

IN PERSON & VIRTUAL BOARD MEETING



TO VIEW VIA WEB



TO PROVIDE PUBLIC COMMENT

Members of the public may address the Committee orally and in writing. To provide Public Comment, you should visit the above link and complete the request form by selecting whether you will provide oral or written comment from the options located under Options next to the Committee meeting.

Attention: If you have any questions, you may email PublicComment@lacera.com. If you would like to make a public comment during the committee meeting, review the Public Comment instructions.

AGENDA

A REGULAR MEETING OF THE JOINT ORGANIZATIONAL GOVERNANCE COMMITTEE AND BOARD OF RETIREMENT AND BOARD OF INVESTMENTS*

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION

300 N. LAKE AVENUE, SUITE 810, PASADENA, CA 91101

9:00 A.M., THURSDAY, NOVEMBER 16, 2023

This meeting will be conducted by the Joint Organizational Governance Committee and the Board of Retirement and Board of Investments both in person and by teleconference under California Government Code Sections 54953 (f).

Any person may view the meeting in person at LACERA's offices or online at <https://LACERA.com/leadership/board-meetings>.

The Committee may take action on any item on the agenda, and agenda items may be taken out of order.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PROCEDURE FOR TELECONFERENCE MEETING ATTENDANCE UNDER AB 2449, California Government Code Section 54953 (f)
 - A. Just Cause
 - B. Action on Emergency Circumstance Requests
 - C. Statement of Persons Present at AB 2449 Teleconference Locations
- IV. APPROVAL OF THE MINUTES
 - A. Approval of the Minutes of the Regular Meeting of August 17, 2023

V. PUBLIC COMMENT

(Members of the public may address the Board orally and in writing. To provide Public Comment, you should visit <https://LACERA.com/leadership/board-meetings> and complete the request form by selecting whether you will provide oral or written comment from the options located under Options next to the Board meeting.

If you select oral comment, we will contact you via email with information and instructions as to how to access the meeting as a speaker. You will have up to 3 minutes to address the Board. Oral comment request will be accepted up to the close of the Public Comment item on the agenda.

If you select written comment, please input your written public comment or documentation on the above link as soon as possible and up to the close of the meeting. Written comment will be made part of the official record of the meeting. If you would like to remain anonymous at the meeting without stating your name, please leave the name field blank in the request form. If you have any questions, you may email PublicComment@lacera.com.)

VI. NON-CONSENT ITEMS

A. **Revised Trustee Education and Travel Policies**

Recommendation as submitted by Steven P. Rice, Chief Counsel: That the Committee consider the attached revised Trustee Education and Travel Policies and provide further direction, including a recommendation to the Board of Retirement and Board of Investments for approval of the revised policies. (Memo dated November 9, 2023)

B. **Document Processing Center Classification and Compensation Study**

Recommendation as submitted by Santos H. Kreimann, Chief Executive Officer: That the Committee approve the proposed classification and compensation changes for implementation: Title change, description revision and salary change for the Document Processing Coordinator, LACERA classification; and title change, description revision and salary change for the Document Processing Assistant, LACERA classification. (Memo dated November 3, 2023)

VI. NON-CONSENT ITEMS (Continued)

C. **Chief Executive Officer Salary Designation Authority Upon Appointment of External Candidates**

Recommendation as submitted by Steven P. Rice, Chief Counsel: That the Committee recommend that the Board of Retirement and Board of Investments approve amendments to the LACERA portion of the Los Angeles County Salary Ordinance, Sections 6.127.040 M 1 for Tier I and 6.127.040 P 1 for Tier II, to permit LACERA's Chief Executive Officer to designate a Salary upon appointment of persons not employed by the County or LACERA to positions at any rate or step within the applicable Salary range, provided that for Tier I, as is currently provided for Tier II, the CEO makes a written finding based on factors to justify hiring above the minimum Salary range and with periodic reporting to the Boards, and further recommend implementation of the amendments.

(Memo dated November 9, 2023)

D. **Discuss Cancelling December 7, 2023 Joint Organizational Governance Committee Meeting**

Recommendation as submitted by Santos H. Kreimann, Chief Executive Officer: That the Committee cancel the December 7, 2023 Joint Organizational Governance Committee meeting.

(Memo dated November 8, 2023)

VII. REPORTS

A. **Fiscal Year 2023-2024 Mid-Year Budget Adjustments**

Laura Guglielmo, Assistant Executive Officer

(Presentation) (Memo dated November 8, 2023)

B. **Fiscal Year 2022-2023 Final Budget Control Report**

Laura Guglielmo, Assistant Executive Officer

(For Information Only) (Memo dated November 9, 2023)

VIII. ITEMS FOR STAFF REVIEW

(This item summarizes requests and suggestions by individual trustees during the meeting for consideration by staff. These requests and suggestions do not constitute approval or formal action by the Board, which can only be made separately by motion on an agenda item at a future meeting.)

IX. ITEMS FOR FUTURE AGENDAS

(This item provides an opportunity for trustees to identify items to be included on a future agenda as permitted under the Board's Regulations.)

X. GOOD OF THE ORDER

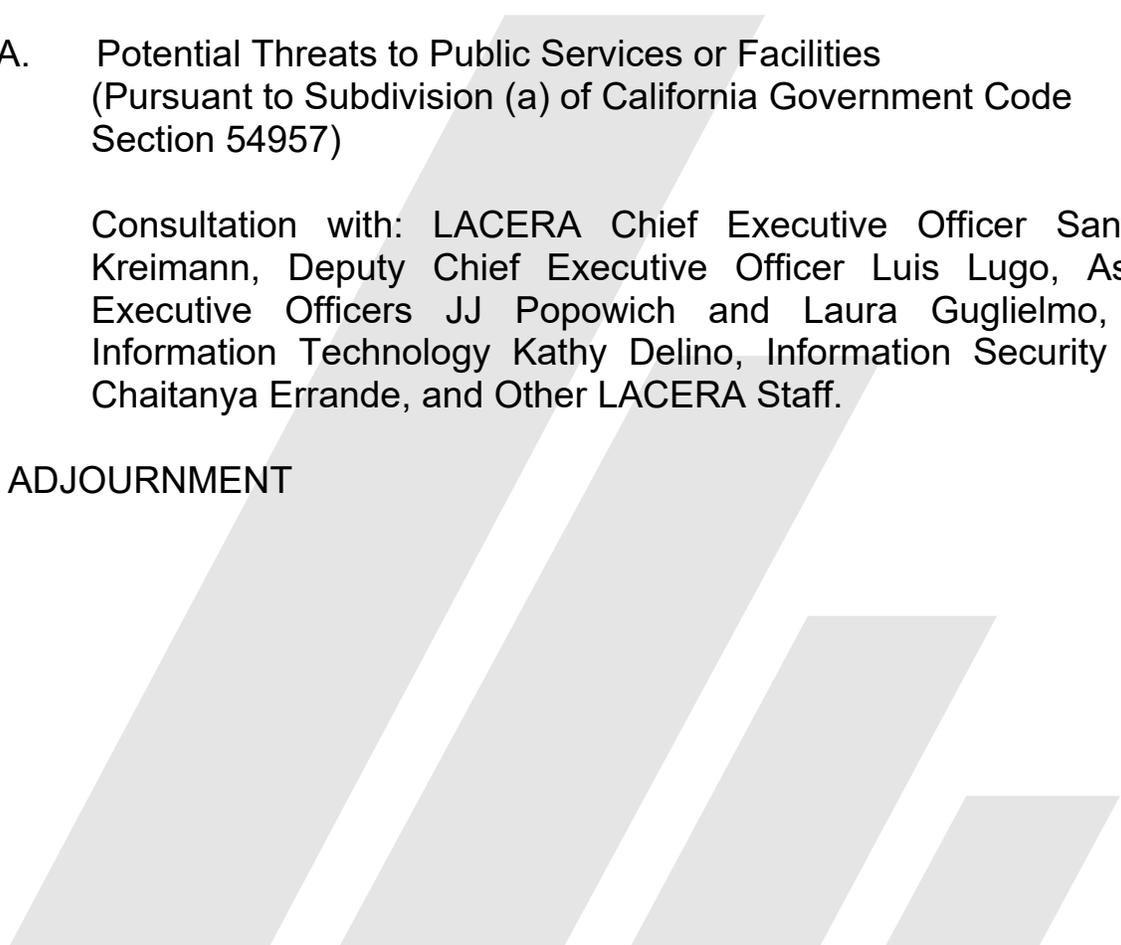
(For Information Purposes Only)

XI. EXECUTIVE SESSION

A. Potential Threats to Public Services or Facilities
(Pursuant to Subdivision (a) of California Government Code
Section 54957)

Consultation with: LACERA Chief Executive Officer Santos H. Kreimann, Deputy Chief Executive Officer Luis Lugo, Assistant Executive Officers JJ Popowich and Laura Guglielmo, Chief, Information Technology Kathy Delino, Information Security Officer Chaitanya Errande, and Other LACERA Staff.

XII. ADJOURNMENT



****The Board of Retirement and Board of Investments have each adopted a policy permitting any member of the Board to attend a standing committee meeting open to the public. In the event five (5) or more members of the Board of Retirement or the Board of Investments (including members appointed to the Committee) are in attendance, the meeting shall constitute a joint meeting of the Committee and the Board or Boards for which a quorum is present. Members of the Board of Retirement and Board of Investments who are not members of the Committee may attend and participate in a meeting of the Committee but may not make or second a motion or vote on any matter discussed at the meeting. The only action the Committee may take at the meeting is approval of a recommendation to take further action at subsequent meetings of the Board of Retirement and Board of Investments.***

Documents subject to public disclosure that relate to an agenda item for an open session of the Board of Retirement that are distributed to members of the Board of Retirement less than 72 hours prior to the meeting will be available for public inspection at the time they are distributed to a majority of the Board of Retirement Trustees at LACERA's offices at 300 N. Lake Avenue, Suite 820, Pasadena, CA 91101, during normal business hours of 9:00 a.m. to 5:00 p.m. Monday through Friday and will also be posted on lacera.com at the same time, [Board Meetings | LACERA](#).

Requests for reasonable modification or accommodation of the telephone public access and Public Comments procedures stated in this agenda from individuals with disabilities, consistent with the Americans with Disabilities Act of 1990, may call the Board Offices at (626) 564-6000, Ext. 4401/4402 from 8:30 a.m. to 5:00 p.m. Monday through Friday or email PublicComment@lacera.com, but no later than 48 hours prior to the time the meeting is to commence.

MINUTES OF THE SPECIAL MEETING OF THE JOINT ORGANIZATIONAL
GOVERNANCE COMMITTEE AND BOARD OF RETIREMENT

AND BOARD OF INVESTMENTS

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION

300 NORTH LAKE AVENUE, SUITE 810, PASADENA, CA 91101

9:00 A.M., THURSDAY, AUGUST 17, 2023

This meeting was conducted by Joint Organizational Governance Committee and the Board of Retirement and Board of Investments both in person and by teleconference under California Government Code Section 54953(f).

COMMITTEE TRUSTEES

PRESENT:

Herman Santos, Chair

David Green, Vice Chair

Alan Bernstein (Arrived at the meeting at 9:05 a.m.)

Elizabeth Greenwood
(Teleconference Due to Just Cause under Section 54953 (f))

Onyx Jones

Ronald Okum
(Teleconference Due to Just Cause under Section 54953 (f))

Gina Sanchez

ABSENT:

Shawn R. Kehoe

OTHER BOARD OF RETIREMENT/BOARD OF INVESTMENTS TRUSTEES

Elizabeth Ginsberg, Alternate Ex-Officio attending for Keith Knox

OTHER BOARD OF RETIREMENT/BOARD OF INVESTMENTS TRUSTEES
(Continued)

Vivian Gray, Board of Retirement

Patrick Jones, Board of Investments

STAFF ADVISORS AND PARTICIPANTS

Santos H. Kreimann, Chief Executive Officer

Luis A. Lugo, Deputy Chief Executive Officer

JJ Popowich, Assistant Executive Officer

Laura Guglielmo, Assistant Executive Officer

Steven P. Rice, Chief Counsel

Carly Ntoya, Human Resources Director

I. CALL TO ORDER

The meeting was called to order Chair Santos at :02 a.m. in the Board Room of Gateway Plaza.

II. PLEDGE OF ALLEGIANCE

Ms. Gray led the Trustees and staff in the Pledge of Allegiance.

III. PROCEDURE FOR TELECONFERENCE MEETING ATTENDANCE
UNDER AB 2449, California Government Code Section 54953 (f)

A. Just Cause

B. Action on Emergency Circumstance Requests

C. Statement of Persons Present at AB 2449 Teleconference Locations

A physical quorum was present at the noticed meeting location. A request was received from Trustee Okum related to Just Cause (A) due to physical disability. A request was also received by Trustee Greenwood related to Just Cause (A) due to caregiving needs of a designated person. Trustee Okum

III. PROCEDURE FOR TELECONFERENCE MEETING ATTENDANCE
UNDER AB 2449, California Government Code Section 54953 (f)
(Continued)

and Greenwood confirmed that there were no individuals 18 years or older present at the teleconference location. No requests were received for Emergency Circumstances (B).

IV. APPROVAL OF MINUTES

A. Approval of the Minutes of the Regular Meeting of April 27, 2023

Trustee Sanchez made a motion, Trustee Green seconded, to approve the Minutes of the Regular Meeting of April 27, 2023. The motion passed by the following roll call vote:

Yes: Bernstein, Green, Greenwood, Jones, Okum, Sanchez, Santos

Absent: Kehoe

V. PUBLIC COMMENT

Trustee Joseph Kelly provided a written comment regarding Item VI. E.

VI. NON-CONSENT ITEMS

A. **Revised Joint Organizational Governance Committee Charter**

Recommendation as submitted by Robert Klausner, Fiduciary Counsel: That the Committee review and recommend for approval and adoption the revised Joint Organizational Governance Committee Charter to the Board of Retirement and Board of Investments.

(Memo dated August 9, 2023)

(Confidential Attachment dated May 31, 2023)

Trustee Bernstein made a motion, Trustee Sanchez seconded, to approve this item. The motion passed by the following roll call vote:

Yes: Bernstein, Green, Greenwood, Jones, Okum, Sanchez, Santos

Absent: Kehoe

VI. NON-CONSENT ITEMS (Continued)

B. **LACERA's Revised Mission, Vision, and Values**

Recommendation as submitted by Santos H. Kreimann, Chief Executive Officer: That the Committee review and recommend for approval and adoption LACERA's revised *Mission, Vision, and Values* to the Board of Retirement and Board of Investments.

(Presentation) (Memo dated August 9, 2023)

Trustee Sanchez made a motion, Trustee Green seconded, to approve staff's recommendation. The motion passed by the following roll call vote:

Yes: Bernstein, Green, Greenwood, Jones, Okum, Sanchez, Santos

Absent: Kehoe

C. **Document Processing Assistant and Staff Assistant Study Classification and Compensation Study**

Recommendation as submitted by Santos H. Kreimann, Chief Executive Officer: That the Committee approve the following proposed classification and compensation changes for implementation: 1) Title change, description revision and salary change for the Disability Retirement Support Specialist I, LACERA classification; and 2) Delete the Disability Retirement Support Specialist II, LACERA classification.

(Presentation) (Memo dated August 7, 2023)

Trustee Green recused himself from this item.

Trustee Sanchez made a motion, Trustee Green seconded, to approve staff's recommendation. The motion passed by the following roll call vote:

Yes: Bernstein, Greenwood, Jones, Okum, Sanchez, Santos

Absent: Kehoe

VI. NON-CONSENT ITEMS (Continued)

D. **Revision of Trustee Education Policy – Preapproved External Educational Conference**

Recommendation as submitted by Santos H. Kreimann, Chief Executive Officer: That the Committee recommend that the Board of Retirement and Board of Investments approve the deletion of the

following conferences from the list of Approved External Educational Conferences in the Trustee Education Policy.

(Memo dated August 11, 2023)

Trustee Bernstein made a motion, Trustee Santos seconded, to approve staff's recommendation in removing the Milken Conference, GFOA, and Harvard Law School and Labor and Worklife Program Conferences from the pre-approved list. The motion passed by the following roll call vote:

Yes: Bernstein, Green, Greenwood, Jones, Okum, Sanchez, Santos

Absent: Kehoe

E. **Information Systems Acceptable Use and Mobile Device Policies for Trustees**

Recommendation as submitted by Santos H. Kreimann, Chief Executive Officer: That the Committee direct the development of an Information Systems Acceptable Use Policy and a Mobile Device Policy that is uniform for all LACERA Trustees and that addresses the use of a LACERA email addresses, private email addresses, LACERA-issued devices, and personal devices to conduct LACERA business and the policy be returned to the Committee for review for recommendation to the Board of Retirement and Board of Investments. (Memo dated August 8, 2023)

Trustee Sanchez made a motion, Trustee Green seconded, to approve staff's recommendation in drafting a policy that encompasses ease of access options, including email and Bring Your Own Device. The draft policy will be brought to the Board of Retirement's Operations Oversight Committee for review and comment at its October 2023 meeting, and

VI. NON-CONSENT ITEMS (Continued)

then returned to this Committee. The motion passed by the following roll call vote:

Yes: Bernstein, Green, Greenwood, Jones, Okum, Sanchez, Santos

Absent: Kehoe

VII. ITEMS FOR STAFF REVIEW

Trustee Sanchez requested that staff conduct an ethical culture audit.

VIII. ITEMS FOR FUTURE AGENDAS

There was nothing to report.

IX. GOOD OF THE ORDER
(For Information Purposes Only)

There was nothing to report.

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 10:50 a.m.

November 9, 2023

TO: Each Trustee,
Joint Organizational Governance Committee

FROM: Steven P. Rice *SPR*
Chief Counsel

FOR: November 16, 2023 Joint Organizational Governance Committee Meeting

SUBJECT: Revised Trustee Education and Travel Policies

RECOMMENDATION

That the Joint Organizational Governance Committee (JOGC) consider the attached revised Trustee Education and Travel Policies and provide further direction, including a recommendation to the Board of Retirement and Board of Investments for approval of the revised policies.

LEGAL AUTHORITY

Under Section 7.2 of its Charter, the JOGC has the responsibility to “assist in the development of and make recommendations with respect to all joint policies, such as ... education and travel.”

DISCUSSION

In recent months, Trustees have raised questions about external educational opportunities for new Trustees before their term of office begins; this subject is not currently addressed in the Trustee Education and Travel Policies. Trustees have also raised questions regarding ambiguity in the current Trustee Travel Policy language as to the need for Board approval for travel to conferences on the pre-approved list attached as Appendix B to the Trustee Education Policy.

The attached proposed revised policies address both issues:

A. New Trustee External Educational Conferences.

The Trustee Education Policy is proposed to be revised to give authority to the Chief Executive Officer (CEO) to approve new Trustees for attendance at reasonable external Educational Conferences after their election or appointment has been certified or approved by the Board of Supervisors and after they have completed all staff orientation already required by the Policy. Under the proposed language, eligible conferences include those already identified in the Policy as requisites for international travel: American Health Insurance Plans (AHIP) National Policy Forum and World Health Care

Re: Revised Trustee Education and Travel Policies

November 9, 2023

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Congress for Board of Retirement Trustees; the State Association of County Retirement Systems (SACRS) Public Pension Investment Management Program and the University of Pennsylvania Wharton School of Business Portfolio Concepts and Management course for Board of Investments Trustees. The CEO may also approve attendance at other pre-approved Educational Conferences in Appendix B deemed appropriate as foundational to public pension fund governance and the role and responsibilities of new Trustees on the Board on which they will serve. See attached revised Trustee Education Policy, Sections III.B (page 2), III.E (page 3), the last paragraph of IV.C.2 (page 5), and Appendix B (pages 12-13).

The Trustee Travel Policy is proposed to be revised to confirm the CEO's authority to approve reasonable travel expenses for attendance at the external Educational Conferences allowed as stated above. See Section III.A (page 4).

B. Approval Requirements.

The Trustee Travel Policy is revised to clarify that domestic travel to Educational Conferences on the pre-approved list, Appendix B to the Trustee Education Policy, is also pre-approved subject to the other requirements of the Trustee Travel Policy. The Trustee Travel Policy is also clarified that the CEO may approve reasonable travel for new Trustees to attend Educational Conferences under the provisions discussed in the preceding section of this memo. See Sections III.A (page 3) and III. E. ii (page 4).

CONCLUSION

Staff recommends that the JOGC provide input on the attached revised Trustee Education and Travel Policies and provide further direction, including a recommendation to the Board of Retirement and Board of Investments for approval.

Attachments

| | | | |
|----|--------------------|-----------------|-----------------|
| c: | Santos H. Kreimann | Laura Guglielmo | Ted Granger |
| | Jonathan Grabel | JJ Popowich | Christina Logan |
| | Luis A. Lugo | Richard Bendall | Ervin Wu |

**PROPOSED REVISIONS
TRUSTEE EDUCATION POLICY**



TRUSTEE EDUCATION POLICY

LACERA Board of Retirement & Board of Investments

Adopted ~~May 11, 2022~~ 2023

TRUSTEE EDUCATION POLICY

I. PURPOSE

The purpose of this policy is to align the elements of LACERA's Trustee education program with the Mission, Vision, Values, and work culture of the organization. More specifically, the program is intended to assist all Trustees to obtain knowledge and receive relevant information that will enhance their understanding of the issues facing LACERA and equip the Trustees to discharge and further their fiduciary duties for the sole benefit of active members, retirees, and their beneficiaries under a framework compliant with applicable law and policy, including the 24-hour biennial education requirement of Government Code Section 31522.8 and the beliefs set forth in LACERA's Investment Policy Statement. The program will be administered in a manner that can be overseen by the Board of Retirement and Board of Investments and understood by LACERA's members and other stakeholders as reasonable and cost-effective in fulfilling LACERA's Mission to Produce, Protect, and Provide the Promised Benefits. This policy applies to LACERA Trustees only.

"Educational Conferences" are those conferences, seminars, and meetings that have an educational purpose. "Administrative Meetings" are meetings attended by Trustees in their LACERA capacity and further LACERA's interests, including legislative advocacy, speaking engagements, including a domestic and international Educational Conference at which a Trustee gives a speech, positions in the administration of pension related organizations, and similar events.

II. PRINCIPLES

The following principles shall govern what, why, when, where, and how Trustee education is obtained and the interpretation of this policy.

A. *Performance of Fiduciary Duty.* Education is necessary and should be encouraged and undertaken in order that Trustees may obtain knowledge relevant to the proper performance of their fiduciary duty under the California Constitution, the County Employees Retirement Law of 1937 (CERL), and other applicable laws by a reasonable method and at reasonable cost for the value received, and further LACERA's interests. Specifically:

1. Duty of Loyalty. Education must assist the Trustees to perform their fiduciary duty of loyalty to "discharge their duties with respect to the system solely in the interest of, and for the exclusive purposes of providing benefits to, participants and their beneficiaries, minimizing employer contributions thereto, and defraying reasonable expenses of administering the system. A retirement board's duty to its participants and their beneficiaries shall take precedence over any other duty." Cal. Const., art. XVI, § 17(b); see Cal. Gov't Code § 31595(a).
2. Duty of Prudence. Education must assist the Trustees to perform their fiduciary duty of prudence to "discharge their duties with respect to the system with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like

capacity and familiar with these matters would use in the conduct of an enterprise with a like character and like aims.” Const., art. XVI, § 17(c); see Cal. Gov’t Code § 31595(b).

- B. Further a Common Foundation of Knowledge.** A foundation of common knowledge, or Trustee Competencies, relevant to LACERA and its Mission is necessary among all Trustees to fulfill their fiduciary duty.
- C. Opportunities for Enrichment.** The fiduciary value of education includes alternatives and choices for individual Trustees to pursue enrichment in areas of interest and specialization related to LACERA and its Mission, and to stay abreast of current developments.
- D. Sharing of Information.** Because education a group effort as well as an individual endeavor, Trustees are encouraged to share information and perspectives concerning the education they separately pursue with fellow Trustees. For this reason, education should also include the flexibility and opportunities for Trustees to network with and obtain relevant knowledge from others in the public pension and investment communities.
- E. Leverage LACERA Resources.** A concerted effort should be made to present educational presentations in the boardroom to take advantage of the expertise of LACERA staff, LACERA consultants, and other outside experts to create a shared educational environment for all Trustees to interact, question, and receive common benefit.
- F. Annual Review of Education and Needs.** The fiduciary value of Trustee education is enhanced by each Trustee, on an individual basis, reviewing their past education each year and planning in advance when possible, for how to meet their educational goals in the coming year. An annual review process recognizes that Trustees and their individual educational needs evolve over time, and no single method of educating Trustees is optimal. Instead, the ability of Trustees to develop flexible education plans for themselves and to employ a variety of methods is necessary and appropriate and will assist staff to source and provide appropriate choices and opportunities that meet Trustee needs.
- G. Transparency and Monitoring.** Trustee education and its fiduciary value and cost should be transparent to LACERA’s members and other stakeholders. The Boards should be provided with information on a periodic and consistent basis to enable effective oversight of the Trustee education program.

III. NEW TRUSTEE ORIENTATION AND SUPPORT

- A. Attendance.** Each new Trustee and alternate, including the Treasurer and Tax Collector’s Chief Deputy, shall attend orientation.
- B. Timing for Orientation.** Orientation should occur before a new Trustee attends their first Board meeting and must be completed before travel to Educational Conferences or Administrative Meetings will be approved.
- C. Development and Content.** Orientation will be developed and overseen by

the Chief Executive Officer. Orientation will, at a minimum, include an overview of LACERA's independence, Mission, organizational structure, and key functions, Board and Trustee responsibilities and fiduciary duty, pension benefits and member services, retiree healthcare and the OPEB Trust, investments, legal issues, conflicts of interest and ethics, strategic planning, budget, and accounting, actuarial matters and contribution-setting, internal audit, Trustee education, and Trustee technology, resources, and support.

D. *Orientation Materials.* At or before orientation, the following materials shall be made available to new Trustees in electronic format or such other format as a Trustee request:

1. A confidential roster of names, addresses, and contact information for the Board Trustees.
2. A confidential roster of names, addresses, and contact information for the Executive Management team.
3. Board agendas, minutes, policies and procedures, the strategic plan, applicable law, and other available resources, and how to access them.
4. Other relevant material requested by the new Trustee or deemed appropriate by the Chief Executive Officer, including a binder of materials covering the orientation topics listed in Section III(C).

E. *External Education Before Effective Date of Term.* The Chief Executive Officer may approve external Educational Conferences for new Trustees after their election has been certified or their appointment approved by the Board of Supervisors and before their term effective date only after the new Trustee has completed all staff orientation. Educational Conferences for new Trustees before their term effective date are limited to the courses identified for each Board in Section IV.C.2 and other courses in Appendix B deemed appropriate as foundational to public pension fund governance and their role and responsibilities on the Board on which they will serve.

E.F. *Mentoring.* The Chief Executive Officer will establish a formal mentorship program to assist interested Trustees. Any new Trustee may request a mentor to assist them in becoming familiar with their responsibilities on the Board. If a request is made, the Board Chair(s) will designate one experienced Trustee to be a mentor to the new Trustee for a period of one year.

F.G. *Returning Trustees.* Trustees who have previously served non-consecutive terms on the Boards shall attend orientation to refamiliarize themselves with the content described in Section III.C and changes to the system during their absence. The content of returning Trustee orientation will be developed by the Chief Executive Officer in collaboration with each returning Trustee.

IV. ONGOING TRUSTEE EDUCATION

A. *Required Education.* CERL requires that all Trustees receive a minimum of 24 hours of Trustee education within the first two years of assuming office and

for every subsequent two-year period the Trustee continues to serve on the Board. This requirement sets a minimum standard. Trustees may obtain additional education consistent with the provisions of this policy.

B. *Appropriate Subject Matter.* All education must be relevant to the duties and responsibilities of Trustees. In accordance with CERL, the Boards identify knowledge in the matters and areas set forth in the Trustee Competencies stated in Appendix A as appropriate for required education. All Trustees must seek education in and should strive to have knowledge in these areas to assist in the performance of their fiduciary duty and delivering on LACERA's Mission. In addition to these areas, Trustees may obtain education in other areas relevant to their fiduciary responsibilities. Members of Board committees are encouraged to focus a portion of their education on the subject matter of their committee.

C. *Methods of Education.* Since no one method of education is optimal, a Trustee's annual education should include various methods. In considering the various methods, Trustees should weigh the costs and benefits of each method. Trustee education may be obtained through the following:

1. In-House Education. The Chief Executive Officer will obtain annual Board approval for a program of in-house education for Trustees during regularly scheduled Board meetings, offsites, and other settings as may be permissible under the Brown Act. Such education will be provided by staff, LACERA consultants, and outside experts, except that the Chief Investment Officer will be responsible to plan and oversee investment-related education. LACERA consultants will be required in their contracts to provide Trustee education.

In addition to such other in-house education as may be provided, the Trustees shall receive regular training from fiduciary counsel in (1) fiduciary duty, (2) ethics and conflicts of interest, (3) governance, and (4) the Brown Act and Public Records Act. The Chief Executive Officer will develop a fiduciary counsel training schedule.

2. In-Person External Educational Conferences. Trustees may pursue in-person external education as provided in this policy, including conferences, seminars, and meetings. The Chief Executive Officer will obtain annual Board approval, maintain, and update on a current basis, a list of external educational options, organized by subject matter, appropriate for Trustees. The conferences listed in Appendix B are pre-approved. Trustees may attend external education that meets the criteria of this policy without additional approval, subject to the Boards' Trustee Travel Policy, provided that all international education must be approved by the applicable Board. For purposes of this policy Mexico and Canada are not considered international locations.

Every Trustee is authorized to attend up to 4 in-person external education opportunities per fiscal year (of which no more than 1 may be international),

and up to 6 if the Trustee is serving simultaneously on both Boards at any time during the fiscal year (of which no more than 1 may be international), except that a Board may approve education in excess of these limits upon good cause. External education must have at least 5 hours of educational content per day. "International" education is all education that takes place outside the United States, except Mexico and Canada. Two conferences separated by no more than one day, with no additional travel, count as one conference.

Conferences located in California are not subject to the hour and number limits stated in the preceding paragraph.

The Chief Executive Officer will maintain Domestic and International Education Priority Lists for each Board for use when attendance at an event is limited. Trustees will be offered the opportunity to attend based on their place on the appropriate priority list. Trustees on each Board initially will be placed on applicable lists in order of the start date of their earliest term of continuous service on the Board (for appointed Trustees, a gap of 18 months or less will not break continuity of service). Trustees with the same priority date will be given priority in alphabetical order. A Trustee who attends an event based on their priority will be placed at the bottom of the list. New Trustees with no prior Board service or a gap of more than 18 months will be placed at the top of the list to facilitate their education.

Prior to attending an international benefits conference, a Trustee is required to attend an American Health Insurance Plans (AHIP) National Policy Forum or World Health Care Congress. Prior to attending an international investment conference, a Trustee is required to attend the State Association of County Retirement Systems (SACRS) Public Pension Investment Management Program or the University of Pennsylvania Wharton School of Business Portfolio Concepts and Management course. These courses are within the limits described above in this Section IV.C.2.

3. Virtual Education and Self-Study. Trustees are encouraged to attend webinars and other forms of virtual education, self-study, and other forms of education that do not require travel relating to LACERA and the performance of a Trustee's duties, including the conferences described in Section IV.C.2 above and Appendix B when offered virtually. If attendance is limited at such education, the same priority list as described in Section IV.C.2 will be used. Attendance at such education is exempt from the limits stated in Section IV.C.2 as to the number of in-person educational opportunities that may be attended. Virtual education and self-study are not limited by cost.
4. Periodicals. Trustees are encouraged to read periodicals related to the performance of their fiduciary duties as a valuable method of keeping current on relevant news and pension and investment trends, including but not limited to those selected from a list of pension and investment-related periodicals maintained by the Chief Executive Officer. All subscriptions

must be arranged through the Executive Office, and LACERA will bear the expense. The Chief Executive Officer will annually review and update the periodical list with input from Trustees.

5. Evaluation. Trustees may complete and submit to the Chief Executive Officer for distribution to all Trustees, an evaluation or syllabus of all in-person external conferences and virtual education attended. A suggested sample evaluation form is attached as Appendix C. Trustees are also encouraged to share knowledge from education at Board meetings during a Report on Trustee Education agenda item or when relevant during specific agenda items.

D. Assessment and Planning. Trustees are encouraged to assess their educational status and needs against the Trustee Competencies in Appendix A at the beginning of each calendar year and to use such information as the basis for establishing the Trustee's own self-development goals and education plan for the year. A suggested sample education plan format is attached as Appendix D.

E. Reporting and Monitoring. All Trustee education will be reported to the Chief Executive Officer. The Chief Executive Officer shall provide the Boards quarterly reports concerning the amount and type of Trustee education and post them on lacera.com. In addition, in compliance with CERL, the Chief Executive Officer will annually provide the Boards and post on lacera.com a report of each Trustee's compliance with the education requirement described in Section IV.A of this policy.

V. ADMINISTRATIVE MEETINGS

The relevant Board will be informed of a Trustee's need to attend Administrative Meetings and provide advance approval on such terms as deemed appropriate.

VI. BROWN ACT COMPLIANCE

Attendance at external education and Administrative Meetings by more than four members of a Board is not a violation of this provision, provided that the members may not discuss any item of LACERA business.

VII. GIFTS AND CONFLICTS

The Boards desire to avoid even the appearance of impropriety in connection with education, and related expenses. The Boards acknowledge that acceptance of gifts of education and related expenses, such as registration, transportation, meals, and lodging by a public agency, though permitted under certain circumstances by applicable law, can create the appearance that LACERA encourages "pay to play" and may, unwittingly, create opportunities for undue influence on Trustees. This policy therefore does not permit LACERA as an entity to accept gifts of education, and related expenses. This policy does not prohibit certain payments for education and/or related expenses as part of the negotiated consideration under agreements with vendors, consultants, and

managers, although all such payments should be reviewed in advance with the Legal Division to ensure compliance with applicable law, regulations, and reporting.

Items provided during education may constitute reportable gifts.

Trustees should be familiar with the provisions of LACERA's Code of Ethical Conduct as it may apply to education and interaction with and items received from the sponsors or other attendees.

VIII. TRAVEL POLICY AND PROCEDURES

This policy is subject to and will be read and interpreted in conjunction with the Trustee Travel Policy. [All travel expenses for Educational Conferences and Administrative Meetings must comply with the Trustee Travel Policy.](#)

IX. OTHER CHARTERS AND POLICIES

To reconcile this policy with the Board Charters and other Board policies:

- A. *Prevention of Sexual Harassment.*** Training will be obtained by Trustees as provided in the Boards' Policy on Sexual Harassment Prevention Training for Board Members.
- B. *Board Charters.*** This policy constitutes the development policy and addresses Trustee education programs, as referenced in Section 6.1.4 of the Board of Retirement Charter, and Reserve Power 5 of the Board of Investments Powers Reserved and Delegated Authorities and Powers Reserved Defined.
- C. *Prior Board Educational Requirements Policies.*** This policy supersedes and replaces the LACERA Board of Retirement Board Member Educational Requirements Policy and LACERA Board of Investments Board Member Educational Requirements Policy, which are of no further force or effect.

X. POLICY PROVISIONS AND APPLICABLE LAW

- A. *Waiver of Policy Provisions.*** For good cause presented in writing, and in the exercise of its sound discretion, the Board of Retirement or the Board of Investments may waive compliance with specific requirements of this policy when in the best interest of LACERA.
- B. *Applicable Law.*** This policy is to be implemented in compliance with the relevant provisions of the California Government Code and other applicable law, and in harmony with existing philosophy, objectives, policies, and guidelines previously approved by the Board of Retirement and the Board of Investments.

XI. REVIEW

This policy shall be reviewed by the Joint Organizational Governance Committee, the Board of Retirement, and the Board of Investments every three years or as needed and

may be amended by both Boards at any time.

Policy History: Restated and Approved by the Board of Retirement and Board of Investments on December 16, 2020, and updated and approved by the Board of Retirement and Board of Investments on [May 5, 2022](#), [2023](#) and [May 11, 2022](#), [2023](#), respectively. Prior versions are superseded and of no effect as of the stated approval date.



APPENDIX A TRUSTEE COMPETENCIES

- **Governance**
 - Understanding Board function, processes, committee structure, exercise of discretion, delegation of responsibilities and oversight role.
 - Understanding the organizational structure and roles of staff and consultants, including the actuary, auditors, healthcare consultant, investment consultants, and fiduciary counsel,
 - Understanding the laws and rules governing the system.
 - Understanding the Boards' governing documents.
 - Understanding the system's independence under applicable laws.
 - Understanding best practices for public pension board governance.
 - Understanding information technology and data security.
 - Understanding the meaning and role of diversity, equity, and inclusion.
 - Understanding Robert's Rules of Order.

- **Fiduciary Duties and Responsibilities**
 - Understanding the duty of loyalty.
 - Understanding the duty of prudence.
 - Understanding the paramount fiduciary duty to members and beneficiaries.
 - Understanding the fiduciary duty to minimize employer contributions.
 - Understanding the fiduciary duty to defray the reasonable costs of administering the system.
 - Understanding how to delegate authority while retaining appropriate oversight.

