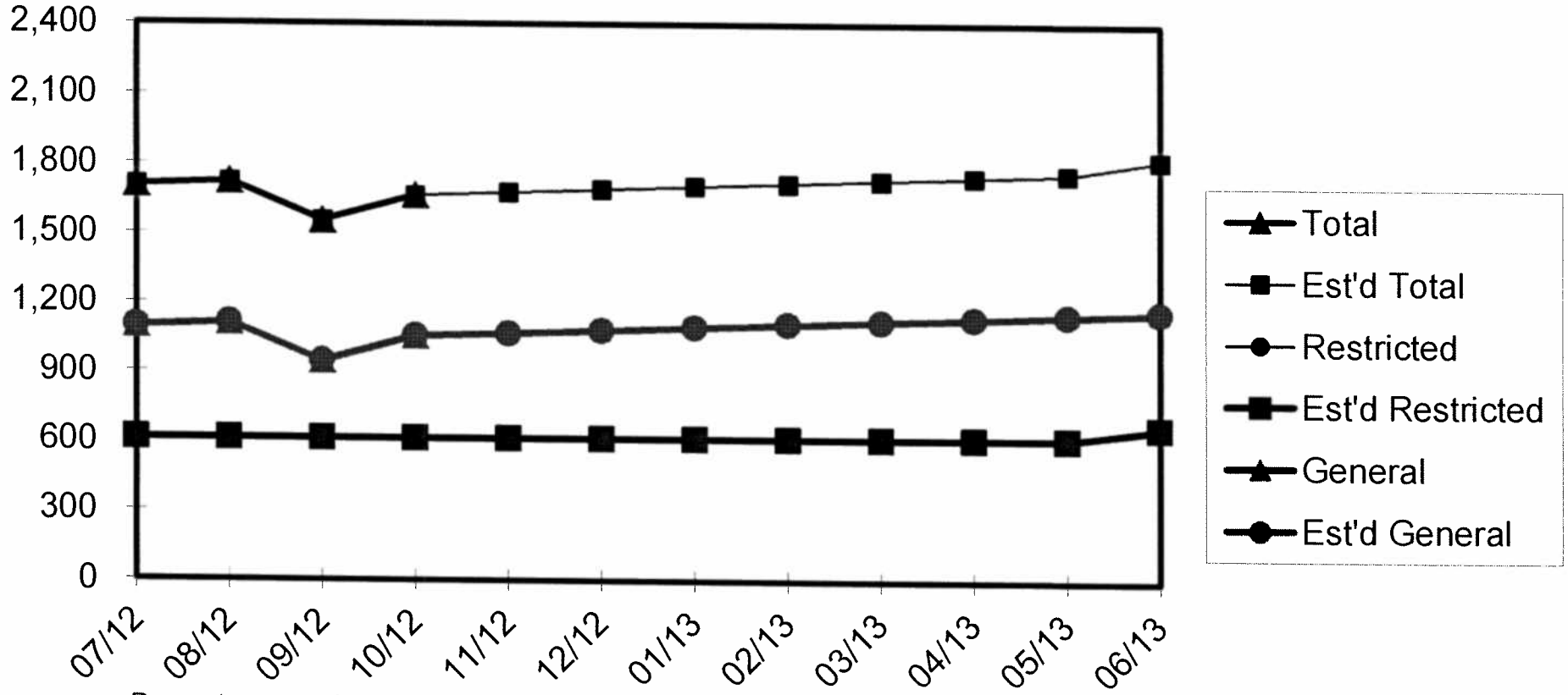
Presents year-to-date total revenues, total expenses, payroll and other expenses for the current fiscal year. The difference between total revenues and total expenses lines represents the overall year-to-date net surplus (or deficit) for the Association.

Source: ABAG - INDICES 2012-10.xls

ABAG Financial Indices

Figure 5--*Fund Equity*

FY 12-13 ($'000)



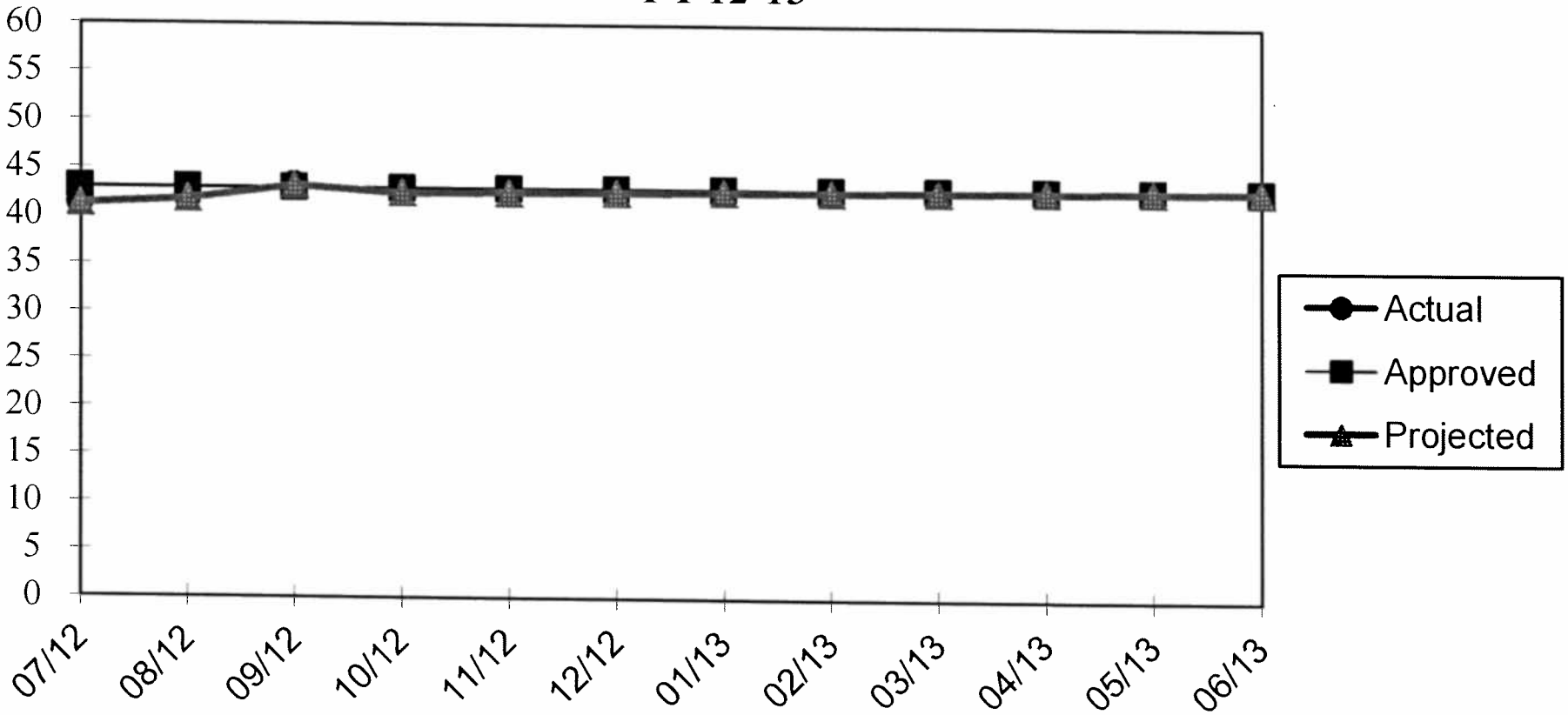
Presents general, restricted and total fund equities for the current fiscal year. General fund equity represents unrestricted equity. Restricted equities include building improvement interest, building maintenance, self-insurance, capital and contingency reserve. These restricted equities represent the Association's equities set aside for specific purposes. Total equity is the sum total of general and restricted equities.

