

ABAG FINANCE AND PERSONNEL COMMITTEE

Thursday, May 21, 2009, 5:00 p.m.
 ABAG Conference Room B
 MetroCenter—8th and Oak Streets
 Oakland, CA

<u>Est. Time in Minutes</u>		<u>Recommendation**</u>
2	1. Public Comments	Information
2	*2. Minutes of the March 19, 2009 Meeting	Action
5	*3. Financial Reports – ABAG <i>The March 2009 report is enclosed with the agenda packet. The April 2009 report will be sent under separate cover.</i>	Information
5	*4. ABAG Contributions to the Tranter-Leong Internship Program <i>As described in the attached staff memo, Executive Board’s approval is requested for continued contributions to the Tranter-Leong Internship Program endowment.</i>	Action
 THE FOLLOWING ITEMS WILL BE DISCUSSED IN CLOSED SESSION PURSUANT TO THE REQUIREMENTS OF THE RALPH M. BROWN ACT. 		
10	5. Conference with Labor Negotiators <i>Agency designated representatives: Patricia Jones, Brian Kirking and Austris Rungis [IEDA]. Employee organization: SEIU Local 1021.</i>	Information
20	6. Public Employee Performance Evaluation <i>Title: Legal Counsel Materials for this item were mailed under separate cover.</i>	Action
	7. Adjournment	Action

* Attachments enclosed with packet.

** The committee may take action on any item on the agenda, which action may be the recommended action, any other action or no action.

ABAG FINANCE AND PERSONNEL COMMITTEE

Summary Minutes

March 19, 2009

Members Present

Supervisor Scott Haggerty, Chair
Supervisor David Cortese
Supervisor Rose Jacobs Gibson
Supervisor John Gioia
Mayor Mark Green
Supervisor Barbara Kondylis

Jurisdiction

County of Alameda
County of Santa Clara
County of San Mateo
County of Contra Costa
City of Union City
County of Solano

Members Absent

Supervisor Mike Kerns
Vice Mayor Peter McHugh

County of Sonoma
City of Milpitas

Officers and Staff Present

Henry Gardner, Executive Director
Patricia Jones, Assistant Executive Director
Kenneth Moy, Legal Counsel
Herbert Pike, Finance Director
Paul Fassinger, Director of Research

Guests:

Michael Costa

The meeting was called to order at 5:00 p.m.

- 1) There were no public comments.
- 2) Haggerty was re-elected Chair and Cortese was elected Vice-Chair.
/M/Green/S/Kondylis/C/ to elect.
- 3) Minutes of the January 15, 2009 meeting were approved as presented.
/M/Green/S/Cortese/C/to approve.
- 4) Pike summarized the January and February 2009 financial reports for ABAG.
/M/Kondylis/S/Green/C/ to accept reports.

AGENDA ITEM 2

- 5) Gardner and Pike presented recommendation to take necessary steps to increase ABAG's line of credit to \$2 million.
/M/Green/S/Kondylis/C/ to refer to Executive Board with recommendation to approve.
- 6) Pike presented staff recommendation to contract with Maze and Associates for outside auditing services.
/M/Green/S/Jacobs Gibson/C/ to refer to Executive Board with recommendation to approve.
- 7) Gardner presented staff recommendation to continue ABAG support of the Bay Area Council Economic Institute (BACEI) in the amount of \$50,000 in FY 2009-10.
/M/Kondylis/S/Green/C/ to refer to Executive Board with recommendation to approve for inclusion in FY 2009-10 budget.
- 8) Gardner presented BYLaw Amendment re Scheduling of the Annual Meeting of the General Assembly to provide more flexibility in scheduling in 2010 and thereafter.
/M/Kondylis/S/Green/C/ to refer to Executive Board with recommendation to approve.
- 9) Fassinger presented request for authorization to purchase computer hardware and to contract for software and consultant services to implement the PECAS Land Use Modeling System.
/M/Kondylis/S/Green/C/ to forward to Executive Board consent calendar.
- 10) Moy presented the proposed process for conducting performance evaluation of legal counsel.
- 11) Closed Session was held with Agency designated representatives Patricia Jones regarding negotiations with ABAG's employee union—SEIU 1021.
Chair to report to the Executive Committee that the Committee was apprised of the on-going status of negotiations by the agency's representatives.
- 12) Closed Session was held with Executive Director Gardner to conduct annual performance evaluation.
Chair to report to Executive Board in Closed Session.
- 13) Meeting was adjourned at 6:00 p.m.

TO: Finance and Personnel Committee

DT: April 29, 2009

FM: Herbert Pike, Finance Director

Re: Financial Reports
--March 2009

The following are highlights of the financial reports for March 2009.

Cash on Hand (Figure 1)

Cash on hand increased to about \$1.185 million on March 31 from \$835 thousand on February 28. The March balance includes approximately \$369 thousand invested in the Local Agency Investment Fund (LAIF). Currently, ABAG does not hold any other investments. The March 31 cash balance is approximately \$228 thousand more than the prior year. To better understand the year to year comparison, the current cash balance includes approximately \$400 thousand designated to cover the Annual Required Contribution (ARC) to amortize the Agency's unfunded liability for Other Post Employment Benefits (retiree health care) over the next 30 years. This OPEB liability is expected to be more than \$500 thousand by the end of the current fiscal year. Thus, the "uncommitted" cash balance is actually down almost \$200 thousand after accounting for the new OPEB liability. The downturn is attributed to the higher receivables noted below.

Receivables (Figure 2)

Receivables from grant and service programs amounted to about \$3.59 million on March 31, unchanged from the month prior. Compared to March 31 the year prior, the total reflects an increase of approximately \$0.75 million. It is anticipated that the continued reduction in State staffing and requested furloughs may slow reimbursements in the succeeding months. Some projects to be supported by State bond sales, although restarted, are awaiting reimbursement when the bonds are sold; it was just announced some State bonds have been issued, but we have not yet received word if ABAG's projects are covered under the most recent funding. Staff is seeking to accelerate collections from other Federal and local funding sources.