- **Benefits Administration**
 - Service Retirement
 - Understanding the different plans available to employees and retirees.
 - Understanding how the system communicates with members.
 - Understanding the difference between the responsibility for plan design (plan sponsor) and plan administration (LACERA).
 - Understanding the administrative appeal process.
 - Disability Retirement
 - Understanding the qualifications for a disability retirement and the benefits that are provided.
 - Understanding the process that is followed in disability applications, from intake through determination of eligibility.
 - Understand the medical and legal issues that are discussed during consideration of disability matters.
 - Understanding the disability hearing and appeal process.
 - Understanding fair hearings and decision-making standards.
 - Retiree Healthcare
 - Understanding the healthcare program structure.

- Understanding the history, agreements, and relationship with the County and other participating employers in connection with the funding and administration of the program.
- ***Ethics, Conflicts of Interest, and Disclosures***
 - Understanding the Form 700 process, and Conflict of Interest Code.
 - Understanding applicable conflict of interest laws and the duty to avoid participating in a decision that affects a Trustee's economic interests.
 - Understanding the LACERA Code of Ethical Conduct.
 - Understanding the RFP quiet period and Trustee disclosure obligations.
- ***Open Meeting and Public Records***
 - Understanding the importance of transparency to stakeholders.
 - Understanding the notice requirement for meetings, including teleconference meetings under the Brown Act.
 - Understanding the limitations on discussing matters that have not been noticed on the agenda.
 - Understanding the circumstances under which communications outside of noticed meetings can be deemed to be a prohibited meeting under the law.
 - Understanding what may and may not be discussed during a closed session.
 - Understanding what constitutes a “public record” under the law and circumstances under which records must be disclosed or withheld.
- ***Financial Controls and Audits***
 - Understanding the role of LACERA staff, Internal Audit, the outside financial auditor, and the Audit Committee.
 - Understanding the Comprehensive Annual Financial Report (CAFR).
 - Understanding the concepts of “risk assessment” and developing internal controls to address those risks.
 - Understanding the responsibility for maintaining the security of confidential information kept by the system, including privacy rights.
 - Understanding vendor selection policy and practices.
- ***Pension Funding and Actuarial Process***
 - Understanding of how assets and liabilities of the system are calculated on an actuarial basis, and the role of actuarial consultants.
 - Understanding the difference and relationship between the actuarial value of assets and the market value of assets and the asset smoothing process.
 - Understanding how changes in actuarial assumptions have an impact on system assets and liabilities.
 - Understanding the nature of the plan sponsors' funding obligations and the responsibility of the Board of Investments to determine the annual required contribution and employee contributions and provide oversight of the actuarial process.
 - Understanding OPEB pay-as-you-go and trust funding mechanisms for retiree healthcare, and the Board of Retirement's oversight role.

- **Investments**

- Understanding the comprehensive nature of the investment process.
- Understanding portfolio construction.
- Understanding different asset categories and portfolio complexity.
- Understanding responsible stewardship of LACERA's investments in a manner that promotes and safeguards the economic interests of LACERA and its members, including robust investor rights, strong corporate governance practices and policies at the firms in which LACERA invests, and sound public policies governing financial markets help generate long-term economic performance.



APPENDIX B APPROVED EXTERNAL EDUCATIONAL CONFERENCES

The following list of approved external Educational Conferences is provided under Section IV.C.2 of the Trustee Education Policy as a resource to Trustees in selecting pre-approved education that will support required education, Trustee Competencies, and educational assessment and planning. Education is organized by primary subject matter, although some events may provide education in multiple areas. All conferences on this list are intended only to refer to domestic U.S. events.

Governance

National Association of Corporate Directors (NACD) conferences, seminars, and meetings

Pension Benefits and System Administration

California Association of Public Employee Retirement Systems (CALAPRS) conference, seminars, and meetings, including Principles of Pension Management Course

Government Finance Officers Association (GFOA) conferences, seminars, and meetings

Harvard Law School Labor and Worklife Program conferences, seminars, and programs

Koried conferences, seminars, and programs

National Conference on Public Employees Retirement Systems (NCPERS) conferences, seminars, and meetings

National Institute on Retirement Security (NIRS) conferences, seminars, and meetings

Public Retirement Journal conferences, seminars, and meetings

State Association of County Retirement Systems (SACRS) conferences, seminars, and meetings

Retiree Healthcare

America's Health Insurance Plans (AHIP) conferences, seminars, and meetings, including Annual Institute, Annual Medicare Conference, and Annual National Policy Forum

California Retired County Employees Association (CRCEA) semi-annual conferences

Federal and state legislative hearings on pension and retirement health care issues

International Foundation of Employee Benefit Plans (IFEBC) conferences, seminars, and meetings, including Annual Employee Benefits Conference, Annual Benefits Conference for Public Employees, Annual Health Care Cost Management Conference, Annual Investments Institute, ~~and~~ Annual Washington Legislative Update Conference, and New Trustee Institute

Investments

Association of Asian American Investment Managers conferences, seminars, and meetings

Association for Private Capital Investment in Latin America (LAVCA) conferences, seminars, and meetings

ColCapital educational conferences, seminars, and meetings

Council of Institutional Investors (CII) conferences, seminars, and meetings

Harvard Kennedy School, Trustee Leadership Forum for Retirement Security and Initiative for Responsible Investment

Harvard Law School Forum on Corporate Governance

Information Management Network (IMN) Beneficial Owners' International Securities Lending Summit Annual Conference

International Corporate Governance Network (ICGN) conferences, seminars, meetings

Institutional Limited Partners Association (ILPA) conferences, seminars, and meetings

Milken Institute conferences, seminars, and meetings

National Association of Investment Companies conferences, seminars, and meetings

National Association of Securities Professionals (NASP) conferences, seminars, and meetings, including Annual Pension and Financial Services Conference

New America Alliance conferences, seminars, and meetings

Pacific Pension & Investment Institute (PPI) conferences, seminars, and meetings

Pension Bridge conferences, seminars, and meetings

Pension Real Estate Association (PREA) annual spring and fall conferences and institute

United Nations Principals of Responsible Investing (UNPRI) conferences, seminars, and meetings

University of Pennsylvania Wharton School's Pension Fund and Investment Management and the Portfolio Concepts and Management courses

Women in Institutional Investments Network conferences, seminars, and meetings

**APPENDIX C
SUGGESTED SAMPLE CONFERENCE EVALUATION FORM**

Under Section IV.C.5 of the Trustee Education Policy, Trustees are encouraged to complete an evaluation form or provide a syllabus for all in-person external conferences and virtual education attended.

TRUSTEE NAME:

CONFERENCE NAME:

CONFERENCE DATE:

RANKING 1-10:

1 (lowest) 2 3 4 5 6 7 8 9 10 (highest)

DO YOU RECOMMEND THE COURSE TO OTHER TRUSTEES? Yes No

WHY?

DESCRIPTION OF SUBJECT MATTER (attach syllabus if available):

HIGHLIGHTS:

WEAKNESSES:

Return to:

Board Offices

BoardOffices@lacera.com

**APPENDIX D
SUGGESTED TRUSTEE EDUCATION PLAN**

Under Section IV.D of the policy, Trustees are encouraged to assess their personal educational status and needs as against the Trustee Competencies in Appendix A at the beginning of each calendar year and to use such information as the basis for establishing the Trustee's own self-development goals and education for the year.

TRUSTEE NAME:

PLAN FOR YEAR: 20____

HAVE I COMPLETED MY 24 HOURS OF CERL-REQUIRED EDUCATION EVERY TWO YEARS? Yes No

FIVE AREAS WHERE I WOULD LIKE TO GET ADDITIONAL EDUCATION THIS YEAR TO HELP IN THE PERFORMANCE OF FIDUCIARY DUTY:

- 1.
- 2.
- 3.
- 4.
- 5.

SUGGESTIONS FOR INTERNAL EDUCATION I WOULD LIKE TO SEE THIS YEAR (you may email them to the CEO, skreimann@lacara.com):

IDEAS FOR EXTERNAL EDUCATION I WOULD LIKE TO PURSUE THIS YEAR:

ARE THERE ANY ADDITIONAL EDUCATIONAL RESOURCES I NEED FROM THE EXECUTIVE OFFICE THIS YEAR (you may email them to the CEO, skreimann@lacara.com):

**PROPOSED REVISIONS
TRUSTEE TRAVEL POLICY**



TRUSTEE TRAVEL POLICY

LACERA Board of Retirement & Board of Investments

Adopted ~~January 11,~~ 2023

TRUSTEE TRAVEL POLICY

I. PURPOSE

The purpose of this policy is to align travel by Trustees in connection with educational conferences and administrative meetings on LACERA's behalf with the Mission, Vision, Values, and work culture of the organization. The Board of Retirement and Board of Investments recognize that travel associated with education and administrative meetings on LACERA's behalf is a component of building the knowledge base and operational understanding of Trustees given their fiduciary responsibilities and will equip them to discharge their fiduciary duties for the sole benefit of active members, retirees, and their beneficiaries. To ensure incurring and paying travel expenses are allowed for only those expenses deemed reasonable and necessary for the proper administration of the system, the policy will be administered in a manner that can be overseen by the Boards and understood by LACERA members and other stakeholders as reasonable, cost effective, value-driven, and necessary to fulfill LACERA's Mission to Produce, Protect, and Provide the Promised Benefits.

This policy applies to travel in connection with Educational Conferences and Administrative Meetings. "Educational Conferences" are those conferences, seminars, and meetings that have an educational purpose. "Administrative Meetings" are meetings attended by Trustees in their LACERA capacity including Board and Committee meetings, and pension related organization meetings that furthers LACERA's interests. These interests may include but are not limited to, legislative advocacy, speaking engagements, including a domestic and international Educational Conference at which a Trustee gives a speech, positions in the administration of pension related organizations, and similar events. This policy applies to LACERA Trustees only.

II. PRINCIPLES

The following principles shall govern Trustee travel in connection with Educational Conferences and Administrative Meetings on LACERA's behalf and the interpretation of this policy.

A. *Performance of Fiduciary Duty.* Travel for educational conferences and administrative meetings in furtherance of LACERA's interests is necessary and should be encouraged and undertaken in order that Trustees may obtain and share knowledge relevant to the proper performance of their fiduciary duty under the California Constitution, the County Employees Retirement Law of 1937 (CERL), and other applicable laws by a reasonable method and at reasonable cost for the value received. Specifically:

1. Duty of Loyalty. Education and travel must assist the Trustees to perform their fiduciary duty of loyalty to "discharge their duties with respect to the system solely in the interest of, and for the exclusive purposes of providing benefits to, participants and their beneficiaries, minimizing employer contributions thereto, and defraying reasonable expenses of administering the system. A retirement board's duty to its participants and their beneficiaries shall take precedence over any other duty." Cal. Const., art. XVI, § 17(b); see Cal. Gov't Code § 31595(a).

TRUSTEE TRAVEL POLICY

2. Duty of Prudence. Education and travel must assist the Trustees to perform their fiduciary duty of prudence to “discharge their duties with respect to the system with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with these matters would use in the conduct of an enterprise with a like character and like aims.” Const., art. XVI, § 17(c); see Cal. Gov’t Code § 31595(b).

B. Focus on Mission. Trustees have a fiduciary duty to make policy decisions consistent with applicable law, including constraints imposed by the Fund’s budget. At the same time, travel may be necessary to support and enhance LACERA’s Mission to Produce, Protect and Provide the Promised Benefits on behalf of LACERA members.

Trustees are expected to be and believed to be mindful and financially prudent in all travel and trip-related expenditures that consume resources funded by LACERA members.

- i. All monies held in the Fund by LACERA are ultimately due and payable in the form of pension benefits to active and retired members. Therefore, all administrative, operational and travel expenditures should be able to withstand the scrutiny of our members, stakeholders, plan sponsors and the public at large, thereby minimizing any reputational risk to LACERA.
- ii. Trustees are accountable for their actions and responsible for appropriate use of organizational resources and establishing policy creating limits and constraining expenditures. Travel policies for staff can be more restrictive depending on circumstances and financial constraints.

C. Transparency. Travel administrative procedures and guidelines are established and carried out in a manner that is easy for members and all other stakeholders to identify actions taken by Trustees.

- i. Expenses incurred for travel and trips are clearly identifiable as business-related expenses only, not for personal expenses of the Trustee or any traveling companions.
- ii. Travel expenses and trip information are reported to LACERA members and stakeholders via a public forum.
- iii. Trustees recognize and accept their accountability and responsibility to LACERA members for travel and trip expenditures which are charged to LACERA.
- iv. All Trustees electronically acknowledge and sign a travel attestation document (Appendix B) provided by staff annually on a calendar year basis, confirming their commitment to act responsibly and prudently and in the best interest of LACERA members.

D. Simplicity, Uniformity and Consistency. Travel administrative procedures and guidelines for claiming and reimbursing expenses are designed to be simple, uniform, and consistent, and should not be overly onerous so as to negatively affect Trustees.

TRUSTEE TRAVEL POLICY

- i. Travel procedures should be a guide with simple, unambiguous rules for making and approving travel arrangements, and for the timely processing and accounting of trip related expenditures and reimbursements.
- ii. Travel expenditures are documented on expense claims that are clear and concise.
- iii. Travel expense reimbursement processes should be clear, consistent, transparent, convenient, efficient, and compliant with the Trustee Travel Policy.
- iv. Travel expense methods are simple and universally applied so the reimbursement claim process is streamlined (e.g., all meals are claimed under the Per Diem Method).
- v. Travel procedures, including administrative expense guidelines and reimbursement process, are maintained under the direction of the Chief Executive Officer (CEO) or their designee.

E. Ease of Execution. Travel administrative procedures and guidelines are established with administrative ease and designed to reduce the manual processes and the considerable effort required of staff. Processes related to travel reimbursements and processing expense claims should not be cumbersome and complicated for staff and Trustees.

- i. Travel accommodations and Trustee conveniences are streamlined and provide a group of appropriate choices instead a vast menu of options.
- ii. The process itself of conducting travel bookings and expense processing are considered a priority.
- iii. Expense categories, reimbursement process, and claim forms are periodically reviewed and updated by staff.
- iv. Trustees, not proxies, are responsible for obtaining, gathering, and submitting the appropriate documentation justifying expenditures in a timely manner.
- v. External providers including travel agents and other travel-related industry services are to be considered and integrated into the process for Trustees and administrative ease.
- vi. Technological tools for capturing and recording trip documentation are employed where reasonable and necessary considering cost implications.
- vii. Practices will periodically be reviewed to ensure best practices and industry norms are included within the Trustee Travel Policy.

III. TRUSTEE TRAVEL

A. Approval. Trustee travel within the United States to the conferences listed in [Appendix B to the Trustee Education Policy](#) are pre-approved subject to this Policy. All other travel requires approval of that Trustee's Board, except that Educational Conferences and Administrative Meetings in California where the total cost of attendance is no more than \$3,000 are pre-approved for attendance and reimbursement, provided that a Trustee may not incur over \$15,000 for all expenses of attending all such Educational Conferences and Administrative Meetings in a fiscal year without Board approval.

TRUSTEE TRAVEL POLICY

The Chief Executive Officer may approve reasonable new Trustee travel consistent with the terms of this Policy for attendance at Educational Conferences before the effective date of their term permitted under Section III.E of the Trustee Education Policy.

B. Cease Travel and Other Expenses. Trustees may consider whether and when to cease arranging future travel and expenses for Educational Conferences and Administrative Meetings once they become aware their term of service will end. In considering this issue, Trustees may consider the following factors: For appointed Trustees, awareness may occur in the final year of their appointment and after the Board of Supervisors votes on the next appointment, or when an appointed Trustee has been told they will not be reappointed. For elected Trustees, awareness may occur when an elected Trustee decides not to run for reelection or when, as a candidate, is replaced once election results are certified by the Board of Supervisors. For the Ex-Officio Trustee, this occurs once a retirement is announced.

C. Authorized Expenses. Authorized travel expenses shall be determined by the Boards as set forth in Appendix A. LACERA shall use reasonable efforts to promptly reimburse trustees in accordance with this policy and Appendix A.

D. Costs of Administration. Travel expenses for Trustees shall be administrative costs of the Fund and may not be paid through third party contracts. It is LACERA's policy that Trustees shall not accept gifts of travel. Gifts of travel, including transportation, lodging, and meals, may be reportable as gifts to individual Trustees if not paid by LACERA.

E. Claims for Reimbursement.

i. Submission. A travel expense reimbursement shall be claimed by completing an expense voucher form available from the Executive Board Assistants and submitting it to the appropriate authorizing person. Trustees may submit their expense reimbursements to their respective Executive Board Assistant. All expense reimbursement requests shall be accompanied by receipts and/or other reasonable documentation. Expense reimbursement records are subject to disclosure under the Public Records Act, with redaction of confidential information, such as personal addresses, telephone numbers, and credit card information. The deadline for submitting an education and travel reimbursement claim is 90 days after completing the education, or 30 days after the fiscal year-end, whichever comes first. Extensions to this deadline may be granted by the Board Chair.

ii. Approval Process. The Executive Board Assistants will receive and review, for compliance with this policy, all expense reimbursement requests prior to submission. The Financial and Accounting Services Division (FASD) will review expense reimbursement requests for compliance with this policy and

TRUSTEE TRAVEL POLICY

shall only process and use reasonable efforts to promptly pay those that are in compliance and approved by the CEO or their designee. FASD will notify the CEO or their designee of all deficiencies in a submission by a Trustee, and the CEO or their designee will in turn notify the respective Trustee. LACERA will not reimburse a Trustee for expenses that are not authorized under this policy unless specifically exempted and approved by that Trustee's Board, except that, without Board approval, each Board Chair or the Chief Executive Officer may authorize deviations of less than \$1,000 per trip from the expense limits in this policy and subject to subsequent review of all expenses for compliance with this policy.

F. Cancellation of Travel Arrangements.

- i. Responsibility for Timely Cancellation. Trustees are responsible for timely canceling travel arrangements made on behalf of the Trustee which will not be used so that no costs will be incurred by LACERA.
- ii. Responsibility for Costs Resulting from Untimely Cancellation. Trustees are responsible for all costs LACERA incurs as a result of the Trustee's failure to cancel travel arrangements before cancellation charges accrue, unless the failure to cancel was due to facts or circumstances beyond the Trustee's control. The Trustee must reimburse LACERA within 30 days after notification of the amount due. Notice will be provided by the Chief Executive Officer. If reimbursement is not made within such 30-day period, and payment is still due, the amount shall be deducted from any payment due the Trustee from LACERA. If a Trustee is enrolled for an Educational Conference or Administrative Meeting but fails to attend or timely cancel and LACERA incurs an expense as a result (e.g., conference registration, travel and lodging cancellation fees), that conference or meeting counts toward the limit under Section IV.C.2. of the Trustee Education Policy until the Trustee reimburses LACERA for all expenses incurred or cancellation is excused under Section III. F. iii. of this Trustee Travel Policy.
- iii. Approval of Cancellation Costs with Good Cause. If the Trustee believes the failure to cancel was due to facts or circumstances beyond their control, they must submit written justification to the Board Chair within 30 days after receiving notification of the cancellation expenses due. For Trustees, the Board Chair will approve or disapprove the excuse in writing to the Trustee, with a copy to the Executive Board Assistant. If the individual is a Board Chair, then the written excuse must be submitted to that Board's Vice Chair who will then approve or disapprove the excuse. If the individual is a Vice Chair simultaneously serving as the acting Chair, then the Vice Chair's written excuse must be submitted to that Board's Secretary who will then approve or disapprove the excuse. Should a Trustee disagree with the Board Officer's determination, the Trustee may request the Executive Board Assistant to agendize the matter for consideration by the full Board.

TRUSTEE TRAVEL POLICY

- G. Cash Advances.** Hotel and airfare shall be purchased in advance by the Executive Board Assistants, and no cash advances will be allowed for such expenses. Cash advances for permitted per diem expenses in accordance with this policy may be allowed by the Chief Executive Officer for good cause. Trustees will account for any per diem cash advance on their trip expense report upon completion of the travel.
- H. Expenses for Traveling Companions.** Travel expenses for family members and/or traveling companions are not reimbursable by LACERA.
- I. Additional Travel Days to Minimize Overall Travel Cost.** Travel resulting in arrival one day prior to and/or one day after an Educational Conference or Administrative Meeting will be reimbursed if reasonably necessary because of time constraints. Travel resulting in arrival two days prior to and/or one day after international travel will be reimbursed as reasonably necessary based on the location of the Educational Conference or Administrative Meeting. In addition, lodging and per diem for extra days prior to or after an Educational Conference or Administrative Meeting will be reimbursed if such extension results in lower overall trip costs. If a Trustee adds personal travel before or after a trip, the extra personal days outside of the above restrictions shall not be reimbursed. Written justification for travel expenses incurred prior to or after an Educational Conference or Administrative Meeting shall be submitted with the claim for reimbursement.
- J. Ground Transportation.** Trustees will be expected to use taxis or ride sharing services to and from domestic destinations. Limousine or executive car services shall not be used in domestic locations unless the cost for such services is comparable to that of taxi services and/or airport parking; they may be used without restriction in international locations. Reimbursement of rental vehicles require justification and prior approval from the Chief Executive Officer. When renting a vehicle, purchase of optional insurance is not necessary as LACERA's insurance will cover the same risks.
- K. International Travel Insurance.** LACERA will purchase travel insurance covering Trustees while traveling internationally on LACERA business. The insurance will include accident, medical, security assistance and evacuation, travel assistance, trip cancelation, interruption or delay, and baggage loss or delay coverage.
- L. Travel Reports.**
- i. Monthly. A monthly Travel Report shall be submitted to both Boards listing the current fiscal year's completed, anticipated, and canceled Education Conferences and Administrative Meetings (including whether excused under Section III. F. iii) for all Trustees on both Boards.

TRUSTEE TRAVEL POLICY

- ii. Quarterly. A quarterly Travel Report shall be submitted to both Boards listing education and administrative travel expenses paid/reimbursed by LACERA for all Trustee on both Boards. Such report shall identify whether each item of travel was for an Educational Conference or Administrative Meeting, the purpose, location, cost by expense category, and whether excused under Section III. F. iii.
- iii. Availability. The monthly and quarterly reports shall be agendized as reports for the Boards in the first month after they are available (and for privacy and personal security reasons, after travel has been completed) and shall be posted on lacera.com.

IV. ADMINISTRATIVE MEETINGS

The relevant Board will be informed of a Trustee's need to attend Administrative Meetings and provide advance approval of the cost on such terms as deemed appropriate. All LACERA Board and Committee meetings are approved as Administrative Meetings.

V. BROWN ACT COMPLIANCE

Attendance at external Education Conferences and Administrative Meetings by more than four Trustees of a Board is not a violation of this provision, provided that the Trustees may not discuss any item of LACERA business.

VI. GIFTS AND CONFLICTS

The Boards desire to avoid even the appearance of impropriety in connection with education, and related expenses. The Boards acknowledge that acceptance of gifts of education and related expenses, such as registration, transportation, meals, and lodging by a public agency, though permitted under certain circumstances by applicable law, can create the appearance that LACERA encourages "pay to play" and may, unwittingly, create opportunities for undue influence on Trustees. This policy therefore does not permit LACERA as an entity to accept gifts of education, and related expenses. This policy does not prohibit certain payments for education and/or related expenses as part of the negotiated consideration under agreements with vendors, consultants, and managers, although all such payments should be reviewed in advance with the Legal Division to ensure compliance with applicable law, regulations, and reporting.

Items provided during Educational Conferences and Administrative Meetings may constitute reportable gifts.

Trustees should be familiar with the provisions of LACERA's Code of Ethical Conduct as it may apply to certain education and administrative meeting interaction with and items received from the sponsors or other attendees.

TRUSTEE TRAVEL POLICY

The Boards acknowledge that international travel, though expensive, is increasingly necessary in light of today's global economy and LACERA's ongoing prudent investment of a substantial portion of its assets outside the United States.

VII. EDUCATION POLICY AND PROCEDURES

This policy is subject to and will be read and interpreted in conjunction with the Trustee Education Policy.

VIII. POLICY PROVISIONS AND APPLICABLE LAW

- A. Waiver of Policy Provisions.** For good cause presented in writing, and in the exercise of its sound discretion, the Board of Retirement or the Board of Investments may waive compliance with specific requirements of this policy when in the best interest of LACERA.
- B. Applicable Law.** This policy is to be implemented in compliance with the relevant provisions of the California Government Code and other applicable law, and in harmony with existing philosophy, objectives, policies and guidelines previously approved by the Board of Retirement and the Board of Investments.

IX. SUSTAINABILITY

Trustees are encouraged to consider sustainability in making education and travel choices, including whether and how to travel, the viability and efficacy of alternative forms of participation (such as geographically closer or virtual meetings), the impact of business class vs. coach, the number of trips taken, and the number of Trustees participating in a single event, avoidance of car transportation when possible, and obtaining an estimate of the carbon footprint of travel and lodging options through available online tools and inclusion of estimates in board recommendation memos.

X. REVIEW

This policy shall be reviewed by the Joint Organizational Governance Committee, the Board of Retirement, and the Board of Investments every three years or as needed and may be amended by both Boards at such time.

Policy History: Restated and Approved by the Board of Retirement and Board of Investments on December 16, 2020; updated and approved by the Board of Retirement and Board of Investments on May 5, 2022 and May 11, 2022, respectively; and updated and approved by the Board of Retirement and Board of Investments on [January 4, 2023](#), [2023](#) and [January 11, 2023](#), [2023](#), respectively. Prior versions are superseded and of no effect as of the stated approval date.

TRUSTEE TRAVEL POLICY

APPENDIX A REIMBURSEMENT SCHEDULE

Amounts which can be reimbursed for transportation, lodging, meals, and other covered items are indicated as follows:

I. TRANSPORTATION:

A. Airline Travel

1. Trustees will travel in coach/economy class except that they may travel in business class or its equivalent for:
 - a. Flights having (i) a scheduled non-stop flight time or total connecting travel time from original departing airport to the final destination airport of five hours or more, or (ii) a scheduled non-stop roundtrip flight time or total connecting roundtrip travel time of ten hours or more.
 - b. Red-eye flights. "Red-eye flights" are defined as flights in which a majority of the flight time occurs between 10:00 PM and 6:00 AM.
 - c. Flights arriving or departing at an international location, including Canada and Mexico.
2. LACERA will reimburse the additional cost of coach/economy class seats advertised as having additional leg room regardless of flight time.
3. Air travel will only be reimbursed at the lowest available non-refundable fare at the time of purchase (for class travel authorized under this Policy). Trustee may elect to fly on United, American, Delta, JetBlue, or Southwest Airlines for the dates and times of travel. Other carriers are authorized, but reimbursement shall not exceed the lowest non-refundable fare offered either amongst the five major airlines carriers mentioned above or three other major carriers who fly to selected destination.
4. Recognizing air carriers have begun charging for incidental items historically included in the ticket price (for example, checking luggage, providing pillows, blankets, and non-alcoholic beverages during flights, etc.), LACERA also will reimburse carrier charges for such incidental items upon submission of an itemized receipt. Alcoholic beverages will not be reimbursed.
5. Substantiation of airline travel shall include a copy of the ticket or E-mail confirmation showing the cost of the air travel.
6. Trustees traveling by air to conduct LACERA business may use only regularly scheduled airline services operating by an air carrier certified by the Federal

TRUSTEE TRAVEL POLICY

APPENDIX A REIMBURSEMENT SCHEDULE

Aviation Administration or comparable foreign authority. Trustees are prohibited from traveling on LACERA business via private aircraft, including but not limited to aircraft owned, leased, or rented by the individual Trustee. Persons traveling on LACERA business via private aircraft will be deemed to be acting outside the scope of their responsibilities and employment. They will not be covered by LACERA's liability insurance. Trustees may not use travel points to pay for LACERA travel. Any points earned on LACERA's credit card will be used at the Chief Executive Officer's discretion.

B. Other Common Carrier Travel

1. Travel permitted under this policy should be accomplished in the most cost-effective and efficient manner practicable, considering the costs of the mode of transportation, travel time, accommodations, and per diem.
2. Generally, air travel is the most cost-effective and efficient means for long distance travel, with "long distance travel" defined as a travel to a site more than 300 miles from LACERA's headquarters.
3. Where a traveler has special travel needs or concerns such that travel by air for long distance travel is not practicable, then the traveler may use an alternate common carrier (e.g., train or bus) and incur such reasonable expenses associated with that mode of travel (e.g., sleeper car, additional days of per diem).
4. Substantiation of other common carrier travel shall include a copy of the ticket or E-mail confirmation showing the cost of the travel.

II. LODGING:

A. Room Cost

Reimbursement is limited to a standard class single room rate, including mandatory taxes and hotel fees. Actual expenses for lodging will be reimbursed upon submittal of receipts. For example, room upgrades, and bed and breakfast additions will be at the expense of the Trustee, unless for good cause such as the unavailability of standard rooms and/or international destinations.

B. Government Rates

Trustees traveling on LACERA business should always request government rates when making reservations and/or checking in. LACERA recognizes that the governmental rate offered for local governmental entities like LACERA may be higher

TRUSTEE TRAVEL POLICY

APPENDIX A REIMBURSEMENT SCHEDULE

than the federal government rate, or may not be available at all, especially in connection with international travel.

C. Attendance at Educational Conferences and Administrative Meetings.

LACERA acknowledges that the cost of a standard room at an event hotel may exceed the standard lodging reimbursement rate. Nevertheless, Trustees attending events may stay at the designated hotel to promote convenient access, networking, and safety. Reimbursement for lodging at an event is limited to the standard room rate charged by the event hotel unless for good cause such as the unavailability of standard rooms and/or international destinations. When lodging at the event hotel is unavailable, reimbursement is limited to the best available rate for a standard room at a nearby hotel of comparable quality. The Trustee will be responsible for any excess cost.

D. Travel Not Connected with An Established Hotel Venue

The maximum lodging amounts are intended to cover the cost of lodging at adequate, suitable and moderately-priced facilities located near the destination city's airport or the specific area in the destination city where LACERA's business will be conducted without association with an established hotel venue. Reimbursement for lodging connected with such travel is limited to:

1. Domestic: Not more than three times the regular per diem rate for the location as established from time to time by the U.S. General Services Administration, found at www.gsa.gov (click on "per diem rates").
2. International: Not more than three times the rate for the location as established from time to time by the United States Department of State, found at: www.state.gov/m/a/als/prdm.

III. MEALS:

It is the policy's intent for the Trustee to be reimbursed for meals not pre-paid for by LACERA. As such, LACERA will not reimburse the Trustee for a meal which has been pre-paid for by LACERA (e.g., when conference registration includes meals), whether or not the Trustee consumed the meal, except where the Trustee could not consume the pre-paid meal because:

1. The Trustee has special dietary or medical concerns, or
2. It was reasonably necessary for the Trustee to conduct LACERA business while the pre-paid meal was being served.

TRUSTEE TRAVEL POLICY

APPENDIX A REIMBURSEMENT SCHEDULE

Written justification as to which of the above two exceptions applies will be provided with the reimbursement request. However, written justification for any dietary restrictions or medical concerns need only be provided once annually by the Trustee.

Likewise, LACERA will not reimburse the Trustee for a meal paid for by a third party unless approved by the Chief Executive Officer.

Meal Reimbursement

Reimbursement for meals shall be based on the "Per Diem Method" only as defined below.

A. The Per Diem Method

1. Under the Per Diem Method, the Trustee agrees to accept a flat rate for meals. Trustees are not required to submit receipts.
2. The per diem allowance will be computed using the Meals & Incidental Expenses rate (the "M&IE Rate") published by the Internal Revenue Service and in effect on the date of travel for the locality of travel.
3. The per diem allowance shall be claimed in accordance with the Meals & Incidental Expenses Breakdown ("M&IE Breakdown") per the IRS, based on the M&IE Rate. The portion of the per diem the Trustee receives depends upon when the travel occurs. For example, if the travel occurs during normal breakfast and lunch times, the Trustee receives the per diem for breakfast and lunch; if the travel occurs during normal lunch and dinner times, the Trustee receives the per diem for lunch and dinner, etc.

IV. PORTERAGE:

Porterage may not be claimed using the Per Diem Method, as the Per Diem Method's IRS tables already factor in porterage reimbursement.

V. PARKING:

Parking, including airport parking, will be reimbursed at actual rate (receipt required).

VI. MILEAGE:

Use of a personal vehicle will be reimbursed on a per mile basis at the rate approved by the Internal Revenue Service as of the date of travel.

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APPENDIX A REIMBURSEMENT SCHEDULE

VII. OTHER BUSINESS EXPENSES:

Other covered business expenses reasonably incurred in connection with LACERA business, such as registration fees, business and personal telephone, fax, internet access, gym access (including the standard gym fee charged by the Trustee's hotel or, if hotel gym access is not available, the reasonable cost of daily access to a local gym or health facility), dry cleaning, and similar business expenses, shall be reimbursed upon submittal of receipts. Required vaccinations and required tests (such as PCR rapid tests for COVID-19) to enter or exit the origin or destination of travel or to comply with other requirements necessary to travel to or attend approved educational and administrative conferences, seminars, or meetings shall be reimbursed upon submittal of receipts. The cost of membership in TSA Pre, Global Entry, NEXUS, SENTRI, or other expedited security and border processing programs shall be reimbursed upon submittal of receipts. Technology needs, for both international and domestic travel, may be discussed with the LACERA Systems Division in advance to develop appropriate solutions for the Trustee's needs and to manage cost.

Reimbursement for lost or damaged property is subject to a separate policy to be developed.



TRUSTEE TRAVEL POLICY

**APPENDIX B
TRAVEL ATTESTATION**

As a LACERA Board Trustee, I acknowledge:

- a. I have received, read, and understand all of the provisions within the Trustee Travel Policy; and
- b. I attest my commitment to act responsibly and prudently in the best interest of LACERA members, in all travel-related matters.

LACERA Board

Name

Signature

Date



TRUSTEE EDUCATION POLICY

LACERA Board of Retirement & Board of Investments

Adopted ~~May 11, 2022~~ 2023

TRUSTEE EDUCATION POLICY

I. PURPOSE

The purpose of this policy is to align the elements of LACERA's Trustee education program with the Mission, Vision, Values, and work culture of the organization. More specifically, the program is intended to assist all Trustees to obtain knowledge and receive relevant information that will enhance their understanding of the issues facing LACERA and equip the Trustees to discharge and further their fiduciary duties for the sole benefit of active members, retirees, and their beneficiaries under a framework compliant with applicable law and policy, including the 24-hour biennial education requirement of Government Code Section 31522.8 and the beliefs set forth in LACERA's Investment Policy Statement. The program will be administered in a manner that can be overseen by the Board of Retirement and Board of Investments and understood by LACERA's members and other stakeholders as reasonable and cost-effective in fulfilling LACERA's Mission to Produce, Protect, and Provide the Promised Benefits. This policy applies to LACERA Trustees only.

"Educational Conferences" are those conferences, seminars, and meetings that have an educational purpose. "Administrative Meetings" are meetings attended by Trustees in their LACERA capacity and further LACERA's interests, including legislative advocacy, speaking engagements, including a domestic and international Educational Conference at which a Trustee gives a speech, positions in the administration of pension related organizations, and similar events.

II. PRINCIPLES

The following principles shall govern what, why, when, where, and how Trustee education is obtained and the interpretation of this policy.

A. *Performance of Fiduciary Duty.* Education is necessary and should be encouraged and undertaken in order that Trustees may obtain knowledge relevant to the proper performance of their fiduciary duty under the California Constitution, the County Employees Retirement Law of 1937 (CERL), and other applicable laws by a reasonable method and at reasonable cost for the value received, and further LACERA's interests. Specifically:

1. Duty of Loyalty. Education must assist the Trustees to perform their fiduciary duty of loyalty to "discharge their duties with respect to the system solely in the interest of, and for the exclusive purposes of providing benefits to, participants and their beneficiaries, minimizing employer contributions thereto, and defraying reasonable expenses of administering the system. A retirement board's duty to its participants and their beneficiaries shall take precedence over any other duty." Cal. Const., art. XVI, § 17(b); see Cal. Gov't Code § 31595(a).
2. Duty of Prudence. Education must assist the Trustees to perform their fiduciary duty of prudence to "discharge their duties with respect to the system with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like

capacity and familiar with these matters would use in the conduct of an enterprise with a like character and like aims.” Const., art. XVI, § 17(c); see Cal. Gov’t Code § 31595(b).