Source: ABAG - INDICES 2012-10.xls

ABAG Financial Indices

Figure 6--*Indirect Cost Rate (% of Direct Labor Cost)*

FY 12-13

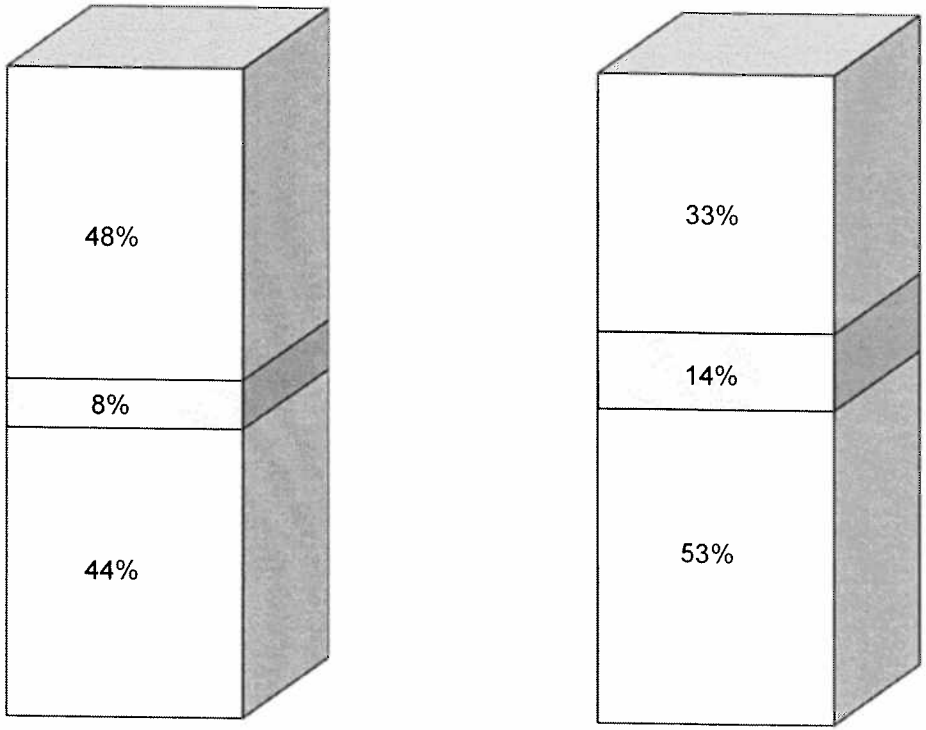


Shows a comparison between the actual indirect cost rate and the approved rate. The approved indirect cost rate is computed by dividing total estimated overhead expenses by total projected direct labor cost for a fiscal year. This rate is used as a standard overhead cost rate to allocate indirect costs to all projects. This process is performed in accordance with an indirect cost plan, which is prepared annually in accordance with OMB Circular A-87.

Source: ABAG - INDICES 2012-10.xls

ABAG Financial Indices

Figure 7-- Composition of Expenses FY 12--FY 13
Year to Date
($'000)



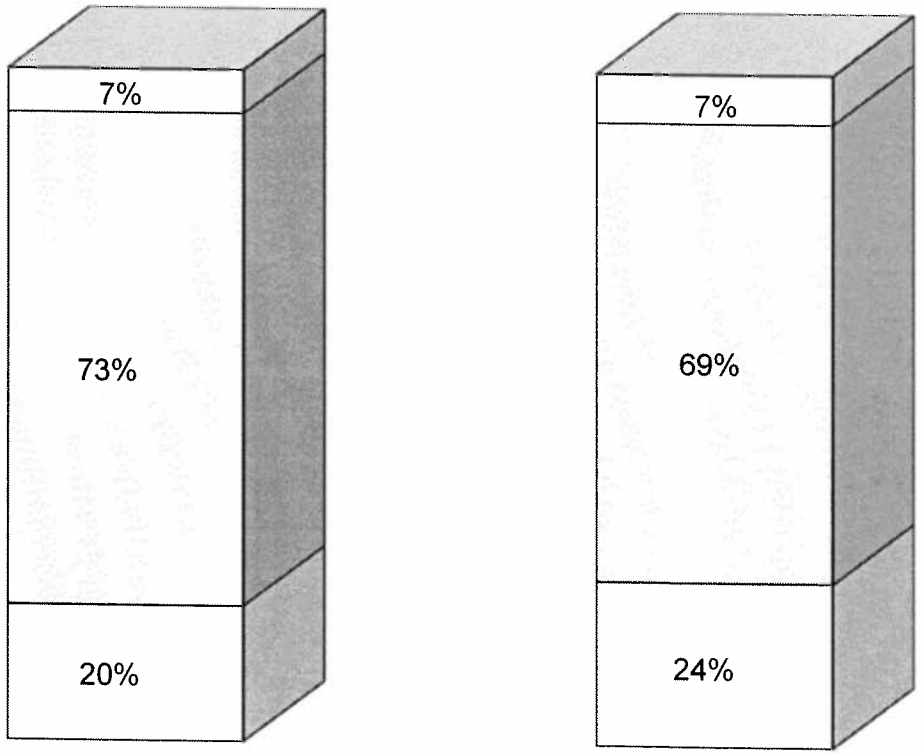
	FY12-13 Expenses (Total $8,992)	FY11-12 Expenses (Total $7,707)
Consultants	$4,307	$3,057
Others	$682	$916
Payroll	$4,003	$3,734

This chart compares expenses for current and prior fiscal year. It groups expenses into three broad categories--payroll costs, consultants and other expenses.

Source: ABAG - INDICES 2012-10.xls

ABAG Financial Indices

Figure 8-- Composition of Revenues FY 12--FY 13
Year to Date
($'000)



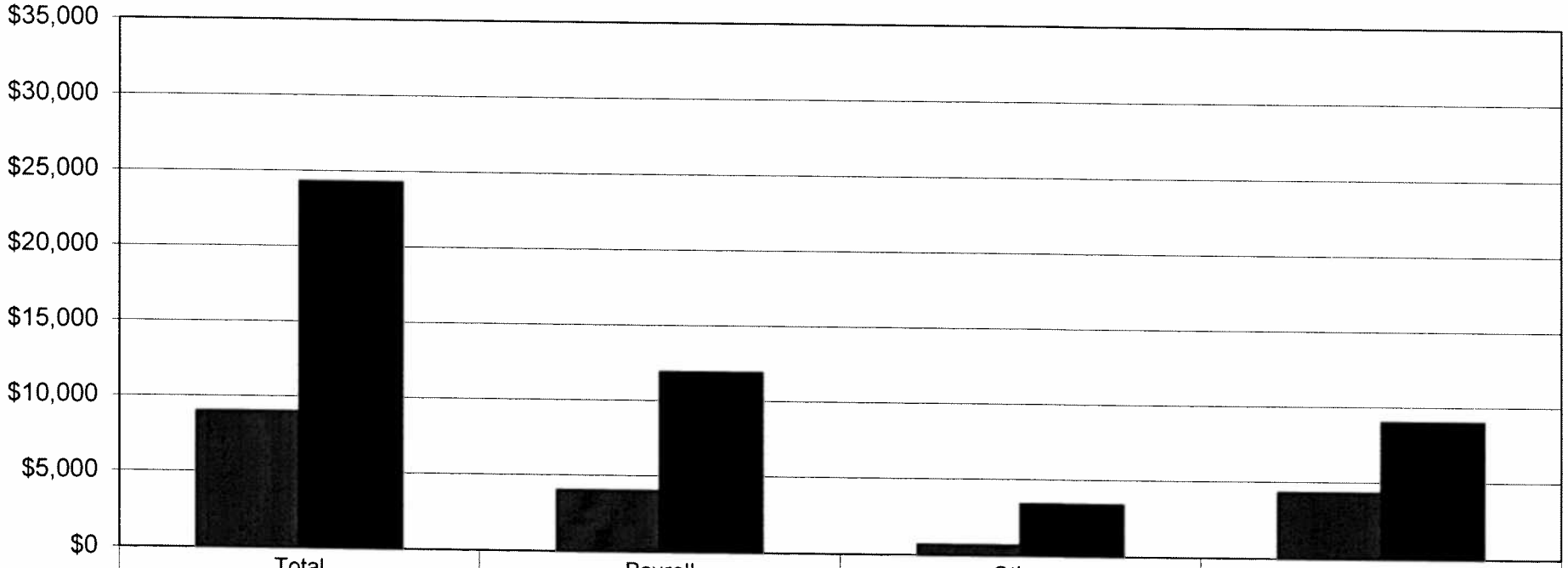
	FY 12-13 Revenue (Total $8,884)	FY 11-12 Revenue (Total $7,961)
☐ Membership	$575	$577
☐ Grants	$6,526	$5,453
☐ Services & Others	$1,783	$1,931

Presents a breakdown of total revenues into four main sources--membership, grants, services and others. This chart compares revenue sources between current and prior fiscal year.