Actual vs. Budgeted Expenses (Figure 9)

Total expenses on March 31 amounted to about \$13.95 million, or 63.41%, of projected expenses of \$22.0 million for FY 08-09.

Actual vs. Budgeted Revenues (Figure 10)

At March 31, total revenues amounted to about \$13.64 million, or 61.72%, of projected revenue of \$22.1 million for FY 08-09.

As of March 31, both revenues and expenses are below projections for the first three-quarters of FY 08-09. These positions are largely due to the timing of consultant and sub-contractor expenses that are grant funded. The difference between the approved budget of \$26.7 million and the projections above reflect the typical multi-year programs and their budget balances at fiscal year-end (June 30, 2009) that will be carried forward to the following year. However, several Estuary projects have been suspended due to budget issues at the State. There is a concern that they may not be continued.

Fund Equity (Figure 5)

As of March 31, general fund equity was approximately \$0.80 million, unchanged from February 28. The agency's restricted fund equity, consisting of building bond interest, capital, self-insurance and building maintenance, also remains unchanged at \$510 thousand.

Indirect Cost (Figure 6)

The agency's actual indirect cost (overhead) rate was 41.00% of direct labor cost as of March 31, or about 95.3% of the budgeted rate of 43.00% for FY 08-09. Overhead expenditures are expected to escalate during the last three months of the fiscal year, bringing the actual closer to the budgeted rate of 43.0%.

Overall (Figures 3, 4, 7 & 8)

At March 31, the agency's finances are reasonably close to forecast with a modest deficit of roughly \$308 thousand, or 2.3% of the year-to-date revenues. It appears that this fiscal year is adequately funded if the State issues infrastructure bonds and removes the suspension of several awarded contracts. ABAG is being impacted by the State's cash flow problems and delays in reimbursements as seen in increased accounts receivable. Some projects funded through the State have been suspended until certain State bonds are issued. At present, there appears to be sufficient funding to cover grant-funded staff affected by the suspended projects.