- B. Further a Common Foundation of Knowledge.** A foundation of common knowledge, or Trustee Competencies, relevant to LACERA and its Mission is necessary among all Trustees to fulfill their fiduciary duty.
- C. Opportunities for Enrichment.** The fiduciary value of education includes alternatives and choices for individual Trustees to pursue enrichment in areas of interest and specialization related to LACERA and its Mission, and to stay abreast of current developments.
- D. Sharing of Information.** Because education a group effort as well as an individual endeavor, Trustees are encouraged to share information and perspectives concerning the education they separately pursue with fellow Trustees. For this reason, education should also include the flexibility and opportunities for Trustees to network with and obtain relevant knowledge from others in the public pension and investment communities.
- E. Leverage LACERA Resources.** A concerted effort should be made to present educational presentations in the boardroom to take advantage of the expertise of LACERA staff, LACERA consultants, and other outside experts to create a shared educational environment for all Trustees to interact, question, and receive common benefit.
- F. Annual Review of Education and Needs.** The fiduciary value of Trustee education is enhanced by each Trustee, on an individual basis, reviewing their past education each year and planning in advance when possible, for how to meet their educational goals in the coming year. An annual review process recognizes that Trustees and their individual educational needs evolve over time, and no single method of educating Trustees is optimal. Instead, the ability of Trustees to develop flexible education plans for themselves and to employ a variety of methods is necessary and appropriate and will assist staff to source and provide appropriate choices and opportunities that meet Trustee needs.
- G. Transparency and Monitoring.** Trustee education and its fiduciary value and cost should be transparent to LACERA’s members and other stakeholders. The Boards should be provided with information on a periodic and consistent basis to enable effective oversight of the Trustee education program.

III. NEW TRUSTEE ORIENTATION AND SUPPORT

- A. Attendance.** Each new Trustee and alternate, including the Treasurer and Tax Collector’s Chief Deputy, shall attend orientation.
- B. Timing for Orientation.** Orientation should occur before a new Trustee attends their first Board meeting and must be completed before travel to Educational Conferences or Administrative Meetings will be approved.
- C. Development and Content.** Orientation will be developed and overseen by

the Chief Executive Officer. Orientation will, at a minimum, include an overview of LACERA's independence, Mission, organizational structure, and key functions, Board and Trustee responsibilities and fiduciary duty, pension benefits and member services, retiree healthcare and the OPEB Trust, investments, legal issues, conflicts of interest and ethics, strategic planning, budget, and accounting, actuarial matters and contribution-setting, internal audit, Trustee education, and Trustee technology, resources, and support.

D. Orientation Materials. At or before orientation, the following materials shall be made available to new Trustees in electronic format or such other format as a Trustee request:

1. A confidential roster of names, addresses, and contact information for the Board Trustees.
2. A confidential roster of names, addresses, and contact information for the Executive Management team.
3. Board agendas, minutes, policies and procedures, the strategic plan, applicable law, and other available resources, and how to access them.
4. Other relevant material requested by the new Trustee or deemed appropriate by the Chief Executive Officer, including a binder of materials covering the orientation topics listed in Section III(C).

E. External Education Before Effective Date of Term. The Chief Executive Officer may approve external Educational Conferences for new Trustees after their election has been certified or their appointment approved by the Board of Supervisors and before their term effective date only after the new Trustee has completed all staff orientation. Educational Conferences for new Trustees before their term effective date are limited to the courses identified for each Board in Section IV.C.2 and other courses in Appendix B deemed appropriate as foundational to public pension fund governance and their role and responsibilities on the Board on which they will serve.

E.F. Mentoring. The Chief Executive Officer will establish a formal mentorship program to assist interested Trustees. Any new Trustee may request a mentor to assist them in becoming familiar with their responsibilities on the Board. If a request is made, the Board Chair(s) will designate one experienced Trustee to be a mentor to the new Trustee for a period of one year.

F.G. Returning Trustees. Trustees who have previously served non-consecutive terms on the Boards shall attend orientation to refamiliarize themselves with the content described in Section III.C and changes to the system during their absence. The content of returning Trustee orientation will be developed by the Chief Executive Officer in collaboration with each returning Trustee.

IV. ONGOING TRUSTEE EDUCATION

A. Required Education. CERL requires that all Trustees receive a minimum of 24 hours of Trustee education within the first two years of assuming office and

for every subsequent two-year period the Trustee continues to serve on the Board. This requirement sets a minimum standard. Trustees may obtain additional education consistent with the provisions of this policy.

B. *Appropriate Subject Matter.* All education must be relevant to the duties and responsibilities of Trustees. In accordance with CERL, the Boards identify knowledge in the matters and areas set forth in the Trustee Competencies stated in Appendix A as appropriate for required education. All Trustees must seek education in and should strive to have knowledge in these areas to assist in the performance of their fiduciary duty and delivering on LACERA's Mission. In addition to these areas, Trustees may obtain education in other areas relevant to their fiduciary responsibilities. Members of Board committees are encouraged to focus a portion of their education on the subject matter of their committee.

C. *Methods of Education.* Since no one method of education is optimal, a Trustee's annual education should include various methods. In considering the various methods, Trustees should weigh the costs and benefits of each method. Trustee education may be obtained through the following:

1. In-House Education. The Chief Executive Officer will obtain annual Board approval for a program of in-house education for Trustees during regularly scheduled Board meetings, offsites, and other settings as may be permissible under the Brown Act. Such education will be provided by staff, LACERA consultants, and outside experts, except that the Chief Investment Officer will be responsible to plan and oversee investment-related education. LACERA consultants will be required in their contracts to provide Trustee education.

In addition to such other in-house education as may be provided, the Trustees shall receive regular training from fiduciary counsel in (1) fiduciary duty, (2) ethics and conflicts of interest, (3) governance, and (4) the Brown Act and Public Records Act. The Chief Executive Officer will develop a fiduciary counsel training schedule.

2. In-Person External Educational Conferences. Trustees may pursue in-person external education as provided in this policy, including conferences, seminars, and meetings. The Chief Executive Officer will obtain annual Board approval, maintain, and update on a current basis, a list of external educational options, organized by subject matter, appropriate for Trustees. The conferences listed in Appendix B are pre-approved. Trustees may attend external education that meets the criteria of this policy without additional approval, subject to the Boards' Trustee Travel Policy, provided that all international education must be approved by the applicable Board. For purposes of this policy Mexico and Canada are not considered international locations.

Every Trustee is authorized to attend up to 4 in-person external education opportunities per fiscal year (of which no more than 1 may be international),

and up to 6 if the Trustee is serving simultaneously on both Boards at any time during the fiscal year (of which no more than 1 may be international), except that a Board may approve education in excess of these limits upon good cause. External education must have at least 5 hours of educational content per day. "International" education is all education that takes place outside the United States, except Mexico and Canada. Two conferences separated by no more than one day, with no additional travel, count as one conference.

Conferences located in California are not subject to the hour and number limits stated in the preceding paragraph.

The Chief Executive Officer will maintain Domestic and International Education Priority Lists for each Board for use when attendance at an event is limited. Trustees will be offered the opportunity to attend based on their place on the appropriate priority list. Trustees on each Board initially will be placed on applicable lists in order of the start date of their earliest term of continuous service on the Board (for appointed Trustees, a gap of 18 months or less will not break continuity of service). Trustees with the same priority date will be given priority in alphabetical order. A Trustee who attends an event based on their priority will be placed at the bottom of the list. New Trustees with no prior Board service or a gap of more than 18 months will be placed at the top of the list to facilitate their education.

Prior to attending an international benefits conference, a Trustee is required to attend an American Health Insurance Plans (AHIP) National Policy Forum or World Health Care Congress. Prior to attending an international investment conference, a Trustee is required to attend the State Association of County Retirement Systems (SACRS) Public Pension Investment Management Program or the University of Pennsylvania Wharton School of Business Portfolio Concepts and Management course. These courses are within the limits described above in this Section IV.C.2.

3. Virtual Education and Self-Study. Trustees are encouraged to attend webinars and other forms of virtual education, self-study, and other forms of education that do not require travel relating to LACERA and the performance of a Trustee's duties, including the conferences described in Section IV.C.2 above and Appendix B when offered virtually. If attendance is limited at such education, the same priority list as described in Section IV.C.2 will be used. Attendance at such education is exempt from the limits stated in Section IV.C.2 as to the number of in-person educational opportunities that may be attended. Virtual education and self-study are not limited by cost.
4. Periodicals. Trustees are encouraged to read periodicals related to the performance of their fiduciary duties as a valuable method of keeping current on relevant news and pension and investment trends, including but not limited to those selected from a list of pension and investment-related periodicals maintained by the Chief Executive Officer. All subscriptions

must be arranged through the Executive Office, and LACERA will bear the expense. The Chief Executive Officer will annually review and update the periodical list with input from Trustees.

5. Evaluation. Trustees may complete and submit to the Chief Executive Officer for distribution to all Trustees, an evaluation or syllabus of all in-person external conferences and virtual education attended. A suggested sample evaluation form is attached as Appendix C. Trustees are also encouraged to share knowledge from education at Board meetings during a Report on Trustee Education agenda item or when relevant during specific agenda items.

D. Assessment and Planning. Trustees are encouraged to assess their educational status and needs against the Trustee Competencies in Appendix A at the beginning of each calendar year and to use such information as the basis for establishing the Trustee's own self-development goals and education plan for the year. A suggested sample education plan format is attached as Appendix D.

E. Reporting and Monitoring. All Trustee education will be reported to the Chief Executive Officer. The Chief Executive Officer shall provide the Boards quarterly reports concerning the amount and type of Trustee education and post them on lacera.com. In addition, in compliance with CERL, the Chief Executive Officer will annually provide the Boards and post on lacera.com a report of each Trustee's compliance with the education requirement described in Section IV.A of this policy.

V. ADMINISTRATIVE MEETINGS

The relevant Board will be informed of a Trustee's need to attend Administrative Meetings and provide advance approval on such terms as deemed appropriate.

VI. BROWN ACT COMPLIANCE

Attendance at external education and Administrative Meetings by more than four members of a Board is not a violation of this provision, provided that the members may not discuss any item of LACERA business.

VII. GIFTS AND CONFLICTS

The Boards desire to avoid even the appearance of impropriety in connection with education, and related expenses. The Boards acknowledge that acceptance of gifts of education and related expenses, such as registration, transportation, meals, and lodging by a public agency, though permitted under certain circumstances by applicable law, can create the appearance that LACERA encourages "pay to play" and may, unwittingly, create opportunities for undue influence on Trustees. This policy therefore does not permit LACERA as an entity to accept gifts of education, and related expenses. This policy does not prohibit certain payments for education and/or related expenses as part of the negotiated consideration under agreements with vendors, consultants, and

managers, although all such payments should be reviewed in advance with the Legal Division to ensure compliance with applicable law, regulations, and reporting.

Items provided during education may constitute reportable gifts.

Trustees should be familiar with the provisions of LACERA's Code of Ethical Conduct as it may apply to education and interaction with and items received from the sponsors or other attendees.

VIII. TRAVEL POLICY AND PROCEDURES

This policy is subject to and will be read and interpreted in conjunction with the Trustee Travel Policy. [All travel expenses for Educational Conferences and Administrative Meetings must comply with the Trustee Travel Policy.](#)

IX. OTHER CHARTERS AND POLICIES

To reconcile this policy with the Board Charters and other Board policies:

- A. *Prevention of Sexual Harassment.*** Training will be obtained by Trustees as provided in the Boards' Policy on Sexual Harassment Prevention Training for Board Members.
- B. *Board Charters.*** This policy constitutes the development policy and addresses Trustee education programs, as referenced in Section 6.1.4 of the Board of Retirement Charter, and Reserve Power 5 of the Board of Investments Powers Reserved and Delegated Authorities and Powers Reserved Defined.
- C. *Prior Board Educational Requirements Policies.*** This policy supersedes and replaces the LACERA Board of Retirement Board Member Educational Requirements Policy and LACERA Board of Investments Board Member Educational Requirements Policy, which are of no further force or effect.

X. POLICY PROVISIONS AND APPLICABLE LAW

- A. *Waiver of Policy Provisions.*** For good cause presented in writing, and in the exercise of its sound discretion, the Board of Retirement or the Board of Investments may waive compliance with specific requirements of this policy when in the best interest of LACERA.
- B. *Applicable Law.*** This policy is to be implemented in compliance with the relevant provisions of the California Government Code and other applicable law, and in harmony with existing philosophy, objectives, policies, and guidelines previously approved by the Board of Retirement and the Board of Investments.

XI. REVIEW

This policy shall be reviewed by the Joint Organizational Governance Committee, the Board of Retirement, and the Board of Investments every three years or as needed and

may be amended by both Boards at any time.

Policy History: Restated and Approved by the Board of Retirement and Board of Investments on December 16, 2020, and updated and approved by the Board of Retirement and Board of Investments on ~~May 5, 2022~~, ~~2023~~ and ~~May 11, 2022~~, ~~2023~~, respectively. Prior versions are superseded and of no effect as of the stated approval date.



APPENDIX A TRUSTEE COMPETENCIES

- **Governance**
 - Understanding Board function, processes, committee structure, exercise of discretion, delegation of responsibilities and oversight role.
 - Understanding the organizational structure and roles of staff and consultants, including the actuary, auditors, healthcare consultant, investment consultants, and fiduciary counsel,
 - Understanding the laws and rules governing the system.
 - Understanding the Boards' governing documents.
 - Understanding the system's independence under applicable laws.
 - Understanding best practices for public pension board governance.
 - Understanding information technology and data security.
 - Understanding the meaning and role of diversity, equity, and inclusion.
 - Understanding Robert's Rules of Order.

- **Fiduciary Duties and Responsibilities**
 - Understanding the duty of loyalty.
 - Understanding the duty of prudence.
 - Understanding the paramount fiduciary duty to members and beneficiaries.
 - Understanding the fiduciary duty to minimize employer contributions.
 - Understanding the fiduciary duty to defray the reasonable costs of administering the system.
 - Understanding how to delegate authority while retaining appropriate oversight.

- **Benefits Administration**
 - Service Retirement
 - Understanding the different plans available to employees and retirees.
 - Understanding how the system communicates with members.
 - Understanding the difference between the responsibility for plan design (plan sponsor) and plan administration (LACERA).
 - Understanding the administrative appeal process.
 - Disability Retirement
 - Understanding the qualifications for a disability retirement and the benefits that are provided.
 - Understanding the process that is followed in disability applications, from intake through determination of eligibility.
 - Understand the medical and legal issues that are discussed during consideration of disability matters.
 - Understanding the disability hearing and appeal process.
 - Understanding fair hearings and decision-making standards.
 - Retiree Healthcare
 - Understanding the healthcare program structure.

- Understanding the history, agreements, and relationship with the County and other participating employers in connection with the funding and administration of the program.
- ***Ethics, Conflicts of Interest, and Disclosures***
 - Understanding the Form 700 process, and Conflict of Interest Code.
 - Understanding applicable conflict of interest laws and the duty to avoid participating in a decision that affects a Trustee's economic interests.
 - Understanding the LACERA Code of Ethical Conduct.
 - Understanding the RFP quiet period and Trustee disclosure obligations.
- ***Open Meeting and Public Records***
 - Understanding the importance of transparency to stakeholders.
 - Understanding the notice requirement for meetings, including teleconference meetings under the Brown Act.
 - Understanding the limitations on discussing matters that have not been noticed on the agenda.
 - Understanding the circumstances under which communications outside of noticed meetings can be deemed to be a prohibited meeting under the law.
 - Understanding what may and may not be discussed during a closed session.
 - Understanding what constitutes a “public record” under the law and circumstances under which records must be disclosed or withheld.
- ***Financial Controls and Audits***
 - Understanding the role of LACERA staff, Internal Audit, the outside financial auditor, and the Audit Committee.
 - Understanding the Comprehensive Annual Financial Report (CAFR).
 - Understanding the concepts of “risk assessment” and developing internal controls to address those risks.
 - Understanding the responsibility for maintaining the security of confidential information kept by the system, including privacy rights.
 - Understanding vendor selection policy and practices.
- ***Pension Funding and Actuarial Process***
 - Understanding of how assets and liabilities of the system are calculated on an actuarial basis, and the role of actuarial consultants.
 - Understanding the difference and relationship between the actuarial value of assets and the market value of assets and the asset smoothing process.
 - Understanding how changes in actuarial assumptions have an impact on system assets and liabilities.
 - Understanding the nature of the plan sponsors’ funding obligations and the responsibility of the Board of Investments to determine the annual required contribution and employee contributions and provide oversight of the actuarial process.
 - Understanding OPEB pay-as-you-go and trust funding mechanisms for retiree healthcare, and the Board of Retirement’s oversight role.

- **Investments**

- Understanding the comprehensive nature of the investment process.
- Understanding portfolio construction.
- Understanding different asset categories and portfolio complexity.
- Understanding responsible stewardship of LACERA's investments in a manner that promotes and safeguards the economic interests of LACERA and its members, including robust investor rights, strong corporate governance practices and policies at the firms in which LACERA invests, and sound public policies governing financial markets help generate long-term economic performance.



APPENDIX B APPROVED EXTERNAL EDUCATIONAL CONFERENCES

The following list of approved external Educational Conferences is provided under Section IV.C.2 of the Trustee Education Policy as a resource to Trustees in selecting pre-approved education that will support required education, Trustee Competencies, and educational assessment and planning. Education is organized by primary subject matter, although some events may provide education in multiple areas. All conferences on this list are intended only to refer to domestic U.S. events.

Governance

National Association of Corporate Directors (NACD) conferences, seminars, and meetings

Pension Benefits and System Administration

California Association of Public Employee Retirement Systems (CALAPRS) conference, seminars, and meetings, including Principles of Pension Management Course

Government Finance Officers Association (GFOA) conferences, seminars, and meetings

Harvard Law School Labor and Worklife Program conferences, seminars, and programs

Koried conferences, seminars, and programs

National Conference on Public Employees Retirement Systems (NCPERS) conferences, seminars, and meetings

National Institute on Retirement Security (NIRS) conferences, seminars, and meetings

Public Retirement Journal conferences, seminars, and meetings

State Association of County Retirement Systems (SACRS) conferences, seminars, and meetings

Retiree Healthcare

America's Health Insurance Plans (AHIP) conferences, seminars, and meetings, including Annual Institute, Annual Medicare Conference, and Annual National Policy Forum

California Retired County Employees Association (CRCEA) semi-annual conferences

Federal and state legislative hearings on pension and retirement health care issues

International Foundation of Employee Benefit Plans (IFEBC) conferences, seminars, and meetings, including Annual Employee Benefits Conference, Annual Benefits Conference for Public Employees, Annual Health Care Cost Management Conference, Annual Investments Institute, ~~and~~ Annual Washington Legislative Update Conference, and New Trustee Institute

Investments

Association of Asian American Investment Managers conferences, seminars, and meetings

Association for Private Capital Investment in Latin America (LAVCA) conferences, seminars, and meetings

ColCapital educational conferences, seminars, and meetings

Council of Institutional Investors (CII) conferences, seminars, and meetings

Harvard Kennedy School, Trustee Leadership Forum for Retirement Security and Initiative for Responsible Investment

Harvard Law School Forum on Corporate Governance

Information Management Network (IMN) Beneficial Owners' International Securities Lending Summit Annual Conference

International Corporate Governance Network (ICGN) conferences, seminars, meetings

Institutional Limited Partners Association (ILPA) conferences, seminars, and meetings

Milken Institute conferences, seminars, and meetings

National Association of Investment Companies conferences, seminars, and meetings

National Association of Securities Professionals (NASP) conferences, seminars, and meetings, including Annual Pension and Financial Services Conference

New America Alliance conferences, seminars, and meetings

Pacific Pension & Investment Institute (PPI) conferences, seminars, and meetings

Pension Bridge conferences, seminars, and meetings

Pension Real Estate Association (PREA) annual spring and fall conferences and institute

United Nations Principals of Responsible Investing (UNPRI) conferences, seminars, and meetings

University of Pennsylvania Wharton School's Pension Fund and Investment Management and the Portfolio Concepts and Management courses

Women in Institutional Investments Network conferences, seminars, and meetings

**APPENDIX C
SUGGESTED SAMPLE CONFERENCE EVALUATION FORM**

Under Section IV.C.5 of the Trustee Education Policy, Trustees are encouraged to complete an evaluation form or provide a syllabus for all in-person external conferences and virtual education attended.

TRUSTEE NAME:

CONFERENCE NAME:

CONFERENCE DATE:

RANKING 1-10:

1 (lowest) 2 3 4 5 6 7 8 9 10 (highest)

DO YOU RECOMMEND THE COURSE TO OTHER TRUSTEES? Yes No

WHY?

DESCRIPTION OF SUBJECT MATTER (attach syllabus if available):

HIGHLIGHTS:

WEAKNESSES:

Return to:

Board Offices

BoardOffices@lacera.com

**APPENDIX D
SUGGESTED TRUSTEE EDUCATION PLAN**

Under Section IV.D of the policy, Trustees are encouraged to assess their personal educational status and needs as against the Trustee Competencies in Appendix A at the beginning of each calendar year and to use such information as the basis for establishing the Trustee's own self-development goals and education for the year.

TRUSTEE NAME:

PLAN FOR YEAR: 20____

HAVE I COMPLETED MY 24 HOURS OF CERL-REQUIRED EDUCATION EVERY TWO YEARS? Yes No

FIVE AREAS WHERE I WOULD LIKE TO GET ADDITIONAL EDUCATION THIS YEAR TO HELP IN THE PERFORMANCE OF FIDUCIARY DUTY:

- 1.
- 2.
- 3.
- 4.
- 5.

SUGGESTIONS FOR INTERNAL EDUCATION I WOULD LIKE TO SEE THIS YEAR (you may email them to the CEO, skreimann@lacara.com):

IDEAS FOR EXTERNAL EDUCATION I WOULD LIKE TO PURSUE THIS YEAR:

ARE THERE ANY ADDITIONAL EDUCATIONAL RESOURCES I NEED FROM THE EXECUTIVE OFFICE THIS YEAR (you may email them to the CEO, skreimann@lacara.com):



TRUSTEE TRAVEL POLICY

LACERA Board of Retirement & Board of Investments

Adopted ~~January 11,~~ 2023

TRUSTEE TRAVEL POLICY

I. PURPOSE

The purpose of this policy is to align travel by Trustees in connection with educational conferences and administrative meetings on LACERA's behalf with the Mission, Vision, Values, and work culture of the organization. The Board of Retirement and Board of Investments recognize that travel associated with education and administrative meetings on LACERA's behalf is a component of building the knowledge base and operational understanding of Trustees given their fiduciary responsibilities and will equip them to discharge their fiduciary duties for the sole benefit of active members, retirees, and their beneficiaries. To ensure incurring and paying travel expenses are allowed for only those expenses deemed reasonable and necessary for the proper administration of the system, the policy will be administered in a manner that can be overseen by the Boards and understood by LACERA members and other stakeholders as reasonable, cost effective, value-driven, and necessary to fulfill LACERA's Mission to Produce, Protect, and Provide the Promised Benefits.

This policy applies to travel in connection with Educational Conferences and Administrative Meetings. "Educational Conferences" are those conferences, seminars, and meetings that have an educational purpose. "Administrative Meetings" are meetings attended by Trustees in their LACERA capacity including Board and Committee meetings, and pension related organization meetings that furthers LACERA's interests. These interests may include but are not limited to, legislative advocacy, speaking engagements, including a domestic and international Educational Conference at which a Trustee gives a speech, positions in the administration of pension related organizations, and similar events. This policy applies to LACERA Trustees only.

II. PRINCIPLES

The following principles shall govern Trustee travel in connection with Educational Conferences and Administrative Meetings on LACERA's behalf and the interpretation of this policy.

A. *Performance of Fiduciary Duty.* Travel for educational conferences and administrative meetings in furtherance of LACERA's interests is necessary and should be encouraged and undertaken in order that Trustees may obtain and share knowledge relevant to the proper performance of their fiduciary duty under the California Constitution, the County Employees Retirement Law of 1937 (CERL), and other applicable laws by a reasonable method and at reasonable cost for the value received. Specifically:

1. Duty of Loyalty. Education and travel must assist the Trustees to perform their fiduciary duty of loyalty to "discharge their duties with respect to the system solely in the interest of, and for the exclusive purposes of providing benefits to, participants and their beneficiaries, minimizing employer contributions thereto, and defraying reasonable expenses of administering the system. A retirement board's duty to its participants and their beneficiaries shall take precedence over any other duty." Cal. Const., art. XVI, § 17(b); see Cal. Gov't Code § 31595(a).

TRUSTEE TRAVEL POLICY

2. Duty of Prudence. Education and travel must assist the Trustees to perform their fiduciary duty of prudence to “discharge their duties with respect to the system with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with these matters would use in the conduct of an enterprise with a like character and like aims.” Const., art. XVI, § 17(c); see Cal. Gov’t Code § 31595(b).

B. Focus on Mission. Trustees have a fiduciary duty to make policy decisions consistent with applicable law, including constraints imposed by the Fund’s budget. At the same time, travel may be necessary to support and enhance LACERA’s Mission to Produce, Protect and Provide the Promised Benefits on behalf of LACERA members.

Trustees are expected to be and believed to be mindful and financially prudent in all travel and trip-related expenditures that consume resources funded by LACERA members.

- i. All monies held in the Fund by LACERA are ultimately due and payable in the form of pension benefits to active and retired members. Therefore, all administrative, operational and travel expenditures should be able to withstand the scrutiny of our members, stakeholders, plan sponsors and the public at large, thereby minimizing any reputational risk to LACERA.
- ii. Trustees are accountable for their actions and responsible for appropriate use of organizational resources and establishing policy creating limits and constraining expenditures. Travel policies for staff can be more restrictive depending on circumstances and financial constraints.

C. Transparency. Travel administrative procedures and guidelines are established and carried out in a manner that is easy for members and all other stakeholders to identify actions taken by Trustees.

- i. Expenses incurred for travel and trips are clearly identifiable as business-related expenses only, not for personal expenses of the Trustee or any traveling companions.
- ii. Travel expenses and trip information are reported to LACERA members and stakeholders via a public forum.
- iii. Trustees recognize and accept their accountability and responsibility to LACERA members for travel and trip expenditures which are charged to LACERA.
- iv. All Trustees electronically acknowledge and sign a travel attestation document (Appendix B) provided by staff annually on a calendar year basis, confirming their commitment to act responsibly and prudently and in the best interest of LACERA members.

D. Simplicity, Uniformity and Consistency. Travel administrative procedures and guidelines for claiming and reimbursing expenses are designed to be simple, uniform, and consistent, and should not be overly onerous so as to negatively affect Trustees.

TRUSTEE TRAVEL POLICY

- i. Travel procedures should be a guide with simple, unambiguous rules for making and approving travel arrangements, and for the timely processing and accounting of trip related expenditures and reimbursements.
- ii. Travel expenditures are documented on expense claims that are clear and concise.
- iii. Travel expense reimbursement processes should be clear, consistent, transparent, convenient, efficient, and compliant with the Trustee Travel Policy.
- iv. Travel expense methods are simple and universally applied so the reimbursement claim process is streamlined (e.g., all meals are claimed under the Per Diem Method).
- v. Travel procedures, including administrative expense guidelines and reimbursement process, are maintained under the direction of the Chief Executive Officer (CEO) or their designee.

E. Ease of Execution. Travel administrative procedures and guidelines are established with administrative ease and designed to reduce the manual processes and the considerable effort required of staff. Processes related to travel reimbursements and processing expense claims should not be cumbersome and complicated for staff and Trustees.

- i. Travel accommodations and Trustee conveniences are streamlined and provide a group of appropriate choices instead a vast menu of options.
- ii. The process itself of conducting travel bookings and expense processing are considered a priority.
- iii. Expense categories, reimbursement process, and claim forms are periodically reviewed and updated by staff.
- iv. Trustees, not proxies, are responsible for obtaining, gathering, and submitting the appropriate documentation justifying expenditures in a timely manner.
- v. External providers including travel agents and other travel-related industry services are to be considered and integrated into the process for Trustees and administrative ease.
- vi. Technological tools for capturing and recording trip documentation are employed where reasonable and necessary considering cost implications.
- vii. Practices will periodically be reviewed to ensure best practices and industry norms are included within the Trustee Travel Policy.

III. TRUSTEE TRAVEL

A. Approval. Trustee travel within the United States to the conferences listed in Appendix B to the Trustee Education Policy are pre-approved subject to this Policy. All other travel requires approval of that Trustee's Board, except that Educational Conferences and Administrative Meetings in California where the total cost of attendance is no more than \$3,000 are pre-approved for attendance and reimbursement, provided that a Trustee may not incur over \$15,000 for all expenses of attending all such Educational Conferences and Administrative Meetings in a fiscal year without Board approval.

TRUSTEE TRAVEL POLICY

The Chief Executive Officer may approve reasonable new Trustee travel consistent with the terms of this Policy for attendance at Educational Conferences before the effective date of their term permitted under Section III.E of the Trustee Education Policy.

B. Cease Travel and Other Expenses. Trustees may consider whether and when to cease arranging future travel and expenses for Educational Conferences and Administrative Meetings once they become aware their term of service will end. In considering this issue, Trustees may consider the following factors: For appointed Trustees, awareness may occur in the final year of their appointment and after the Board of Supervisors votes on the next appointment, or when an appointed Trustee has been told they will not be reappointed. For elected Trustees, awareness may occur when an elected Trustee decides not to run for reelection or when, as a candidate, is replaced once election results are certified by the Board of Supervisors. For the Ex-Officio Trustee, this occurs once a retirement is announced.

C. Authorized Expenses. Authorized travel expenses shall be determined by the Boards as set forth in Appendix A. LACERA shall use reasonable efforts to promptly reimburse trustees in accordance with this policy and Appendix A.

D. Costs of Administration. Travel expenses for Trustees shall be administrative costs of the Fund and may not be paid through third party contracts. It is LACERA's policy that Trustees shall not accept gifts of travel. Gifts of travel, including transportation, lodging, and meals, may be reportable as gifts to individual Trustees if not paid by LACERA.

E. Claims for Reimbursement.

i. Submission. A travel expense reimbursement shall be claimed by completing an expense voucher form available from the Executive Board Assistants and submitting it to the appropriate authorizing person. Trustees may submit their expense reimbursements to their respective Executive Board Assistant. All expense reimbursement requests shall be accompanied by receipts and/or other reasonable documentation. Expense reimbursement records are subject to disclosure under the Public Records Act, with redaction of confidential information, such as personal addresses, telephone numbers, and credit card information. The deadline for submitting an education and travel reimbursement claim is 90 days after completing the education, or 30 days after the fiscal year-end, whichever comes first. Extensions to this deadline may be granted by the Board Chair.

ii. Approval Process. The Executive Board Assistants will receive and review, for compliance with this policy, all expense reimbursement requests prior to submission. The Financial and Accounting Services Division (FASD) will review expense reimbursement requests for compliance with this policy and

TRUSTEE TRAVEL POLICY

shall only process and use reasonable efforts to promptly pay those that are in compliance and approved by the CEO or their designee. FASD will notify the CEO or their designee of all deficiencies in a submission by a Trustee, and the CEO or their designee will in turn notify the respective Trustee. LACERA will not reimburse a Trustee for expenses that are not authorized under this policy unless specifically exempted and approved by that Trustee's Board, except that, without Board approval, each Board Chair or the Chief Executive Officer may authorize deviations of less than \$1,000 per trip from the expense limits in this policy and subject to subsequent review of all expenses for compliance with this policy.

F. Cancellation of Travel Arrangements.

- i. Responsibility for Timely Cancellation. Trustees are responsible for timely canceling travel arrangements made on behalf of the Trustee which will not be used so that no costs will be incurred by LACERA.
- ii. Responsibility for Costs Resulting from Untimely Cancellation. Trustees are responsible for all costs LACERA incurs as a result of the Trustee's failure to cancel travel arrangements before cancellation charges accrue, unless the failure to cancel was due to facts or circumstances beyond the Trustee's control. The Trustee must reimburse LACERA within 30 days after notification of the amount due. Notice will be provided by the Chief Executive Officer. If reimbursement is not made within such 30-day period, and payment is still due, the amount shall be deducted from any payment due the Trustee from LACERA. If a Trustee is enrolled for an Educational Conference or Administrative Meeting but fails to attend or timely cancel and LACERA incurs an expense as a result (e.g., conference registration, travel and lodging cancellation fees), that conference or meeting counts toward the limit under Section IV.C.2. of the Trustee Education Policy until the Trustee reimburses LACERA for all expenses incurred or cancellation is excused under Section III. F. iii. of this Trustee Travel Policy.
- iii. Approval of Cancellation Costs with Good Cause. If the Trustee believes the failure to cancel was due to facts or circumstances beyond their control, they must submit written justification to the Board Chair within 30 days after receiving notification of the cancellation expenses due. For Trustees, the Board Chair will approve or disapprove the excuse in writing to the Trustee, with a copy to the Executive Board Assistant. If the individual is a Board Chair, then the written excuse must be submitted to that Board's Vice Chair who will then approve or disapprove the excuse. If the individual is a Vice Chair simultaneously serving as the acting Chair, then the Vice Chair's written excuse must be submitted to that Board's Secretary who will then approve or disapprove the excuse. Should a Trustee disagree with the Board Officer's determination, the Trustee may request the Executive Board Assistant to agendize the matter for consideration by the full Board.

TRUSTEE TRAVEL POLICY

- G. Cash Advances.** Hotel and airfare shall be purchased in advance by the Executive Board Assistants, and no cash advances will be allowed for such expenses. Cash advances for permitted per diem expenses in accordance with this policy may be allowed by the Chief Executive Officer for good cause. Trustees will account for any per diem cash advance on their trip expense report upon completion of the travel.
- H. Expenses for Traveling Companions.** Travel expenses for family members and/or traveling companions are not reimbursable by LACERA.
- I. Additional Travel Days to Minimize Overall Travel Cost.** Travel resulting in arrival one day prior to and/or one day after an Educational Conference or Administrative Meeting will be reimbursed if reasonably necessary because of time constraints. Travel resulting in arrival two days prior to and/or one day after international travel will be reimbursed as reasonably necessary based on the location of the Educational Conference or Administrative Meeting. In addition, lodging and per diem for extra days prior to or after an Educational Conference or Administrative Meeting will be reimbursed if such extension results in lower overall trip costs. If a Trustee adds personal travel before or after a trip, the extra personal days outside of the above restrictions shall not be reimbursed. Written justification for travel expenses incurred prior to or after an Educational Conference or Administrative Meeting shall be submitted with the claim for reimbursement.
- J. Ground Transportation.** Trustees will be expected to use taxis or ride sharing services to and from domestic destinations. Limousine or executive car services shall not be used in domestic locations unless the cost for such services is comparable to that of taxi services and/or airport parking; they may be used without restriction in international locations. Reimbursement of rental vehicles require justification and prior approval from the Chief Executive Officer. When renting a vehicle, purchase of optional insurance is not necessary as LACERA's insurance will cover the same risks.
- K. International Travel Insurance.** LACERA will purchase travel insurance covering Trustees while traveling internationally on LACERA business. The insurance will include accident, medical, security assistance and evacuation, travel assistance, trip cancelation, interruption or delay, and baggage loss or delay coverage.
- L. Travel Reports.**
- i. Monthly. A monthly Travel Report shall be submitted to both Boards listing the current fiscal year's completed, anticipated, and canceled Education Conferences and Administrative Meetings (including whether excused under Section III. F. iii) for all Trustees on both Boards.

TRUSTEE TRAVEL POLICY

- ii. Quarterly. A quarterly Travel Report shall be submitted to both Boards listing education and administrative travel expenses paid/reimbursed by LACERA for all Trustee on both Boards. Such report shall identify whether each item of travel was for an Educational Conference or Administrative Meeting, the purpose, location, cost by expense category, and whether excused under Section III. F. iii.
- iii. Availability. The monthly and quarterly reports shall be agendized as reports for the Boards in the first month after they are available (and for privacy and personal security reasons, after travel has been completed) and shall be posted on lacera.com.

IV. ADMINISTRATIVE MEETINGS

The relevant Board will be informed of a Trustee's need to attend Administrative Meetings and provide advance approval of the cost on such terms as deemed appropriate. All LACERA Board and Committee meetings are approved as Administrative Meetings.

V. BROWN ACT COMPLIANCE

Attendance at external Education Conferences and Administrative Meetings by more than four Trustees of a Board is not a violation of this provision, provided that the Trustees may not discuss any item of LACERA business.

VI. GIFTS AND CONFLICTS

The Boards desire to avoid even the appearance of impropriety in connection with education, and related expenses. The Boards acknowledge that acceptance of gifts of education and related expenses, such as registration, transportation, meals, and lodging by a public agency, though permitted under certain circumstances by applicable law, can create the appearance that LACERA encourages "pay to play" and may, unwittingly, create opportunities for undue influence on Trustees. This policy therefore does not permit LACERA as an entity to accept gifts of education, and related expenses. This policy does not prohibit certain payments for education and/or related expenses as part of the negotiated consideration under agreements with vendors, consultants, and managers, although all such payments should be reviewed in advance with the Legal Division to ensure compliance with applicable law, regulations, and reporting.

Items provided during Educational Conferences and Administrative Meetings may constitute reportable gifts.

Trustees should be familiar with the provisions of LACERA's Code of Ethical Conduct as it may apply to certain education and administrative meeting interaction with and items received from the sponsors or other attendees.

TRUSTEE TRAVEL POLICY

The Boards acknowledge that international travel, though expensive, is increasingly necessary in light of today's global economy and LACERA's ongoing prudent investment of a substantial portion of its assets outside the United States.

VII. EDUCATION POLICY AND PROCEDURES

This policy is subject to and will be read and interpreted in conjunction with the Trustee Education Policy.