Source: ABAG - INDICES 2012-10.xls

ABAG Financial Indices

Figure 9--*Actual vs Projected Expenses--FY 12-13*
Year to Date ($'000)



	Total	Payroll	Other	Consultants
■ Actual	$8,992	$4,003	$682	$4,307
■ Projected	$24,300	$11,902	$3,398	$9,000

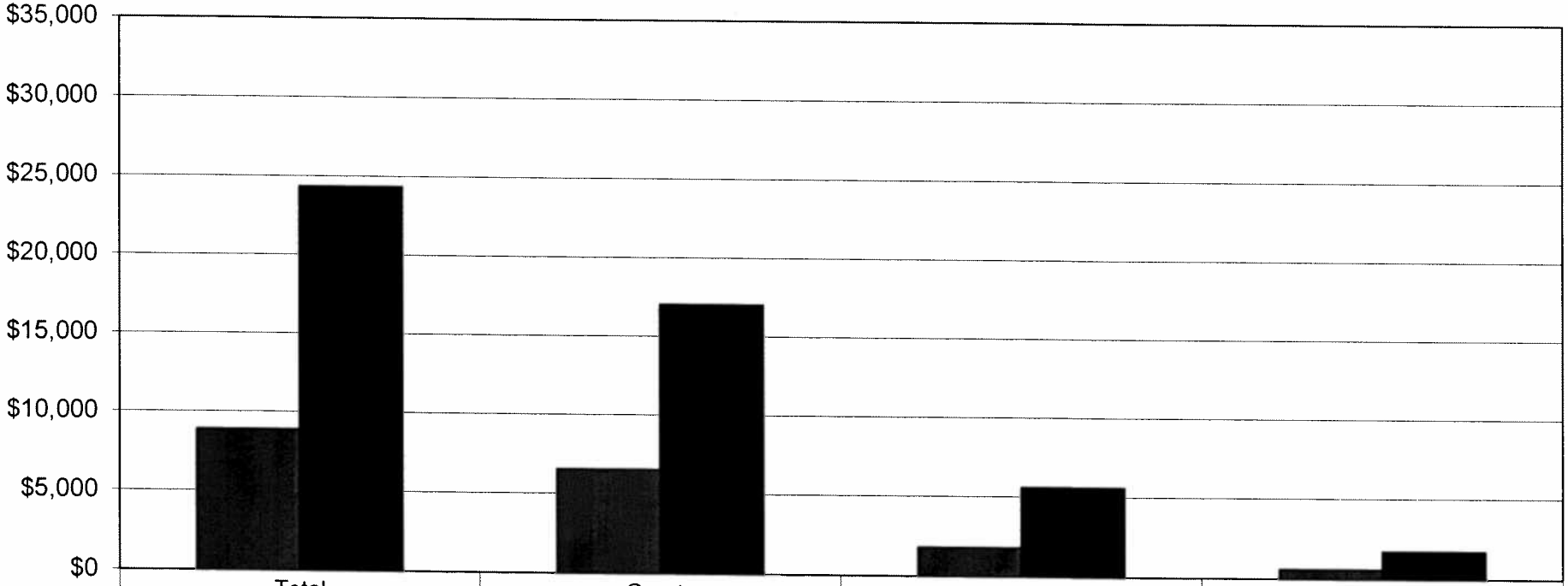
Presents a comparison of actual and budgeted/projected total expenses as well as component categories: payroll costs, consultants and other expenses.

Source: ABAG - INDICES 2012-10.xls

ABAG Financial Indices

Figure 10--*Actual vs Projected Revenues--FY 12-13*

Year to Date ($'000)



	Total	Grants	Services & Other	Membership
■ Actual	$8,884	$6,526	$1,783	$575
■ Projected	$24,350	$17,024	$5,600	$1,726

Presents a comparison of actual and budgeted/projected total revenues as well as component categories: membership dues, grants, services and other.

Source: ABAG - INDICES 2012-10.xls

TO: Finance and Personnel Committee

DT: January 8, 2013

FM: Herbert Pike, Finance Director

Re: Financial Reports --November 2012

The following are highlights of the financial reports for November 2012.

Overall Summary (Figures 3, 4, 7 & 8)

November 2012 represents the fifth month of the new fiscal year. The most significant issue is and has been the increase in outstanding receivables reaching over $7.5 million as of the end of November. However, relief appears to be forthcoming with a $3.45 million reduction in unbilled receivables bringing unbilled receivables down to normal ranges. This should result in a dramatic decline in overall receivables by the end of December, expecting them to dip below $5 million. In addition, some new project-funded staff is being hired that should result in more overhead recovery for ABAG. Major new projects, most notably BayREN, should require resources to be diverted from overhead expense to project funding which should further reduce the net overhead rate for the Agency. There is also an on-going review to determine if certain charges absorbed as Agency expense might more properly be expensed to indirect overhead which would improve the Agency's equity position.

Cash on Hand (Figure 1)

Cash on hand decreased to $2.06 million as of November 30th from $2.67 million on October 31st. The decrease of $607 thousand is attributed primarily to the delayed billings of the prior two to three months. The November balance includes approximately $1.37 million invested in the Local Agency Investment Fund (LAIF). Currently, ABAG does not hold any other investments. The November 30th cash balance is approximately $1.96 million less than the prior year. This is attributable to a very high amount in receivables, especially compared to the year prior.

Receivables (Figure 2)

Receivables from grant and service programs amounted to about $7.50 million on November 30th, an increase of $232 thousand over the month prior. While the trend of increasing receivables was not reversed, the unbilled receivables decreased $3.45 million. Now that the issuance of payment request is virtually current, ABAG can now expect the grantors to accelerate payments to ABAG in December and, thereby, both increase cash on hand and reduce overall receivables. A peek at the preliminary close of December indicates the reduction of receivables to below $5 million. As of November 30th, receivables are approximately $1.83 million higher than they were a year prior.

Actual vs. Budgeted Expenses (Figure 9)

Total expenses through November 30th, the fifth month of the new fiscal year, amounted to about $11.02 million, or 45.3 percent, of the adjusted, budgeted annual expense of $24.30 million for FY 2012-13. This appears to reflect the frenzy of activity that accompanies the ending of several major projects. It exceeds the 41.7 percent (five-twelfths) average and is opposite the normal trend where there is usually a slight lag in the onset of new expenses in the new fiscal year. One particular accelerating expense is the close by the end of November of the project where Trash Capture Devices in numerous jurisdictions within the region receive grant subsidies for their installation.

Actual vs. Budgeted Revenues (Figure 10)

As of November 30th, total revenues amounted to about $10.85 million, or 44.6 percent, of the adjusted, budgeted annual revenue of $24.35 million for FY 2012-13. That is slightly in excess of the normal 41.7 percent projected (four-twelfths). This is attributable to the higher level of expenditures noted above. The higher than expected first half charges to overhead may have contributed to the variance between expenditures and revenues. It is expected that this variance will be remediated by recent announcements that some significant, new projects are being awarded to ABAG that may cause some overhead staff to be diverted to direct project expense.

Fund Equity (Figure 5)

As of November 30th, general fund equity was approximately $996 thousand, a decrease of $58 thousand from the prior month. The Agency's restricted fund equity, consisting of capital, self-insurance, building maintenance and reserves, is $610 thousand. Total fund equity of $1.61 million is $230 thousand less than the year prior. Some of this downward trend may be attributable to higher than expected charges to overhead which are expected to decline as new projects are realized.

Indirect Cost (Figure 6)

The Agency's actual indirect cost (overhead) rate was 43.20 percent, or 0.25 percent above target. The higher than expected rate appears to reflect the slowing down and/or completion of several projects. The rate normally increases in December because the holidays engender higher leave usage against which no overhead is charged, even though overhead expenses continue unabated for items such as building maintenance, reception, utilities, etc. The realization of new projects looks and an overall reduction in the rate looks promising with the announcement of intent to award major new grants on several fronts.

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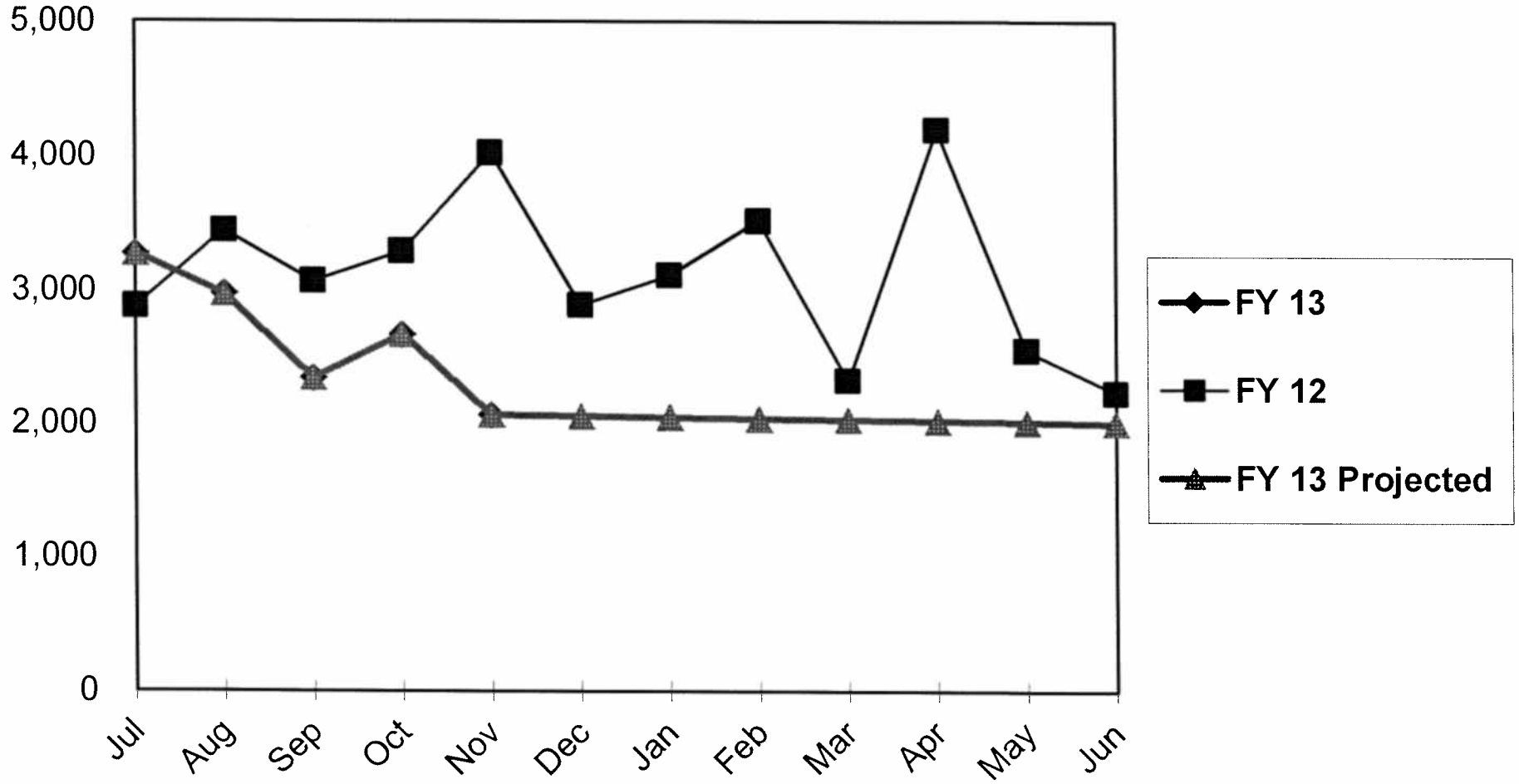
ABAG Financial Indices