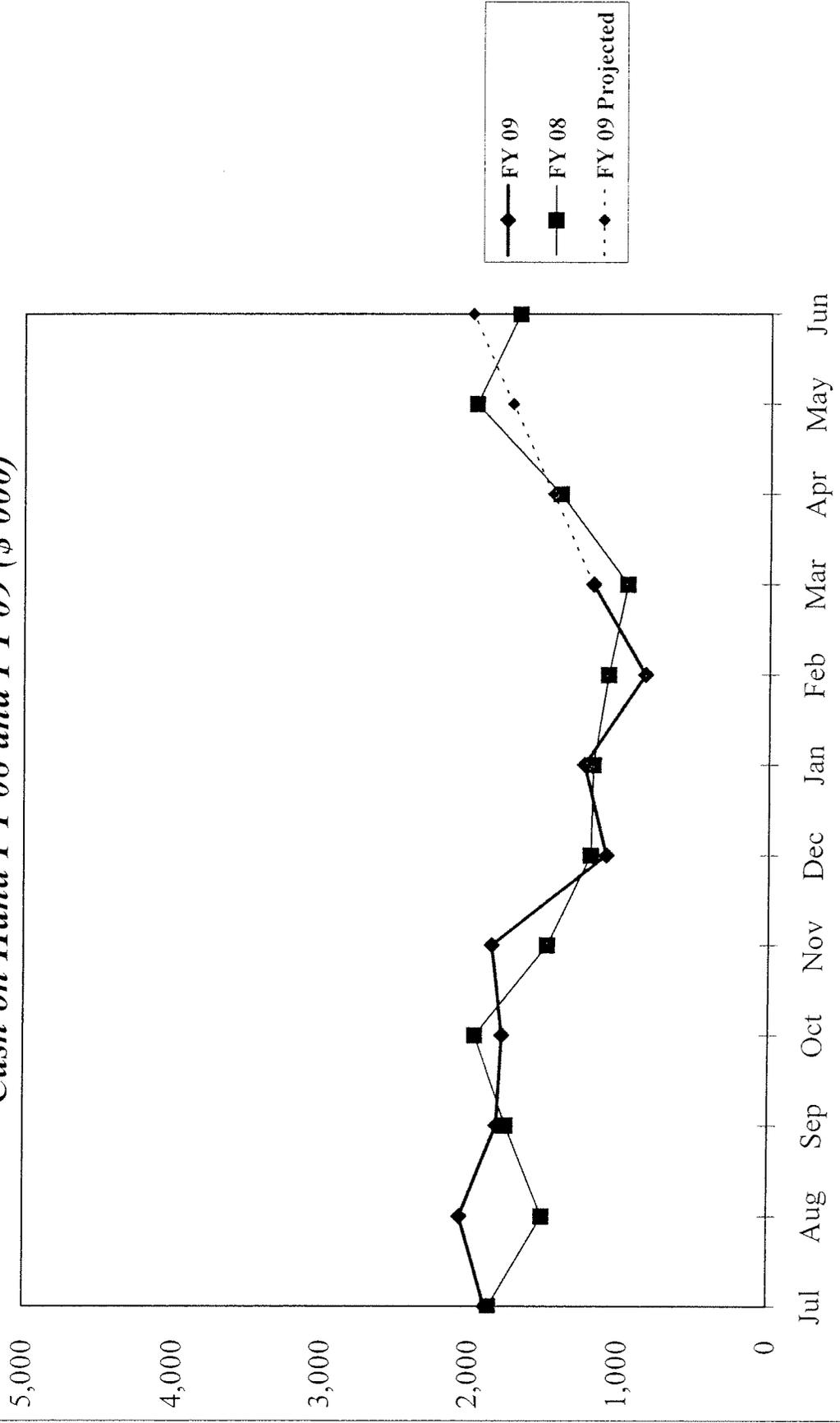
ABAG FINANCIAL REPORTS

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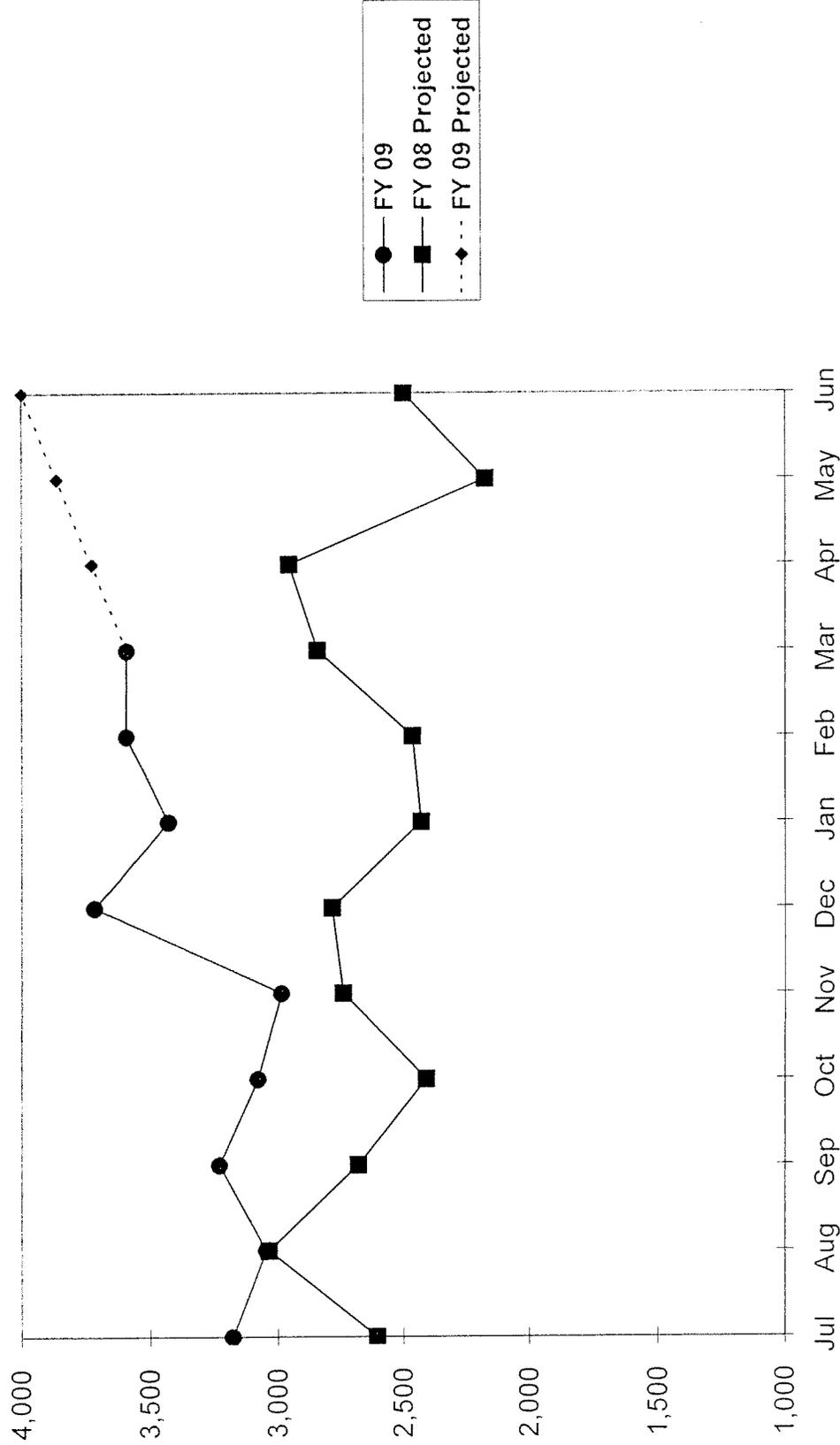
ABAG Financial Indices

Cash on Hand FY 08 and FY 09 (\$'000)



ABAG Financial Indices

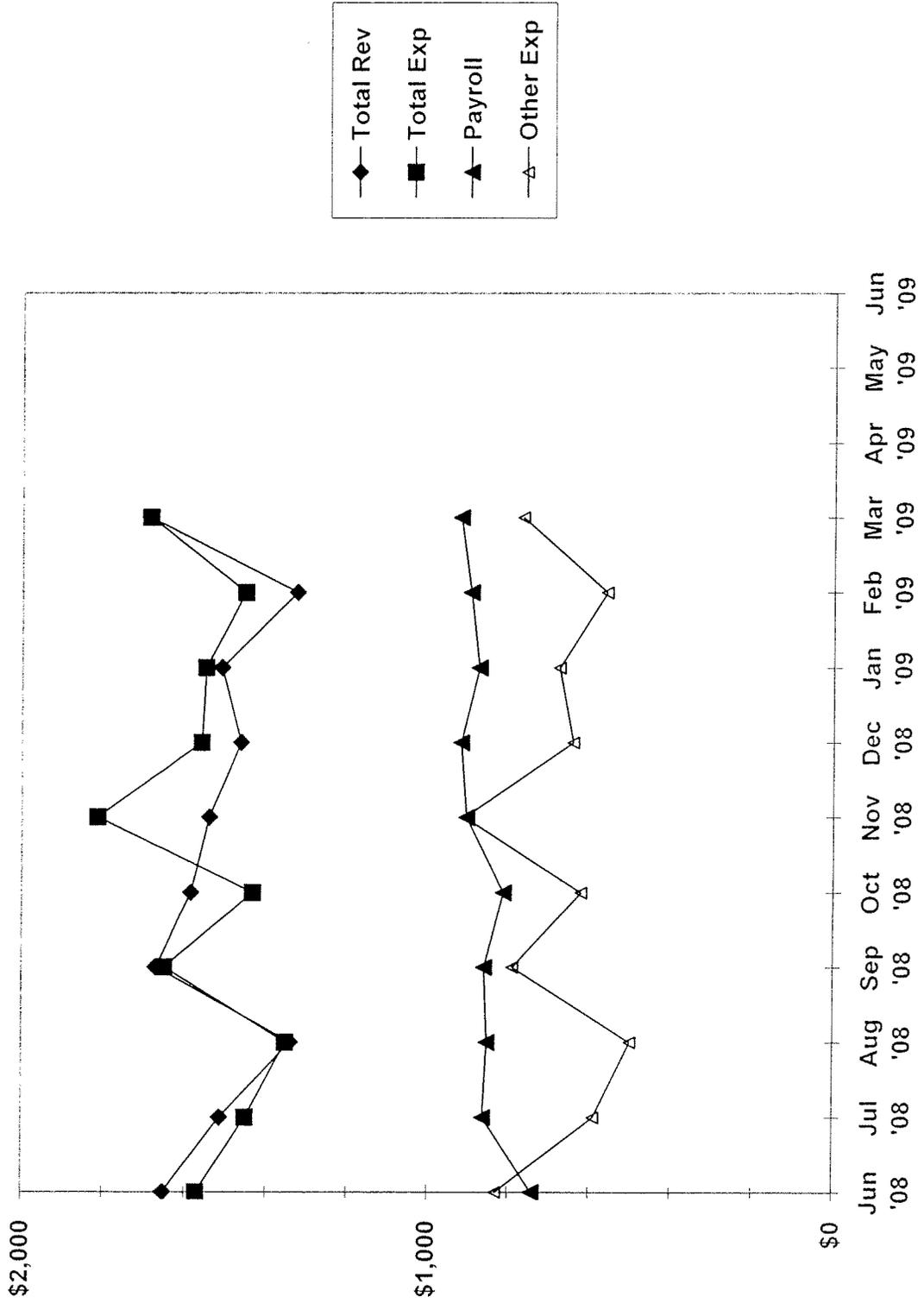
Accounts Receivable FY 08 and FY09 (\$'000)