VIII. POLICY PROVISIONS AND APPLICABLE LAW

- A. Waiver of Policy Provisions.** For good cause presented in writing, and in the exercise of its sound discretion, the Board of Retirement or the Board of Investments may waive compliance with specific requirements of this policy when in the best interest of LACERA.
- B. Applicable Law.** This policy is to be implemented in compliance with the relevant provisions of the California Government Code and other applicable law, and in harmony with existing philosophy, objectives, policies and guidelines previously approved by the Board of Retirement and the Board of Investments.

IX. SUSTAINABILITY

Trustees are encouraged to consider sustainability in making education and travel choices, including whether and how to travel, the viability and efficacy of alternative forms of participation (such as geographically closer or virtual meetings), the impact of business class vs. coach, the number of trips taken, and the number of Trustees participating in a single event, avoidance of car transportation when possible, and obtaining an estimate of the carbon footprint of travel and lodging options through available online tools and inclusion of estimates in board recommendation memos.

X. REVIEW

This policy shall be reviewed by the Joint Organizational Governance Committee, the Board of Retirement, and the Board of Investments every three years or as needed and may be amended by both Boards at such time.

Policy History: Restated and Approved by the Board of Retirement and Board of Investments on December 16, 2020; updated and approved by the Board of Retirement and Board of Investments on May 5, 2022 and May 11, 2022, respectively; and updated and approved by the Board of Retirement and Board of Investments on [January 4, 2023](#), [2023](#) and [January 11, 2023](#), [2023](#), respectively. Prior versions are superseded and of no effect as of the stated approval date.

TRUSTEE TRAVEL POLICY

APPENDIX A REIMBURSEMENT SCHEDULE

Amounts which can be reimbursed for transportation, lodging, meals, and other covered items are indicated as follows:

I. TRANSPORTATION:

A. Airline Travel

1. Trustees will travel in coach/economy class except that they may travel in business class or its equivalent for:
 - a. Flights having (i) a scheduled non-stop flight time or total connecting travel time from original departing airport to the final destination airport of five hours or more, or (ii) a scheduled non-stop roundtrip flight time or total connecting roundtrip travel time of ten hours or more.
 - b. Red-eye flights. "Red-eye flights" are defined as flights in which a majority of the flight time occurs between 10:00 PM and 6:00 AM.
 - c. Flights arriving or departing at an international location, including Canada and Mexico.
2. LACERA will reimburse the additional cost of coach/economy class seats advertised as having additional leg room regardless of flight time.
3. Air travel will only be reimbursed at the lowest available non-refundable fare at the time of purchase (for class travel authorized under this Policy). Trustee may elect to fly on United, American, Delta, JetBlue, or Southwest Airlines for the dates and times of travel. Other carriers are authorized, but reimbursement shall not exceed the lowest non-refundable fare offered either amongst the five major airlines carriers mentioned above or three other major carriers who fly to selected destination.
4. Recognizing air carriers have begun charging for incidental items historically included in the ticket price (for example, checking luggage, providing pillows, blankets, and non-alcoholic beverages during flights, etc.), LACERA also will reimburse carrier charges for such incidental items upon submission of an itemized receipt. Alcoholic beverages will not be reimbursed.
5. Substantiation of airline travel shall include a copy of the ticket or E-mail confirmation showing the cost of the air travel.
6. Trustees traveling by air to conduct LACERA business may use only regularly scheduled airline services operating by an air carrier certified by the Federal

TRUSTEE TRAVEL POLICY

APPENDIX A REIMBURSEMENT SCHEDULE

Aviation Administration or comparable foreign authority. Trustees are prohibited from traveling on LACERA business via private aircraft, including but not limited to aircraft owned, leased, or rented by the individual Trustee. Persons traveling on LACERA business via private aircraft will be deemed to be acting outside the scope of their responsibilities and employment. They will not be covered by LACERA's liability insurance. Trustees may not use travel points to pay for LACERA travel. Any points earned on LACERA's credit card will be used at the Chief Executive Officer's discretion.

B. Other Common Carrier Travel

1. Travel permitted under this policy should be accomplished in the most cost-effective and efficient manner practicable, considering the costs of the mode of transportation, travel time, accommodations, and per diem.
2. Generally, air travel is the most cost-effective and efficient means for long distance travel, with "long distance travel" defined as a travel to a site more than 300 miles from LACERA's headquarters.
3. Where a traveler has special travel needs or concerns such that travel by air for long distance travel is not practicable, then the traveler may use an alternate common carrier (e.g., train or bus) and incur such reasonable expenses associated with that mode of travel (e.g., sleeper car, additional days of per diem).
4. Substantiation of other common carrier travel shall include a copy of the ticket or E-mail confirmation showing the cost of the travel.

II. LODGING:

A. Room Cost

Reimbursement is limited to a standard class single room rate, including mandatory taxes and hotel fees. Actual expenses for lodging will be reimbursed upon submittal of receipts. For example, room upgrades, and bed and breakfast additions will be at the expense of the Trustee, unless for good cause such as the unavailability of standard rooms and/or international destinations.

B. Government Rates

Trustees traveling on LACERA business should always request government rates when making reservations and/or checking in. LACERA recognizes that the governmental rate offered for local governmental entities like LACERA may be higher

TRUSTEE TRAVEL POLICY

APPENDIX A REIMBURSEMENT SCHEDULE

than the federal government rate, or may not be available at all, especially in connection with international travel.

C. Attendance at Educational Conferences and Administrative Meetings.

LACERA acknowledges that the cost of a standard room at an event hotel may exceed the standard lodging reimbursement rate. Nevertheless, Trustees attending events may stay at the designated hotel to promote convenient access, networking, and safety. Reimbursement for lodging at an event is limited to the standard room rate charged by the event hotel unless for good cause such as the unavailability of standard rooms and/or international destinations. When lodging at the event hotel is unavailable, reimbursement is limited to the best available rate for a standard room at a nearby hotel of comparable quality. The Trustee will be responsible for any excess cost.

D. Travel Not Connected with An Established Hotel Venue

The maximum lodging amounts are intended to cover the cost of lodging at adequate, suitable and moderately-priced facilities located near the destination city's airport or the specific area in the destination city where LACERA's business will be conducted without association with an established hotel venue. Reimbursement for lodging connected with such travel is limited to:

1. Domestic: Not more than three times the regular per diem rate for the location as established from time to time by the U.S. General Services Administration, found at www.gsa.gov (click on "per diem rates").
2. International: Not more than three times the rate for the location as established from time to time by the United States Department of State, found at: www.state.gov/m/a/als/prdm.

III. MEALS:

It is the policy's intent for the Trustee to be reimbursed for meals not pre-paid for by LACERA. As such, LACERA will not reimburse the Trustee for a meal which has been pre-paid for by LACERA (e.g., when conference registration includes meals), whether or not the Trustee consumed the meal, except where the Trustee could not consume the pre-paid meal because:

1. The Trustee has special dietary or medical concerns, or
2. It was reasonably necessary for the Trustee to conduct LACERA business while the pre-paid meal was being served.

TRUSTEE TRAVEL POLICY

APPENDIX A REIMBURSEMENT SCHEDULE

Written justification as to which of the above two exceptions applies will be provided with the reimbursement request. However, written justification for any dietary restrictions or medical concerns need only be provided once annually by the Trustee.

Likewise, LACERA will not reimburse the Trustee for a meal paid for by a third party unless approved by the Chief Executive Officer.

Meal Reimbursement

Reimbursement for meals shall be based on the "Per Diem Method" only as defined below.

A. The Per Diem Method

1. Under the Per Diem Method, the Trustee agrees to accept a flat rate for meals. Trustees are not required to submit receipts.
2. The per diem allowance will be computed using the Meals & Incidental Expenses rate (the "M&IE Rate") published by the Internal Revenue Service and in effect on the date of travel for the locality of travel.
3. The per diem allowance shall be claimed in accordance with the Meals & Incidental Expenses Breakdown ("M&IE Breakdown") per the IRS, based on the M&IE Rate. The portion of the per diem the Trustee receives depends upon when the travel occurs. For example, if the travel occurs during normal breakfast and lunch times, the Trustee receives the per diem for breakfast and lunch; if the travel occurs during normal lunch and dinner times, the Trustee receives the per diem for lunch and dinner, etc.

IV. PORTERAGE:

Porterage may not be claimed using the Per Diem Method, as the Per Diem Method's IRS tables already factor in porterage reimbursement.

V. PARKING:

Parking, including airport parking, will be reimbursed at actual rate (receipt required).

VI. MILEAGE:

Use of a personal vehicle will be reimbursed on a per mile basis at the rate approved by the Internal Revenue Service as of the date of travel.

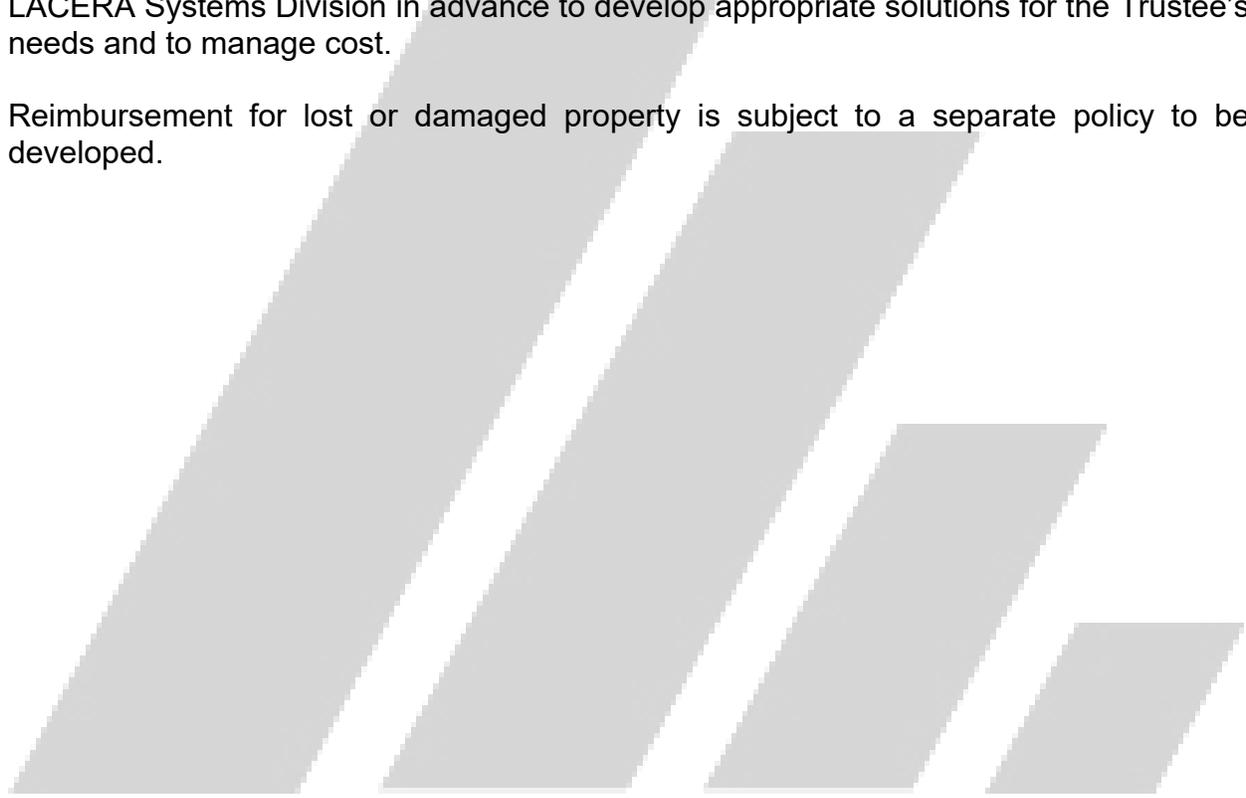
TRUSTEE TRAVEL POLICY

APPENDIX A REIMBURSEMENT SCHEDULE

VII. OTHER BUSINESS EXPENSES:

Other covered business expenses reasonably incurred in connection with LACERA business, such as registration fees, business and personal telephone, fax, internet access, gym access (including the standard gym fee charged by the Trustee's hotel or, if hotel gym access is not available, the reasonable cost of daily access to a local gym or health facility), dry cleaning, and similar business expenses, shall be reimbursed upon submittal of receipts. Required vaccinations and required tests (such as PCR rapid tests for COVID-19) to enter or exit the origin or destination of travel or to comply with other requirements necessary to travel to or attend approved educational and administrative conferences, seminars, or meetings shall be reimbursed upon submittal of receipts. The cost of membership in TSA Pre, Global Entry, NEXUS, SENTRI, or other expedited security and border processing programs shall be reimbursed upon submittal of receipts. Technology needs, for both international and domestic travel, may be discussed with the LACERA Systems Division in advance to develop appropriate solutions for the Trustee's needs and to manage cost.

Reimbursement for lost or damaged property is subject to a separate policy to be developed.



TRUSTEE TRAVEL POLICY

**APPENDIX B
TRAVEL ATTESTATION**

As a LACERA Board Trustee, I acknowledge:

- a. I have received, read, and understand all of the provisions within the Trustee Travel Policy; and
- b. I attest my commitment to act responsibly and prudently in the best interest of LACERA members, in all travel-related matters.

LACERA Board

Name

Signature

Date



November 3, 2023

TO: Joint Organizational Governance Committee
Herman B. Santos (BOI) Chair
David Green (BOI) Vice Chair
Gina Sanchez (BOI)
Onyx Jones (BOI)
Shawn Kehoe (BOR)
Alan Bernstein (BOR)
Elizabeth Greenwood (BOR)
Ronald Okum (BOR)

FROM: Santos H. Kreimann *SHK*
Chief Executive Officer

FOR: November 16, 2023 Joint Organizational Governance Committee

SUBJECT: Document Processing Center Classification and Compensation Study

RECOMMENDATION

It is recommended that the proposed classification and compensation changes be approved for implementation, including prompt incorporation of the changes into the County Salary Ordinance:

- Title change, description revision and salary change for the Document Processing Coordinator, LACERA classification, and
- Title change, description revision and salary change for the Document Processing Assistant, LACERA classification.

BACKGROUND

On April 27, 2023, LACERA Human Resources (HR) presented to the Joint Organizational Governance Committee (JOGC) recommendations to implement classification and compensation changes resulting from a June 2019 Study completed by Koff & Associates (Koff) on LACERA's Document Processing and Staff Assistant positions.

The study was precipitated by:

- the Side Letter Agreement with SEIU Local 721 (SEIU), dated February 14, 2019, to conduct a classification and compensation study of LACERA represented Document Processing Assistant, LACERA and Staff Assistant II, LACERA positions;
- the goal to ensure that class descriptions reflect current assignments, programs, responsibilities, and technology; and

- the desire to update LACERA's classification plan that will support LACERA's business and operational needs for the foreseeable future.

As part of the study, Koff reviewed the class specifications and compared the salary levels of LACERA's positions to a diverse peer group consistent with past studies, which included California-based public pension funds, Los Angeles County (LA County), and the private sector.

The Study included eighteen (18) positions in four (4) existing classifications. Recommendations addressing two (2) of the classifications (Staff Assistant I, LACERA and Staff Assistant II, LACERA) were approved by the Board of Retirement and Board of Investments on September 6, 2023, and September 13, 2023, respectively. The current recommendations address the remaining two (2) classifications. The classifications are represented by SEIU.

1. Document Processing Coordinator, LACERA
2. Document Processing Assistant, LACERA

CLASSIFICATION AND COMPENSATION CHANGES

Classification Recommendation

Based on the study findings, title changes and revisions were recommended to the Document Processing Coordinator, LACERA and Document Processing Assistant, LACERA classification specifications. The changes were presented in the April JOGC recommendations and in this memo as an outcome of the study.

The proposed class specification revisions are shown in **Attachment A**

SUMMARY OF PROPOSED CLASSIFICATION CHANGES

| Item | Current Classification Title | Proposed Classification Title |
|-------------|---|---|
| 0472 | Document Processing Coordinator, LACERA | Document Processing Supervisor, LACERA |
| 0471 | Document Processing Assistant, LACERA | Document Processing Specialist, LACERA |

Compensation Recommendation

LACERA recommends aligning the compensation for the studied positions to market rates while taking into consideration internal equity and sufficient salary differentials between positions. The original recommendation presented at the April 27, 2023, JOGC was no change to the salary for Document Processing Assistant, LACERA.

At the request of the Committee, updated market data was presented at the August 17, 2023, JOGC meeting.

Koff July 2023 Market Findings for 75th Percentile

| Classification Title | # of Matches | Current Max Salary | 75 th Percentile Salary | Top Monthly Salary % Above or Below 75 th Percentile |
|--|--------------|--------------------|------------------------------------|---|
| Disability Retirement Support Specialist (SA II) | 8 | \$7,402 | \$7,191 | 2.9% |
| Document Processing Specialist (DPA) | 8 | \$5,372 | \$5,281 | 1.7% |
| Document Processing Supervisor (DPC) | 6 | \$5,828 | \$7,188 | -23.3% |
| Staff Assistant I | 13 | \$6,122 | \$5,943 | 2.9% |
| Staff Assistant II | 10 | \$7,402 | \$6,907 | 6.7% |
| AVERAGE | | | | -1.8% |

Although the market data found that all studied classifications except for the Document Processing Supervisor, LACERA are at or above the 75th percentile, management was concerned that in this instance, the market data did not fully reflect the internal value LACERA puts on Document Processing Assistant, LACERA classification given their role in our member service processes.

On September 8, 2023, LACERA proposed to SEIU a salary increase of 2.24% for the Document Processing Specialist, LACERA. On September 18, 2023, SEIU verbally countered the proposal and requested a salary increase of 2.5% for the Document Processing Specialist, LACERA. LACERA management was agreeable to the request and accepted the proposal.

For the proposed Document Processing Supervisor, LACERA, HR recommends the standard 15% supervisor: subordinate salary differential for performing both administrative and technical supervision.

SUMMARY OF PROPOSED COMPENSATION CHANGES

| Item | Classification Title | Current Sal Sch | Current Sal Max | Proposed Sal Sch | Proposed Sal Max | % Change |
|------|--|-----------------|-----------------|------------------|------------------|----------|
| 0472 | Document Processing Supervisor, LACERA | 86B NMO | \$5,827.55 | 89B NMO | \$6,321.73 | 8.48% |
| 0471 | Document Processing Specialist, LACERA | 83B NMO | \$5,372.36 | 84A NMO | \$5,506.00 | 2.5% |

*Note: LACERA Compensation effective 1/1/2023. Proposed compensation will be adjusted based on future MOU Agreements.

Implementation and Budget Impact

After commencement of the study, one position was added to the LACERA organization through the budget process and were not evaluated.

- In FY 2022–23, One (1) budgeted Document Processing Coordinator, LACERA position was allocated to the Document Processing Center. The position is currently vacant and the Division intends to utilize the position as a supervisor. It is recommended to include the position with the recommended changes for the Document Processing Coordinator, LACERA classification.

Based on the study findings and organizational changes since completion of the study, the following is the budget impact of the below recommended changes:

- Salary change for three (3) budgeted Document Processing Coordinator, LACERA positions being retitled to Document Processing Supervisor, LACERA.
- Salary change for eleven (11) budgeted Document Processing Assistant, LACERA positions being retitled to Document Processing Specialist, LACERA.

These changes are necessary to further LACERA’s Mission to produce, protect, and provide the promised benefits and the Boards’ paramount fiduciary duty to the fund’s member and beneficiaries. These positions are tasked with processing key organizational documents, including primarily member documents, and proper classification of their work and compensation is necessary to ensure that this work is properly is performed by highly qualified staff that LACERA is able to recruit, hire, motivate, and retain.

Implementation of the study findings as recommended will result in an annual combined budget increase for all staff in these positions of approximately \$55,000.

| No. of Pos | Budgeted Position Title | SALARY (1/1/23) | | | Proposed Position Title | PROPOSED SALARY | | | TOTAL ANNUAL TOTAL BUDGET IMPACT |
|------------|---------------------------------|-----------------|------------|-------------|--------------------------------|-----------------|------------|--------------|----------------------------------|
| | | Sch | Max Salary | Annual | | Sch | Max Salary | Annual | w/Benefits @ 55% |
| 3 | Document Processing Coordinator | 86B NMO | \$5,827.55 | \$69,930.60 | Document Processing Supervisor | 89B NMO | \$6,321.73 | \$75,860.76 | \$27,575.24 |
| 11 | Document Processing Assistant | 83B NMO | \$5,372.36 | \$64,468.32 | Document Processing Specialist | 94A | \$5,506.00 | \$66,072.00 | \$27,342.74 |
| | | | | | | | | TOTAL | \$54,917.98 |

PROCEDURE FOR ESTABLISHING CLASSIFICATIONS AND PAY RANGES

LACERA provides SEIU Local 721 (SEIU) notice and consultation regarding new classifications of which the primary duties are derived from represented classifications. The LACERA classifications currently addressed are represented. On October 6, 2023, SEIU provided written concurrence on the proposed classification and compensation changes to Document Processing Coordinator, LACERA and Document Processing Assistant, LACERA. Therefore, it is recommended that LACERA move forward with implementing the classification and compensation changes for these studied classifications.

Changes to classification titles and salary require LACERA Boards and County BOS approval due to revision in LACERA ordinance. Upon approval from the Board of Retirement and Board of Investments, Human Resources (HR) will prepare a memorandum to the Los Angeles County's Chief Executive Office (LACCEO) which will include the class specification and salary schedule. HR staff, with the LACERA Legal Office's review and participation, will also prepare and submit an ordinance amending Sections 6.28.050 and 6.127.010 of LACERA's Salary Code to the Los Angeles County Counsel's Office and the Board of Supervisors for adoption. These actions will modify the Document Processing Coordinator, LACERA and Document Processing Assistant, LACERA classification titles, class descriptions, and compensation.

Re: LACERA DPC Classification and Compensation Study

November 3, 2023

Page 5 of 5

RECOMMENDATION

That the Committee recommend the proposed classification and compensation changes to the Boards for adoption, including prompt incorporation of the changes into the County Salary Ordinance:

- Title change, description revision and salary change for the Document Processing Coordinator, LACERA classification, and
- Title change, description revision and salary change for the Document Processing Assistant, LACERA classification.

cc: Steven P. Rice

Luis Lugo

Laura Guglielmo

JJ Popowich

Carly Ntoya

Attachments

Last Update: 11/22/2022

CLASSIFICATION TITLE: Document Processing ~~Coordinator~~Supervisor, LACERA

ITEM NO: 0472

DEFINITION:

~~Coordinates~~Supervises the activities of staff engaged in the processing and imaging of member documents and business records; and ensures standard procedures and performance expectations are met for retirement documents at the Los Angeles County Employees Retirement Association (LACERA).

POSITION INFORMATION:

Positions allocable to this classification, under the supervision of an ~~Administrative Officer~~Supervising Administrative Assistant II, LACERA, are assigned in LACERA's Document Processing Center. This is the full supervisory-level classification in the Document Processing series that exercises independent judgment on diverse and specialized document processing, scanning, and indexing functions with accountability and ongoing decision-making responsibilities associated with the work.

~~Document Processing Supervisors plan, delegate, oversee, organize, prioritize, supervise, train, and evaluate the work of staff engaged in the processing, scanning, indexing, and mailing of member documents and business records to ensure accuracy, timeliness, and quality of all documents received. Work requires a thorough knowledge of document management systems, document capture software, document entry processes, document codes, related equipment, standards, procedures, and quality control. Incumbents must exercise initiative and independent judgment within defined LACERA and Document Processing Center policies and procedures. Incumbents must have a knowledge of the principles of supervision, supervisory policies, and practices, and be proficient in prioritizing a high volume of requests to complete work within time standards. provides general lead direction, plans, assigns, and trains staff responsible for document scanning/imaging and indexing and mail services duties. Incumbents work independently and require a thorough knowledge of scanning and imaging systems and equipment, standards, policies and procedures, quality control relating to the scanning and imaging of documents, and all aspects of mail service procedures and policies. Positions must exercise sound judgment and resolve problems related to document imaging/scanning duties and mail services, which include policy and procedural changes.~~

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

The following examples are intended to describe the general nature and level of work performed by persons assigned to each classification. Depending on the assignment, duties may include, but are not limited to the following:

Plans, delegates, oversees, prioritizes, organizes, supervises, train, and reviews the work of document processing staff; trains staff in work procedures; recommends rotation of staff between assignments; evaluates staff performance; counsels staff and effectively recommends initial disciplinary action; assists in selection and promotion.

Provides on-the-job and formalized training to assigned staff regarding how to prepare, analyze, scan, and index member documents and business records, and how to properly utilize office equipment and software applications; develops training plans; implements training procedures and standards; maintains training records; provides feedback to management regarding each trainee's job performance.

Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.

Monitors activities of the document processing unit; identifies opportunities for improving service delivery and streamlining procedures; provides recommendations concerning process changes; reviews recommendations with appropriate management staff; implements improvements.

Processes daily bank deposits; receives, processes, and verifies dollar amount of checks received from vendors, members, trustees, government agencies, and other third parties; identifies proper endorsements and signatures; codes checks as appropriate; ensures allocation to correct accounts; coordinates with other departments for special handling of checks; maintains appropriate records; calculates deposit balances; ensures balances match total deposits.

Verifies and processes daily LACERA warrants for mailings in accordance with established security procedures; uses specialized software to verify, process, and maintain check database; sorts, assembles, and prepares checks for mailing.

Performs quality assurance by effectively determining document quality and completeness by using specialized computer software to ensure accuracy, quality of image, and document type; corrects and documents errors for training and procedural improvements; ensures all documents received are legible and are processed and indexed accurately and in a timely fashion.

Runs summary reports, verifies accuracy, and provides additional analysis as necessary.

Answers and responds to phone calls and email requests from members as necessary.

May be required to perform other related duties as assigned.

~~Provides general lead direction, plans, assigns, trains, and determines work priorities for staff responsible for document scanning/imaging of member records, and the incoming and outgoing mail processes.~~

~~Performs routine quality assurance audits of imaging/scanning operations and mail services procedures.~~

~~Monitors and reviews the work of staff to ensure compliance with processing guidelines and deadlines.~~

~~Develops, revises, and instructs staff on procedures, policies, and quality control standards.~~

~~Prepares statistical reports related to workload and workflow processes.~~

~~Performs related work as required.~~

REQUIREMENTS:

TRAINING AND EXPERIENCE:

OPTION 1:

Three (3) year's responsible experience at the level of Document Processing Specialist, LACERA.

OPTION 2:

Completion of twelve (12) semester units in business administration, public administration, or related coursework from an accredited college or university -and- two (2) years of responsible experience in researching records, processing documents, and scanning and indexing documents. in document processing and mail services, one year of experience that must have been operating imaging and scanning equipment

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS II – Light: Light physical effort with light lifting to 10 pounds, some bending, stooping or squatting, and considerable walking.

CLASSIFICATION TITLE: Document Processing Supervisor, LACERA

ITEM NO: 0472

DEFINITION:

Supervises the activities of staff engaged in the processing and imaging of member documents and business records; and ensures standard procedures and performance expectations are met for the Los Angeles County Employees Retirement Association (LACERA).

POSITION INFORMATION:

Positions allocable to this classification, under the supervision of a Supervising Administrative Assistant II, LACERA, are assigned in LACERA's Document Processing Center. This is the full supervisory-level classification in the Document Processing series that exercises independent judgment on diverse and specialized document processing, scanning, and indexing functions with accountability and ongoing decision-making responsibilities associated with the work.

Document Processing Supervisors plan, delegate, oversee, organize, prioritize, supervise, train, and evaluate the work of staff engaged in the processing, scanning, indexing, and mailing of member documents and business records to ensure accuracy, timeliness, and quality of all documents received. Work requires a thorough knowledge of document management systems, document capture software, document entry processes, document codes, related equipment, standards, procedures, and quality control. Incumbents must exercise initiative and independent judgment within defined LACERA and Document Processing Center policies and procedures. Incumbents must have a knowledge of the principles of supervision, supervisory policies, and practices, and be proficient in prioritizing a high volume of requests to complete work within time standards.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

The following examples are intended to describe the general nature and level of work performed by persons assigned to each classification. Depending on the assignment, duties may include, but are not limited to the following:

Plans, delegates, oversees, prioritizes, organizes, supervises, train, and reviews the work of document processing staff; trains staff in work procedures; recommends rotation of staff between assignments; evaluates staff performance; counsels staff and effectively recommends initial disciplinary action; assists in selection and promotion.

Provides on-the-job and formalized training to assigned staff regarding how to prepare, analyze, scan, and index member documents and business records, and how to properly utilize office equipment and software applications; develops training plans; implements training procedures and standards; maintains training records; provides feedback to management regarding each trainee's job performance.

Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.

Monitors activities of the document processing unit; identifies opportunities for improving service delivery and streamlining procedures; provides recommendations concerning process changes; reviews recommendations with appropriate management staff; implements improvements.

Processes daily bank deposits; receives, processes, and verifies dollar amount of checks received from vendors, members, trustees, government agencies, and other third parties; identifies proper endorsements and signatures; codes checks as appropriate; ensures allocation to correct accounts; coordinates with other departments for special handling of checks; maintains appropriate records; calculates deposit balances; ensures balances match total deposits.

Verifies and processes daily LACERA warrants for mailings in accordance with established security procedures; uses specialized software to verify, process, and maintain check database; sorts, assembles, and prepares checks for mailing.

Performs quality assurance by effectively determining document quality and completeness by using specialized computer software to ensure accuracy, quality of image, and document type; corrects and documents errors for training and procedural improvements; ensures all documents received are legible and are processed and indexed accurately and in a timely fashion.

Runs summary reports, verifies accuracy, and provides additional analysis as necessary.

Answers and responds to phone calls and email requests from members as necessary.

May be required to perform other related duties as assigned.

REQUIREMENTS:

TRAINING AND EXPERIENCE:

OPTION 1:

Three (3) years responsible experience at the level of Document Processing Specialist, LACERA.

OPTION 2:

Completion of twelve (12) semester units in business administration, public administration, or related coursework from an accredited college or university -and- two (2) years of responsible experience in researching records, processing documents, and scanning and indexing documents.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS II – Light: Light physical effort with light lifting to 10 pounds, some bending, stooping or squatting, and considerable walking.

LAST UPDATE: 11/22/2022

CLASSIFICATION TITLE: Document Processing ~~Assistant~~Specialist, LACERA

ITEM NO: 0471

DEFINITION:

Provides administrative support with responsibility for the electronic imaging of member and business records; processes incoming mail; sorts, categorizes, creates, scans, and indexes batches of documents; reviews documents and images to ensure quality; and assembles and prepares system-generated letters and member correspondence for mailing ~~Performs document scanning/imaging and indexing of member retirement documents~~ for the Los Angeles County Employee Retirement Association (LACERA).

POSITION INFORMATION:

Positions allocable to this class, under the general supervision of a Document Processing Supervisor, are assigned to LACERA's Document Processing Center. This is a fully qualified journey-level classification in the Document Processing series which is responsible for independently performing specialized duties in support of division operations. Positions at this level are distinguished by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative within defined LACERA and Document Processing Center policies and procedures. Incumbents receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Document Processing Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in document processing operations.

Document Processing Specialists prepare, analyze, scan, and index all incoming documents from members, survivors, dependents, beneficiaries, legal counsel, third parties, and other LACERA divisions. This includes assigning relevant document coding and analyzing documents to ensure type, accuracy, and authenticity. Incumbents may assist in providing on the job training to less experienced staff. Work requires a thorough knowledge of document management systems, document entry processes, document codes, related equipment, standards, procedures, and quality control. Incumbents rely on experience and judgement to accurately identify documents, assign appropriate coding, and scan and index records and must be proficient in prioritizing a high volume of requests to complete work within time standards. ~~Positions allocable to this classification perform document imaging/scanning and indexing duties under the general lead of a Document Processing Coordinator, LACERA. Incumbents work independently and must have a thorough knowledge of scanning and imaging systems, document codes, equipment, standards, procedures, and quality control. Positions must exercise sound judgment and resolve problems related to the scanning and indexing of documents.~~

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

The following examples are intended to describe the general nature and level of work performed by persons assigned to each classification. Depending on the assignment, duties may include, but are not limited to the following:

Prepares batches of member documents received from members, survivors, dependents, beneficiaries, legal counsel, third parties, and other LACERA divisions; reviews documents to ensure appropriate information is present; determines which action needs to be taken for each document; queries document management system to verify member information and imaging procedures to verify appropriate stamps and codes to be utilized; assigns appropriate document stamps and bar codes to each document; mails pertinent records back to sender after processing; prepares documents for scanning, scans documents into specialized computer system, and assists with the quality control of documents.

Scans documents into specialized document management system; ensures documents align to a specific member; determines document quality and completeness by using specialized document capture software to ensure accuracy, quality of image, and document type; sets up, calibrates, adjusts, operates, and performs routine cleaning and maintenance of scanning/imaging equipment; operates multiple scanning machines simultaneously as needed.

Reviews and indexes electronic, imaged member documents and business records to ensure document quality, scanning accuracy, and indexing conformance to accepted standards through the utilization of document capture software; checks dates received and scanned of each document and revises electronic records as needed; ensures proper codes and stamps were used during document preparation phase; uploads indexed documents to centralized document management system; routes documents to other departments when additional action is required.

computerized, imaged documents to ensure accuracy and conformance to accepted standards through the utilization of specialized computer software. Runs summary reports for indexing and batching control purposes; verifies accuracy and provides additional analysis as necessary; provides information and makes suggestions regarding the development of standards and procedures for processing, scanning, and indexing of documents and records.

Queries centralized document management system to access and retrieve member records and files.

Receives, sorts, categorizes, processes, and distributes incoming mail; prepares correspondence for batch mailing; makes copies of documents; assembles and prepares system-generated member correspondence for mailing.

Sets up, adjusts, operates, and performs routine cleaning and maintenance of scanning/imaging equipment.

Provides information in the development of standards and procedures relating to the batching, scanning, and indexing of documents and records.

Operates other office equipment, computer, photocopier, and facsimile.

May retrieve and access file records as requested. Transports boxes containing member documents, copy center and mailroom supplies.

May assist in providing on-the-job training to less experienced staff and provide assistance in mail services operations.

May be required to process daily bank deposits; verify deposit amounts for checks made payable to LACERA; identify proper endorsements and signatures; calculate deposit balances; and ensure balances match total deposits.

May participate in testing new software applications and systems.

May perform other related duties as required.

REQUIREMENTS:

TRAINING AND EXPERIENCE:

OPTION 1:

Six months' experience utilizing computer applications AND One (1) year of experience as an Intermediate Clerk, LACERA or higher operating scanning/imaging equipment, operating scanning/imaging equipment in a production business or public entity OR

OPTION 2:

Eighteen (18) months clerical experience, with a least six-twelve (12) months' of responsible experience operating scanning/imaging equipment.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS III – Moderate: Standing or walking most of the time, with bending, stooping, squatting, twisting, reaching, working on irregular surfaces, occasional lifting over 25 pounds, and frequent lifting of 10-25 pounds.

CLASSIFICATION TITLE: Document Processing Specialist, LACERA

ITEM NO: 0471

DEFINITION:

Provides administrative support with responsibility for the electronic imaging of member and business records; processes incoming mail; sorts, categorizes, creates, scans, and indexes batches of documents; reviews documents and images to ensure quality; and assembles and prepares system-generated letters and member correspondence for mailing for the Los Angeles County Employee Retirement Association (LACERA).

POSITION INFORMATION:

Positions allocable to this class, under the general supervision of a Document Processing Supervisor, are assigned to LACERA's Document Processing Center. This is a fully qualified journey-level classification in the Document Processing series which is responsible for independently performing specialized duties in support of division operations. Positions at this level are distinguished by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative within defined LACERA and Document Processing Center policies and procedures. Incumbents receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Document Processing Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in document processing operations.

Document Processing Specialists prepare, analyze, scan, and index all incoming documents from members, survivors, dependents, beneficiaries, legal counsel, third parties, and other LACERA divisions. This includes assigning relevant document coding and analyzing documents to ensure type, accuracy, and authenticity. Incumbents may assist in providing on the job training to less experienced staff. Work requires a thorough knowledge of document management systems, document entry processes, document codes, related equipment, standards, procedures, and quality control. Incumbents rely on experience and judgement to accurately identify documents, assign appropriate coding, and scan and index records and must be proficient in prioritizing a high volume of requests to complete work within time standards.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

The following examples are intended to describe the general nature and level of work performed by persons assigned to each classification. Depending on the assignment, duties may include, but are not limited to the following:

Prepares batches of documents received from members, survivors, dependents, beneficiaries, legal counsel, third parties, and other LACERA divisions; reviews documents to ensure appropriate information is present; determines which action needs to be taken for each document; queries document management system to verify member information and imaging procedures to verify appropriate stamps and codes to be utilized; assigns appropriate document

stamps and bar codes to each document; mails pertinent records back to sender after processing; prepares documents for scanning.

Scans documents into specialized document management system; ensures documents align to a specific member; determines document quality and completeness by using specialized document capture software to ensure accuracy, quality of image, and document type; sets up, calibrates, adjusts, operates, and performs routine cleaning and maintenance of scanning/imaging equipment; operates multiple scanning machines simultaneously as needed.