Figure 1--*Cash on Hand--FY 12 and FY 13 ($'000)*

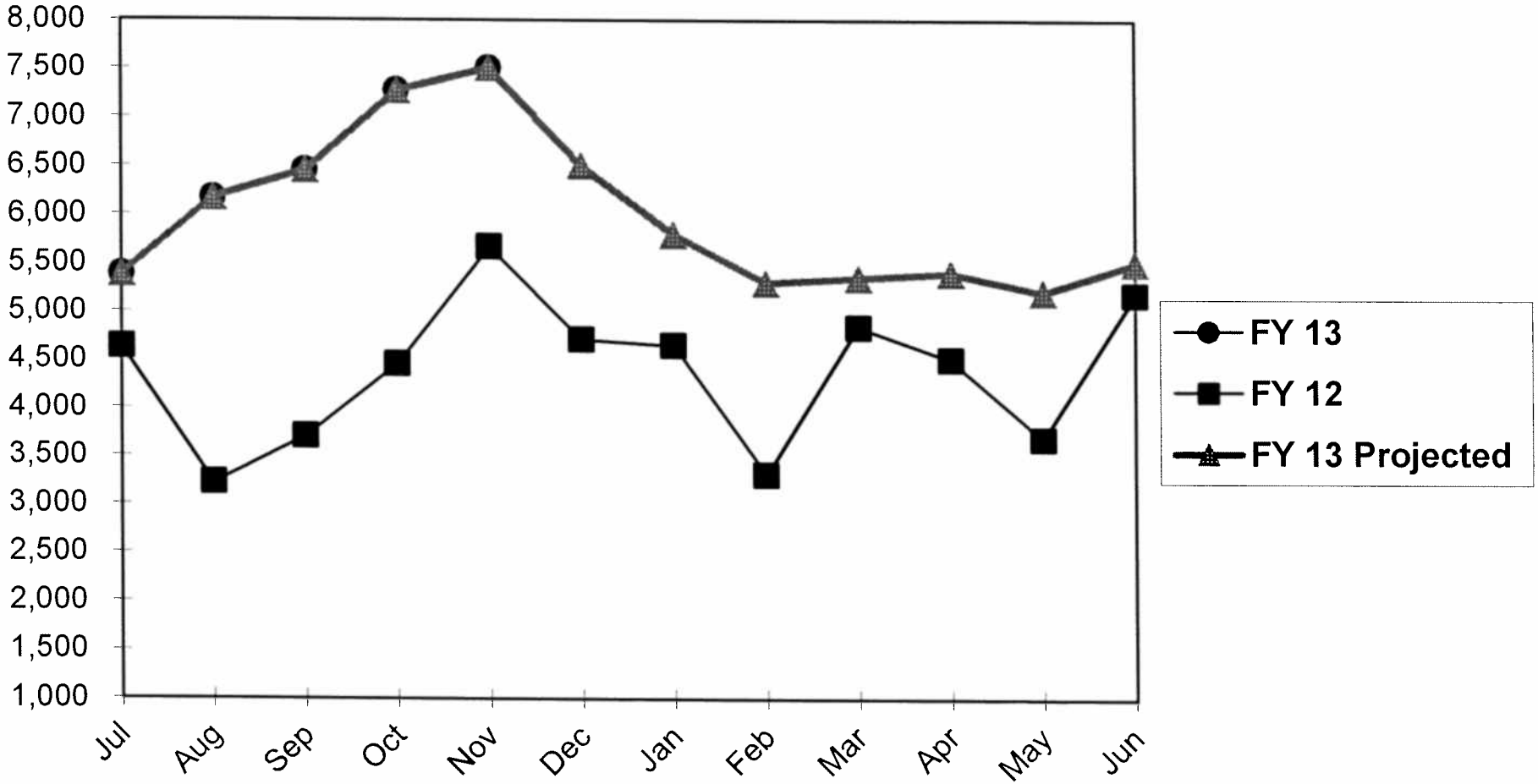


Represents the sum total of cash deposited at our bank and the Local Agency Investment Fund. This chart shows fluctuation patterns of cash on hand for the current and prior fiscal years.

Source: ABAG -INDICES 2012-11.xls

ABAG Financial Indices

Figure 2--*Accounts Receivable--FY 12 and FY 13 ($'000)*

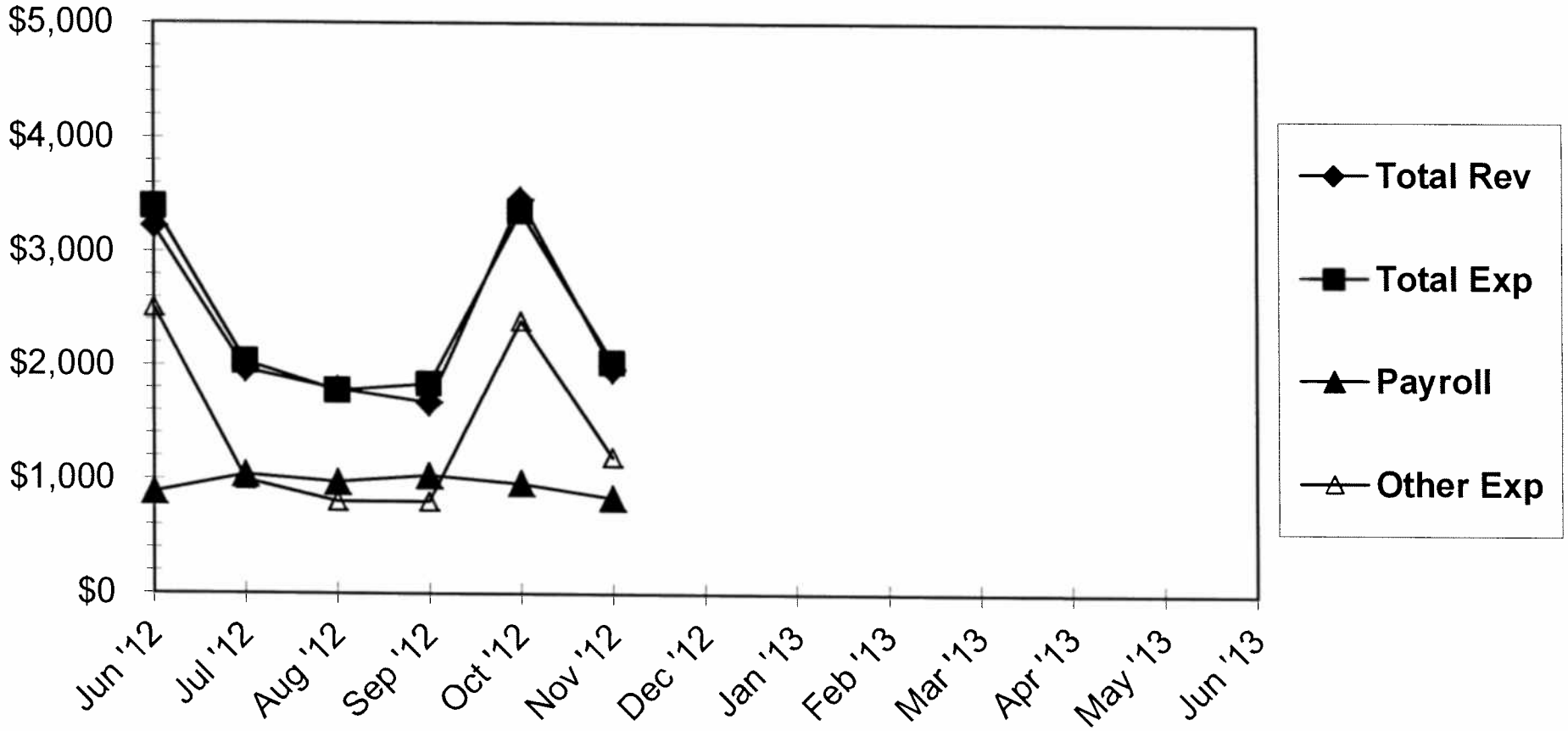


Accounts receivable include receivables generated by grants and service programs over two fiscal years. Reflects the reasonableness of our receivable levels; usually have about six weeks' worth of annual revenues in receivables.