ABAG Financial Indices

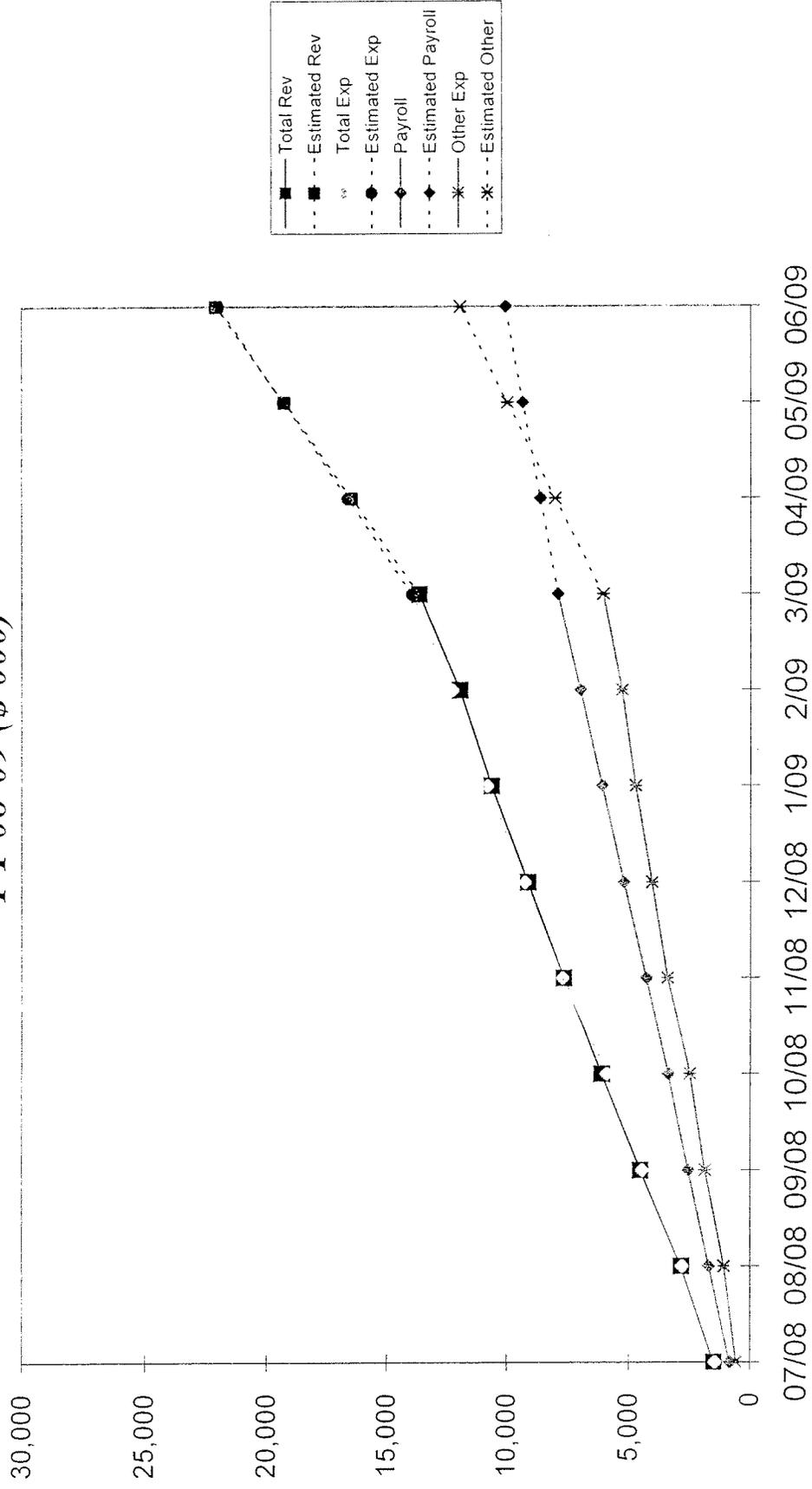
Current Month Revenues & Expenses

FY 08-09 (\$'000)