Reviews and indexes electronic, imaged member documents and business records to ensure document quality, scanning accuracy, and indexing conformance to accepted standards through the utilization of document capture software; checks dates received and scanned of each document and revises electronic records as needed; ensures proper codes and stamps were used during document preparation phase; uploads indexed documents to centralized document management system; routes documents to other departments when additional action is required.

Runs summary reports for indexing and batching control purposes; verifies accuracy and provides additional analysis as necessary; provides information and makes suggestions regarding the development of standards and procedures for processing, scanning, and indexing of documents and records.

Queries centralized document management system to access and retrieve member records and files.

Receives, sorts, categorizes, processes, and distributes incoming mail; prepares correspondence for batch mailing; makes copies of documents; assembles and prepares system-generated member correspondence for mailing.

Transports boxes containing member documents, copy center and mailroom supplies.

May assist in providing on-the-job training to less experienced staff.

May be required to process daily bank deposits; verify deposit amounts for checks made payable to LACERA; identify proper endorsements and signatures; calculate deposit balances; and ensure balances match total deposits.

May participate in testing new software applications and systems.

May perform other related duties as required.

REQUIREMENTS:

TRAINING AND EXPERIENCE:

OPTION 1:

One (1) year of experience as an Intermediate Clerk, LACERA or higher operating scanning/imaging equipment.

OPTION 2:

Eighteen (18) months clerical experience, with a least twelve (12) months of responsible experience operating scanning/imaging equipment.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS III – Moderate: Standing or walking most of the time, with bending, stooping, squatting, twisting, reaching, working on irregular surfaces, occasional lifting over 25 pounds, and frequent lifting of 10-25 pounds.



Koff & Associates
A Gallagher Company



Los Angeles County Employees Retirement System

Classification & Compensation Study for Document Processing Staff

Agenda

- Introduction
- Classification Study
- Compensation Study
- Questions?





Introduction

Introduction

- Koff & Associates (a Gallagher company) is a Human Resources consulting firm specializing in classification and compensation studies for public agencies in California.
- In May 2019, LACERA entered an agreement with K&A to conduct a Classification and Compensation Study for LACERA's Document Processing Staff.
- These Studies began in June 2019 and concluded in January 2020.
- K&A conducted a "refresher" salary survey in July 2023.
- Purpose of the Classification Study was to review & update classifications and job descriptions and ensure relevance and accuracy.
- Purpose of the Compensation Study was to ensure competitiveness when recruiting and recognize external and internal value of jobs.



Classification Study Overview



| | 2012 | 2013 | 2014 | 2015 |
|------------|-------|-------|-------|--------|
| Category 1 | 185 | 6,538 | 8,384 | 10,773 |
| Category 2 | 4,664 | 2,048 | 3,620 | |
| Category 3 | 0.99 | 0.35 | 2,272 | |
| Category 4 | 156.2 | 1,273 | 75.9 | |
| Category 5 | 314 | 2,048 | 0.53 | |
| Category 6 | 0.99 | 0.35 | 2,272 | |
| Category 7 | 185 | 6,538 | 8,384 | 10,773 |



Classification Study Methodology



Classification Study

KOFF Recommendations

| Current Classification Title | # of Incumbents | Proposed Classification Title |
|---------------------------------|-----------------|--|
| Document Processing Assistant | 0 | Document Processing Specialist I |
| Document Processing Assistant | 5 | Document Processing Specialist II |
| Document Processing Assistant | 2 | Senior Document Processing Specialist |
| Document Processing Coordinator | 2 | Document Processing Supervisor |
| Staff Assistant II | 5 | Disability Retirement Support Specialist I |
| Staff Assistant II | 2 | Senior Typist Clerk |
| Staff Assistant I | 2 | Staff Assistant I (No Change) |

Classification Study

LACERA Recommendations

- LACERA management approved moving forward with the following recommendations:
 - Upgrade of the Document Processing Coordinator classification to a Document Processing Supervisor, responsible for providing full administrative and technical supervision
 - Title change for the Document Processing Assistant to Document Processing Specialist (Equivalent to the Document Processing Specialist II)
 - Reclassification of recommended Staff Assistant II positions to the revised Disability Retirement Support Specialist based on duties performed
 - No title changes for the Staff Assistant I or II classifications.

Classification Study

Recommendations Not Utilized by LACERA

- Create a Document Processing Specialist I classification to serve as a trainee. Intermediate Typist-Clerks were determined to be an appropriate feeder for the DPC.
- Reclass two (2) Staff Assistant II positions found performing at the level of Senior Typist-Clerk.

Classification Study

Recommendations Not Utilized by LACERA

- Create a Senior Document Processing Specialist classification.
 - DPC has a need for bona-fide supervisors to perform full-administrative and technical supervision. The Document Processing Supervisor is a working supervisor, technical expert, and responsible for administrative and technical supervision including providing formal training.
 - There are insufficient subordinate staff to support a lead level position. Currently, there are three (3) budgeted Document Processing Coordinators being reclassified to Supervisor, with a total of eleven (11) subordinate Document Processing Assistants - less than a 4:1 ratio.
 - Assisting with training is already included in the existing Document Processing Assistant class specification and in the proposed Document Processing Specialist.

Classification Study

Budgeted Position Title Map

| Current Classification Title | # of Positions | Proposed Budgeted Position |
|---------------------------------|----------------|--|
| Document Processing Assistant | 0 | Intermediate Typist-Clerk |
| Document Processing Assistant | 11 | Document Processing Specialist |
| Document Processing Coordinator | 3 | Document Processing Supervisor |
| Staff Assistant II | 6 | Disability Retirement Support Specialist I |
| Staff Assistant II | 2 | No Change |
| Staff Assistant I | 2 | No Change |

Compensation Study Overview





COMPARATOR
AGENCIES



BENCHMARK
CLASSIFICATIONS

Base
Salary
Survey –
Survey
Elements

LACERA Survey Comparator Agencies

1. California Public Employees' Retirement System
2. California State Teachers' Retirement System
3. City of Pasadena
4. County of Los Angeles
5. Economic Research Institute (database)
6. Los Angeles City Employees' Retirement System
7. Los Angeles Fire and Police Pensions
8. Metropolitan Water District of Southern California
9. Orange County Employees' Retirement System
10. San Bernardino County Employees' Retirement Association
11. San Diego County Employees Retirement Association
12. San Francisco Employees' Retirement System
13. State Compensation Insurance Fund

LACERA Benchmark Classifications included in Salary Survey

- Disability Retirement Support Specialist
- Document Processing Specialist
- Document Processing Supervisor
- Staff Assistant I
- Staff Assistant II

Data Collection

- Job/class descriptions
- MOU's (Labor Agreements)
- Organizational charts
- Salary information
- Description-to-description
- 70% match
- Follow-up

All analyses completed in-house

No questionnaires

2019 Market Findings - Overall

- Overall, LACERA's **Base Salaries** in **2020** for these surveyed classifications were an average of **8.1% *above the market average***
- Overall, LACERA's **Base Salaries** for these surveyed classifications were an average of **10.5% *above the market median***
- Overall, LACERA's **Base Salaries** for these surveyed classifications were an average of **-7.1% *below the 75th percentile in the market***

2019 Market Findings for Average

| Classification Title | # of Matches | Current Max Salary | Average Max Salary | Top Monthly Salary % Above or Below Average |
|--|--------------|--------------------|--------------------|---|
| Disability Retirement Support Specialist | 8 | \$ 6,790 | \$ 5,445 | 19.8% |
| Document Processing Specialist (DPA) | 9 | \$ 4,761 | \$ 4,505 | 5.4% |
| Document Processing Supervisor (DPC) | 6 | \$ 5,165 | \$ 5,369 | -3.9% |
| Staff Assistant I | 13 | \$ 5,426 | \$ 4,939 | 9.0% |
| Staff Assistant II | 10 | \$ 6,560 | \$ 5,887 | 10.3% |
| AVERAGE | | | | +8.1% |

2019 Market Findings for Median

| Classification Title | # of Matches | Current Max Salary | Median Max Salary | Top Monthly Salary % Above or Below Median |
|--|--------------|--------------------|-------------------|--|
| Disability Retirement Support Specialist | 8 | \$ 6,790 | \$ 5,418 | 20.2% |
| Document Processing Specialist (DPA) | 9 | \$ 4,761 | \$ 4,709 | 1.1% |
| Document Processing Supervisor (DPC) | 6 | \$ 5,165 | \$ 4,762 | 7.8% |
| Staff Assistant I | 13 | \$ 5,426 | \$ 4,713 | 13.1% |
| Staff Assistant II | 10 | \$ 6,560 | \$ 5,896 | 10.1% |
| AVERAGE | | | | +10.5% |

2019 Market Findings for 75th Percentile

| Classification Title | # of Matches | Current Max Salary | 75 th Percentile Salary | Top Monthly Salary % Above or Below 75 th Percentile |
|--|--------------|--------------------|------------------------------------|---|
| Disability Retirement Support Specialist | 8 | \$ 6,790 | \$ 6,744 | 0.7% |
| Document Processing Specialist (DPA) | 9 | \$ 4,761 | \$ 4,716 | 0.9% |
| Document Processing Supervisor (DPC) | 6 | \$ 5,165 | \$ 6,943 | -34.4% |
| Staff Assistant I | 13 | \$ 5,426 | \$ 5,497 | -1.3% |
| Staff Assistant II | 10 | \$ 6,560 | \$ 6,640 | -1.2% |
| AVERAGE | | | | -7.1% |

2022 Compensation Study LACERA Recommendations

- Effective January 1, 2021, all studied classifications received a 2.75% half-step increase to their salary range in addition to a 2.5% cost of living adjustment (COLA).
- All market-data was aged based on LACERA's negotiated COLAs; however, the half-step pushed all studied classifications except for the Document Processing Supervisor above the target 75th percentile.
- As a result, no upward salary adjustments were proposed in 2022 except for the Document Processing Supervisor, which was recommended a standard 15% supervisor: subordinate salary differential.
- A salary adjustment to the Disability Retirement Support Specialist was recommended to align with the Staff Assistant II so there will be no reduction negatively impacting positions identified for reclassification.

2022 LACERA Recommendations Union Concurrence

- On December 22, 2022, SEIU provided verbal concurrence on classification and compensation changes proposed for Disability Retirement Support Specialist I, Document Processing Coordinator, Staff Assistant I, and Staff Assistant II, and deletion of the Disability Retirement Support Specialist II. SEIU did not provide concurrence for Document Processing Assistant.
- On January 30, 2023, SEIU proposed a 10% salary increase for Document Processing Assistant. On April 3, 2023, SEIU proposed a 5% salary increase for Document Processing Assistant. LACERA did not agree to the proposals as the MOU did not have a reopener and the increase was not supported by market-data.
- On April 14, 2023, SEIU provided a written concurrence for the classification and compensation changes for the Document Processing Supervisor and the Disability Retirement Support Specialist I. Written concurrence is not required to revised the class specifications for Staff Assistant I and II, or Document Processing Assistant as there was no change in terms of employment or salary proposed.

April 27, 2023 JOG-C Meeting

- Classification and Compensation Recommendations were presented to the Board Trustees for approval and implementation.
- Based on concerns presented by the Document Processing Assistants, the Executive Office was directed to meet with staff, refresh the market data, and reassess the compensation study recommendations.

2023 Compensation Study

Other Considerations

- On May 3, 2023, the Executive Office met with the Document Processing Assistants to discuss the compensation study recommendations provided by K&A.
- Staff compared duties performed by:
 - Office and Administrative Specialists at Minnesota Public Employees Retirement Association (MNPERA)
 - Intermediate Typist-Clerks and Ownership Clerks at the LA County Office of the Assessor, which use the same document processing equipment as LACERA
- It was found that although both agencies perform scanning and indexing of member documents and/or business records, they were not comparable due to specialized knowledge and responsibilities related to processing of retirement and refund applications or real property assessments.
- Updated July 2023 Market Data collected by K&A is in the next slides.

July 2023 Market Findings - Overall

- Overall, LACERA's **Base Salaries** in **2023** for these surveyed classifications were an average of **9.1% above the market average**
- Overall, LACERA's **Base Salaries** for these surveyed classifications were an average of **10.8% above the market median**
- Overall, LACERA's **Base Salaries** for these surveyed classifications were an average of **-1.8% below the 75th percentile in the market**
- The next slides reflect the survey results – these are sorted by classifications which are furthest above the median to those that are furthest below the median

July 2023 Market Findings for Average

| Classification Title | # of Matches | Current Max Salary | Average Max Salary | Top Monthly Salary % Above or Below Average |
|--|--------------|--------------------|--------------------|---|
| Disability Retirement Support Specialist (SA II) | 8 | \$7,402 | \$6,029 | 18.5% |
| Document Processing Specialist (DPA) | 8 | \$5,372 | \$5,027 | 6.4% |
| Document Processing Supervisor (DPC) | 6 | \$5,828 | \$6,016 | -3.2% |
| Staff Assistant I | 13 | \$6,122 | \$5,420 | 11.5% |
| Staff Assistant II | 10 | \$7,402 | \$6,491 | 12.3% |
| AVERAGE | | | | 9.1% |

July 2023 Market Findings for Median

| Classification Title | # of Matches | Current Max Salary | Median Max Salary | Top Monthly Salary % Above or Below Median |
|--|--------------|--------------------|-------------------|--|
| Disability Retirement Support Specialist (SA II) | 8 | \$7,402 | \$6,126 | 17.2% |
| Document Processing Specialist (DPA) | 8 | \$5,372 | \$5,041 | 6.2% |
| Document Processing Supervisor (DPC) | 6 | \$5,828 | \$5,458 | 6.3% |
| Staff Assistant I | 13 | \$6,122 | \$5,288 | 13.6% |
| Staff Assistant II | 10 | \$7,402 | \$6,607 | 10.7% |
| AVERAGE | | | | 10.8% |

July 2023 Market Findings for 75th Percentile

| Classification Title | # of Matches | Current Max Salary | 75 th Percentile Salary | Top Monthly Salary % Above or Below 75 th Percentile |
|--|--------------|--------------------|------------------------------------|---|
| Disability Retirement Support Specialist (SA II) | 8 | \$7,402 | \$7,191 | 2.9% |
| Document Processing Specialist (DPA) | 8 | \$5,372 | \$5,281 | 1.7% |
| Document Processing Supervisor (DPC) | 6 | \$5,828 | \$7,188 | -23.3% |
| Staff Assistant I | 13 | \$6,122 | \$5,943 | 2.9% |
| Staff Assistant II | 10 | \$7,402 | \$6,907 | 6.7% |
| AVERAGE | | | | -1.8% |

2023 Compensation Study LACERA Update

- A salary adjustment to the Disability Retirement Support Specialist was recommended and approved to align with the Staff Assistant II so there will be no reduction negatively impacting positions identified for reclassification.
- All studied classifications except the Document Processing Supervisor are above the 75th percentile.
- LACERA conferred with SEIU on potential impacts.
- A 2.5% salary adjustment to the Document Processing Specialist is recommended.
- These changes are necessary to further LACERA's Mission to produce, protect, and provide the promised benefits and the Boards' paramount fiduciary duty to the fund's members and beneficiaries



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Questions and Comments

Thank you!





Koff & Associates
A Gallagher Company



Los Angeles County Employees Retirement System

Classification & Compensation Study for Document Processing Staff

Agenda

- Introduction
- Classification Study
- Compensation Study
- Questions?





Introduction

Introduction

- Koff & Associates (a Gallagher company) is a Human Resources consulting firm specializing in classification and compensation studies for public agencies in California.
- In May 2019, LACERA entered an agreement with K&A to conduct a Classification and Compensation Study for LACERA's Document Processing Staff.
- These Studies began in June 2019 and concluded in January 2020.
- K&A conducted a "refresher" salary survey in July 2023.
- Purpose of the Classification Study was to review & update classifications and job descriptions and ensure relevance and accuracy.
- Purpose of the Compensation Study was to ensure competitiveness when recruiting and recognize external and internal value of jobs.



Classification Study Overview



Classification Study Methodology



Classification Study

KOFF Recommendations

| Current Classification Title | # of Incumbents | Proposed Classification Title |
|---------------------------------|-----------------|--|
| Document Processing Assistant | 0 | Document Processing Specialist I |
| Document Processing Assistant | 5 | Document Processing Specialist II |
| Document Processing Assistant | 2 | Senior Document Processing Specialist |
| Document Processing Coordinator | 2 | Document Processing Supervisor |
| Staff Assistant II | 5 | Disability Retirement Support Specialist I |
| Staff Assistant II | 2 | Senior Typist Clerk |
| Staff Assistant I | 2 | Staff Assistant I (No Change) |

Classification Study

LACERA Recommendations

- LACERA management approved moving forward with the following recommendations:
 - Upgrade of the Document Processing Coordinator classification to a Document Processing Supervisor, responsible for providing full administrative and technical supervision
 - Title change for the Document Processing Assistant to Document Processing Specialist (Equivalent to the Document Processing Specialist II)
 - Reclassification of recommended Staff Assistant II positions to the revised Disability Retirement Support Specialist based on duties performed
 - No title changes for the Staff Assistant I or II classifications.



Classification Study

Recommendations Not Utilized by LACERA

- Create a Document Processing Specialist I classification to serve as a trainee. Intermediate Typist-Clerks were determined to be an appropriate feeder for the DPC.
- Reclass two (2) Staff Assistant II positions found performing at the level of Senior Typist-Clerk.

Classification Study

Recommendations Not Utilized by LACERA

- Create a Senior Document Processing Specialist classification.
 - DPC has a need for bona-fide supervisors to perform full-administrative and technical supervision. The Document Processing Supervisor is a working supervisor, technical expert, and responsible for administrative and technical supervision including providing formal training.
 - There are insufficient subordinate staff to support a lead level position. Currently, there are three (3) budgeted Document Processing Coordinators being reclassified to Supervisor, with a total of eleven (11) subordinate Document Processing Assistants - less than a 4:1 ratio.
 - Assisting with training is already included in the existing Document Processing Assistant class specification and in the proposed Document Processing Specialist.

Classification Study

Budgeted Position Title Map

| Current Classification Title | # of Positions | Proposed Budgeted Position |
|---------------------------------|----------------|--|
| Document Processing Assistant | 0 | Intermediate Typist-Clerk |
| Document Processing Assistant | 11 | Document Processing Specialist |
| Document Processing Coordinator | 3 | Document Processing Supervisor |
| Staff Assistant II | 6 | Disability Retirement Support Specialist I |
| Staff Assistant II | 2 | No Change |
| Staff Assistant I | 2 | No Change |

Compensation Study Overview



| | 2012 | 2013 | 2014 | 2015 |
|---|-------|-------|-------|--------|
| 1 | 2012 | 2013 | 2014 | 2015 |
| 2 | 4,664 | 6,538 | 8,384 | 10,773 |
| 3 | 183 | 479 | 2,048 | 3,620 |
| 4 | 156.2 | 1,273 | 2,272 | 10,773 |
| 5 | 0.99 | 314 | 2,048 | 3,620 |
| 6 | 0.98 | 0.35 | 2,272 | 10,773 |
| 7 | 0.19 | 75.9 | 0.53 | 2.272 |



COMPARATOR
AGENCIES



BENCHMARK
CLASSIFICATIONS

Base
Salary
Survey –
Survey
Elements

LACERA Survey Comparator Agencies

1. California Public Employees' Retirement System
2. California State Teachers' Retirement System
3. City of Pasadena
4. County of Los Angeles
5. Economic Research Institute (database)
6. Los Angeles City Employees' Retirement System
7. Los Angeles Fire and Police Pensions
8. Metropolitan Water District of Southern California
9. Orange County Employees' Retirement System
10. San Bernardino County Employees' Retirement Association
11. San Diego County Employees Retirement Association
12. San Francisco Employees' Retirement System
13. State Compensation Insurance Fund

LACERA Benchmark Classifications included in Salary Survey

- Disability Retirement Support Specialist
- Document Processing Specialist
- Document Processing Supervisor
- Staff Assistant I
- Staff Assistant II

Data Collection

- Job/class descriptions
- MOU's (Labor Agreements)
- Organizational charts
- Salary information
- Description-to-description
- 70% match
- Follow-up

All analyses
completed in-house

No questionnaires

2019 Market Findings - Overall

- Overall, LACERA's **Base Salaries** in **2020** for these surveyed classifications were an average of **8.1% *above the market average***
- Overall, LACERA's **Base Salaries** for these surveyed classifications were an average of **10.5% *above the market median***
- Overall, LACERA's **Base Salaries** for these surveyed classifications were an average of **-7.1% *below the 75th percentile in the market***

2019 Market Findings for Average

| Classification Title | # of Matches | Current Max Salary | Average Max Salary | Top Monthly Salary % Above or Below Average |
|--|--------------|--------------------|--------------------|---|
| Disability Retirement Support Specialist | 8 | \$ 6,790 | \$ 5,445 | 19.8% |
| Document Processing Specialist (DPA) | 9 | \$ 4,761 | \$ 4,505 | 5.4% |
| Document Processing Supervisor (DPC) | 6 | \$ 5,165 | \$ 5,369 | -3.9% |
| Staff Assistant I | 13 | \$ 5,426 | \$ 4,939 | 9.0% |
| Staff Assistant II | 10 | \$ 6,560 | \$ 5,887 | 10.3% |
| AVERAGE | | | | +8.1% |

2019 Market Findings for Median

| Classification Title | # of Matches | Current Max Salary | Median Max Salary | Top Monthly Salary % Above or Below Median |
|--|--------------|--------------------|-------------------|--|
| Disability Retirement Support Specialist | 8 | \$ 6,790 | \$ 5,418 | 20.2% |
| Document Processing Specialist (DPA) | 9 | \$ 4,761 | \$ 4,709 | 1.1% |
| Document Processing Supervisor (DPC) | 6 | \$ 5,165 | \$ 4,762 | 7.8% |
| Staff Assistant I | 13 | \$ 5,426 | \$ 4,713 | 13.1% |
| Staff Assistant II | 10 | \$ 6,560 | \$ 5,896 | 10.1% |
| AVERAGE | | | | +10.5% |

2019 Market Findings for 75th Percentile

| Classification Title | # of Matches | Current Max Salary | 75 th Percentile Salary | Top Monthly Salary % Above or Below 75 th Percentile |
|--|--------------|--------------------|------------------------------------|---|
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2022 Compensation Study LACERA Recommendations

- Effective January 1, 2021, all studied classifications received a 2.75% half-step increase to their salary range in addition to a 2.5% cost of living adjustment (COLA).
- All market-data was aged based on LACERA's negotiated COLAs; however, the half-step pushed all studied classifications except for the Document Processing Supervisor above the target 75th percentile.
- As a result, no upward salary adjustments were proposed in 2022 except for the Document Processing Supervisor, which was recommended a standard 15% supervisor: subordinate salary differential.
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- Classification and Compensation Recommendations were presented to the Board Trustees for approval and implementation.
- Based on concerns presented by the Document Processing Assistants, the Executive Office was directed to meet with staff, refresh the market data, and reassess the compensation study recommendations.

2023 Compensation Study

Other Considerations

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- Staff compared duties performed by:
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| Staff Assistant II | 10 | \$7,402 | \$6,491 | 12.3% |
| AVERAGE | | | | 9.1% |

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July 2023 Market Findings for 75th Percentile

| Classification Title | # of Matches | Current Max Salary | 75 th Percentile Salary | Top Monthly Salary % Above or Below 75 th Percentile |
|--|--------------|--------------------|------------------------------------|---|
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| Document Processing Supervisor (DPC) | 6 | \$5,828 | \$7,188 | -23.3% |
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2023 Compensation Study LACERA Update

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- A 2.5% salary adjustment to the Document Processing Specialist is recommended.
- These changes are necessary to further LACERA's Mission to produce, protect, and provide the promised benefits and the Boards' paramount fiduciary duty to the fund's members and beneficiaries



Koff & Associates
A Gallagher Company

Questions and Comments

Thank you!



CLASSIFICATION TITLE: Document Processing ~~Coordinator~~Supervisor, LACERA

ITEM NO: 0472

DEFINITION:

~~Coordinates~~Supervises the activities of staff engaged in the processing and imaging of member documents and business records; and ensures standard procedures and performance expectations are met for retirement documents at the Los Angeles County Employees Retirement Association (LACERA).

POSITION INFORMATION:

Positions allocable to this classification, under the supervision of an ~~Administrative Officer~~Supervising Administrative Assistant II, LACERA, are assigned in LACERA's Document Processing Center. This is the full supervisory-level classification in the Document Processing series that exercises independent judgment on diverse and specialized document processing, scanning, and indexing functions with accountability and ongoing decision-making responsibilities associated with the work.

~~Document Processing Supervisors plan, delegate, oversee, organize, prioritize, supervise, train, and evaluate the work of staff engaged in the processing, scanning, indexing, and mailing of member documents and business records to ensure accuracy, timeliness, and quality of all documents received. Work requires a thorough knowledge of document management systems, document capture software, document entry processes, document codes, related equipment, standards, procedures, and quality control. Incumbents must exercise initiative and independent judgment within defined LACERA and Document Processing Center policies and procedures. Incumbents must have a knowledge of the principles of supervision, supervisory policies, and practices, and be proficient in prioritizing a high volume of requests to complete work within time standards. provides general lead direction, plans, assigns, and trains staff responsible for document scanning/imaging and indexing and mail services duties. Incumbents work independently and require a thorough knowledge of scanning and imaging systems and equipment, standards, policies and procedures, quality control relating to the scanning and imaging of documents, and all aspects of mail service procedures and policies. Positions must exercise sound judgment and resolve problems related to document imaging/scanning duties and mail services, which include policy and procedural changes.~~

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

The following examples are intended to describe the general nature and level of work performed by persons assigned to each classification. Depending on the assignment, duties may include, but are not limited to the following:

Plans, delegates, oversees, prioritizes, organizes, supervises, train, and reviews the work of document processing staff; trains staff in work procedures; recommends rotation of staff between assignments; evaluates staff performance; counsels staff and effectively recommends initial disciplinary action; assists in selection and promotion.

Provides on-the-job and formalized training to assigned staff regarding how to prepare, analyze, scan, and index member documents and business records, and how to properly utilize office equipment and software applications; develops training plans; implements training procedures and standards; maintains training records; provides feedback to management regarding each trainee's job performance.

Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.

Monitors activities of the document processing unit; identifies opportunities for improving service delivery and streamlining procedures; provides recommendations concerning process changes; reviews recommendations with appropriate management staff; implements improvements.

Processes daily bank deposits; receives, processes, and verifies dollar amount of checks received from vendors, members, trustees, government agencies, and other third parties; identifies proper endorsements and signatures; codes checks as appropriate; ensures allocation to correct accounts; coordinates with other departments for special handling of checks; maintains appropriate records; calculates deposit balances; ensures balances match total deposits.

Verifies and processes daily LACERA warrants for mailings in accordance with established security procedures; uses specialized software to verify, process, and maintain check database; sorts, assembles, and prepares checks for mailing.

Performs quality assurance by effectively determining document quality and completeness by using specialized computer software to ensure accuracy, quality of image, and document type; corrects and documents errors for training and procedural improvements; ensures all documents received are legible and are processed and indexed accurately and in a timely fashion.

Runs summary reports, verifies accuracy, and provides additional analysis as necessary.

Answers and responds to phone calls and email requests from members as necessary.

May be required to perform other related duties as assigned.

~~Provides general lead direction, plans, assigns, trains, and determines work priorities for staff responsible for document scanning/imaging of member records, and the incoming and outgoing mail processes.~~

~~Performs routine quality assurance audits of imaging/scanning operations and mail services procedures.~~

~~Monitors and reviews the work of staff to ensure compliance with processing guidelines and deadlines.~~

~~Develops, revises, and instructs staff on procedures, policies, and quality control standards.~~

~~Prepares statistical reports related to workload and workflow processes.~~

~~Performs related work as required.~~

REQUIREMENTS:

TRAINING AND EXPERIENCE:

OPTION 1:

Three (3) year's responsible experience at the level of Document Processing Specialist, LACERA.

OPTION 2:

Completion of twelve (12) semester units in business administration, public administration, or related coursework from an accredited college or university -and- two (2) years of responsible experience in researching records, processing documents, and scanning and indexing documents. in document processing and mail services, one year of experience that must have been operating imaging and scanning equipment

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS II – Light: Light physical effort with light lifting to 10 pounds, some bending, stooping or squatting, and considerable walking.

CLASSIFICATION TITLE: Document Processing Supervisor, LACERA

ITEM NO: 0472

DEFINITION:

Supervises the activities of staff engaged in the processing and imaging of member documents and business records; and ensures standard procedures and performance expectations are met for the Los Angeles County Employees Retirement Association (LACERA).

POSITION INFORMATION:

Positions allocable to this classification, under the supervision of a Supervising Administrative Assistant II, LACERA, are assigned in LACERA's Document Processing Center. This is the full supervisory-level classification in the Document Processing series that exercises independent judgment on diverse and specialized document processing, scanning, and indexing functions with accountability and ongoing decision-making responsibilities associated with the work.

Document Processing Supervisors plan, delegate, oversee, organize, prioritize, supervise, train, and evaluate the work of staff engaged in the processing, scanning, indexing, and mailing of member documents and business records to ensure accuracy, timeliness, and quality of all documents received. Work requires a thorough knowledge of document management systems, document capture software, document entry processes, document codes, related equipment, standards, procedures, and quality control. Incumbents must exercise initiative and independent judgment within defined LACERA and Document Processing Center policies and procedures. Incumbents must have a knowledge of the principles of supervision, supervisory policies, and practices, and be proficient in prioritizing a high volume of requests to complete work within time standards.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

The following examples are intended to describe the general nature and level of work performed by persons assigned to each classification. Depending on the assignment, duties may include, but are not limited to the following:

Plans, delegates, oversees, prioritizes, organizes, supervises, train, and reviews the work of document processing staff; trains staff in work procedures; recommends rotation of staff between assignments; evaluates staff performance; counsels staff and effectively recommends initial disciplinary action; assists in selection and promotion.

Provides on-the-job and formalized training to assigned staff regarding how to prepare, analyze, scan, and index member documents and business records, and how to properly utilize office equipment and software applications; develops training plans; implements training procedures and standards; maintains training records; provides feedback to management regarding each trainee's job performance.

Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.

Monitors activities of the document processing unit; identifies opportunities for improving service delivery and streamlining procedures; provides recommendations concerning process changes; reviews recommendations with appropriate management staff; implements improvements.

Processes daily bank deposits; receives, processes, and verifies dollar amount of checks received from vendors, members, trustees, government agencies, and other third parties; identifies proper endorsements and signatures; codes checks as appropriate; ensures allocation to correct accounts; coordinates with other departments for special handling of checks; maintains appropriate records; calculates deposit balances; ensures balances match total deposits.

Verifies and processes daily LACERA warrants for mailings in accordance with established security procedures; uses specialized software to verify, process, and maintain check database; sorts, assembles, and prepares checks for mailing.

Performs quality assurance by effectively determining document quality and completeness by using specialized computer software to ensure accuracy, quality of image, and document type; corrects and documents errors for training and procedural improvements; ensures all documents received are legible and are processed and indexed accurately and in a timely fashion.

Runs summary reports, verifies accuracy, and provides additional analysis as necessary.

Answers and responds to phone calls and email requests from members as necessary.

May be required to perform other related duties as assigned.

REQUIREMENTS:

TRAINING AND EXPERIENCE:

OPTION 1:

Three (3) years responsible experience at the level of Document Processing Specialist, LACERA.

OPTION 2:

Completion of twelve (12) semester units in business administration, public administration, or related coursework from an accredited college or university -and- two (2) years of responsible experience in researching records, processing documents, and scanning and indexing documents.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS II – Light: Light physical effort with light lifting to 10 pounds, some bending, stooping or squatting, and considerable walking.

LAST UPDATE: 11/22/2022

CLASSIFICATION TITLE: Document Processing ~~Assistant~~Specialist, LACERA

ITEM NO: 0471

DEFINITION:

Provides administrative support with responsibility for the electronic imaging of member and business records; processes incoming mail; sorts, categorizes, creates, scans, and indexes batches of documents; reviews documents and images to ensure quality; and assembles and prepares system-generated letters and member correspondence for mailing ~~Performs document scanning/imaging and indexing of member retirement documents~~ for the Los Angeles County Employee Retirement Association (LACERA).

POSITION INFORMATION:

Positions allocable to this class, under the general supervision of a Document Processing Supervisor, are assigned to LACERA's Document Processing Center. This is a fully qualified journey-level classification in the Document Processing series which is responsible for independently performing specialized duties in support of division operations. Positions at this level are distinguished by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative within defined LACERA and Document Processing Center policies and procedures. Incumbents receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Document Processing Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in document processing operations.

Document Processing Specialists prepare, analyze, scan, and index all incoming documents from members, survivors, dependents, beneficiaries, legal counsel, third parties, and other LACERA divisions. This includes assigning relevant document coding and analyzing documents to ensure type, accuracy, and authenticity. Incumbents may assist in providing on the job training to less experienced staff. Work requires a thorough knowledge of document management systems, document entry processes, document codes, related equipment, standards, procedures, and quality control. Incumbents rely on experience and judgement to accurately identify documents, assign appropriate coding, and scan and index records and must be proficient in prioritizing a high volume of requests to complete work within time standards. ~~Positions allocable to this classification perform document imaging/scanning and indexing duties under the general lead of a Document Processing Coordinator, LACERA. Incumbents work independently and must have a thorough knowledge of scanning and imaging systems, document codes, equipment, standards, procedures, and quality control. Positions must exercise sound judgment and resolve problems related to the scanning and indexing of documents.~~

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

The following examples are intended to describe the general nature and level of work performed by persons assigned to each classification. Depending on the assignment, duties may include, but are not limited to the following:

Prepares batches of member documents received from members, survivors, dependents, beneficiaries, legal counsel, third parties, and other LACERA divisions; reviews documents to ensure appropriate information is present; determines which action needs to be taken for each document; queries document management system to verify member information and imaging procedures to verify appropriate stamps and codes to be utilized; assigns appropriate document stamps and bar codes to each document; mails pertinent records back to sender after processing; prepares documents for scanning, scans documents into specialized computer system, and assists with the quality control of documents.

Scans documents into specialized document management system; ensures documents align to a specific member; determines document quality and completeness by using specialized document capture software to ensure accuracy, quality of image, and document type; sets up, calibrates, adjusts, operates, and performs routine cleaning and maintenance of scanning/imaging equipment; operates multiple scanning machines simultaneously as needed.

Reviews and indexes electronic, imaged member documents and business records to ensure document quality, scanning accuracy, and indexing conformance to accepted standards through the utilization of document capture software; checks dates received and scanned of each document and revises electronic records as needed; ensures proper codes and stamps were used during document preparation phase; uploads indexed documents to centralized document management system; routes documents to other departments when additional action is required.

computerized, imaged documents to ensure accuracy and conformance to accepted standards through the utilization of specialized computer software. Runs summary reports for indexing and batching control purposes; verifies accuracy and provides additional analysis as necessary; provides information and makes suggestions regarding the development of standards and procedures for processing, scanning, and indexing of documents and records.

Queries centralized document management system to access and retrieve member records and files.

Receives, sorts, categorizes, processes, and distributes incoming mail; prepares correspondence for batch mailing; makes copies of documents; assembles and prepares system-generated member correspondence for mailing.

Sets up, adjusts, operates, and performs routine cleaning and maintenance of scanning/imaging equipment.

Provides information in the development of standards and procedures relating to the batching, scanning, and indexing of documents and records.

Operates other office equipment, computer, photocopier, and facsimile.

May retrieve and access file records as requested. Transports boxes containing member documents, copy center and mailroom supplies.

May assist in providing on-the-job training to less experienced staff and provide assistance in mail services operations.

May be required to process daily bank deposits; verify deposit amounts for checks made payable to LACERA; identify proper endorsements and signatures; calculate deposit balances; and ensure balances match total deposits.

May participate in testing new software applications and systems.

May perform other related duties as required.

REQUIREMENTS:

TRAINING AND EXPERIENCE:

OPTION 1:

Six months' experience utilizing computer applications AND One (1) year of experience as an Intermediate Clerk, LACERA or higher operating scanning/imaging equipment, operating scanning/imaging equipment in a production business or public entity OR

OPTION 2:

Eighteen (18) months clerical experience, with a least six-twelve (12) months' of responsible experience operating scanning/imaging equipment.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS III – Moderate: Standing or walking most of the time, with bending, stooping, squatting, twisting, reaching, working on irregular surfaces, occasional lifting over 25 pounds, and frequent lifting of 10-25 pounds.

CLASSIFICATION TITLE: Document Processing Specialist, LACERA

ITEM NO: 0471

DEFINITION:

Provides administrative support with responsibility for the electronic imaging of member and business records; processes incoming mail; sorts, categorizes, creates, scans, and indexes batches of documents; reviews documents and images to ensure quality; and assembles and prepares system-generated letters and member correspondence for mailing for the Los Angeles County Employee Retirement Association (LACERA).

POSITION INFORMATION:

Positions allocable to this class, under the general supervision of a Document Processing Supervisor, are assigned to LACERA's Document Processing Center. This is a fully qualified journey-level classification in the Document Processing series which is responsible for independently performing specialized duties in support of division operations. Positions at this level are distinguished by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative within defined LACERA and Document Processing Center policies and procedures. Incumbents receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Document Processing Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in document processing operations.