Source: ABAG - INDICES 2012-11.xls

ABAG Financial Indices

Figure 3--*Current Month Revenues & Expenses*
FY 12-13 ($'000)

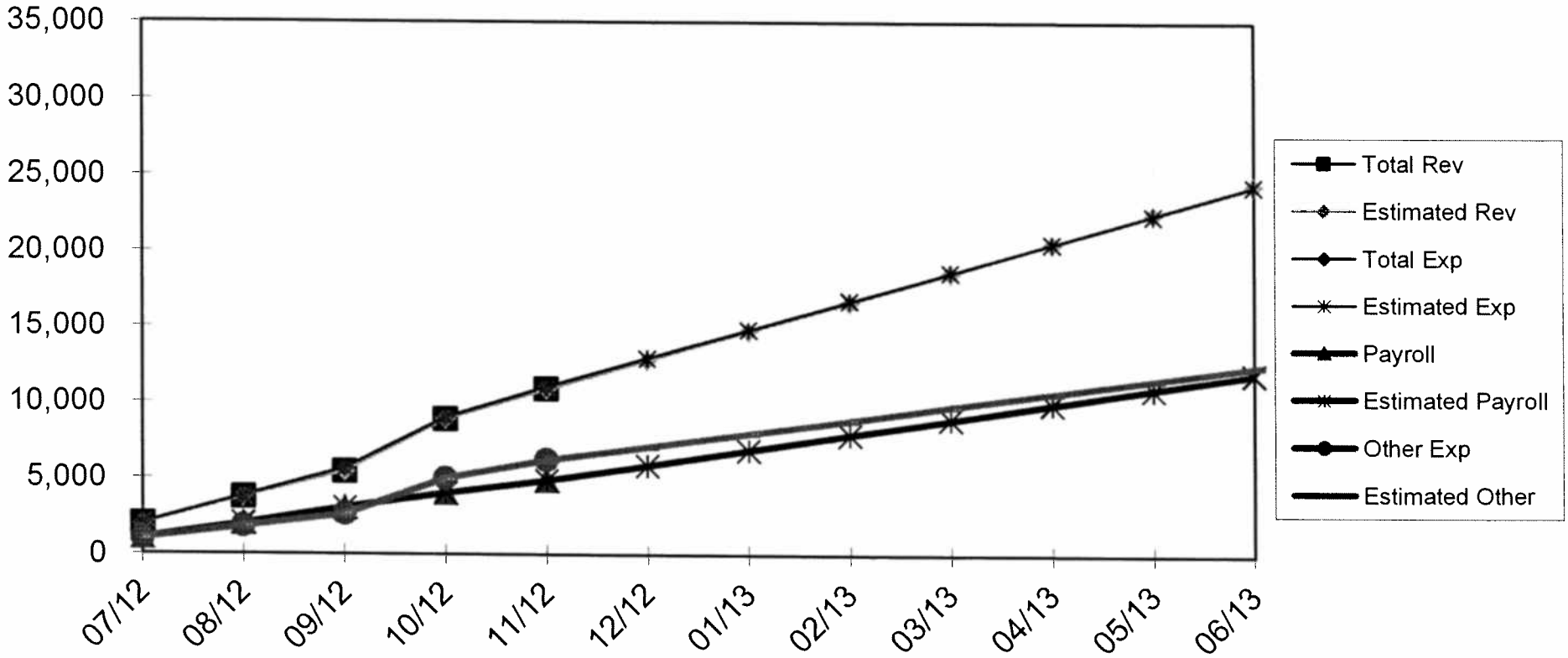


Presents month by month total revenues, total expenses, payroll and other expenses for the current fiscal year. The difference between total revenues and total expenses lines represents the overall current month net surplus (or deficit) for the Association.

Source: ABAG - INDICES 2012-11.xls

ABAG Financial Indices

Figure 4--Year-to-date Revenues & Expenses
FY 12-13 ($'000)



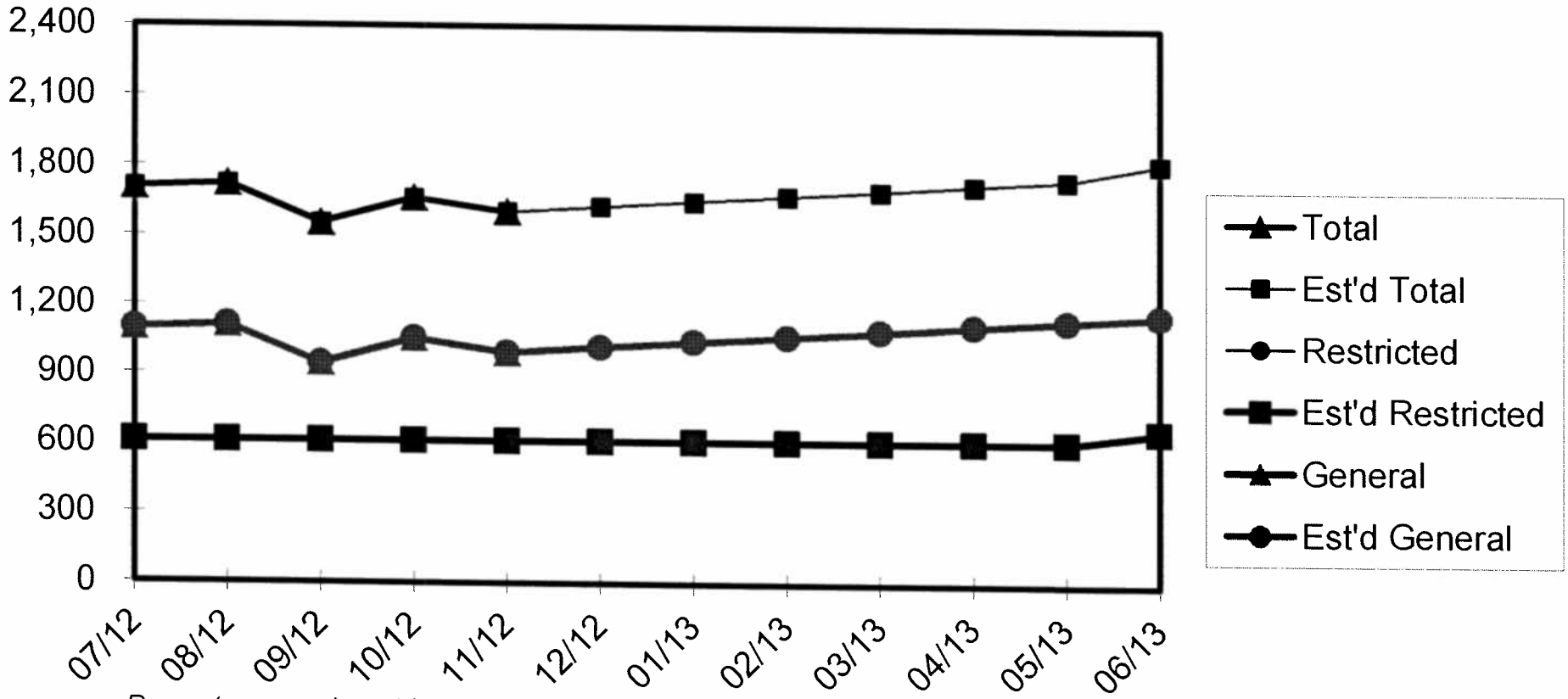
Presents year-to-date total revenues, total expenses, payroll and other expenses for the current fiscal year. The difference between total revenues and total expenses lines represents the overall year-to-date net surplus (or deficit) for the Association.