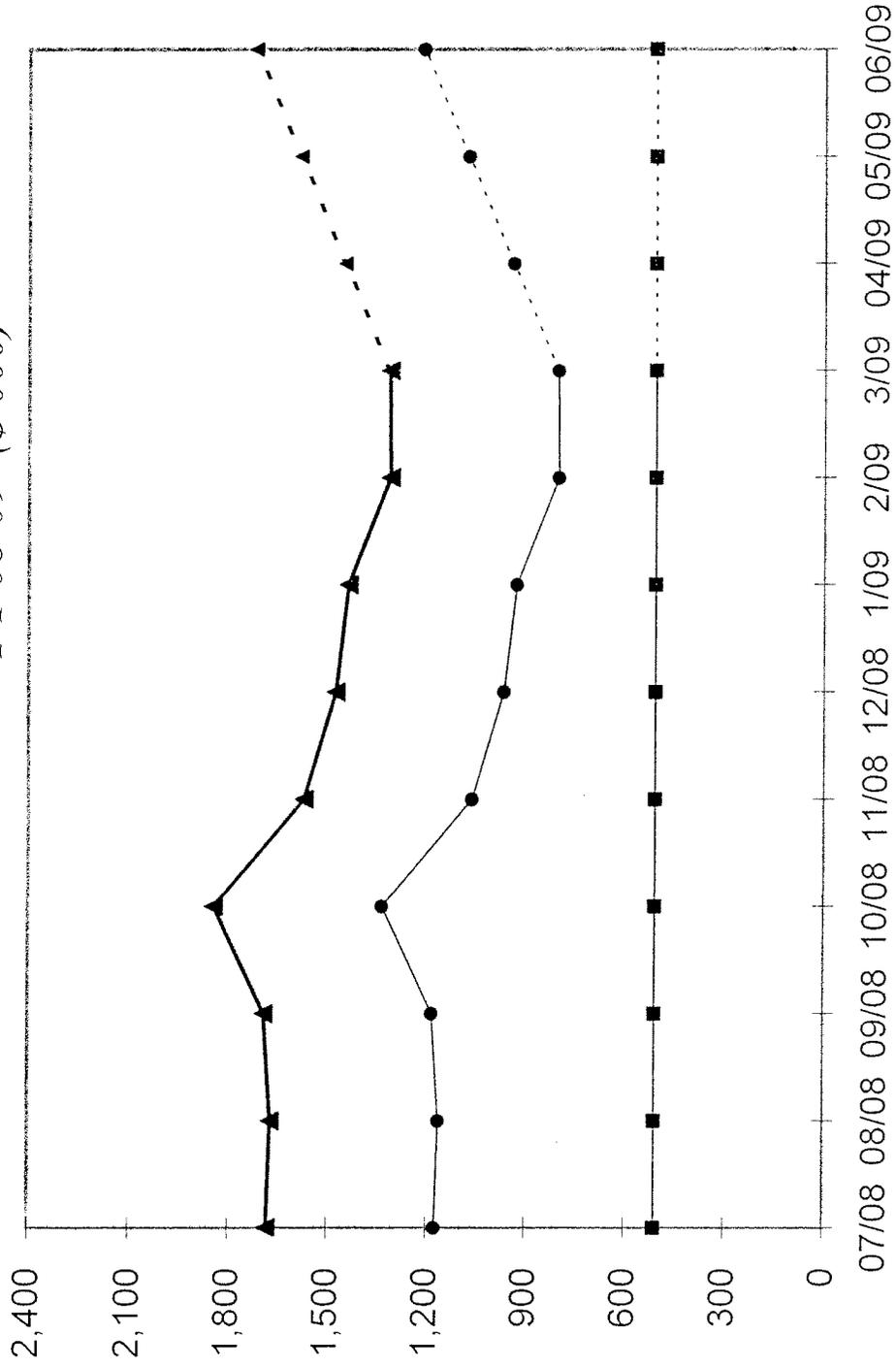
ABAG Financial Indices

Year-to-date Revenues & Expenses FY 08-09 (\$'000)



ABAG Financial Indices

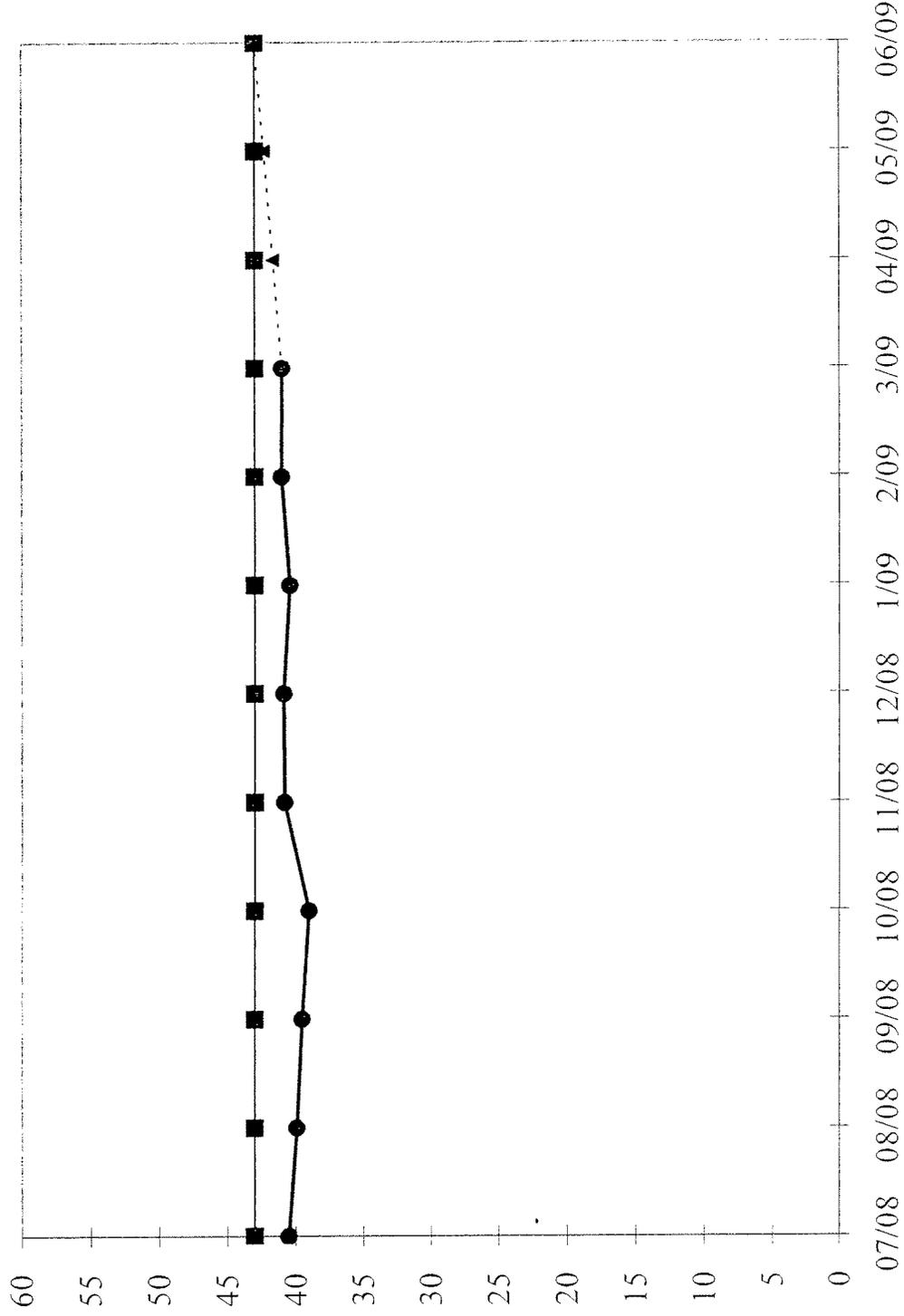
Fund Equity FY 08-09 (\$'000)