Document Processing Specialists prepare, analyze, scan, and index all incoming documents from members, survivors, dependents, beneficiaries, legal counsel, third parties, and other LACERA divisions. This includes assigning relevant document coding and analyzing documents to ensure type, accuracy, and authenticity. Incumbents may assist in providing on the job training to less experienced staff. Work requires a thorough knowledge of document management systems, document entry processes, document codes, related equipment, standards, procedures, and quality control. Incumbents rely on experience and judgement to accurately identify documents, assign appropriate coding, and scan and index records and must be proficient in prioritizing a high volume of requests to complete work within time standards.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

The following examples are intended to describe the general nature and level of work performed by persons assigned to each classification. Depending on the assignment, duties may include, but are not limited to the following:

Prepares batches of documents received from members, survivors, dependents, beneficiaries, legal counsel, third parties, and other LACERA divisions; reviews documents to ensure appropriate information is present; determines which action needs to be taken for each document; queries document management system to verify member information and imaging procedures to verify appropriate stamps and codes to be utilized; assigns appropriate document

stamps and bar codes to each document; mails pertinent records back to sender after processing; prepares documents for scanning.

Scans documents into specialized document management system; ensures documents align to a specific member; determines document quality and completeness by using specialized document capture software to ensure accuracy, quality of image, and document type; sets up, calibrates, adjusts, operates, and performs routine cleaning and maintenance of scanning/imaging equipment; operates multiple scanning machines simultaneously as needed.

Reviews and indexes electronic, imaged member documents and business records to ensure document quality, scanning accuracy, and indexing conformance to accepted standards through the utilization of document capture software; checks dates received and scanned of each document and revises electronic records as needed; ensures proper codes and stamps were used during document preparation phase; uploads indexed documents to centralized document management system; routes documents to other departments when additional action is required.

Runs summary reports for indexing and batching control purposes; verifies accuracy and provides additional analysis as necessary; provides information and makes suggestions regarding the development of standards and procedures for processing, scanning, and indexing of documents and records.

Queries centralized document management system to access and retrieve member records and files.

Receives, sorts, categorizes, processes, and distributes incoming mail; prepares correspondence for batch mailing; makes copies of documents; assembles and prepares system-generated member correspondence for mailing.

Transports boxes containing member documents, copy center and mailroom supplies.

May assist in providing on-the-job training to less experienced staff.

May be required to process daily bank deposits; verify deposit amounts for checks made payable to LACERA; identify proper endorsements and signatures; calculate deposit balances; and ensure balances match total deposits.

May participate in testing new software applications and systems.

May perform other related duties as required.

REQUIREMENTS:

TRAINING AND EXPERIENCE:

OPTION 1:

One (1) year of experience as an Intermediate Clerk, LACERA or higher operating scanning/imaging equipment.

OPTION 2:

Eighteen (18) months clerical experience, with a least twelve (12) months of responsible experience operating scanning/imaging equipment.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS III – Moderate: Standing or walking most of the time, with bending, stooping, squatting, twisting, reaching, working on irregular surfaces, occasional lifting over 25 pounds, and frequent lifting of 10-25 pounds.

November 9, 2023

TO: Each Trustee,
Joint Organizational Governance Committee

FROM: Steven P. Rice *SPR*
Chief Counsel

FOR: November 16, 2023 Joint Organizational Governance Committee Meeting

SUBJECT: Chief Executive Officer Salary Designation Authority Upon Appointment of
External Candidates

RECOMMENDATION

That the Joint Organizational Governance Committee (JOGC) recommend that the Board of Retirement and Board of Investments approve amendments to the LACERA portion of the Los Angeles County Salary Ordinance, Sections 6.127.040 M 1 for Tier I and 6.127.040 P 1 for Tier II, to permit LACERA's Chief Executive Officer (CEO) to designate a Salary upon appointment of persons not employed by the County or LACERA to positions at any rate or step within the applicable Salary range, provided that for Tier I, as is currently provided for Tier II, the CEO makes a written finding based on factors to justify hiring above the minimum Salary range and with periodic reporting to the Boards, and further recommend implementation of the amendments.

LEGAL AUTHORITY

Under Section 7.1 of its Charter, the JOGC has the responsibility to, "Review and make recommendation on Staff Member requests related to: . . . Approval of compensation level and range changes for existing positions that require changes to the County Code."

The authority of the Board of Retirement and Board of Investments to address the CEO's authority with respect to salary setting for staff is based on the Boards' "plenary authority" and "sole and exclusive responsibility to administer the system in a manner that will assure prompt delivery of benefits and related services to the participants and their beneficiaries" under Article XVI, Section 17 of the California Constitution. The Boards' authority is further based on California Government Code Section 31522.1 of the County Employees Retirement Law of 1937 (CERL) to "appoint such administrative, technical, and clerical staff personnel as are required to accomplish the necessary work of the boards."

DISCUSSION

In the County Salary Ordinance, the LACERA Boards' statutory appointing authority is delegated to the CEO for all staff, other than the Chief Executive Officer and the Chief,

Internal Audit. (Salary Ordinance, Section 6.127.040 B 1.)¹ The CEO's appointing authority under the Salary Ordinance includes the ability to set staff salaries.

However, as explained below, there are inconsistencies and limitations in the CEO's authority as to new staff hires such that the CEO has full authority to designate salary at any point within the permitted range for some staff but, for two categories (external MAPP Tier I and Tier II appointees not previously employed by the County or LACERA), the CEO's salary designations for new external hires requires approval of both Boards.

The proposal in this memo makes the CEO's authority uniform by eliminating the need to obtain Board approval of certain CEO salary designations upon appointment of new Tier I and Tier II external candidates. This proposal will make the CEO's salary designation authority the same for MAPP and non-MAPP hires, internal and external candidate hires, and Tier I and Tier II.

A. Step Pay Plan

Under the Salary Ordinance, LACERA's CEO may, notwithstanding certain other provisions in the Ordinance, "may approve step placement of an employee of the Los Angeles County Employees Retirement Association at **any step within the salary range** for the position which he or she holds, provided that placements made pursuant to this section are reported to the boards of retirement and investments on a periodic basis." (Salary Ordinance, Section 6.127.030 A [emphasis added].) Thus, for internal or external hires under step pay plans, the CEO has full salary authority within the range, subject to periodic reporting to the Boards. Board approval is not required.

B. MAPP Tier I

The Salary Ordinance provides that, for promotional appointments to Tier I, "A person being promoted from another position in county or LACERA service shall be compensated at **a salary within the Salary range of the higher position**" (Salary Ordinance, Section 6.127.040 M 2 [emphasis added].) Thus, the CEO's salary designation authority is unlimited and not subject to Board approval for promotional candidates. There is also no requirement for a memo of justification or notice to the Boards.

However, for appointments of persons not currently employed by LACERA, the Ordinance provides, "The retirement administrator may designate a salary at any rate within the first

¹ By policy, both Boards reserve the right to provide input on personnel matters relating to Chief Counsel. By policy, the Board of Investments reserves the right to provide input on personnel matters relating to the Chief Investment Officer. The CEO remains the appointing authority for both positions.

three quartiles of the Salary range established for the position to which the person is being appointed. **Appointment at a salary rate within the fourth quartile of the Salary range shall require prior approval by the board of retirement and board of investments jointly.** (Salary Ordinance, Section 6.127.040 M 1 [emphasis added].) Under this language, for highly compensated external Tier I hires, the hiring process includes the additional hurdle of obtaining joint board approval for the salary.

C. MAPP Tier II

The MAPP Tier II language in the Ordinance is similar but not identical to Tier I.

The Salary Ordinance provides that, for promotional appointments to Tier II, “A person being promoted from another position in county or LACERA service shall be compensated at **a salary within the Salary range of the higher position**” (Salary Ordinance, Section 6.127.040 P 2 [emphasis added].) Thus, the CEO’s salary designation is unlimited and not subject to Board approval for promotional candidates. There is also no requirement for a memo of justification or notice to the Boards. This is the same as for Tier I.²

However, for Tier II appointments of persons not currently employed by the county or LACERA, the Ordinance provides, “the retirement administrator may designate any step up to and including step 12 of the Salary range established for the position to which the person is being appointed, provided the retirement administrator makes a written finding based on an analysis of factors to justify hiring above the minimum of the Salary range. **Appointment to a salary rate greater than step 12 shall require prior approval of the board of retirement and board of investments jointly.**” (Salary Ordinance, Section 6.127.040 P 1 [emphasis added].) Under this language, for highly compensated external Tier II hires, the hiring process includes the additional hurdle of obtaining joint board approval for the salary and also a memo of justification. The Tier II process also requires as internal memo of findings not in the Tier I Ordinance language.

D. Proposal and Justification

The differing standards for the CEO’s salary designation authority and other aspects of the process for Step Pay, Tier I, and Tier II hires create the following concerns:

- Inconsistent levels and standards for the CEO’s salary designation authority.
- Administrative burden of administering five different systems (one for Step Pay and two each for Tier I and Tier II).

² Note there are different requirements in the cited Ordinance section for Y-Rate employees, which are not covered here.

- External Tier I and Tier II candidates are exposed to a public Board review process that delays hires due to the need to arrange two Board meetings, may cause candidates to have personal concerns and also unnecessary difficulties in terms of the timing of their notice to current employers, and may be a disincentive to quality candidates.
- The Board review process takes up agenda time and involves the Board in a staff salary approval process for some candidates that is prudently uniformly delegated to the CEO, who oversees the hiring process and has a greater level of knowledge concerning individual hires than the Boards can achieve.
- There is no basis for the different internal written justification requirements for Tier I and Tier II.
- There is no basis for the different requirements for informal periodic Board notification of appointments and salaries.

To eliminate these concerns and create uniform CEO salary designation authority and a uniform, consistent, and transparent process, staff proposes the attached revisions to the Tier I and Tier II Ordinances, Sections 6.127.040 M 1 and P 1, which will grant the CEO authority to make appointments at any rate or step within the range for a position, eliminate Board approval, requires uniform internal justification where it is not already required,³ and requires uniform periodic reporting to the Boards.

CONCLUSION

For these reasons, staff recommends that the JOGC recommend that the Board of Retirement and Board of Investments approve amendments to the LACERA portion of the Los Angeles County Salary Ordinance, Sections 6.127.040 M 1 for Tier I and 6.127.040 P 1 for Tier II, to permit LACERA's Chief Executive Officer (CEO) to designate a Salary upon appointment of persons not employed by the County or LACERA to positions at any rate or step within the applicable Salary range, provided that for Tier I, as is currently provided for Tier II, the CEO makes a written finding based on factors to justify hiring above the minimum Salary range and with periodic reporting to the Boards, and further recommend implementation of the amendments.

Attachment

c: Santos H. Kreimann Luis A. Lugo Laura Guglielmo Ted Granger
Jonathan Gabel JJ Popowich Carly Ntoya, Ph.D. Jasmine Bath

³ Although the Ordinance language is currently different with regard to internal written justification for hires and their salaries, in practice such justification memos are prepared for all hires. In this sense, the proposed change on this point documents an alignment of the Ordinance with practice.

SALARY ORDINANCE COMPARISON AND PROPOSED CHANGES

Salary Ordinance Section 6.127.030 - Additional information.

[No changes proposed.]

- A. Step Pay Plan. Notwithstanding Section 6.08.010, by specific action, any person designated to act as Retirement Administrator pursuant to Section 6.127.020 of this code may approve step placement of an employee of the Los Angeles County Employees Retirement Association at any step within the salary range for the position which he or she holds, provided that placements made pursuant to this section are reported to the boards of retirement and investments on a periodic basis. The succeeding step advancement in such a case will be made thereafter on a yearly basis unless an exception is specifically authorized by the retirement administrator.

Salary Ordinance Section 6.127.040 - LACERA Tier I and Tier II Management Appraisal and Performance Plan.

[Proposed Changes are Indicated.]

- M. Tier I establishment of salary upon appointment. A person appointed to a class or position designated as participating in Tier I of the Plan shall be paid as follows, provided that placements made pursuant to this section are reported to the boards of retirement and investments on a periodic basis:
1. Appointment of Persons Not Currently Employed by the county or LACERA. The retirement administrator may designate a salary at any rate within ~~the first three quartiles of~~ the Salary range established for the position to which the person is being appointed, provided the retirement administrator makes a written finding based on an analysis of factors to justify hiring above the minimum of the Salary range. Appointment at a salary rate within the fourth quartile of the Salary range shall require prior approval by the board of retirement and board of investments jointly.
- P. Tier II establishment of step placement upon appointment. A person appointed to a class or position designated as participating in the Tier II Management Appraisal and Performance Plan shall be paid as follows, provided that placements made pursuant to this section are reported to the boards of retirement and investments on a periodic basis:
1. Appointment of Persons Not Employed by the county or LACERA. For persons not employed by the county or LACERA and who are appointed to positions participating in the Tier II Management Appraisal and Performance Plan, the retirement administrator may designate any step ~~up to and including step 12~~ of the Salary range established for the position to which the person is being appointed, provided the retirement administrator makes a written finding based on an analysis of factors to justify hiring above the minimum of the Salary range. ~~Appointment to a salary rate greater than step 12 shall require prior approval of the board of retirement and board of investments jointly.~~

SALARY ORDINANCE COMPARISON AND PROPOSED CHANGES

Salary Ordinance Section 6.127.030 - Additional information.

[No changes proposed.]

- A. Step Pay Plan. Notwithstanding Section 6.08.010, by specific action, any person designated to act as Retirement Administrator pursuant to Section 6.127.020 of this code may approve step placement of an employee of the Los Angeles County Employees Retirement Association at any step within the salary range for the position which he or she holds, provided that placements made pursuant to this section are reported to the boards of retirement and investments on a periodic basis. The succeeding step advancement in such a case will be made thereafter on a yearly basis unless an exception is specifically authorized by the retirement administrator.

Salary Ordinance Section 6.127.040 - LACERA Tier I and Tier II Management Appraisal and Performance Plan.

[Proposed Changes are Indicated.]

- M. Tier I establishment of salary upon appointment. A person appointed to a class or position designated as participating in Tier I of the Plan shall be paid as follows, provided that placements made pursuant to this section are reported to the boards of retirement and investments on a periodic basis:
1. Appointment of Persons Not Currently Employed by the county or LACERA. The retirement administrator may designate a salary at any rate within ~~the first three quartiles of~~ the Salary range established for the position to which the person is being appointed, provided the retirement administrator makes a written finding based on an analysis of factors to justify hiring above the minimum of the Salary range. Appointment at a salary rate within the fourth quartile of the Salary range shall require prior approval by the board of retirement and board of investments jointly.
- P. Tier II establishment of step placement upon appointment. A person appointed to a class or position designated as participating in the Tier II Management Appraisal and Performance Plan shall be paid as follows, provided that placements made pursuant to this section are reported to the boards of retirement and investments on a periodic basis:
1. Appointment of Persons Not Employed by the county or LACERA. For persons not employed by the county or LACERA and who are appointed to positions participating in the Tier II Management Appraisal and Performance Plan, the retirement administrator may designate any step ~~up to and including step 12~~ of the Salary range established for the position to which the person is being appointed, provided the retirement administrator makes a written finding based on an analysis of factors to justify hiring above the minimum of the Salary range. ~~Appointment to a salary rate greater than step 12 shall require prior approval of the board of retirement and board of investments jointly.~~

November 8, 2023

TO: Each Trustee,
Joint Organizational Governance Committee

FROM: Santos H. Kreimann ^{SKC}
Chief Executive Officer

FOR: November 16, 2023 Joint Organizational Governance Committee Meeting

SUBJECT: Discuss Cancelling December 7, 2023 Joint Organizational Governance
Committee Meeting

RECOMMENDATION

That the Joint Organizational Governance Committee (JOGC) cancel the December 7, 2023 Joint Organizational Governance Committee meeting.

DISCUSSION

At its April 27, 2023 JOGC meeting, the Committee approved the 2023 meeting schedule. A December meeting was scheduled for one item, FY 22-23 Final Budget Control Report. See attached April 27, 2023 meeting memo. This item has been placed on the November 16, 2023 meeting agenda; therefore, there are no pending items scheduled for December 7, 2023.

Attachment

SK:bn

April 19, 2023

TO: Each Trustee,
Joint Organizational Governance Committee

FROM: Santos H. Kreimann ^{SHK}
Chief Executive Officer

FOR: April 27, 2023 Joint Organizational Governance Committee Meeting

SUBJECT: 2023 Joint Organizational Governance Committee Proposed Meeting Calendar and Agenda Items

RECOMMENDATION

That the Joint Organizational Governance Committee (JOGC) schedule the 2023 calendar year meetings and review and provide input on and additions to the proposed agenda items.

DISCUSSION

In addition to the April meeting, the JOGC is scheduled to meet three additional times in calendar year 2023. A draft of the 2023 schedule of topics for your review is provided below.

Staff would like the Committee’s input on any additional topics and/or educational sessions that can be added to the remaining meetings for 2023. In addition to these items, the committee will hold closed sessions meetings as needed on matters within the JOGC’s scope under its Charter. The Charter provides for meetings in February to elect officers (which will be done at the April meeting this year), in April for budget review, and such further meetings as needed with the concurrence of the Board Chairs or the JOGC committee Chair.

| Month | Potential Meeting Dates to Consider | Item Description |
|----------------------|---|---|
| | Thursday, April 27, 2023 at 8 a.m. | FY 23-24 Proposed Preliminary Budget for Discussion, Timeline and Direction; Budget Policy; and Classification Study Review |
| August 2023 | Wed., 8/16, Thurs., 8/17, Wed., 8/23, Thurs., 8/24 | Information Systems Acceptable Use and Mobile Device Policies for Trustees |
| November 2023 | Thurs., 11/2, Wed., 11/15, Thurs., 11/16 | FY 23-24 Mid-Year Budget Adjustment |
| December 2024 | Thurs., 12/7, Fri., 12/8, | FY 22-23 Final Budget Control Report |

Re: 2023 Joint Organizational Governance Committee Planning
April 19, 2023
Page 2 of 2

Staff looks forward to the Committee's discussion and agenda input at the JOGC meeting on Thursday, April 27, 2023 at 8 a.m.

SK:bn

April 19, 2023

TO: Each Trustee,
Joint Organizational Governance Committee

FROM: Santos H. Kreimann ^{SHK}
Chief Executive Officer

FOR: April 27, 2023 Joint Organizational Governance Committee Meeting

SUBJECT: 2023 Joint Organizational Governance Committee Proposed Meeting Calendar and Agenda Items

RECOMMENDATION

That the Joint Organizational Governance Committee (JOGC) schedule the 2023 calendar year meetings and review and provide input on and additions to the proposed agenda items.

DISCUSSION

In addition to the April meeting, the JOGC is scheduled to meet three additional times in calendar year 2023. A draft of the 2023 schedule of topics for your review is provided below.

Staff would like the Committee’s input on any additional topics and/or educational sessions that can be added to the remaining meetings for 2023. In addition to these items, the committee will hold closed sessions meetings as needed on matters within the JOGC’s scope under its Charter. The Charter provides for meetings in February to elect officers (which will be done at the April meeting this year), in April for budget review, and such further meetings as needed with the concurrence of the Board Chairs or the JOGC committee Chair.

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Re: 2023 Joint Organizational Governance Committee Planning
April 19, 2023
Page 2 of 2

Staff looks forward to the Committee's discussion and agenda input at the JOGC meeting on Thursday, April 27, 2023 at 8 a.m.

SK:bn

**FOR INFORMATION ONLY**

November 8, 2023

TO: Each Trustee
 Joint Organizational Governance Committee

FROM: Laura Guglielmo 
 Assistant Executive Officer

FOR: November 16, 2023 Joint Organizational Governance Committee

SUBJECT: **FY 2023-24 MID-YEAR BUDGET ADJUSTMENTS**

LACERA staff and management have the responsibility to monitor and forecast expenditures to ensure resources are being used as intended to meet the organization’s needs. To support this responsibility, LACERA’s Budget Policy, attached, calls for a mid-year budget review process where the Boards may address any enterprise critical, unforeseen, and emergency resources not included in that current fiscal year’s budget. The mid-year budget review shall be presented to the JOGC for information or action if required. Staff has completed its FY 2023-24 mid-year budget review and because no additional appropriations, staffing, or adjustments outside of the Chief Executive Officer’s (CEO’s) authority are needed, no Board action is required. This memo is provided as information only and supports LACERA’s values of transparency and accountability.

ADMINISTRATIVE BUDGET

In June, the Boards adopted LACERA’s FY 2023-24 Administrative Budget totaling \$135,747,974. The Administrative Budget includes two major account categories, Salaries and Employee Benefits (S&EB) with an adopted budget of approximately \$103.2 million and Services and Supplies (S&S) with an adopted budget of approximately \$32.6 million. Utilizing LACERA’s new budget software, Questica Budget, staff and management have reviewed the current and projected expenditures as compared to the adopted administrative budget. No additional funding is required, and no new positions are recommended. However, staff has recommended, and the CEO has authorized, the reallocation of \$692,500 between various accounts as detailed below:

| Administrative Budget | FY 2023-24 Approved Budget | Mid-Year Adjustment Amount | Proposed Amended Budget | % Change |
|-------------------------------|-----------------------------------|-----------------------------------|--------------------------------|-----------------|
| Salaries & Employee Benefits | \$103,263,874 | (\$92,000) | \$103,071,874 | (0.1%) |
| Services & Supplies | \$32,584,100 | \$92,000 | 32,676,100 | 0.3% |
| Operating Budget Total | \$135,747,974 | \$0 | \$135,747,974 | 0.0% |

A more detailed breakdown by Division is provided below:

Administrative Services Division: At staff's recommendation, the CEO has authorized the reallocation of \$119,000 within the Administrative Services Division as follows:

FROM:

| GL Account No. - Name | Reason for Reallocation | Amount |
|----------------------------------|--|--------------------|
| 9390 – Cyber Liability Insurance | Actual premiums were \$165,000 below budgeted levels due to improvements to LACERA's information security program and protocols. | (\$119,000) |
| Total | | (\$119,000) |

TO:

| GL Account No. - Name | Reason for Reallocation | Amount |
|-----------------------------------|---|------------------|
| 9106 - Special Order Automobile | The mailroom automobile required replacement earlier than planned for safety reasons. The cost of the new vehicle was partially offset by the salvage sale of the previous vehicle. | \$22,000 |
| 9201 - Postage Meter | Increases in USPS rates and volume greater than anticipated. | \$50,000 |
| 9384 – Earthquake/Flood Insurance | Actual rates were higher than anticipated based on general market risks. | \$12,000 |
| 9553 – Archive/Offsite Storage | Increased costs for records storage and retrieval services due to fuel surcharges and higher volume than anticipated. | \$15,000 |
| 9677 – Shredding Services | Increased costs for shredding services due to fuel surcharges and higher volume than anticipated. | \$20,000 |
| Total | | \$119,000 |

Board of Investments: At staff's recommendation, CEO has approved the reallocation of \$61,000 within the Board of Investment's (BOI's) budget as follows:

FROM:

| GL Account No. - Name | Reason for Reallocation | Amount |
|---------------------------------------|--|-------------------|
| 9961 - Memberships | Funds are available due the BOI's decision not to renew its membership in Milken. | (\$54,000) |
| 9983 – Off-site Board Meeting Expense | Savings are available due to the BOI's decision to hold its 2023 off-site meeting on-site. | (\$7,000) |
| Total | | (\$61,000) |

TO:

| GL Account No. - Name | Reason for Reallocation | Amount |
|---------------------------------|--|-----------------|
| 9962 – Trustee Registration Fee | Required for four new appointed and elected Trustees to attend the Wharton Program in April. | \$54,000 |
| 9984 – Food and Beverages | Increased costs due to inflation and participation from staff and Trustees. | \$7,000 |
| Total | | \$61,000 |

Executive Office – The CEO has approved the reallocation of \$7,200 from within the Executive Office’s budget as follows:

FROM:

| GL Account No. - Name | Reason for Reallocation | Amount |
|-----------------------|--|------------------|
| 9023 – Gross Salaries | Savings are anticipated due to delays in hiring. | (\$7,200) |
| Total | | (\$7,200) |

TO:

| GL Account No. - Name | Reason for Reallocation | Amount |
|---------------------------------|--|----------------|
| 9012 – Transportation Allowance | Rather than purchase a new vehicle, the DCEO opted for a monthly transportation allowance. | \$7,200 |
| Total | | \$7,200 |

Legal Office – In support of the establishment of an Ethics and Compliance Unit within the Legal office, resources are required to fund the efforts of Legal Office staff and the staff Ethics and Compliance Committee in conducting the foundational work necessary for the development of LACERA’s ethics and compliance program and the compliance and enterprise risk management pillar of the 2023 Board of Retirement’s Strategic Plan. To support this activity, staff recommended, and the CEO authorized a new set of accounts for the Ethics and Compliance Unit to ensure proper allocation and reporting of compliance expenses from the other general expenses of the Legal Office. Staff further recommended and the CEO has approved reallocating \$182,700 from the Legal Office’s administrative budget to the newly created Ethics and Compliance Unit as follows in order to ensure independence and segregation of its expenses associated with the ethics and compliance function from the other expenses of the Legal Office:

FROM: LEGAL OFFICE (Organization Code 59307)

| GL Account No. - Name | Reason for Reallocation | Amount |
|-----------------------|---|--------------------|
| 9023 – Gross Salaries | Salary savings are available to support the foundational work necessary to establish a new Compliance Unit with the Legal Office. | (\$182,700) |
| Total | | (\$182,700) |

TO: ETHICS AND COMPLIANCE UNIT (Organization Code 59319)

| GL Account No. - Name | Reason for Reallocation | Amount |
|-------------------------------------|--|------------------|
| 9023 – Gross Salaries | Partial year funding for the vacant Chief Ethics and Compliance Officer position previously allocated to the Legal Division. | \$90,700 |
| 9181 – Auto Mileage/ Transportation | Transportation expenses related to travel to educational conferences. | \$3,500 |
| 9182 – Travel | Educational conferences. | \$8,000 |
| 9772 – Outside Legal Counsel | Compliance consultant (Kaplan & Walker LLP). | \$20,000 |
| 9961 – Memberships | Society of Corporate Compliance and Ethics (SCCE) and Ethics and Compliance Initiative (ECI). | \$8,000 |
| 9962 – Registration Fees | Educational conferences. | \$7,500 |
| 9963 – Educational Materials | PLI subscription, Gartner subscription for the Ethics and Compliance Committee, and other material. | \$45,000 |
| Total | | \$182,700 |

Additional information about the Ethics and Compliance Program will be presented at the December 2023 Audit Committee Meeting at which an informational presentation, a proposed Ethics and Compliance Charter, and proposed revisions to the Audit Committee Charter, seeking to rename it as the Audit, Compliance, Risk, and Ethics (ACRE) Committee will be presented.

Member Services - At staff's recommendation, the CEO has approved a reallocation of \$72,600 within the Member Services Division's budget as follows:

FROM:

| GL Account No. - Name | Reason for Reallocation | Amount |
|-----------------------|---|-------------------|
| 9023 – Gross Salaries | Savings are anticipated due to the internal transfer of a Sr. Administrative Assistant to another division. | (\$72,600) |
| Total | | (\$72,600) |

TO:

| GL Account No. - Name | Reason for Reallocation | Amount |
|-----------------------|--|-----------------|
| 9004 – Agency Temp | Funding is required to backfill the Senior Administrative Assistant position with an Agency Temporary employee until an exam can be promulgated. | \$72,600 |
| Total | | \$72,600 |

Systems Division - At staff's recommendation, the CEO has approved a reallocation of \$250,000 within the Systems Division's budget as follows:

FROM:

| GL Account No. - Name | Reason for Reallocation | Amount |
|--|--|--------------------|
| 9574 – Knowledge & Document Management | Due to delays in implementation, it is anticipated that the full budget for this project will not be required in FY 2023-24. | (\$200,000) |
| 9843- LAN Network Hardware | Savings have been identified to prioritize equipment in support of the hybrid remote workforce. | (\$50,000) |
| Total | | (\$250,000) |

TO:

| GL Account No. - Name | Reason for Reallocation | Amount |
|--------------------------------------|---|------------------|
| 9831 – LAN Software & Licenses - New | The new Information Security Officer has identified the need for an ITGRC Platform (\$60,000); Automated Directory audit tool (\$40,000); and an eDiscovery tool (\$100,000). These costs are estimates and solutions will be procured in accordance with LACERA's contracting and procurement policy and procedures. | \$200,000 |
| 9354 – Remote Workforce Equipment | Funding is required to provide appropriate and updated equipment for staff working remotely in support of LACERA's hybrid work environment. | \$50,000 |
| Total | | \$250,000 |

RETIREE HEALTHCARE BENEFITS PROGRAM (RHCBP) BUDGET

In June, the Boards also adopted the RHCBP Budget totaling \$12,685,439. The RHCBP Budget is structured like the Administrative Budget and includes approximately \$5.7M for S&EB and \$6.9M for S&S. Staff and management have reviewed the current and

projected expenditures as compared to the adopted budget and the CEO has authorized a reallocation of \$165,200 from within the S&EB account category as follows:

FROM:

| GL Account No. - Name | Reason for Reallocation | Amount |
|---------------------------------|--|--------------------|
| 9023 – Gross Salaries | Savings resulting from two vacant positions (Senior Typist Clerk and Retirement Benefits Specialist III) | (\$133,200) |
| 9079 – Health Insurance - Temps | Savings resulting from two vacant positions (Senior Typist Clerk and Retirement Benefits Specialist III) | (\$32,000) |
| Total | | (\$165,200) |

TO:

| GL Account No. - Name | Reason for Reallocation | Amount |
|-----------------------|---|------------------|
| 9004 – Agency Temp | Funding will allow for temporary staff to support service to members. | \$165,000 |
| Total | | \$165,000 |

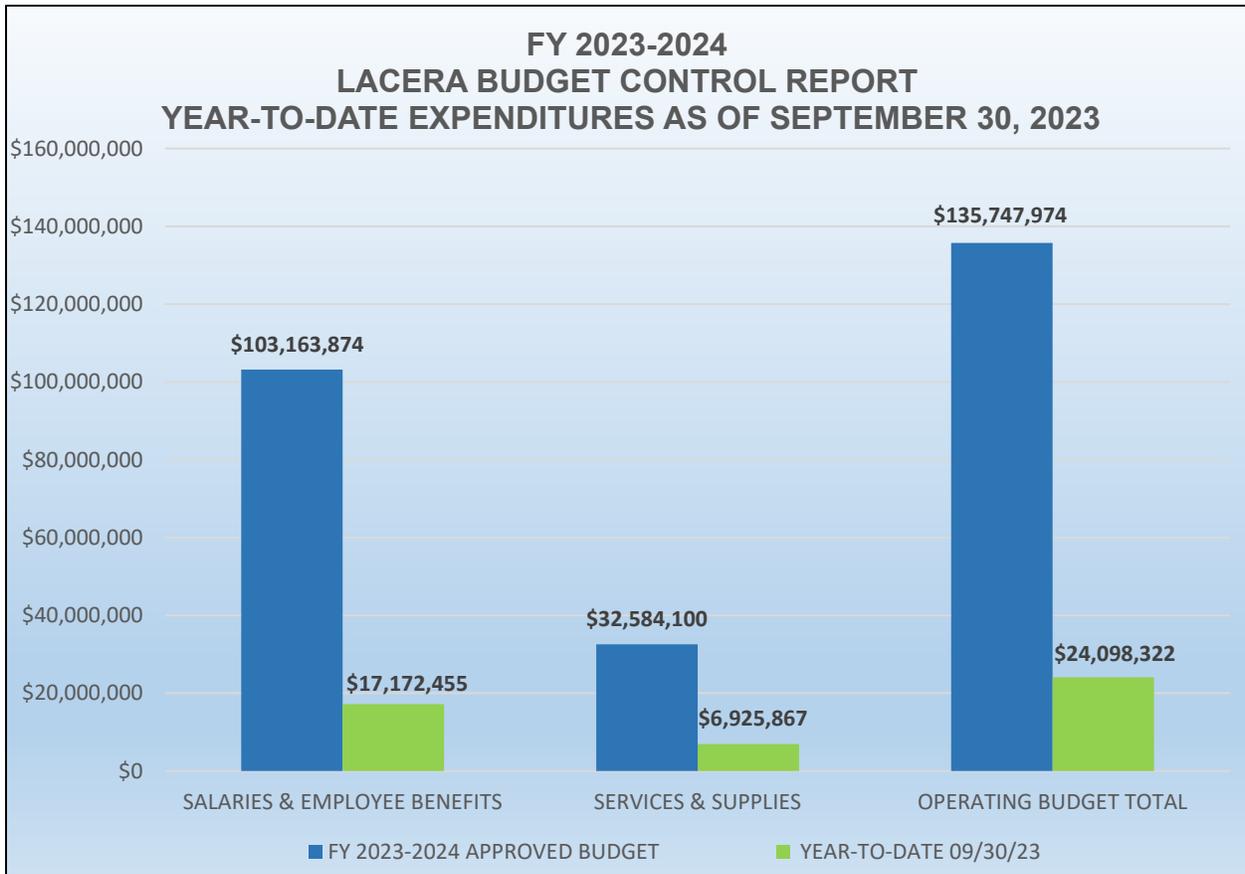
In addition, staff is monitoring outside legal expenditures associated with a potential Tier III currently being discussed and negotiated between the plan sponsor and labor representatives. Los Angeles County shall be responsible for all such legal expenditures as well as any other costs to LACERA to implement and administer the proposed new benefit.

BUDGET TO ACTUAL

As part of its review and assessment of the FY 2023-24 Budget, Management reviewed actual expenditures through the first quarter of the fiscal year compared to the budget.

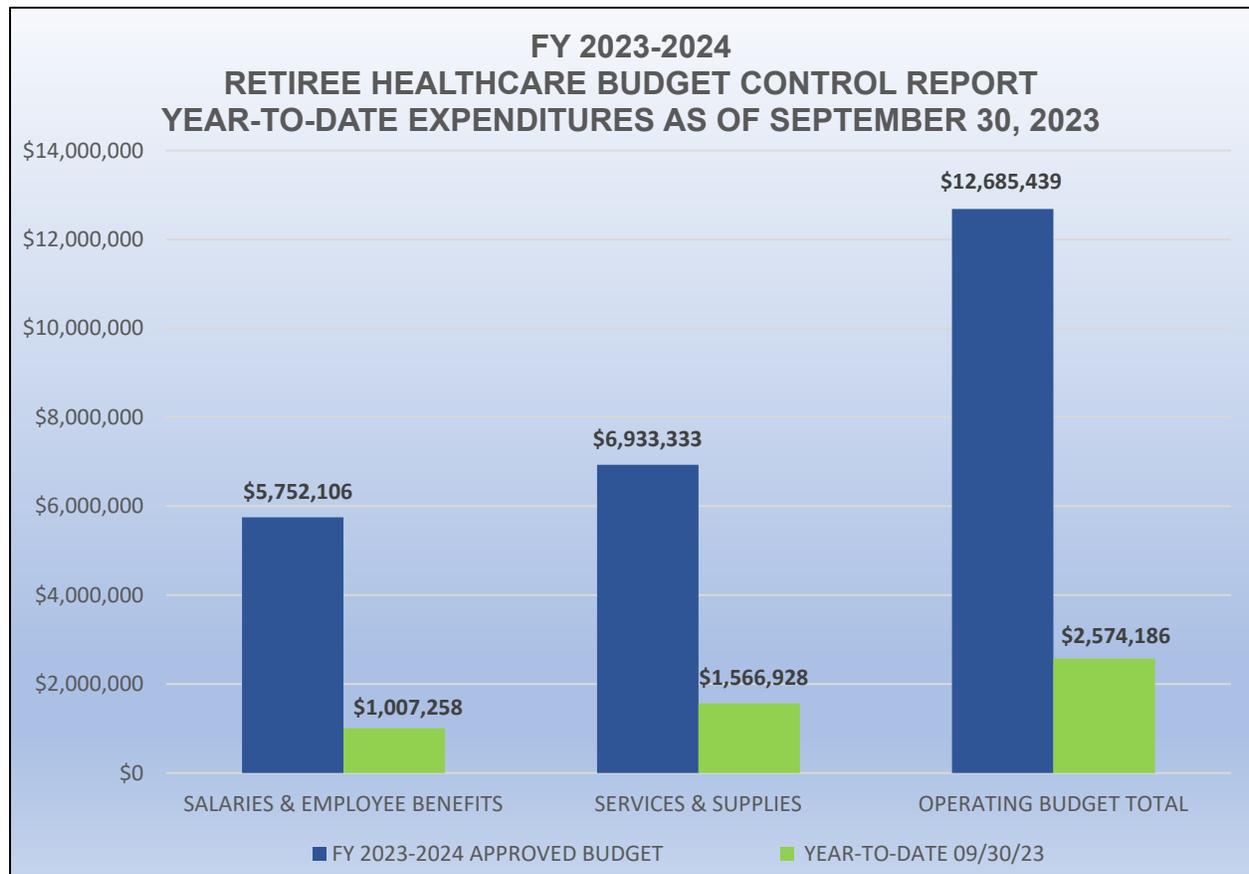
| LACERA ADMINISTRATIVE BUDGET | FY 2023-2024 APPROVED BUDGET | YEAR-TO-DATE 09/30/23 | OVER/(UNDER) BUDGET | % VARIANCE |
|-------------------------------|------------------------------|-----------------------|------------------------|----------------|
| SALARIES & EMPLOYEE BENEFITS | \$103,163,874 | \$17,172,455 | (\$85,991,419) | (83.4%) |
| SERVICES & SUPPLIES | \$32,584,100 | \$6,925,867 | (\$25,658,233) | (78.7%) |
| OPERATING BUDGET TOTAL | \$135,747,974 | \$24,098,322 | (\$111,649,652) | (82.2%) |

* All amounts rounded to the nearest dollar.



| RETIREE HEALTHCARE ADMINISTRATIVE BUDGET | FY 2023-2024 APPROVED BUDGET | YEAR-TO-DATE 09/30/23 | OVER/(UNDER) BUDGET | % VARIANCE |
|--|------------------------------|-----------------------|-----------------------|----------------|
| SALARIES & EMPLOYEE BENEFITS | \$5,752,106 | \$1,007,258 | (\$4,744,848) | (82.5%) |
| SERVICES & SUPPLIES | \$6,933,333 | \$1,566,928 | (\$5,366,405) | (77.4%) |
| OPERATING BUDGET TOTAL | \$12,685,439 | \$2,574,186 | (\$10,111,253) | (79.7%) |

* All amounts rounded to the nearest dollar.