Source: ABAG - INDICES 2012-11.xls

ABAG Financial Indices

Figure 5--*Fund Equity*

FY 12-13 ($'000)

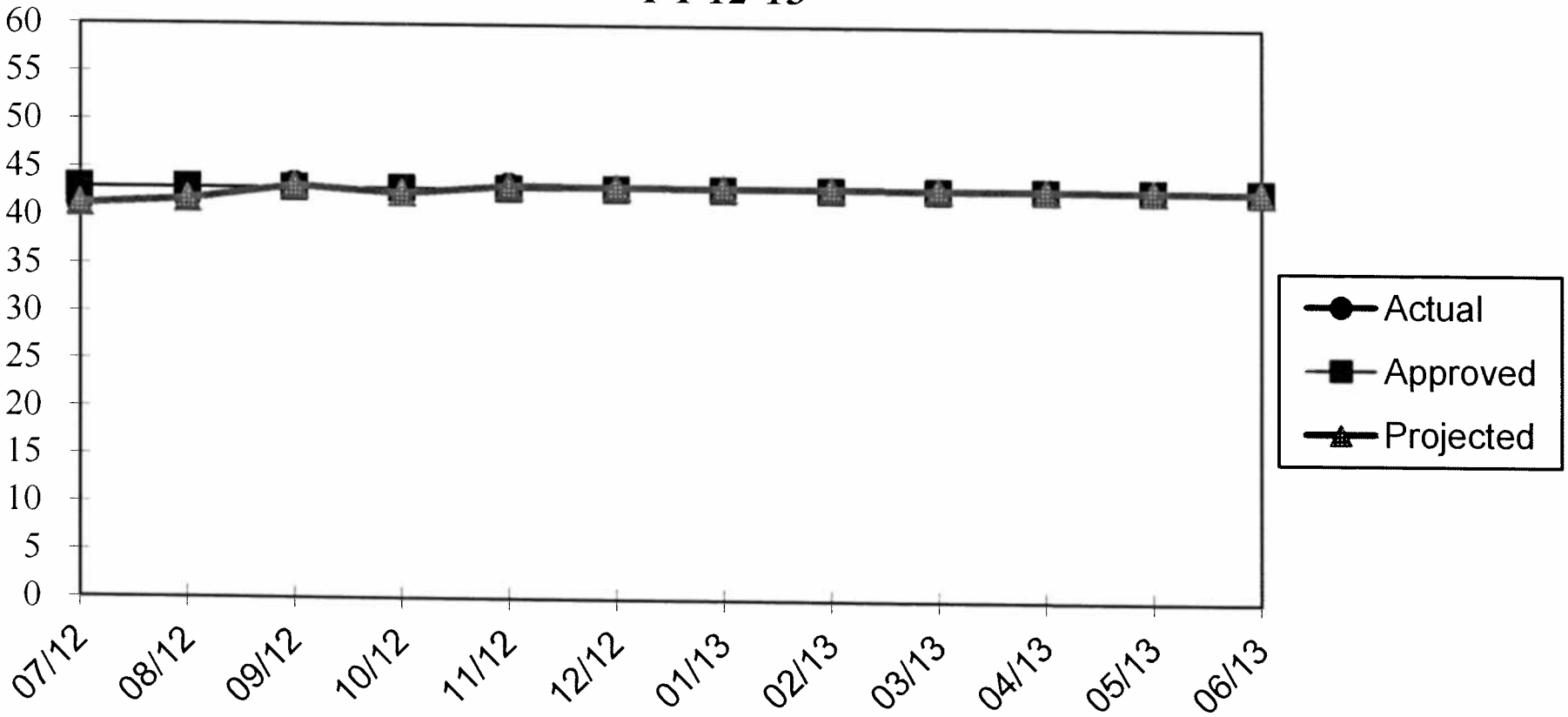


Presents general, restricted and total fund equities for the current fiscal year. General fund equity represents unrestricted equity. Restricted equities include building improvement interest, building maintenance, self-insurance, capital and contingency reserve. These restricted equities represent the Association's equities set aside for specific purposes. Total equity is the sum total of general and restricted equities.

Source: ABAG - INDICES 2012-11.xls

ABAG Financial Indices

Figure 6--*Indirect Cost Rate (% of Direct Labor Cost)*
FY 12-13

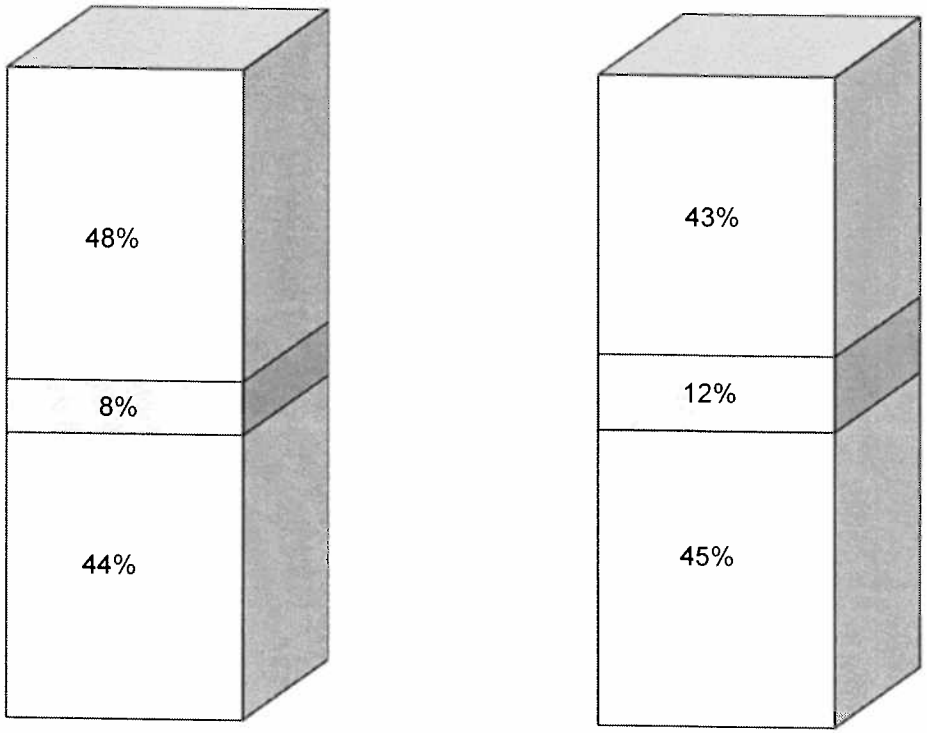


Shows a comparison between the actual indirect cost rate and the approved rate. The approved indirect cost rate is computed by dividing total estimated overhead expenses by total projected direct labor cost for a fiscal year. This rate is used as a standard overhead cost rate to allocate indirect costs to all projects. This process is performed in accordance with an indirect cost plan, which is prepared annually in accordance with OMB Circular A-87.

Source: ABAG - INDICES 2012-11.xls

ABAG Financial Indices

Figure 7-- Composition of Expenses FY 12--FY 13
Year to Date
($'000)



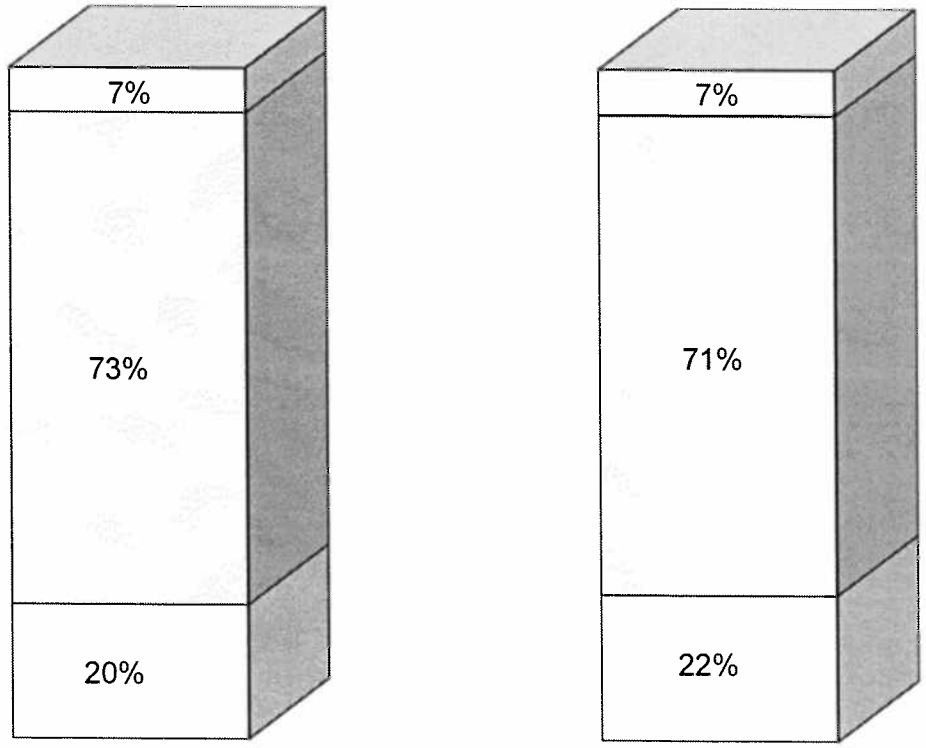
	FY12-13 Expenses (Total $11,018)	FY11-12 Expenses (Total $10,423)
Consultants	$5,269	$4,458
Others	$909	$1,217
Payroll	$4,840	$4,748

This chart compares expenses for current and prior fiscal year. It groups expenses into three broad categories--payroll costs, consultants and other expenses.