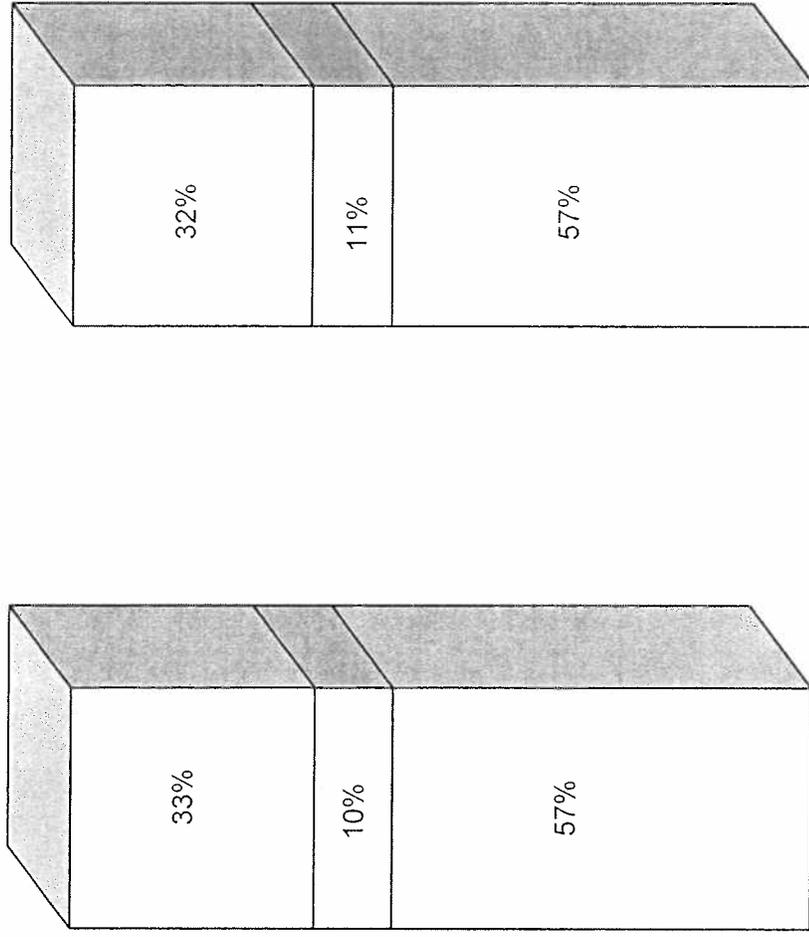
ABAG Financial Indices

Indirect Cost Rate (% of Direct Labor Cost)

FY 08-09



ABAG Financial Indices
Composition of Expenses FY 08 -- FY 09
Year to Date
(\$'000)



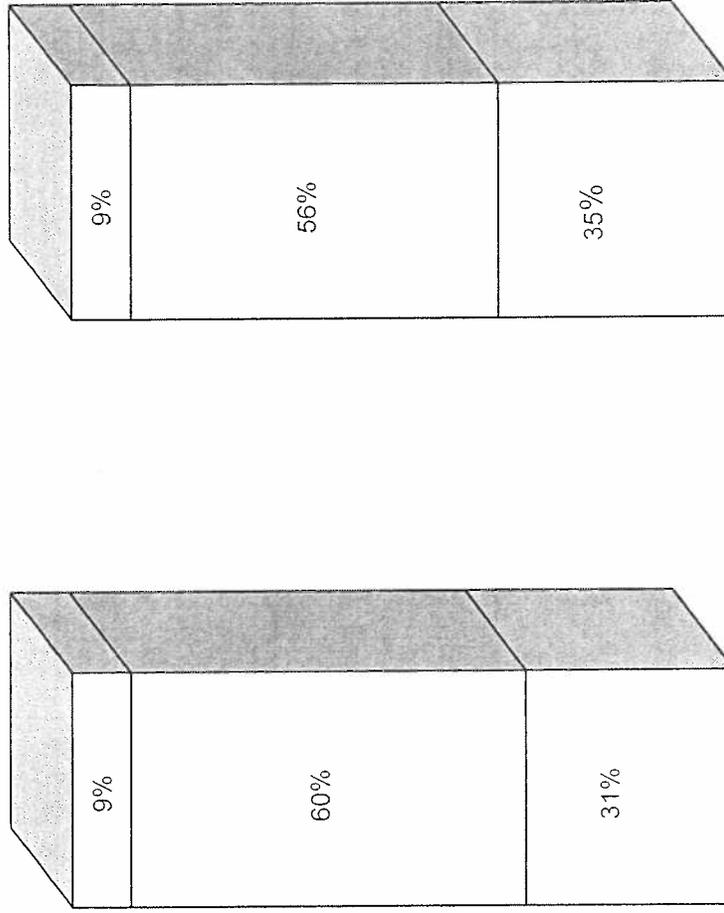
	FY08-09 Expenses (Total \$13,952)	FY07-08 Expenses (Total \$12,727)
□ Consultants	\$4,570	\$4,080
□ Others	\$1,482	\$1,385
□ Payroll	\$7,900	\$7,262

