



# **AGENDA**

## **LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM AUTHORITY**

### **FINANCE COMMITTEE MEETING**

Tuesday, June 22, 2010 : 9:00 a.m. – 10:00 a.m.  
2525 Corporate Place, Suite 200, Monterey Park, California 91754

**AGENDA POSTED: June 18, 2010**

Complete agendas are made available for review on the Authority's website at <http://www.la-rics.org>.

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1. CALL TO ORDER
2. ANNOUNCE QUORUM – Roll Call
3. APPROVAL OF MINUTES
4. REPORTS
  - 4.1 No reportable action
5. NEW OFFICERS SELECTION
  - 5.1 ACTION ITEM: Election of officers for new term from July 2010 through June 2011.
6. FISCAL MANUAL REVIEW
  - 6.1 DISCUSSION ITEM: Review of the Fiscal Manual to provide guidance to the LA-RICS organization.  
  
Attachment – Draft Fiscal Manual
7. FINANCIAL PLAN
  - 7.1 DISCUSSION ITEM: Financial Plan – Project Funding
8. PUBLIC COMMENT
9. ADJOURNMENT AND NEXT MEETING: The next meeting, June 29, 2010, at 9:00 a.m. in the LA-RICS Office Conference Room.



## FINANCE COMMITTEE MEETING INFORMATION

Members of the public are invited to address the LA-RICS FINANCE COMMITTEE on any item on the agenda prior to action by the FINANCE COMMITTEE on that specific item. Members of the public may also address the FINANCE COMMITTEE on any matter within the subject matter jurisdiction of the FINANCE COMMITTEE. The FINANCE COMMITTEE will entertain such comments during the Public Comment period. Public Comment will be limited to three (3) minutes per individual for each item addressed, unless there are more than ten (10) comment cards for each item, in which case the Public Comment will be limited to one (1) minute per individual. The aforementioned limitation may be waived by the FINANCE COMMITTEE's Chair.

*(NOTE: Pursuant to Government Code Section 54954.3(b) the legislative body of a local agency may adopt reasonable regulations, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker.)*

Members of the public who wish to address the FINANCE COMMITTEE are urged to complete a Speaker Card and submit it to the FINANCE COMMITTEE Secretary prior to commencement of the public meeting. The cards are available in the meeting room. However, should a member of the public feel the need to address a matter while the meeting is in progress, a card may be submitted to the FINANCE COMMITTEE Secretary prior to final consideration of the matter.

It is requested that individuals who require the services of a translator contact the FINANCE COMMITTEE Secretary no later than the day preceding the meeting. Whenever possible, a translator will be provided. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend.

(323) 881-8291 or (323) 881-8295

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR LA OFICINA CON 24 HORAS POR ANTICIPADO.

# **LOS ANGELES REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM (LA-RICS) AUTHORITY FISCAL MANUAL**

## **Introduction**

The Los Angeles Interoperable Communications System (LA-RICS) Authority Fiscal Manual is a resource guide of fiscal policies, procedures, and internal controls to safeguard and manage Authority assets. The Authority Director and the management team will use the Fiscal Manual as a day-to-day guide to manage and control fiscal operations, and meet their responsibilities to manage funds and other assets within LA-RICS.

This Fiscal Manual will be updated and maintained by the Director, LA-RICS in accordance with procedures detailed within the Fiscal Manual

## Table of Contents

### **Chapter 1 – Governing Regulations and Guidelines**

<b>1.1.0</b>	<b>Governing Regulations and Guidelines.....</b>	<b>3</b>
1.1.1	Introduction and Summary	
1.1.2	County Fiscal Manual	
1.1.3	Maintenance and Updates to the Authority Fiscal Manual	

### **Chapter 2 – Payroll and Personnel**

<b>2.1.0</b>	<b>Personnel and Payroll.....</b>	<b>4</b>
2.2.0	Decentralization of Personnel and Payroll	

### **Chapter 3 – Procurement and Contracting**

<b>3.1.0</b>	<b>Procurement and Contracting.....</b>	<b>5</b>
3.1.1	Procurement and Contracting	
3.1.2	Expenditure Approval Authorizations	
3.1.3	Expenditure Authorization Limits	

### **Chapter 4 – Grant Management**

<b>4.1.0</b>	<b>Grant Management.....</b>	<b>6</b>
4.1.1	Introduction	
4.1.2	Policies and Procedures	
4.1.3	Reporting Procedures	

### **Chapter 5 – Capital Assets Management**

<b>5.1.0</b>	<b>Capital Assets Management.....</b>	<b>7</b>
5.1.1	Introduction	
5.1.2	Responsibility for Policies and Procedures	

### **Chapter 6 – Travel and Training Policy**

<b>5.1.0</b>	<b>Travel and Training Policy.....</b>	<b>8</b>
5.1.1	Policy	
5.1.2	Approval Procedures	

# **Chapter 1 – Governing Regulations and Guidelines**

## **1.1.0 Governing Regulations and Guidelines**

### **1.1.1 Introduction and Summary**

LA-RICS Joint Powers Agreement was approved in January 2009 and provides overall guidance on administrative matters. Section 4.04 states “All common powers exercised by the JPA Board (Board) shall be exercised in a manner consistent with, and subject to, the restrictions and imitations upon the exercise of such powers as applicable to the County of Los Angeles, as may be amended from time to time”

Section 3.01 of the Agreement states the Los Angeles Treasurer and Tax Collector and the Auditor-Controller shall be the Treasurer and Auditor-Controller for the Authority respectively.