Source: ABAG - INDICES 2012-11.xls

ABAG Financial Indices

Figure 8-- Composition of Revenues FY 12--FY 13
Year to Date
($'000)



	FY 12-13 Revenue (Total $10,852)	FY 11-12 Revenue (Total $10,620)
◻ Membership	$718	$721
◻ Grants	$7,978	$7,611
◻ Services & Others	$2,156	$2,288

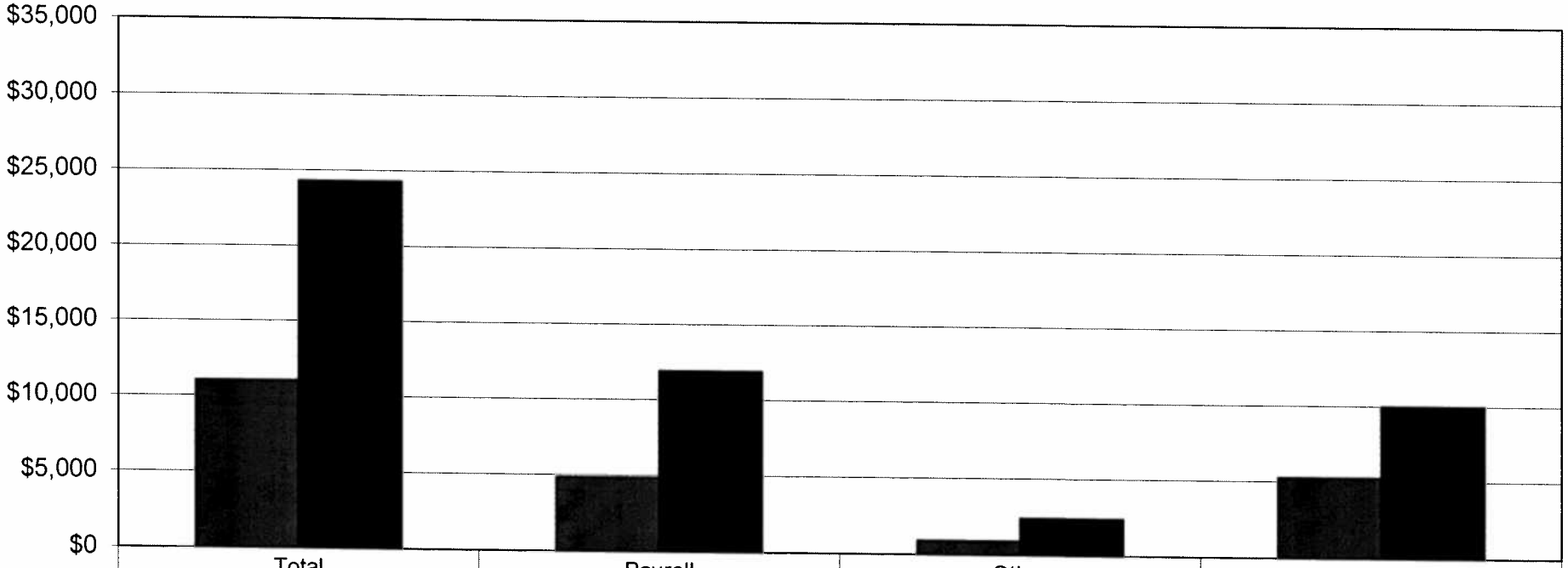
Presents a breakdown of total revenues into four main sources--membership, grants, services and others. This chart compares revenue sources between current and prior fiscal year.

Source: ABAG - INDICES 2012-11.xls

ABAG Financial Indices

Figure 9--*Actual vs Projected Expenses--FY 12-13*

Year to Date ($'000)



	Total	Payroll	Other	Consultants
■ Actual	$11,018	$4,840	$909	$5,269
■ Projected	$24,300	$11,902	$2,398	$10,000

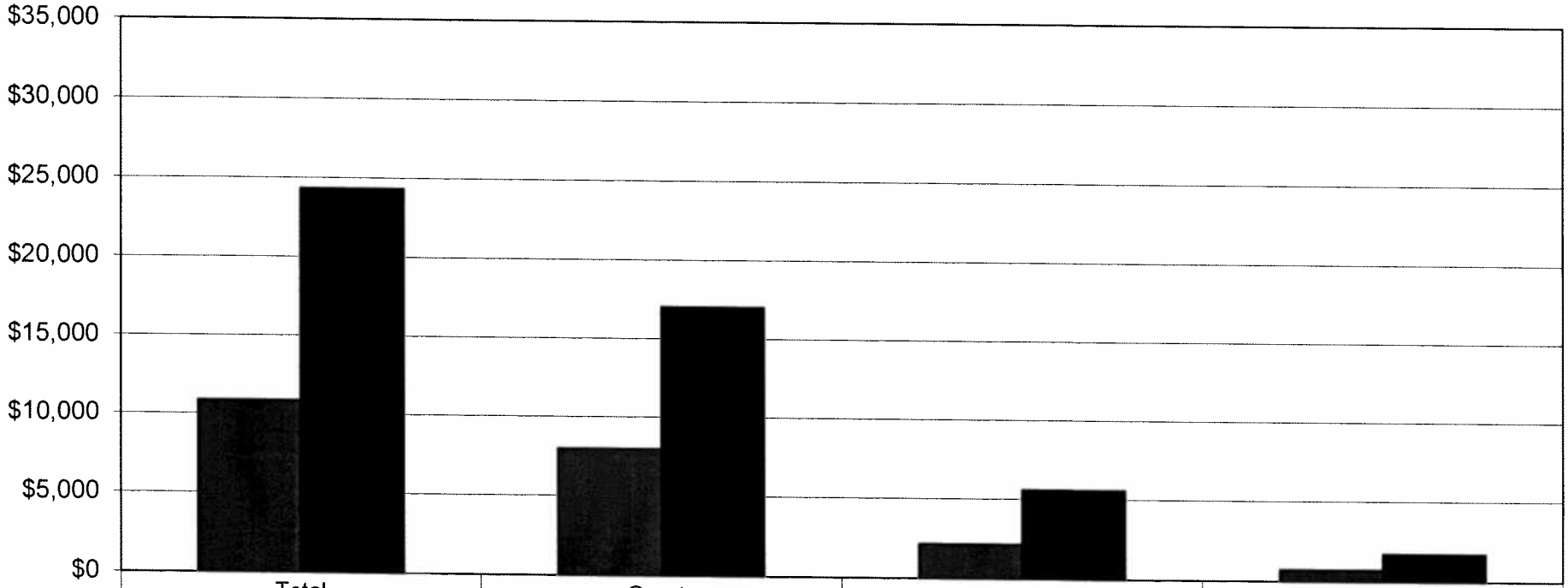
Presents a comparison of actual and budgeted/projected total expenses as well as component categories: payroll costs, consultants and other expenses.

Source: ABAG - INDICES 2012-11.xls

ABAG Financial Indices

Figure 10--*Actual vs Projected Revenues--FY 12-13*

Year to Date ($'000)



	Total	Grants	Services & Other	Membership
■ Actual	$10,852	$7,978	$2,156	$718
■ Projected	$24,350	$17,024	$5,600	$1,726

Presents a comparison of actual and budgeted/projected total revenues as well as component categories: membership dues, grants, services and other.

Source: ABAG - INDICES 2012-11.xls

ASSOCIATION OF BAY AREA GOVERNMENTS
FINANCE & PERSONNEL COMMITTEE

TABLE OF FINANCIAL REPORT DATA ELEMENTS
(thousands of dollars)

FOR THE MONTH ENDED OCTOBER 31, 2012

Description	Year-To-Date Actual	Year-End Estimate
ASSETS		
Cash	2,669	2,000
Receivables	7,273	5,500
REVENUES		
Membership Dues	575	1,726
Grants	6,526	17,024
Charges for Services	1,783	5,600
Total Revenues	**8,884**	**24,350**
EXPENSES		
Salaries and Related Benefits	4,003	11,902
Consultant Services	4,307	9,000
Other Expenses	682	3,398
Total Expenses	**8,992**	**24,300**
Change in Net Assets	(108)	50
Beginning Net Assets	1,772	1,772
Ending Net Assets	1,664	1,822
NET ASSET BREAKDOWNS		
Unrestricted	1,054	1,162
Restricted	610	660
Total Net Assets	1,664	1,822
INDIRECT OVERHEAD		
Approved Overhead	42.95%	42.95%
Overhead Rate %	42.43%	42.95%

F&PC AGENDA ITEM #4-C

ASSOCIATION OF BAY AREA GOVERNMENTS
FINANCE & PERSONNEL COMMITTEE

TABLE OF FINANCIAL REPORT DATA ELEMENTS
(thousands of dollars)

FOR THE MONTH ENDED NOVEMBER 30, 2012

Description	Year-To-Date Actual	Year-End Estimate
ASSETS		
Cash	2,062	2,000
Receivables	7,505	5,500
REVENUES		
Membership Dues	718	1,726
Grants	7,978	17,024
Charges for Services	2,156	5,600
Total Revenues	**10,852**	**24,350**
EXPENSES		
Salaries and Related Benefits	4,840	11,902
Consultant Services	5,269	9,000
Other Expenses	909	3,398
Total Expenses	**11,018**	**24,300**
Change in Net Assets	(166)	50
Beginning Net Assets	1,772	1,772
Ending Net Assets	1,606	1,822
NET ASSET BREAKDOWNS		
Unrestricted	996	1,162
Restricted	610	660
Total Net Assets	1,606	1,822
INDIRECT OVERHEAD		
Approved Overhead	42.95%	42.95%
Overhead Rate %	43.20%	42.95%