ABAG Financial Indices

Composition of Revenues FY 08-- FY 09

Year to Date

(\$'000)

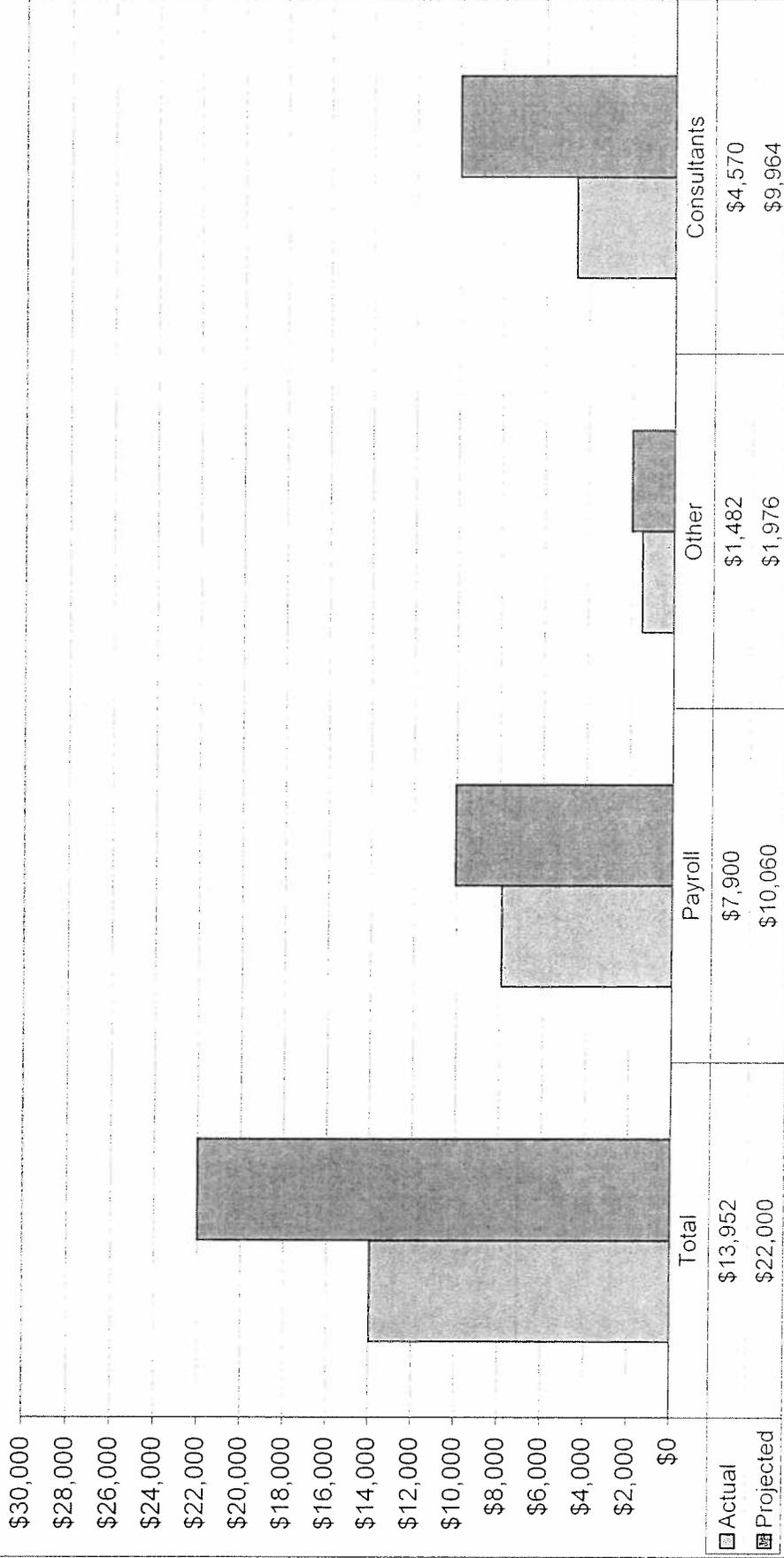


	FY 08-09 Revenue (Total \$13,644)	FY 07-08 Revenue (Total \$12,707)
<input type="checkbox"/> Membership	\$1,202	\$1,132
<input type="checkbox"/> Grants	\$8,174	\$7,080
<input type="checkbox"/> Services & Others	\$4,268	\$4,495