QUESTICA BUDGET TOOL

Staff is excited to share that staff and management used our new automated budget software tool, Questica Budget, to complete our analysis as well as to document and record our mid-year budget adjustments. This new system, which will be demonstrated to the Operations Oversight Committee in January, allows managers to see their budget to actual expenditures in near real time, with salaries delayed by one pay period and expenses from the day before. Managers were able to record their requests to reallocate funding using the system and staff was able to make necessary adjustments to reflect the CEO’s final decisions. Although no new appropriations or positions were required at this time, the system makes adjustments by the JOGC or the Boards easy for staff to implement.

Attachments

- CC: Santos H. Kreimann
 Luis Lugo
 JJ Popowich
 Steven P. Rice
 Ted Granger
 Roberta Van Nortrick
 Budget Unit

SHK:LL:LKG

FY 2023-24 Mid Year Budget Review

Laura Guglielmo

AGENDA

- Review of Budget Policy
- Administrative Budget - Reallocations
- Retiree Healthcare Budget - Reallocations
- FY 2023/24 Budget to Actual Summary – 1st Quarter



Budget Policy

LACERA's Budget Policy (rev. 2023) requires annual review and anticipates the need for adjustments

CEO Authority

- Transfers of up to \$1M across major accounts (between S&EB and S&S)

JOGC Role

- Review & recommend action for BOR/BOI if required

BOR/BOI Role

- Must approve any transfers outside of CEO authority
- Must approve any position changes
- Must approve any additional appropriation within CERL limit



Administrative Budget Mid-Year Reallocations

Presented as information only as all actions fall within the CEO's authority



FY 2022-23 Administrative Budget Proposed Mid-Year Adjustment Summary

| Administrative Budget | FY 2023-24 Approved Budget | Mid-Year Adjustment Amount | Proposed Amended Budget | % Change |
|-------------------------------|---|---|--|-----------------|
| Salaries & Employee Benefits | \$103,263,874 | (\$92,000) | \$103,071,874 | (0.1%) |
| Services & Supplies | \$32,584,100 | \$92,000 | 32,676,100 | 0.3% |
| Operating Budget Total | \$135,747,974 | \$0 | \$135,747,974 | 0.0% |

Summary of Reallocations



Establishment of a New Account Structure for a Compliance Unit

In support of the establishment of an Ethics and Compliance Unit within the Legal office, resources are required to fund the efforts of Legal Office staff and the staff Ethics and Compliance Committee in conducting the foundational work necessary for the development of LACERA's ethics and compliance program and the compliance and enterprise risk management pillar of the 2023 Board of Retirement's Strategic Plan. To support this activity, staff recommended, and the CEO authorized a new set of accounts for the Ethics and Compliance Unit to ensure proper allocation and reporting of compliance expenses from the other general expenses of the Legal Office. Staff further recommended and the CEO has approved reallocating \$182,700 from the Legal Office's administrative budget to the newly created Ethics and Compliance Unit as follows in order to ensure independence and segregation of its expenses associated with the ethics and compliance function from the other expenses of the Legal Office:

| | | | |
|-------------------------|----------|--------------------------|----------|
| • Gross Salaries | \$90,700 | • Mileage/Transportation | \$3,500 |
| • Travel | \$8,000 | • Outside Legal Counsel | \$20,000 |
| • Memberships | \$8,000 | • Registration Fees | \$7,500 |
| • Educational Materials | \$45,000 | | |

Summary of Reallocations



Administrative Services

- Savings in Cyber Liability Insurance (\$119,000) are reallocated as follows to reflect projected actual expenditures:

| | | | |
|------------------------------|----------|-------------------|----------|
| • Special Order Auto | \$22,000 | • Postage Meter | \$50,000 |
| • Earthquake/Flood Insurance | \$12,000 | • Offsite Storage | \$15,000 |
| • Shredding Service | \$20,000 | | |

Board of Investments

- Funds totaling \$54,000 are reallocated from Memberships (savings from Milken) to Trustee Registration Fees (Wharton Program) to allow for new Trustee education
- Funds totaling \$7,000 are reallocated from Off-site Board Meeting Expense to Food and Beverages to align with actual projected expenditures

Summary of Reallocations



Executive Office

- Funds totaling \$7,200 are reallocated from Gross Salaries to Transportation Allowance for the DCEO, eliminating the need to purchase a replacement vehicle

Member Services

- Funds totaling \$72,600 are reallocated from Gross Salaries to Agency Temp to backfill the Senior Administrative Assistant position until an exam can be promulgated.

Systems Division

- Funds totaling \$200,000 are reallocated from Knowledge & Document Management to Lan Software Licenses, New to support the recommendations of the Information Security Officer to address specific operational risks.
- Funds totaling \$50,000 are reallocated from LAN Network Hardware to Remote Workforce Equipment to better support the organizations hybrid work environment



Retiree Healthcare Benefits Program Budget – Mid-Year Reallocations

Presented as information only as all actions fall within the CEO's authority



Summary of Reallocations

Retiree Healthcare Benefits Program

Funds totaling \$165,000 are reallocated from Gross Salaries (\$133,200) and Health Insurance – Temps (\$32,000) to Agency Temp to allow for the use of temporary staff to backfill two vacant positions until eligibility lists can be promulgated



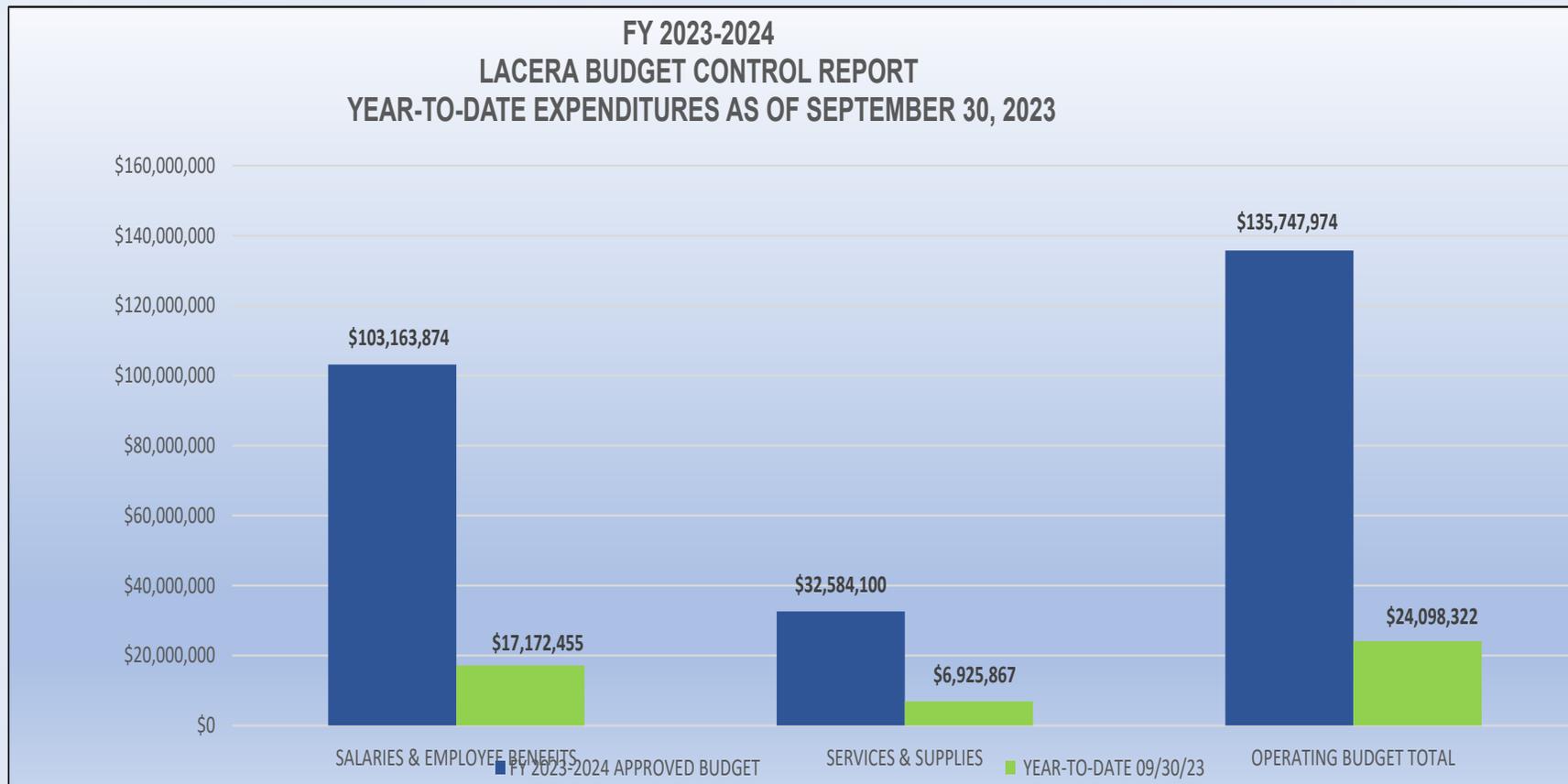
Budget to Actual Data First Quarter Year to Date



FY 2023-24 Budget to First Quarter Actual

Administrative Budget

| ADMINISTRATIVE BUDGET | FY 2023-2024 APPROVED BUDGET | YEAR-TO-DATE 09/30/23 | OVER/(UNDER) BUDGET | % VARIANCE |
|-------------------------------|------------------------------|-----------------------|------------------------|----------------|
| SALARIES & EMPLOYEE BENEFITS | \$103,163,874 | \$17,172,455 | (\$85,991,419) | (83.4%) |
| SERVICES & SUPPLIES | \$32,584,100 | \$6,925,867 | (\$25,658,233) | (78.7%) |
| OPERATING BUDGET TOTAL | \$135,747,974 | \$24,098,322 | (\$111,649,652) | (82.2%) |





FY 2023-24 Budget to First Quarter Actual

Administrative Budget – Summary by Division

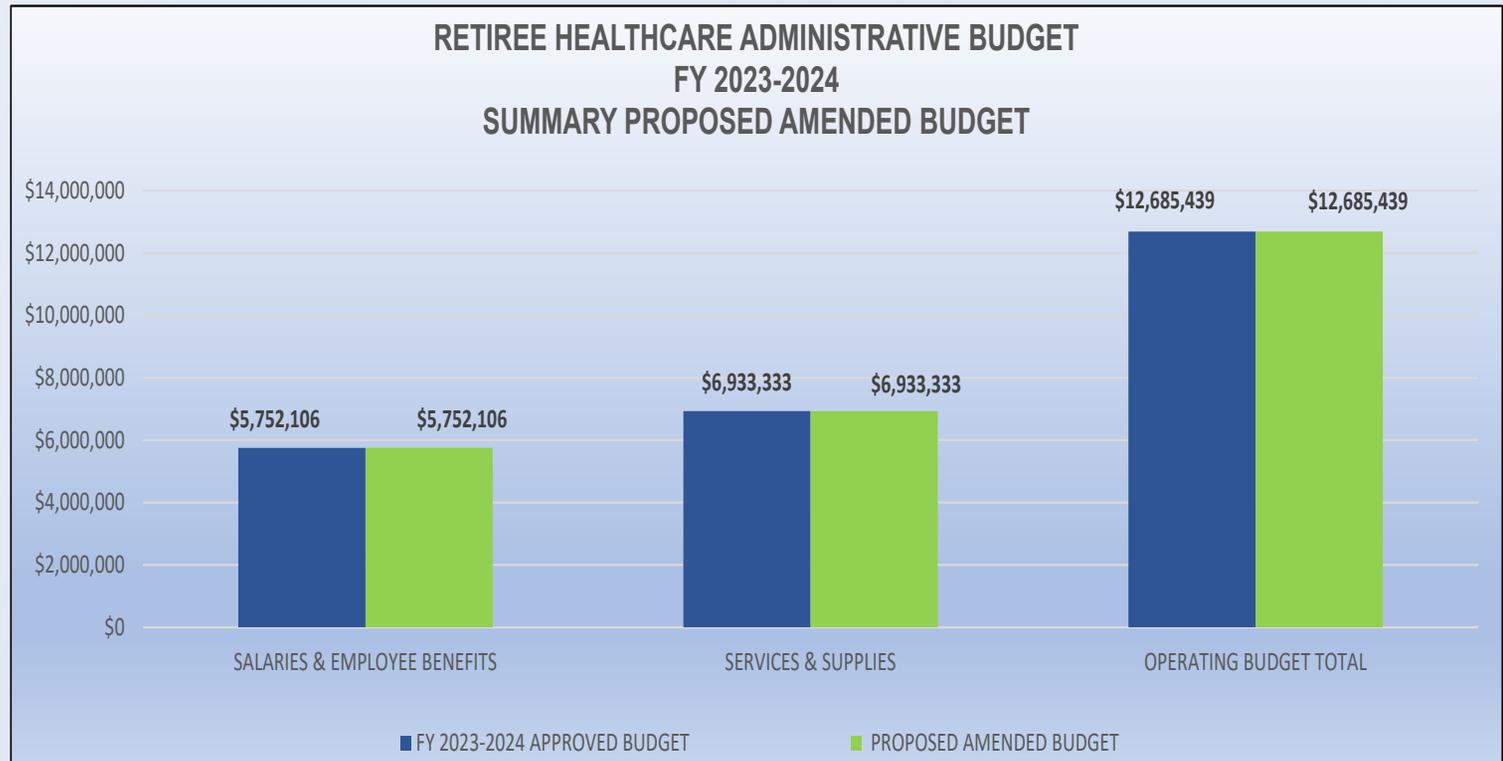
| DIVISION | FY 2023-2024 APPROVED BUDGET | YEAR-TO-DATE 09/30/23 | OVER/(UNDER) BUDGET | % VARIANCE |
|---------------------------------|------------------------------------|--------------------------|------------------------|----------------|
| Administrative Services | \$16,108,407 | \$3,990,466 | (\$12,117,941) | (75.2%) |
| Benefits | 12,449,402 | 2,444,200 | (10,005,202) | (80.4%) |
| Board of Retirement | 303,500 | 20,287 | (283,213) | (93.3%) |
| Board of Investments | 551,000 | 128,179 | (422,821) | (76.7%) |
| Communications | 4,117,688 | 647,923 | (3,469,765) | (84.3%) |
| Disability Litigation | 2,561,141 | 472,311 | (2,088,830) | (81.6%) |
| Disability Retirement | 11,797,093 | 1,921,960 | (9,875,133) | (83.7%) |
| Executive Office | 5,276,415 | 918,941 | (4,357,474) | (82.6%) |
| Financial & Accounting Services | 5,688,740 | 1,017,021 | (4,671,719) | (82.1%) |
| Human Resources | 6,743,591 | 865,178 | (5,878,413) | (87.2%) |
| Internal Audit | 3,613,148 | 577,442 | (3,035,706) | (84.0%) |
| Investment Office | 18,223,967 | 3,000,269 | (15,223,698) | (83.5%) |
| Legal Services | 9,997,732 | 1,361,424 | (8,636,308) | (86.4%) |
| Member Services | 11,063,296 | 1,976,772 | (9,086,524) | (82.1%) |
| Quality Assurance | 3,383,332 | 545,515 | (2,837,817) | (83.9%) |
| Systems | 23,869,522 | 4,210,435 | (19,659,087) | (82.4%) |
| TOTAL | \$135,747,974 | \$24,098,322 | (\$111,649,652) | (82.2%) |



FY 2023-24 Budget to First Quarter Actual

Retiree Healthcare Budget

| RETIREE HEALTHCARE ADMINISTRATIVE BUDGET | FY 2023-2024 APPROVED BUDGET | MID-YEAR ADJUSTMENT AMOUNT | PROPOSED AMENDED BUDGET | % CHANGE |
|--|------------------------------|----------------------------|-------------------------|-------------|
| SALARIES & EMPLOYEE BENEFITS | \$5,752,106 | \$0 | \$5,752,106 | 0.0% |
| SERVICES & SUPPLIES | \$6,933,333 | \$0 | \$6,933,333 | 0.0% |
| OPERATING BUDGET TOTAL | \$12,685,439 | \$0 | \$12,685,439 | 0.0% |



THANK YOU!



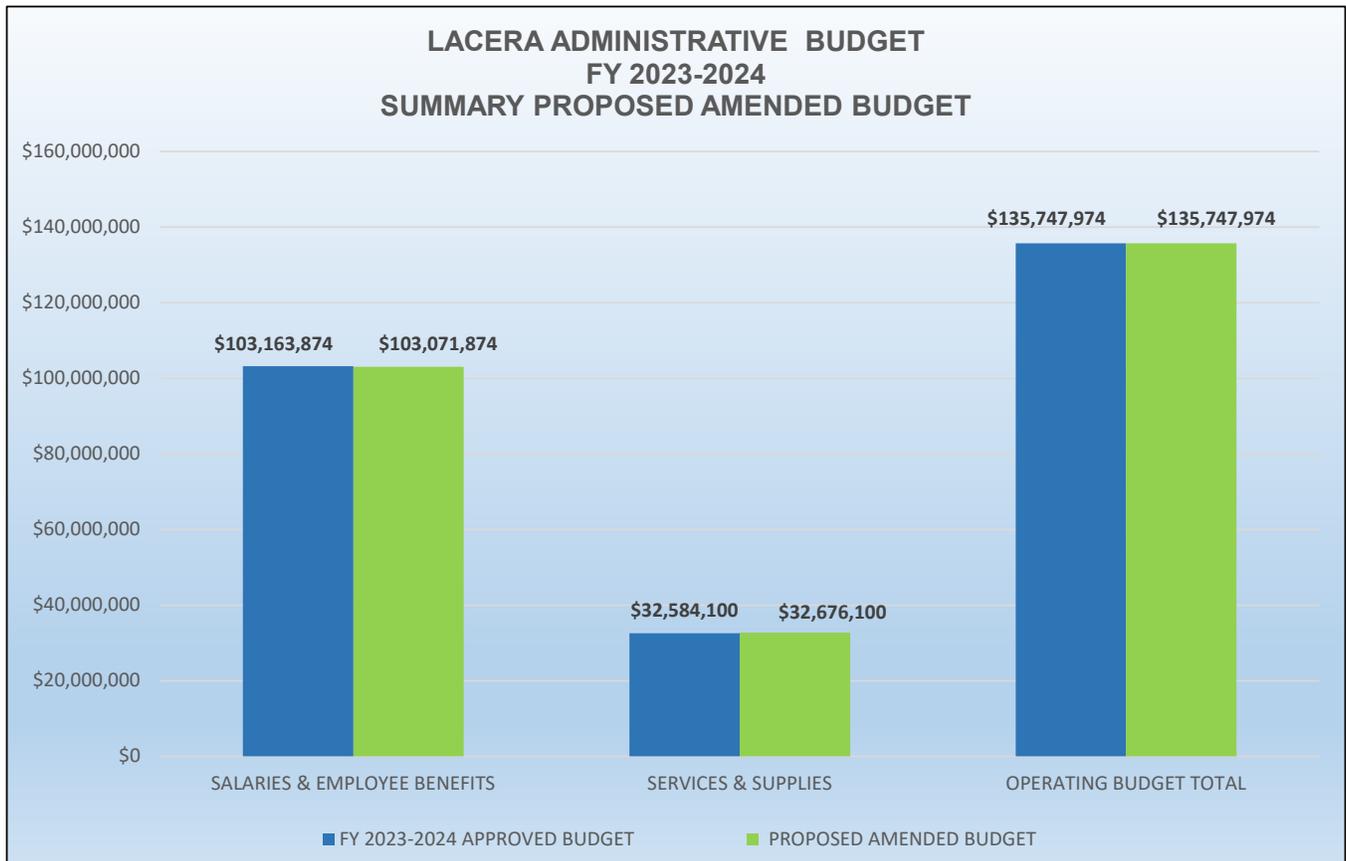
QUESTIONS

EXHIBIT A

**FY 2023-2024
LACERA PROPOSED MID-YEAR BUDGET AMENDMENT
FINANCIAL SUMMARIES**

| ADMINISTRATIVE BUDGET | FY 2023-2024 APPROVED BUDGET | MID-YEAR ADJUSTMENT AMOUNT | PROPOSED AMENDED BUDGET | % CHANGE |
|-------------------------------|-------------------------------------|-----------------------------------|--------------------------------|-----------------|
| SALARIES & EMPLOYEE BENEFITS | \$103,163,874 | (\$92,000) | \$103,071,874 | -0.1% |
| SERVICES & SUPPLIES | \$32,584,100 | \$92,000 | \$32,676,100 | 0.3% |
| OPERATING BUDGET TOTAL | \$135,747,974 | \$0 | \$135,747,974 | 0.0% |

* All amounts rounded to the nearest dollar.



LACERA PROPOSED AMENDED BUDGET BY DIVISION

| DIVISION | FY 2023-2024 APPROVED BUDGET | MID-YEAR ADJUSTMENT AMOUNT | PROPOSED AMENDED BUDGET | % CHANGE |
|---------------------------------|------------------------------------|----------------------------------|----------------------------|-------------|
| Administrative Services | \$16,108,407 | \$0 | \$16,108,407 | 0.0% |
| Benefits | 12,449,402 | 0 | 12,449,402 | 0.0% |
| Board of Retirement | 303,500 | 0 | 303,500 | 0.0% |
| Board of Investments | 551,000 | 0 | 551,000 | 0.0% |
| Communications | 4,117,688 | 0 | 4,117,688 | 0.0% |
| Compliance Unit | 0 | 182,700 | 182,700 | 0.0% |
| Disability Litigation | 2,561,141 | 0 | 2,561,141 | 0.0% |
| Disability Retirement | 11,797,093 | 0 | 11,797,093 | 0.0% |
| Executive Office | 5,276,415 | 0 | 5,276,415 | 0.0% |
| Financial & Accounting Services | 5,688,740 | 0 | 5,688,740 | 0.0% |
| Human Resources | 6,743,591 | 0 | 6,743,591 | 0.0% |
| Internal Audit | 3,613,148 | 0 | 3,613,148 | 0.0% |
| Investment Office | 18,223,967 | 0 | 18,223,967 | 0.0% |
| Legal Services | 9,997,732 | (182,700) | 9,815,031 | -1.8% |
| Member Services | 11,063,296 | 0 | 11,063,296 | 0.0% |
| Quality Assurance | 3,383,332 | 0 | 3,383,332 | 0.0% |
| Systems | 23,869,522 | 0 | 23,869,523 | 0.0% |
| TOTAL | \$135,747,974 | \$0 | \$135,747,974 | 0.0% |

* All amounts rounded to the nearest dollar.

LACERA PROPOSED AMENDED BUDGET BY S&EB CATEGORY

| S&EB CATEGORY | FY 2023-2024 APPROVED BUDGET | MID-YEAR ADJUSTMENT AMOUNT | PROPOSED AMENDED BUDGET | % CHANGE |
|---|------------------------------------|----------------------------------|----------------------------|--------------|
| <u>SALARIES & OTHER PAY</u> | | | | |
| Permanent / County Temporary | \$55,994,827 | (\$171,800) | \$55,823,027 | -0.3% |
| Agency Temporary | 5,611,100 | 72,600 | 5,683,700 | 1.3% |
| LACERA Intern Program | 288,000 | 0 | 288,000 | 0.0% |
| Stipends | 65,000 | 0 | 65,000 | 0.0% |
| Overtime | 1,150,900 | 0 | 1,150,900 | 0.0% |
| Bilingual Bonus | 22,800 | 0 | 22,800 | 0.0% |
| Transportation Allowance | 21,600 | 7,200 | 28,800 | 33.3% |
| Rideshare Allowance | 70,300 | 0 | 70,300 | 0.0% |
| Sickleave Buyback | 68,800 | 0 | 68,800 | 0.0% |
| TOTAL SALARIES & OTHER PAY | \$63,293,327 | (\$92,000) | \$63,201,327 | -0.1% |
| <u>VARIABLE BENEFITS</u> | | | | |
| Retirement | 13,294,643 | 0 | 13,294,643 | 0.0% |
| FICA Contribution | 1,060,984 | 0 | 1,060,984 | 0.0% |
| County Subsidy - Insurance | 3,651,761 | 0 | 3,651,761 | 0.0% |
| Options Plan | 4,515,725 | 0 | 4,515,725 | 0.0% |
| Life Insurance | 22,003 | 0 | 22,003 | 0.0% |
| Health Insurance Temps | 626,305 | 0 | 626,305 | 0.0% |
| Flexible Benefit Plan | 18,805 | 0 | 18,805 | 0.0% |
| Thrift Plan / Horizons | 2,251,401 | 0 | 2,251,401 | 0.0% |
| Savings Plan | 1,527,203 | 0 | 1,527,203 | 0.0% |
| Pension Savings Plan | 59,193 | 0 | 59,193 | 0.0% |
| Megaflex | 7,264,514 | 0 | 7,264,514 | 0.0% |
| TOTAL VARIABLE BENEFITS | \$34,292,537 | \$0 | \$34,292,537 | 0.0% |
| OPEB CONTRIBUTION | \$1,989,009 | \$0 | \$1,989,009 | 0.0% |
| OTHER BENEFITS | \$3,589,000 | \$0 | \$3,589,000 | 0.0% |
| TOTAL EMPLOYEE BENEFITS | \$39,870,546 | \$0 | \$39,870,546 | 0.0% |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$103,163,874 | (\$92,000) | \$103,071,874 | -0.1% |

* All amounts rounded to the nearest dollar.

LACERA PROPOSED AMENDED BUDGET BY S&S CATEGORY

| S&S CATEGORY | FY 2023-2024 APPROVED BUDGET | MID-YEAR ADJUSTMENT AMOUNT | PROPOSED AMENDED BUDGET | % CHANGE |
|-------------------------------------|------------------------------------|----------------------------------|-------------------------------|-------------|
| Auto Expenses | \$30,800 | \$22,000 | \$52,800 | 71.4% |
| Communications | 570,000 | 0 | 570,000 | 0.0% |
| Transportation & Travel | 807,200 | 11,500 | 818,700 | 1.4% |
| Postage | 1,093,700 | 50,000 | 1,143,700 | 4.6% |
| Stationery & Forms | 982,700 | 0 | 982,700 | 0.0% |
| Office Supplies & Equipment | 1,053,900 | 50,000 | 1,103,900 | 4.7% |
| Insurance | 1,481,700 | (107,000) | 1,374,700 | -7.2% |
| Equipment Maintenance | 733,300 | 0 | 733,300 | 0.0% |
| Equipment Rents & Leases | 250,000 | 0 | 250,000 | 0.0% |
| Building Costs | 7,800,000 | 0 | 7,800,000 | 0.0% |
| Parking Fees | 482,000 | 0 | 482,000 | 0.0% |
| Professional & Specialized Services | 4,665,600 | (165,000) | 4,500,600 | -3.5% |
| Bank Services | 200,000 | 0 | 200,000 | 0.0% |
| Legal Fees & Services | 2,073,000 | 20,000 | 2,093,000 | 1.0% |
| Disability Fees & Services | 3,090,300 | 0 | 3,090,300 | 0.0% |
| Computer Services & Support | 5,129,600 | 150,000 | 5,279,600 | 2.9% |
| Educational Expenses | 1,381,300 | 60,500 | 1,441,800 | 4.4% |
| Miscellaneous | 759,000 | 0 | 759,000 | 0.0% |
| TOTAL | \$32,584,100 | \$92,000 | \$32,676,100 | 0.3% |

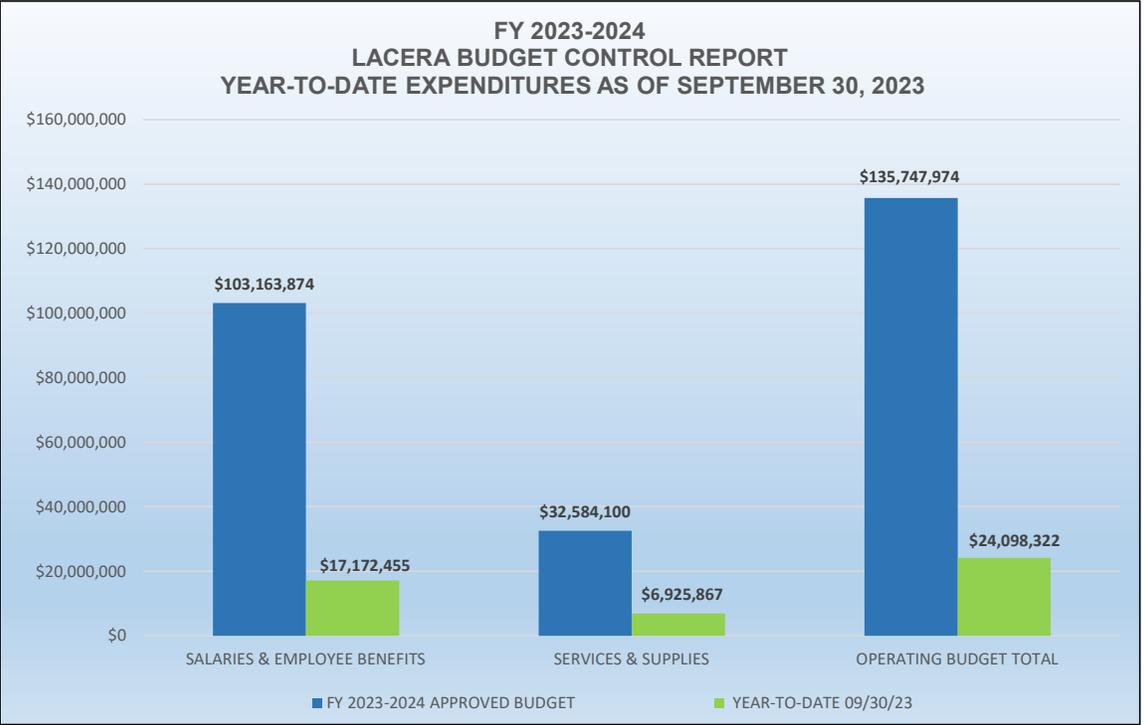
* All amounts rounded to the nearest dollar.

EXHIBIT B

**FY 2023-2024
LACERA BUDGET CONTROL REPORT
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| ADMINISTRATIVE BUDGET | FY 2023-2024 APPROVED BUDGET | YEAR-TO-DATE 09/30/23 | OVER/(UNDER) BUDGET | % VARIANCE |
|-------------------------------|------------------------------|-----------------------|------------------------|---------------|
| SALARIES & EMPLOYEE BENEFITS | \$103,163,874 | \$17,172,455 | (\$85,991,419) | -83.4% |
| SERVICES & SUPPLIES | \$32,584,100 | \$6,925,867 | (\$25,658,233) | -78.7% |
| OPERATING BUDGET TOTAL | \$135,747,974 | \$24,098,322 | (\$111,649,652) | -82.2% |

* All amounts rounded to the nearest dollar.