F&PC AGENDA ITEM #4-C

ASSOCIATION OF BAY AREA GOVERNMENTS
FINANCE & PERSONNEL COMMITTEE

TABLE OF FINANCIAL REPORT DATA ELEMENTS
(thousands of dollars)

Index Description	Nov-12	Oct-12	Sep-12	Nov-11	Oct-11
Cash	2,062	2,669	2,342	4,022	3,288
Receivables	7,505	7,273	6,452	5,671	4,451
Payroll Cost-YTD	4,840	4,003	3,042	4,748	3,734
-Month	837	961	1,033	1,014	984
Total Other Expense-YTD	6,178	4,989	2,598	5,675	3,973
-Month	1,189	2,391	802	1,702	1,553
Total Expenses-YTD	11,018	8,992	5,640	10,423	7,707
-Month	2,026	3,352	1,835	2,716	2,537
Total Revenues-YTD	10,852	8,884	5,432	10,620	7,961
-Month	1,968	3,452	1,669	2,659	2,521
Fund Equity-General	996	1,054	944	1,276	1,333
Total Restricted	610	610	610	560	560
Total Fund Equity	1,606	1,664	1,554	1,836	1,893
Approved Overhead	42.95%	42.95%	42.95%	42.95%	42.95%
Overhead Rate %	43.20%	42.43%	43.17%	38.73%	37.56%

F&PC AGENDA ITEM #4-D

Proposed ABAG Membership Dues

Assessments include increase in membership fee from $668 for FY 12-13 to $683 for FY 13-14 in accordance with CPI increase of 2.29 percent.

JURISDICTION	Population 1/1/12	Approved FY 12-13 Dues	Proposed FY 13-14 Dues
COUNTY OF ALAMEDA	1,532,137	$137,662	$141,736
Alameda	74,640	$13,514	$13,919
Albany	18,488	$3,953	$4,019
Berkeley	114,821	$19,455	$19,991
Dublin	46,785	$8,915	$9,126
Emeryville	10,200	$2,454	$2,524
Fremont	217,700	$30,587	$31,454
Hayward	147,113	$23,096	$23,774
Livermore	82,400	$14,785	$15,246
Newark	43,041	$8,213	$8,450
Oakland	395,341	$45,123	$46,358
Piedmont	10,807	$2,560	$2,633
Pleasanton	71,269	$12,939	$13,343
San Leandro	86,053	$15,421	$15,870
Union City	70,646	$12,807	$13,236
COUNTY OF CONTRA COSTA	1,065,117	$99,514	$102,553
Antioch	103,833	$18,196	$18,704
Brentwood	52,575	$9,828	$10,146
Clayton	10,996	$2,598	$2,667
Concord	123,206	$20,443	$20,973
Danville	42,450	$8,116	$8,344
El Cerrito	23,774	$4,840	$4,973
Hercules	24,272	$4,929	$5,063
Lafayette	24,159	$4,907	$5,043
Martinez	36,225	$7,012	$7,220
Moraga	16,152	$3,504	$3,598
Oakley	36,532	$7,019	$7,276
Orinda	17,819	$3,793	$3,899
Pinole	18,560	$3,925	$4,032
Pittsburg	64,706	$11,784	$12,220
Pleasant Hill	33,440	$6,539	$6,718
Richmond	104,887	$18,329	$18,827
San Pablo	29,105	$5,772	$5,935

San Ramon	74,378	$13,352	$13,874
Walnut Creek	65,233	$11,947	$12,311
COUNTY OF MARIN	254,790	$33,784	$34,566
Belvedere	2,090	$1,035	$1,060
Corte Madera	9,351	$2,313	$2,371
Fairfax	7,522	$1,991	$2,040
Larkspur	12,058	$2,788	$2,859
Mill Valley	14,172	$3,149	$3,241
Novato	52,447	$9,875	$10,125
Ross	2,443	$1,098	$1,124
San Anselmo	12,468	$2,860	$2,933
San Rafael	58,305	$10,849	$11,126
Sausalito	7,138	$1,923	$1,971
Tiburon	9,059	$2,261	$2,318
COUNTY OF NAPA	138,255	$22,157	$22,736
American Canyon	19,809	$4,142	$4,258
Calistoga	5,200	$1,583	$1,621
Napa	77,805	$14,080	$14,460
St. Helena	5,875	$1,700	$1,743
Yountville	2,999	$1,197	$1,224
COUNTY AND CITY OF SAN FRANCISCO			
County	812,538	$79,563	$81,361
City	812,538	$79,563	$81,361
COUNTY OF SAN MATEO	729,443	$72,335	$74,389
Atherton	6,888	$1,888	$1,926
Belmont	26,123	$5,261	$5,397
Brisbane	4,347	$1,432	$1,467
Burlingame	29,106	$5,786	$5,936
Colma	1,789	$986	$1,006
Daly City	102,593	$18,066	$18,558
East Palo Alto	28,467	$5,672	$5,820
Foster City	30,895	$6,100	$6,258
Half Moon Bay	11,478	$2,682	$2,754
Hillsborough	11,006	$2,596	$2,669
Menlo Park	32,513	$6,370	$6,550
Millbrae	22,069	$4,499	$4,666
Pacifica	37,658	$7,289	$7,479
Portola Valley	4,411	$1,443	$1,479

Redwood City	78,244	$14,121	$14,535
San Bruno	42,451	$8,050	$8,344
San Carlos	28,719	$5,716	$5,866
San Mateo	98,298	$17,506	$17,964
S. San Francisco	64,307	$11,840	$12,152
Woodside	5,386	$1,609	$1,655
COUNTY OF SANTA CLARA	1,816,486	$160,318	$165,593
Campbell	39,882	$7,666	$7,880
Cupertino	59,022	$10,906	$11,249
Gilroy	50,158	$9,382	$9,733
Los Altos	29,460	$5,815	$5,999
Los Altos Hills	8,027	$2,076	$2,132
Los Gatos	29,854	$5,899	$6,071
Milpitas	66,966	$12,410	$12,607
Monte Sereno	3,373	$1,261	$1,292
Morgan Hill	39,127	$7,480	$7,744
Mountain View	75,275	$13,621	$14,027
Palo Alto	65,544	$11,987	$12,364
San Jose	971,372	$91,536	$94,687
Santa Clara	118,813	$19,927	$20,458
Saratoga	30,363	$5,995	$6,162
Sunnyvale	142,896	$22,553	$23,280
COUNTY OF SOLANO	413,786	$46,893	$47,906
Benicia	26,919	$5,452	$5,541
Dixon	18,282	$3,920	$3,982
Fairfield	106,379	$18,398	$19,002
Rio Vista	7,418	$1,979	$2,022
Suisun City	27,978	$5,645	$5,732
Vacaville	92,092	$16,678	$16,903
Vallejo	115,928	$19,737	$20,120
COUNTY OF SONOMA	487,011	$52,849	$54,049
Cloverdale	8,629	$2,197	$2,240
Cotati	7,276	$1,957	$1,996
Healdsburg	11,442	$2,692	$2,748
Petaluma	58,165	$10,880	$11,102
Rohnert Park	40,846	$7,936	$8,054
Santa Rosa	168,841	$25,732	$26,319
Sebastopol	7,405	$1,978	$2,019
Sonoma	10,665	$2,558	$2,608

Windsor	27,003	$5,420	$5,556
Totals	7,249,563	$1,718,725	$1,766,602
DUES PER CAPITA RATES			
First 50,000		0.1764247	0.1804648
Next 50,000		0.1671392	0.1709667
Next 100,000		0.1145213	0.1171438
Remaining Population over 200,000		0.0820220	0.0839003

* Dues are up from the prior year because CA Dept. of Finance population projections reflect an increase of 43,480 (0.6 percent) from the prior year in addition to the CPI increase.

TO: Finance & Personnel Committee

DT: January 2, 2013

FROM: Herbert Pike, Finance Director

Re: Update on Achieving More Timely FPPC Form 700 Compliance

ABAG is committed to gather the requisite FPPC Form 700's in a timely manner from the Board Members of its various Boards. Staff met in December and a consensus was reached to be more diligent, broaden responsibility for collecting the information and to informally go beyond the minimum noticing requirements noted by the FPPC. ABAG will endeavor to provide 60-day, 30-day and one-week notices prior to the filing date. Similarly, the extended follow-up notifications to those whose filings have not been received will be shortened and telephonic contact will be added.

This will be enhanced with a more complete database of all those required to file, including more frequent follow-up of those beginning or ending their service on various Boards.

An Administrative Policy will be disseminated to the ABAG employees included within the process.