ABAG Financial Indices

Actual vs Projected Expenses--FY 08-09

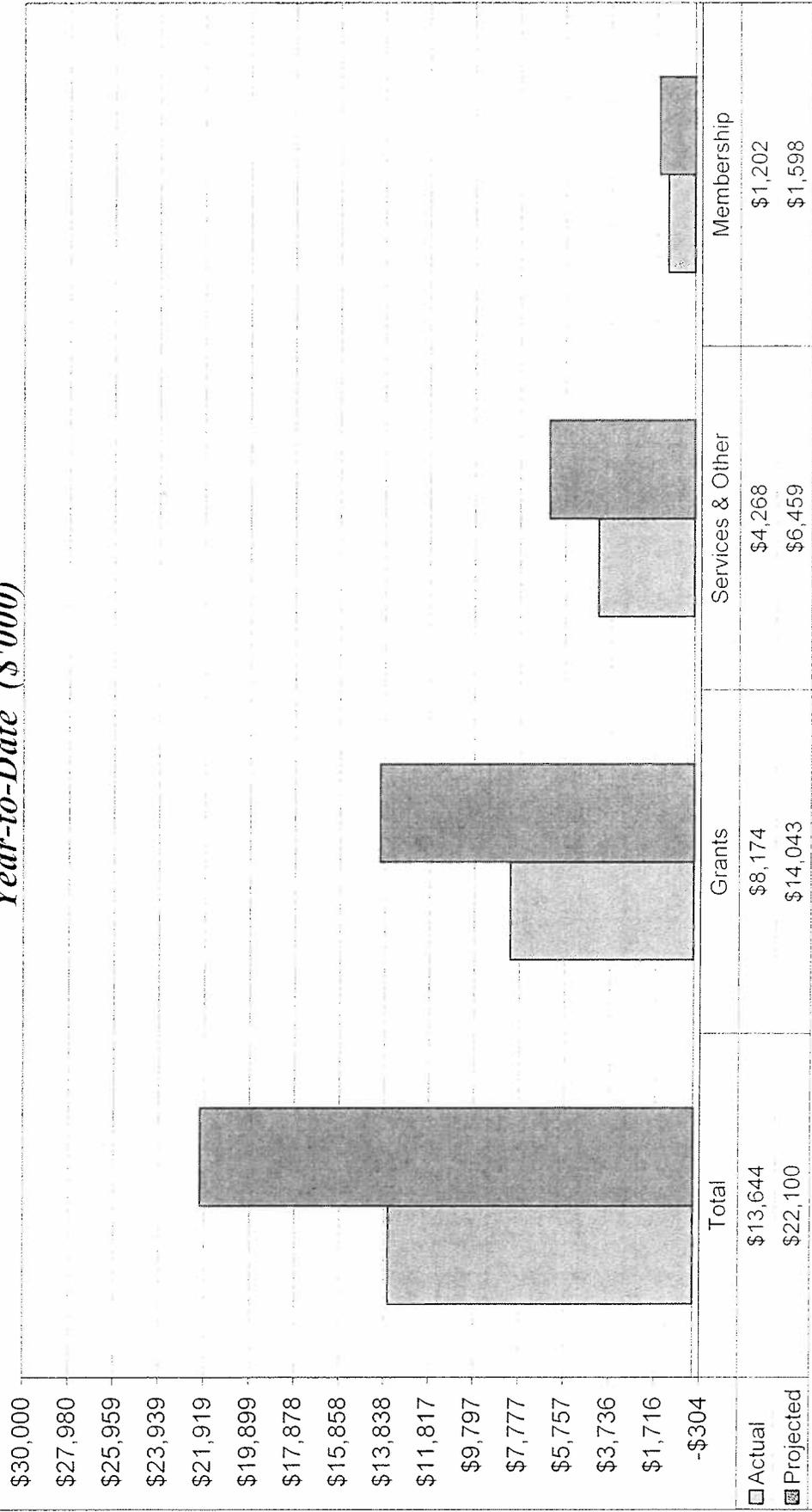
Year-to-Date (\$'000)



ABAG Financial Indices

Actual vs Projected Revenues--FY 08-09

Year-to-Date (\$'000)



Description of Charts

Figure 1 -- Cash on Hand

Cash on hand represents the sum total of cash deposited at our bank and the Local Agency Investment Fund (LAIF). This chart shows fluctuation patterns of cash on hand for the current and last fiscal years.

Figure 2 -- Accounts Receivable

Accounts receivable tracked by this chart include receivables generated by grants and service programs over two fiscal years. This chart reflects the reasonableness of our receivable levels. We usually have about six weeks' worth of our annual revenues in receivables.

Figure 3 -- Current Month Revenues and Expenses

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 agency.

Figure 4 -- Year-to-date Revenues and Expenses

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 agency.

Figure 5 --Fund Equity

Presents general, restricted and total fund equities for the current fiscal year. General fund equity represents unrestricted equity. Restricted equities include building bond interest, building maintenance, self-insurance and capital. These restricted equities represent the agency's equities set aside for specific purposes as approved by the Finance and Personnel Committee. Total equity is the sum total of general and restricted equities.

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

This chart 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 A-87.

Figure 7 -- Composition of Expenses

This chart compares expenses for current and last fiscal years. It groups expenses into two broad categories -- payroll costs and other expenses.

Figure 8 -- Composition of Revenues

Presents a break down of total revenues into four main sources -- membership, grants, services and others. This chart compares revenue sources between current and last fiscal years.

Figure 9 -- Actual vs. Budgeted Expenses

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

Figure 10 -- Actual vs. Budgeted Revenues)

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

May 1, 2009

TO: Finance & Personnel Committee

FM: Herbert L Pike, Finance Director

RE: **Tranter-Leong Internship Program**

The Program

The Executive Board approved at its January 2005 meeting the establishment of an endowment program for college student internship at ABAG with an initial contribution from Eugene Leong, former Executive Director. The Board subsequently authorized ongoing ABAG contributions of \$16,700 annually to the Program from the ABAG Golf Outing proceeds. The Board of ABAG Finance Authority for Non-profit Corporations (FAN) has also approved contributions to the program over the years. Also, several donations are received from individuals.

Current Status

As of March 31, the balance was \$167,531.44. With the addition of the FY 2008-09 ABAG contribution of \$16,700 previously authorized, the balance will rise to \$184,231.44 plus interest and additional private contributions. With the decline of the financial markets, interest earnings are declining. Interest earnings are not sufficient, alone, to fund the annual cost of one intern, an estimated annual cost of \$10,000 over the two to three months of summer. Without additional contributions, the annual cost of an intern will reduce the fund balance.

Outlook for the Program

Interest rates will eventually rise, but are projected at the 2-3% range for the next one to two years. Annual costs will eventually increase as inflation erodes the value of the dollar. At the point when interest earnings do exceed the cost of one intern, additional interns could be utilized. Going forward, staff believes it is prudent to enhance the earning power of the Program by continuing to build its principal. Matching contributions will be sought from FAN.

Staff Recommendation

Staff recommends Executive Board approval of three additional annual contributions to the Tranter-Leong Internship Program at the same rate as in the past two years (\$16,700 each year), and funding these contributions from the annual ABAG Golf Outing proceeds.

AGENDA ITEM 4