### **1.1.2 Los Angeles County Fiscal Manual**

The Los Angeles County Fiscal Manual is the primary resource guide for all fiscal matters in the County. Therefore, based on the direct connection between the Authority and the County in fiscal matters cited above; the County Fiscal Manual provides the overall governing regulations and guidelines for all Authority fiscal matters.

The Authority Fiscal Manual specifically addresses several of the subjects included in the County Fiscal Manual. For subjects not specifically included in this document, the County Fiscal Manual will provide specific guidance and instruction.

### **1.1.3 Maintenance and Updates to the Authority Fiscal Manual**

The Director of LA-RICS shall be responsible for maintaining and updating the Authority Fiscal Manual. The Director may make routine minor changes administratively. Significant updates, such as signature and expenditure authority rules, will be submitted to the Authority Board of Directors for approval.

## **Chapter 2 – Payroll and Personnel**

### **2.1.0 Payroll and Personnel**

#### **2.1.1 Decentralization of Payroll and Personnel**

The Authority will not directly employ any employees, but instead employees will remain employees of their member department/city/agency. All payroll and personnel responsibilities will therefore be decentralized and will remain the responsibility of the employees' member agencies.

#### **2.1.2 Authority of the Director**

While the Authority will not technically employ the employees, the Director will provide day-to-day functional supervision of the employees assigned to the Authority. Also, the Director may also, at his/her discretion, review specific administrative items, such as time records and invoices from agencies seeking reimbursement for employee service, to ensure the accurate and appropriate accounting of Authority expenditures.

#### **2.1.3 Contract Employees**

The Authority may directly retain employees as contract employees. County procurement procedures and the County Fiscal Manual will govern the fiscal aspects solicitation, contracting, and payment of these employees.

## **Chapter 3 – Procurement and Contracting**

### **3.1.0 PROCUREMENT AND CONTRACTING**

#### **3.1.1 Procurement and Contracting Procedures**

Overall Authority procurement and contracting policies and procedures will be governed by County procurement policies and procedures in accordance with Section 4.04 of the JPA Agreement. Exceptions may be made for specific items (such as expenditure authority limitations outlined below) as approved by the Authority Board of Directors. Certain policies and programs that were adopted by the County Board of Supervisors to be applies to County purchase orders and service contracts that are not specifically related to the procurement of goods and services are purposely excluded, and are not applicable to Authority procurement and contracting activities.

#### **3.1.2 Expenditure Approval Authorization**

The Authority Board of Directors is responsible for establishing appropriate limits of expenditure approval authorization. Only the Board of Directors or the LA-RICS Director may approve JPA contracts, invoices and other expenditures.

#### **3.1.3 Expenditure Authorizations Limits**

As approved at the JPA Board meeting on May 6, 2010, the expenditure authorization limits are as follows:

- For contracts previously approved by the Board, the Director (Task Force Leader) is authorized to approve payments of all invoices up to \$100,000.
- For purchases of supplies and equipment, the Director (Task Force Leader) is authorized to approve purchases up to \$50,000.

The Board of Directors shall approve all contracts and payments above the Director's levels established by the Board.

## **Chapter 4 – Grant Management**

### **4.1.0 Grant Management**

#### **4.1.1 Introduction**

Due to importance of federal and State grants to the development of the LA-RICS Project, the Board and the Director will adhere to and pay particular attention to the availability, processes, and timelines for grant applications, approvals, and payments.

#### **4.1.2 Policies and Procedures**

The Authority shall be guided in the various grant processes by County of Los Angeles and City of Los Angeles policies and procedures. The Director shall ensure that grants are aggressively pursued and rigorously managed to ensure that all available grant funds are allocated to the Authority and expended in a timely manner.

#### **4.1.3 Reporting Procedures**

The Director shall report to the Board at least monthly on the status of all grant funding.

## **Chapter 5 – Capital Assets Management**

### **5.1.0 Capital Asset Management**

#### **5.1.1 Introduction**

The LA-RICS Project will have the responsibility for numerous capital assets with exceptionally high value. It is imperative that the Board of Directors and Director pay particular attention to the safeguarding, custody, documentation and accountability for all capital assets.

#### **5.1.2 Responsibility for Policies and Procedures**

The Director shall be responsible for establishing capital asset policies and procedures that are consistent with the County Fiscal Manual and sound management practices. Internal controls will focus on budgetary control, accurate inventory and tagging of all capital assets, assignment of a LA-RICS Custodian, and clear accountability and responsibility for LA-RICS capital assets.

## **Chapter 6 – Travel and Training Policy**

### **6.1.0 Travel and Training Policy**

#### **6.1.1 Policy**

The Director shall ensure that personnel assigned to LA-RICS follow all County travel and training regulations to ensure the effective control and cost management of these expenses.

#### **6.1.2 Approval Procedures**

All out-of-County travel and training shall receive prior approval of the Director. The Director, within the guidelines and expenditure limits established by the County, shall approve all claims for reimbursement of travel and training expenditures.



# LA-RICS

**2525 Corporate Place, Suite 200  
Monterey Park, CA 91754  
(323) 881-8291**

**Large Conference Room, 2<sup>nd</sup> Floor**