FY 2023-2024
LACERA BUDGET CONTROL REPORT
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023
SUMMARY BY DIVISION

| DIVISION | FY 2023-2024 APPROVED BUDGET | YEAR-TO- DATE 09/30/23 | OVER/(UNDER) BUDGET | % VARIANCE |
|---------------------------------|---|-----------------------------------|--------------------------------|-----------------------|
| Administrative Services | \$16,108,407 | \$3,990,466 | (\$12,117,941) | -75.2% |
| Benefits | 12,449,402 | 2,444,200 | (10,005,202) | -80.4% |
| Board of Retirement | 303,500 | 20,287 | (283,213) | -93.3% |
| Board of Investments | 551,000 | 128,179 | (422,821) | -76.7% |
| Communications | 4,117,688 | 647,923 | (3,469,765) | -84.3% |
| Disability Litigation | 2,561,141 | 472,311 | (2,088,830) | -81.6% |
| Disability Retirement | 11,797,093 | 1,921,960 | (9,875,133) | -83.7% |
| Executive Office | 5,276,415 | 918,941 | (4,357,474) | -82.6% |
| Financial & Accounting Services | 5,688,740 | 1,017,021 | (4,671,719) | -82.1% |
| Human Resources | 6,743,591 | 865,178 | (5,878,413) | -87.2% |
| Internal Audit | 3,613,148 | 577,442 | (3,035,706) | -84.0% |
| Investment Office | 18,223,967 | 3,000,269 | (15,223,698) | -83.5% |
| Legal Services | 9,997,732 | 1,361,424 | (8,636,308) | -86.4% |
| Member Services | 11,063,296 | 1,976,772 | (9,086,524) | -82.1% |
| Quality Assurance | 3,383,332 | 545,515 | (2,837,817) | -83.9% |
| Systems | 23,869,522 | 4,210,435 | (19,659,087) | -82.4% |
| TOTAL | \$135,747,974 | \$24,098,322 | (\$111,649,652) | -82.2% |

* All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

LACERA BUDGET CONTROL REPORT

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|----------------------|---------------------|------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$55,994,827 | \$9,778,811 | (\$46,216,016) |
| AGENCY TEMPORARY | 5,611,100 | 1,181,177 | (4,429,923) |
| LACERA INTERN PROGRAM | 288,000 | 6,016 | (281,984) |
| STIPENDS | 65,000 | 6,663 | (58,337) |
| OVERTIME | 1,150,900 | 380,414 | (770,486) |
| BILINGUAL BONUS | 22,800 | 2,750 | (20,050) |
| TRANSPORTATION ALLOWANCE | 21,600 | 7,500 | (14,100) |
| RIDESHARE ALLOWANCE | 70,300 | 850 | (69,450) |
| SICKLEAVE BUYBACK | 68,800 | 43,400 | (25,400) |
| TOTAL SALARIES & OTHER PAYS | \$63,293,327 | \$11,407,581 | (\$51,885,746) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 13,294,643 | 2,016,942 | (11,277,701) |
| FICA CONTRIBUTION | 1,060,984 | 161,210 | (899,774) |
| COUNTY SUBSIDY - INSURANCE | 3,651,761 | 362,089 | (3,289,672) |
| OPTIONS PLAN | 4,515,725 | 709,648 | (3,806,077) |
| LIFE INSURANCE | 22,003 | 3,885 | (18,118) |
| HEALTH INSURANCE TEMPS | 626,305 | 42,834 | (583,471) |
| FLEXIBLE BENEFIT PLAN | 18,805 | 2,378 | (16,427) |
| THRIFT PLAN / HORIZONS | 2,251,401 | 303,326 | (1,948,075) |
| SAVINGS PLAN | 1,527,203 | 196,163 | (1,331,040) |
| PENSION SAVINGS PLAN | 59,193 | 5,954 | (53,239) |
| MEGAFLEX | 7,264,514 | 791,842 | (6,472,672) |
| TOTAL VARIABLE BENEFITS | \$34,292,537 | \$4,596,271 | (\$29,696,266) |
| OPEB CONTRIBUTION | 1,989,009 | 518,980 | (1,470,029) |
| OTHER BENEFITS | 3,589,000 | 649,622 | (2,939,378) |
| TOTAL EMPLOYEE BENEFITS | \$39,870,546 | \$5,764,873 | (\$34,105,673) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$103,163,874 | \$17,172,455 | (\$85,991,419) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

LACERA BUDGET CONTROL REPORT

SUMMARY OF SERVICES AND SUPPLIES
 BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023

| | BUDGET | YTD ACTUAL | OVER / (UNDER) BUDGET |
|-------------------------------------|---------------------|--------------------|--------------------------|
| AUTO EXPENSES | \$30,800 | \$23,409 | (\$7,391) |
| COMMUNICATIONS | 570,000 | 94,766 | (475,234) |
| TRANSPORTATION & TRAVEL | 807,200 | 67,781 | (739,419) |
| POSTAGE | 1,093,700 | 396,474 | (697,226) |
| STATIONERY & FORMS | 982,700 | 172,635 | (810,065) |
| OFFICE SUPPLIES & EQUIPMENT | 1,053,900 | 97,616 | (956,284) |
| INSURANCE | 1,481,700 | 1,216,432 | (265,268) |
| EQUIPMENT MAINTENANCE | 733,300 | 77,081 | (656,219) |
| EQUIPMENT RENTS & LEASES | 250,000 | 69,125 | (180,875) |
| BUILDING COSTS | 7,800,000 | 1,485,528 | (6,314,472) |
| PARKING FEES | 482,000 | 135,097 | (346,903) |
| PROFESSIONAL & SPECIALIZED SERVICES | 4,665,600 | 661,787 | (4,003,813) |
| BANK SERVICES | 200,000 | 48,757 | (151,243) |
| LEGAL FEES & SERVICES | 2,073,000 | 163,255 | (1,909,745) |
| DISABILITY FEES & SERVICES | 3,090,300 | 412,181 | (2,678,119) |
| COMPUTER SERVICES & SUPPORT | 5,129,600 | 1,473,513 | (3,656,087) |
| EDUCATIONAL EXPENSES | 1,381,300 | 149,028 | (1,232,272) |
| MISCELLANEOUS | 759,000 | 181,401 | (577,599) |
| TOTAL | \$32,584,100 | \$6,925,867 | (\$25,658,233) |

* All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

BOARD OF RETIREMENT

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2022**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|----------------------------------|--------------------------------|------------------------|----------------------|--------------------------------|
| | | <hr/> | <hr/> | <hr/> |
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$11,000 | \$469 | (\$10,531) |
| 9182 | TRAVEL | 82,500 | 5,617 | (76,883) |
| | TOTAL | <hr/> 93,500 | <hr/> 6,086 | <hr/> (87,414) |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 44,000 | 0 | (44,000) |
| 9962 | REGISTRATION FEES | 30,000 | 1,570 | (28,430) |
| 9963 | EDUCATIONAL MATERIALS | 12,000 | 1,324 | (10,676) |
| | TOTAL | <hr/> 86,000 | <hr/> 2,894 | <hr/> (83,106) |
| MISCELLANEOUS | | | | |
| 9983 | OFF-SITE BOARD MEETING EXPENSE | 45,000 | 0 | (45,000) |
| 9984 | FOOD/BEVERAGES | 12,000 | 0 | (12,000) |
| | TOTAL | <hr/> 57,000 | <hr/> 0 | <hr/> (57,000) |
| GRAND TOTAL | | <hr/> \$236,500 | <hr/> \$8,981 | <hr/> (\$227,519) |

* All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

BOARD OF INVESTMENTS

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|----------------------------------|--------------------------------|-------------------------|-------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$26,000 | \$1,344 | (\$24,656) |
| 9182 | TRAVEL | 220,000 | 30,426 | (189,574) |
| | TOTAL | <u>246,000</u> | <u>31,770</u> | <u>(214,230)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 135,000 | 14,499 | (120,501) |
| 9962 | REGISTRATION FEES | 60,000 | 10,560 | (49,440) |
| 9963 | EDUCATIONAL MATERIALS | 5,000 | 911 | (4,089) |
| | TOTAL | <u>200,000</u> | <u>25,970</u> | <u>(174,030)</u> |
| MISCELLANEOUS | | | | |
| 9983 | OFF-SITE BOARD MEETING EXPENSE | 100,000 | 66,879 | (33,121) |
| 9984 | FOOD/BEVERAGES | 5,000 | 3,560 | (1,440) |
| | TOTAL | <u>105,000</u> | <u>70,439</u> | <u>(34,561)</u> |
| | GRAND TOTAL | <u>\$551,000</u> | <u>\$128,179</u> | <u>(\$422,821)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

ADMINISTRATIVE SERVICES DIVISION

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$2,813,145 | \$394,309 | (\$2,418,836) |
| AGENCY TEMPORARY | 457,800 | 54,360 | (403,440) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 35,700 | 1,354 | (34,346) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 6,900 | 850 | (6,050) |
| SICKLEAVE BUYBACK | 7,300 | 5,857 | (1,443) |
| TOTAL SALARIES & OTHER PAYS | \$3,320,845 | \$456,730 | (\$2,864,115) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 699,192 | 90,412 | (608,780) |
| FICA CONTRIBUTION | 49,858 | 6,301 | (43,557) |
| COUNTY SUBSIDY - INSURANCE | 171,387 | 8,984 | (162,403) |
| OPTIONS PLAN | 694,482 | 72,067 | (622,415) |
| LIFE INSURANCE | 1,614 | 284 | (1,330) |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 11,598 | 0 | (11,598) |
| THRIFT PLAN / HORIZONS | 109,078 | 12,242 | (96,836) |
| SAVINGS PLAN | 34,019 | 3,041 | (30,978) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 139,998 | 15,934 | (124,064) |
| TOTAL VARIABLE BENEFITS | \$1,911,226 | \$209,265 | (\$1,701,961) |
| OPEB CONTRIBUTION | 99,927 | 26,072 | (73,855) |
| OTHER BENEFITS | 180,309 | 32,637 | (147,672) |
| TOTAL EMPLOYEE BENEFITS | \$2,191,462 | \$267,973 | (\$1,923,489) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$5,512,307 | \$724,704 | (\$4,787,604) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

ADMINISTRATIVE SERVICES DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--------------------------------------|---|------------------|-------------------|--------------------------------|
| AUTO EXPENSES | | | | |
| 9102 | AUTO MAINTENANCE/REPAIR | \$10,000 | (\$803) | (\$10,803) |
| 9103 | GAS | 1,000 | 39 | (961) |
| 9105 | LICENSE FEES | 500 | 0 | (500) |
| 9106 | SPECIAL ORDER - AUTOMOBILE | 0 | 21,128 | 21,128 |
| | TOTAL | <u>11,500</u> | <u>20,364</u> | <u>8,864</u> |
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | 2,300 | 0 | (2,300) |
| 9182 | TRAVEL | 15,300 | 0 | (15,300) |
| | TOTAL | <u>17,600</u> | <u>0</u> | <u>(17,600)</u> |
| POSTAGE | | | | |
| 9201 | POSTAGE METER | 300,000 | 300,000 | 0 |
| 9204 | CALLER BOX SERVICE ANNUAL FEE | 1,500 | 1,670 | 170 |
| | TOTAL | <u>301,500</u> | <u>301,670</u> | <u>170</u> |
| STATIONERY AND FORMS | | | | |
| 9264 | MISC STATIONERY & FORMS | 1,000 | 0 | (1,000) |
| | TOTAL | <u>1,000</u> | <u>0</u> | <u>(1,000)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 27,000 | 1,271 | (25,729) |
| 9305 | SAFETY AND HEALTH SUPPLIES | 40,000 | 1,653 | (38,347) |
| 9306 | COMPUTER SUPPLIES | 60,000 | 7,618 | (52,382) |
| 9307 | STANDARD STOCK | 110,000 | 13,619 | (96,381) |
| 9337 | OFFICE FURNISHINGS | 60,000 | 1,352 | (58,648) |
| 9352 | ERGONOMIC ITEMS | 1,000 | 0 | (1,000) |
| | TOTAL | <u>298,000</u> | <u>25,512</u> | <u>(272,488)</u> |
| INSURANCE | | | | |
| 9381 | FIDUCIARY INSURANCE | 500,000 | 439,511 | (60,489) |
| 9382 | UMBRELLA POLICY | 27,000 | 16,592 | (10,408) |
| 9384 | EARTHQUAKE/FLOOD | 88,000 | 98,789 | 10,789 |
| 9386 | CRIME INSURANCE POLICY | 24,000 | 21,761 | (2,239) |
| 9387 | BUSINESS PACKAGE | 68,000 | 46,094 | (21,906) |
| 9388 | EMPLOYMENT PRACTICE LIABILITY INSURANCE | 245,000 | 222,111 | (22,889) |
| 9390 | CYBER LIABILITY INSURANCE | 520,000 | 363,280 | (156,720) |
| 9391 | TERRORISM INSURANCE | 9,700 | 8,293 | (1,407) |
| | TOTAL | <u>1,481,700</u> | <u>1,216,432</u> | <u>(265,268)</u> |

FISCAL YEAR 2023-2024

ADMINISTRATIVE SERVICES DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|---------------------------------|----------------------------|---------------------------|--------------------------------|
| EQUIPMENT MAINTENANCE | | | | |
| 9401 | FAX MACHINES | \$1,000 | \$0 | (\$1,000) |
| 9423 | TIME CLOCK MAINTENANCE | 300 | 0 | (300) |
| 9426 | SECURITY SYSTEM (PANIC BUTTONS) | 2,000 | 225 | (1,775) |
| | TOTAL | <u>3,300</u> | <u>225</u> | <u>(3,075)</u> |
| EQUIPMENT RENTS AND LEASES | | | | |
| 9452 | MAILING EQUIPMENT | 30,000 | 2,675 | (27,325) |
| 9463 | PRODUCTION COPIERS - LEASES | 220,000 | 66,449 | (153,551) |
| | TOTAL | <u>250,000</u> | <u>69,125</u> | <u>(180,875)</u> |
| BUILDING COSTS | | | | |
| 9476 | BUILDING OPERATIONAL COSTS | 6,490,000 | 1,431,144 | (5,058,856) |
| 9477 | OVERTIME HVAC/LIGHTING | 135,000 | 16,817 | (118,183) |
| 9480 | FACILITIES MAINTENANCE | 175,000 | 14,032 | (160,968) |
| 9481 | RENOVATION PROJECTS | 1,000,000 | 23,534 | (976,466) |
| | TOTAL | <u>7,800,000</u> | <u>1,485,528</u> | <u>(6,314,472)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9552 | BUSINESS CONTINUITY SERVICES | 75,000 | 5,700 | (69,300) |
| 9553 | ARCHIVE/ OFF-SITE STORAGE | 75,000 | 13,551 | (61,449) |
| 9677 | SHREDDING SERVICE | 30,000 | 12,083 | (17,917) |
| 9685 | COURIER SERVICE | 25,000 | 1,451 | (23,549) |
| 9686 | FURNITURE OFF-SITE STORAGE | 21,000 | 8,179 | (12,821) |
| 9688 | UNIVERSAL MAIL DELIVERY SERVICE | 8,000 | 2,099 | (5,901) |
| 9689 | NEXT DAY MAIL DELIVERY SERVICE | 50,000 | 7,372 | (42,628) |
| 9723 | BROKERAGE SERVICES FEE | 110,000 | 94,000 | (16,000) |
| | TOTAL | <u>394,000</u> | <u>144,435</u> | <u>(249,565)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 5,000 | 347 | (4,653) |
| 9962 | REGISTRATION FEES | 20,000 | 0 | (20,000) |
| 9963 | EDUCATIONAL MATERIALS | 500 | 0 | (500) |
| | TOTAL | <u>25,500</u> | <u>347</u> | <u>(25,153)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 10,000 | 2,124 | (7,876) |
| 9990 | RIDESHARE | 2,000 | 0 | (2,000) |
| | TOTAL | <u>12,000</u> | <u>2,124</u> | <u>(9,876)</u> |
| GRAND TOTAL | | <u>\$10,596,100</u> | <u>\$3,265,762</u> | <u>(\$7,330,338)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

BENEFITS DIVISION

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|---------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$6,799,486 | \$1,422,052 | (\$5,377,434) |
| AGENCY TEMPORARY | 62,200 | 3,615 | (58,585) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 426,400 | 174,194 | (252,206) |
| BILINGUAL BONUS | 3,600 | 750 | (2,850) |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 16,300 | 0 | (16,300) |
| SICKLEAVE BUYBACK | 12,000 | 10,982 | (1,018) |
| TOTAL SALARIES & OTHER PAYS | \$7,319,986 | \$1,611,593 | (\$5,708,393) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | \$1,890,248 | \$306,711 | (\$1,583,537) |
| FICA CONTRIBUTION | 141,814 | 24,471 | (117,343) |
| COUNTY SUBSIDY - INSURANCE | 164,832 | 15,913 | (148,919) |
| OPTIONS PLAN | 1,343,816 | 232,815 | (1,111,001) |
| LIFE INSURANCE | 8,132 | 1,373 | (6,759) |
| HEALTH INSURANCE TEMPS | 233,571 | 23,981 | (209,590) |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 297,861 | 45,639 | (252,222) |
| SAVINGS PLAN | 50,674 | 5,359 | (45,315) |
| PENSION SAVINGS PLAN | 27,320 | 2,922 | (24,398) |
| MEGAFLEX | 207,706 | 26,310 | (181,396) |
| TOTAL VARIABLE BENEFITS | \$4,365,975 | \$685,495 | (\$3,680,480) |
| OPEB CONTRIBUTION | 241,527 | 63,017 | (178,510) |
| OTHER BENEFITS | 435,814 | 78,884 | (356,930) |
| TOTAL EMPLOYEE BENEFITS | \$5,043,315 | \$827,396 | (\$4,215,919) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$12,363,302 | \$2,438,989 | (\$9,924,313) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

BENEFITS DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | <u>BUDGET</u> | <u>YTD ACTUAL</u> | <u>OVER/(UNDER) BUDGET</u> |
|--|-----------------------------|------------------------|-----------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$2,100 | \$0 | (\$2,100) |
| 9182 | TRAVEL | 5,200 | 0 | (5,200) |
| | TOTAL | <u>7,300</u> | <u>0</u> | <u>(7,300)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 3,400 | 22 | (3,378) |
| | TOTAL | <u>3,400</u> | <u>22</u> | <u>(3,378)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9516 | RECORD SEARCHES | 1,000 | 0 | (1,000) |
| 9572 | PENSION BENEFIT INFORMATION | 15,000 | 400 | (14,600) |
| 9674 | MEMBER VERIFICATION | 25,000 | 4,790 | (20,210) |
| | TOTAL | <u>41,000</u> | <u>5,190</u> | <u>(35,810)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 2,400 | 0 | (2,400) |
| 9962 | REGISTRATION FEES | 31,000 | 0 | (31,000) |
| 9963 | EDUCATIONAL MATERIALS | 200 | 0 | (200) |
| | TOTAL | <u>33,600</u> | <u>0</u> | <u>(33,600)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 800 | 0 | (800) |
| | TOTAL | <u>800</u> | <u>0</u> | <u>(800)</u> |
| GRAND TOTAL | | <u>\$86,100</u> | <u>\$5,212</u> | <u>(\$80,888)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

COMMUNICATIONS

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$1,263,940 | \$210,923 | (\$1,053,017) |
| AGENCY TEMPORARY | 331,000 | 20,405 | (310,595) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 4,500 | 78 | (4,422) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 1,000 | 0 | (1,000) |
| SICKLEAVE BUYBACK | 3,500 | 0 | (3,500) |
| TOTAL SALARIES & OTHER PAYS | 1,603,940 | 231,406 | (1,372,534) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 337,557 | 47,546 | (290,011) |
| FICA CONTRIBUTION | 23,928 | 3,233 | (20,695) |
| COUNTY SUBSIDY - INSURANCE | 113,214 | 8,420 | (104,794) |
| OPTIONS PLAN | 172,914 | 20,829 | (152,085) |
| LIFE INSURANCE | 215 | 61 | (154) |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 40,245 | 3,586 | (36,659) |
| SAVINGS PLAN | 32,536 | 3,333 | (29,203) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 149,730 | 13,686 | (136,044) |
| TOTAL VARIABLE BENEFITS | 870,339 | 100,693 | (769,646) |
| OPEB CONTRIBUTION | 44,897 | 11,714 | (33,183) |
| OTHER BENEFITS | 81,012 | 14,664 | (66,348) |
| TOTAL EMPLOYEE BENEFITS | \$996,248 | \$127,071 | (\$869,177) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$2,600,188 | \$358,477 | (\$2,241,711) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

COMMUNICATIONS

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|----------------------------------|------------------------------------|----------------|-------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$700 | \$0 | (\$700) |
| 9182 | TRAVEL | 16,900 | 0 | (16,900) |
| | TOTAL | <u>17,600</u> | <u>0</u> | <u>(17,600)</u> |
| POSTAGE | | | | |
| 9205 | NEWSLETTER POSTAGE | 215,000 | 56,664 | (158,336) |
| 9207 | ANNUAL BENEFITS STATEMENT POSTAGE | 97,200 | 18,640 | (78,560) |
| 9210 | MISCELLANEOUS MAILINGS | 30,000 | 19,500 | (10,500) |
| | TOTAL | <u>342,200</u> | <u>94,804</u> | <u>(247,396)</u> |
| STATIONERY AND FORMS | | | | |
| 9233 | DISABILITY RETIREMENT APPEAL | 7,500 | 0 | (7,500) |
| 9235 | PLANS BROCHURES | 80,000 | 23,681 | (56,319) |
| 9237 | SURVIVOR - BROCHURES | 2,000 | 0 | (2,000) |
| 9239 | WITHDRAWAL/RECIPROCITY - BROCHURES | 10,000 | 0 | (10,000) |
| 9240 | ANNUAL REPORT | 55,000 | 70 | (54,930) |
| 9242 | ANNUAL BENEFITS STATEMENT | 150,000 | 16,311 | (133,689) |
| 9246 | FORMS | 25,000 | 0 | (25,000) |
| 9249 | LACERA CALENDARS | 10,000 | 0 | (10,000) |
| 9253 | NEW MEMBER WELCOME PACKAGE | 10,000 | 0 | (10,000) |
| 9255 | PRE-RET GUIDE | 35,000 | 14,942 | (20,058) |
| 9256 | POSTSCRIPT PRINTING | 140,000 | 31,176 | (108,824) |
| 9259 | RETIREEES - INSERTS | 3,500 | 0 | (3,500) |
| 9261 | SPOTLIGHT PRINTING | 120,000 | 57,614 | (62,386) |
| 9262 | SURVEY | 2,500 | 0 | (2,500) |
| 9263 | UNANTICIPATED PROJECTS | 36,000 | 6,948 | (29,052) |
| 9265 | SPECIALIZED MAILINGS | 60,000 | 692 | (59,308) |
| 9266 | DIRECT DEPOSIT BROCHURES | 3,000 | 0 | (3,000) |
| 9267 | Q & A BROCHURES | 8,000 | 0 | (8,000) |
| 9268 | TRANSFER BROCHURES | 5,000 | 0 | (5,000) |
| 9269 | DISABILITY RETIREMENT PACKETS | 15,000 | 0 | (15,000) |
| 9274 | STATIONERY | 50,000 | 18,980 | (31,020) |
| 9280 | ANNUAL BENEFIT STATEMENT PDF/CD'S | 16,000 | 2,222 | (13,778) |
| 9281 | ESTIMATE PACKAGE | 3,200 | 0 | (3,200) |
| 9282 | NEW RETIREE PACKAGE | 5,000 | 0 | (5,000) |
| 9283 | POWER OF ATTORNEY | 15,000 | 0 | (15,000) |
| 9285 | RETIREMENT UNIVERSITY | 85,000 | 0 | (85,000) |
| 9286 | COMMUNITY PROPERTY GUIDE | 5,000 | 0 | (5,000) |
| 9287 | CASE MANAGEMENT | 25,000 | 0 | (25,000) |
| | TOTAL | <u>981,700</u> | <u>172,635</u> | <u>(809,065)</u> |

FISCAL YEAR 2023-2024

COMMUNICATIONS

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|--------------------------------|---------------------------|-------------------------|--------------------------------|
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | \$6,000 | \$422 | (\$5,578) |
| | TOTAL | <u>6,000</u> | <u>422</u> | <u>(5,578)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9627 | NEWSLETTER MAILINGS | 35,000 | 0 | (35,000) |
| 9628 | HR CONFERENCE/FORUM | 2,000 | 0 | (2,000) |
| 9719 | CAMPAIGNS | 70,000 | 7,990 | (62,010) |
| 9726 | WIRE SERVICE | 3,000 | 0 | (3,000) |
| 9727 | MISCELLANEOUS VIDEO PRODUCTION | 30,000 | 11,667 | (18,333) |
| | TOTAL | <u>140,000</u> | <u>19,657</u> | <u>(120,343)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 400 | 0 | (400) |
| 9962 | REGISTRATION FEES | 25,000 | 1,928 | (23,072) |
| 9963 | EDUCATIONAL MATERIALS | 4,000 | 0 | (4,000) |
| | TOTAL | <u>29,400</u> | <u>1,928</u> | <u>(27,472)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 600 | 0 | (600) |
| | TOTAL | <u>600</u> | <u>0</u> | <u>(600)</u> |
| GRAND TOTAL | | <u>\$1,517,500</u> | <u>\$289,446</u> | <u>(\$1,228,054)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

DISABILITY LITIGATION

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$1,461,729 | \$293,275 | (\$1,168,454) |
| AGENCY TEMPORARY | 0 | 0 | 0 |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 2,800 | 491 | (2,309) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 900 | 0 | (900) |
| SICKLEAVE BUYBACK | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$1,465,429 | \$293,766 | (\$1,171,663) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 360,153 | 64,118 | (296,035) |
| FICA CONTRIBUTION | 25,658 | 4,387 | (21,271) |
| COUNTY SUBSIDY - INSURANCE | 86,456 | 13,697 | (72,759) |
| OPTIONS PLAN | 0 | 0 | 0 |
| LIFE INSURANCE | 0 | 0 | 0 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 62,028 | 10,795 | (51,233) |
| SAVINGS PLAN | 80,119 | 11,945 | (68,174) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 284,585 | 36,854 | (247,731) |
| TOTAL VARIABLE BENEFITS | \$899,000 | \$141,797 | (\$757,203) |
| OPEB CONTRIBUTION | 51,923 | 13,547 | (38,376) |
| OTHER BENEFITS | 93,690 | 16,958 | (76,732) |
| TOTAL EMPLOYEE BENEFITS | \$1,044,612 | \$172,302 | (\$872,310) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$2,510,041 | \$466,068 | (\$2,043,973) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

DISABILITY LITIGATION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--------------------------------------|----------------------------|------------------------|-----------------------|--------------------------------|
| AUTO EXPENSES | | | | |
| 9102 | AUTO MAINTENANCE/REPAIR | \$1,000 | \$0 | (\$1,000) |
| 9103 | GAS | 800 | 159 | (641) |
| 9105 | LICENSE FEES | 600 | 568 | (32) |
| | TOTAL | <u>2,400</u> | <u>727</u> | <u>(1,673)</u> |
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | 1,000 | 0 | (1,000) |
| 9182 | TRAVEL | 6,100 | 0 | (6,100) |
| | TOTAL | <u>7,100</u> | <u>0</u> | <u>(7,100)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 1,800 | 0 | (1,800) |
| | TOTAL | <u>1,800</u> | <u>0</u> | <u>(1,800)</u> |
| LEGAL FEES AND SERVICES | | | | |
| 9772 | OUTSIDE LEGAL COUNSEL | 2,500 | 0 | (2,500) |
| 9777 | LITIGATION SUPPORT | 500 | 0 | (500) |
| | TOTAL | <u>3,000</u> | <u>0</u> | <u>(3,000)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 3,500 | 0 | (3,500) |
| 9962 | REGISTRATION FEES | 3,000 | 0 | (3,000) |
| 9963 | EDUCATIONAL MATERIALS | 30,000 | 5,515 | (24,485) |
| | TOTAL | <u>36,500</u> | <u>5,515</u> | <u>(30,985)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 300 | 0 | (300) |
| | TOTAL | <u>300</u> | <u>0</u> | <u>(300)</u> |
| GRAND TOTAL | | <u>\$51,100</u> | <u>\$6,242</u> | <u>(\$44,858)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

DISABILITY RETIREMENT

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$4,579,337 | \$839,934 | (\$3,739,403) |
| AGENCY TEMPORARY | 138,100 | 40,449 | (97,651) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 103,600 | 36,111 | (67,489) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 4,500 | 0 | (4,500) |
| SICKLEAVE BUYBACK | 6,000 | 1,881 | (4,119) |
| TOTAL SALARIES & OTHER PAYS | \$4,831,537 | \$918,375 | (\$3,913,162) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 1,301,041 | 194,965 | (1,106,076) |
| FICA CONTRIBUTION | 88,146 | 13,891 | (74,255) |
| COUNTY SUBSIDY - INSURANCE | 445,646 | 59,961 | (385,685) |
| OPTIONS PLAN | 283,139 | 42,153 | (240,986) |
| LIFE INSURANCE | 1,952 | 236 | (1,716) |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 178,848 | 26,352 | (152,496) |
| SAVINGS PLAN | 125,714 | 19,841 | (105,873) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 715,890 | 91,079 | (624,811) |
| TOTAL VARIABLE BENEFITS | \$3,140,378 | \$448,478 | (\$2,691,900) |
| OPEB CONTRIBUTION | 162,664 | 42,441 | (120,223) |
| OTHER BENEFITS | 293,514 | 53,127 | (240,387) |
| TOTAL EMPLOYEE BENEFITS | \$3,596,554 | \$544,046 | (\$3,052,508) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$8,428,093 | \$1,462,421 | (\$6,965,672) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

DISABILITY RETIREMENT

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|----------------------------|--------------------|-------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$1,500 | \$0 | (\$1,500) |
| 9182 | TRAVEL | 6,200 | 252 | (5,948) |
| | TOTAL | 7,700 | 252 | (7,448) |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 5,000 | 0 | (5,000) |
| | TOTAL | 5,000 | 0 | (5,000) |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9673 | PHOTOCOPIES OF DOCUMENTS | 215,000 | 38,064 | (176,936) |
| 9695 | JOB ANALYST | 20,000 | 8,413 | (11,588) |
| | TOTAL | 235,000 | 46,476 | (188,524) |
| LEGAL FEES AND SERVICES | | | | |
| 9772 | OUTSIDE LEGAL COUNSEL | 20,000 | 0 | (20,000) |
| | TOTAL | 20,000 | 0 | (20,000) |
| DISABILITY FEES AND SERVICES | | | | |
| 9802 | HEARING OFFICER FEES | 120,000 | 5,060 | (114,940) |
| 9803 | MEDICAL FEES | 2,800,000 | 396,628 | (2,403,372) |
| 9804 | COURT REPORTER | 25,000 | 10,493 | (14,507) |
| 9805 | INVESTIGATIVE SERVICES | 20,000 | 0 | (20,000) |
| 9806 | DATABASE SEARCHES | 300 | 0 | (300) |
| 9807 | MEDICAL ADVISOR | 125,000 | 0 | (125,000) |
| | TOTAL | 3,090,300 | 412,181 | (2,678,119) |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 200 | 0 | (200) |
| 9962 | REGISTRATION FEES | 10,000 | 0 | (10,000) |
| 9963 | EDUCATIONAL MATERIALS | 500 | 0 | (500) |
| | TOTAL | 10,700 | 0 | (10,700) |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 300 | 630 | 330 |
| | TOTAL | 300 | 630 | 330 |
| GRAND TOTAL | | \$3,369,000 | \$459,539 | (\$2,909,461) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

EXECUTIVE OFFICE

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$2,218,354 | \$367,529 | (\$1,850,825) |
| AGENCY TEMPORARY | 645,200 | 189,873 | (455,327) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 65,000 | 6,663 | (58,337) |
| OVERTIME | 27,600 | 7,579 | (20,021) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 7,200 | 3,000 | (4,200) |
| RIDESHARE ALLOWANCE | 1,400 | 0 | (1,400) |
| SICKLEAVE BUYBACK | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$2,964,754 | \$574,644 | (\$2,390,110) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 503,234 | 74,731 | (428,503) |
| FICA CONTRIBUTION | 43,978 | 6,343 | (37,635) |
| COUNTY SUBSIDY - INSURANCE | 198,404 | 19,884 | (178,520) |
| OPTIONS PLAN | 0 | 0 | 0 |
| LIFE INSURANCE | 0 | 0 | 0 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 80,890 | 11,140 | (69,750) |
| SAVINGS PLAN | 119,002 | 14,049 | (104,953) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 473,367 | 52,950 | (420,417) |
| TOTAL VARIABLE BENEFITS | \$1,418,876 | \$179,096 | (\$1,239,780) |
| OPEB CONTRIBUTION | 78,799 | 20,559 | (58,240) |
| OTHER BENEFITS | 142,186 | 25,736 | (116,450) |
| TOTAL EMPLOYEE BENEFITS | \$1,639,860 | \$225,392 | (\$1,414,468) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$4,604,615 | \$800,036 | (\$3,804,579) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

EXECUTIVE OFFICE

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|----------------------------------|-------------------------|-------------------------|--------------------------------|
| AUTO EXPENSES | | | | |
| 9102 | AUTO MAINTENANCE/REPAIR | \$5,000 | \$144 | (\$4,856) |
| 9103 | GAS | 6,500 | 845 | (5,655) |
| 9105 | LICENSE FEES | 1,500 | 446 | (1,054) |
| | TOTAL | <u>13,000</u> | <u>1,436</u> | <u>(11,564)</u> |
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | 4,100 | 41 | (4,059) |
| 9182 | TRAVEL | 45,700 | 4,621 | (41,079) |
| | TOTAL | <u>49,800</u> | <u>4,662</u> | <u>(45,138)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 3,000 | 2,110 | (890) |
| | TOTAL | <u>3,000</u> | <u>2,110</u> | <u>(890)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9672 | IMPROVEMENT PROJECTS | 80,000 | 0 | (80,000) |
| 9714 | SECURITY ASSESSMENT & MONITORING | 100,000 | 0 | (100,000) |
| 9716 | PUBLIC & MEDIA RELATIONS | 250,000 | 97,272 | (152,728) |
| 9724 | STRATEGIC PLANNING | 25,000 | 0 | (25,000) |
| 9725 | SOFTWARE SUBSCRIPTION SERVICES | 62,000 | 0 | (62,000) |
| | TOTAL | <u>517,000</u> | <u>97,272</u> | <u>(419,728)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 25,000 | 6,011 | (18,989) |
| 9962 | REGISTRATION FEES | 43,500 | 4,345 | (39,155) |
| 9963 | EDUCATIONAL MATERIALS | 10,000 | 594 | (9,406) |
| | TOTAL | <u>78,500</u> | <u>10,950</u> | <u>(67,550)</u> |
| MISCELLANEOUS | | | | |
| 9982 | EMPLOYEE RECOGNITION PROGRAM | 2,000 | 375 | (1,625) |
| 9984 | FOOD/BEVERAGES | 2,500 | 1,870 | (630) |
| 9986 | MISCELLANEOUS | 6,000 | 230 | (5,770) |
| | TOTAL | <u>10,500</u> | <u>2,475</u> | <u>(8,025)</u> |
| GRAND TOTAL | | <u>\$671,800</u> | <u>\$118,905</u> | <u>(\$552,895)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

FINANCIAL AND ACCOUNTING SERVICES DIVISION

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$2,752,536 | \$512,164 | (\$2,240,372) |
| AGENCY TEMPORARY | 776,700 | 151,227 | (625,473) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 64,700 | 24,580 | (40,120) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 7,500 | 0 | (7,500) |
| SICKLEAVE BUYBACK | 12,000 | 4,214 | (7,786) |
| TOTAL SALARIES & OTHER PAYS | \$3,613,436 | \$692,186 | (\$2,921,251) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 653,775 | 103,123 | (550,652) |
| FICA CONTRIBUTION | 46,814 | 8,244 | (38,570) |
| COUNTY SUBSIDY - INSURANCE | 73,880 | 5,071 | (68,809) |
| OPTIONS PLAN | 555,358 | 74,264 | (481,094) |
| LIFE INSURANCE | 1,760 | 345 | (1,415) |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 120,470 | 16,499 | (103,971) |
| SAVINGS PLAN | 18,088 | 1,928 | (16,160) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 77,659 | 6,627 | (71,032) |
| TOTAL VARIABLE BENEFITS | \$1,547,806 | \$216,099 | (\$1,331,707) |
| OPEB CONTRIBUTION | 97,774 | 25,510 | (72,264) |
| OTHER BENEFITS | 176,424 | 31,933 | (144,491) |
| TOTAL EMPLOYEE BENEFITS | \$1,822,002 | \$273,543 | (\$1,548,459) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$5,435,440 | \$965,729 | (\$4,469,711) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

FINANCIAL AND ACCOUNTING SERVICES DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--------------------------------------|-----------------------------|-------------------------|------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$3,000 | \$0 | (\$3,000) |
| 9182 | TRAVEL | 26,300 | 0 | (26,300) |
| | TOTAL | <u>29,300</u> | <u>0</u> | <u>(29,300)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 6,000 | 9 | (5,991) |
| | TOTAL | <u>6,000</u> | <u>9</u> | <u>(5,991)</u> |
| BANK SERVICES | | | | |
| 9753 | BANK CHARGES - STATE STREET | 200,000 | 48,757 | (151,243) |
| | TOTAL | <u>200,000</u> | <u>48,757</u> | <u>(151,243)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 7,000 | 2,301 | (4,699) |
| 9962 | REGISTRATION FEES | 7,000 | 225 | (6,775) |
| 9963 | EDUCATIONAL MATERIALS | 2,000 | 0 | (2,000) |
| | TOTAL | <u>16,000</u> | <u>2,526</u> | <u>(13,474)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 2,000 | 0 | (2,000) |
| | TOTAL | <u>2,000</u> | <u>0</u> | <u>(2,000)</u> |
| | GRAND TOTAL | <u>\$253,300</u> | <u>\$51,292</u> | <u>(\$202,008)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

HUMAN RESOURCES

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$2,200,574 | \$255,137 | (\$1,945,437) |
| AGENCY TEMPORARY | 139,000 | 64,556 | (74,444) |
| LACERA INTERN PROGRAM | 288,000 | 6,016 | (281,984) |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 4,700 | 4,543 | (157) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 1,700 | 0 | (1,700) |
| SICKLEAVE BUYBACK | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$2,633,974 | \$330,251 | (\$2,303,723) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 565,562 | 63,032 | (502,530) |
| FICA CONTRIBUTION | 38,599 | 4,083 | (34,516) |
| COUNTY SUBSIDY - INSURANCE | 291,356 | 20,617 | (270,739) |
| OPTIONS PLAN | 0 | 0 | 0 |
| LIFE INSURANCE | 0 | 0 | 0 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 106,210 | 9,167 | (97,043) |
| SAVINGS PLAN | 104,110 | 9,544 | (94,566) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 444,965 | 32,324 | (412,641) |
| TOTAL VARIABLE BENEFITS | \$1,550,803 | \$138,767 | (\$1,412,036) |
| OPEB CONTRIBUTION | 78,167 | 20,395 | (57,772) |
| OTHER BENEFITS | 141,046 | 25,530 | (115,516) |
| TOTAL EMPLOYEE BENEFITS | \$1,770,015 | \$184,692 | (\$1,585,323) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$4,403,991 | \$514,943 | (\$3,889,048) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

HUMAN RESOURCES

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|-----------------------------------|---------------|-------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$1,200 | \$0 | (\$1,200) |
| 9182 | TRAVEL | 9,600 | 0 | (9,600) |
| | TOTAL | 10,800 | 0 | (10,800) |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 3,000 | 207 | (2,793) |
| | TOTAL | 3,000 | 207 | (2,793) |
| PARKING FEES | | | | |
| 9491 | GATEWAY PLAZA | 480,000 | 135,097 | (344,903) |
| 9492 | MUSIC CENTER | 2,000 | 0 | (2,000) |
| | TOTAL | 482,000 | 135,097 | (346,903) |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9504 | PAYROLL SERVICES | 205,000 | (3,243) | (208,243) |
| 9510 | FINGERPRINTING SERVICES | 3,500 | 1,077 | (2,423) |
| 9511 | SECURITY SERVICES - SHERIFF | 16,000 | 3,380 | (12,620) |
| 9512 | PAYROLL ENV, DUPLICATE W2'S - AUD | 300 | 45 | (255) |
| 9513 | PERSONNEL SRVCS - HUMAN RESOURCES | 62,000 | 6,511 | (55,489) |
| 9547 | HUMAN RESOURCES CONSULTING | 215,000 | 31,999 | (183,001) |
| 9694 | BACKGROUND CHECKS | 3,000 | 1,373 | (1,627) |
| 9700 | OHS PHYSICALS | 1,000 | 0 | (1,000) |
| 9711 | REQUEST FOR ACCOMMODATIONS | 35,000 | 4,844 | (30,156) |
| 9718 | LEAVE CASE MANAGEMENT PROGRAM | 47,500 | 6,604 | (40,896) |
| 9721 | ORGANIZATIONAL PROGRAMS | 200,000 | 0 | (200,000) |
| | TOTAL | 788,300 | 52,590 | (735,710) |
| COMPUTER SERVICES & SUPPORT | | | | |
| 9838 | MISC SOFTWARE PACKAGES | 50,000 | 300 | (49,700) |
| | TOTAL | 50,000 | 300 | (49,700) |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 6,000 | 595 | (5,405) |
| 9962 | REGISTRATION FEES | 15,000 | 771 | (14,229) |
| 9963 | EDUCATIONAL MATERIALS | 6,000 | 0 | (6,000) |
| 9966 | DEPARTMENTAL TRAINING | 250,000 | 31,588 | (218,413) |
| 9967 | TUITION REIMBURSEMENT PROGRAM | 75,000 | 21,190 | (53,810) |
| 9968 | MOU TRAINING ALLOCATION | 100,000 | 6,387 | (93,613) |
| 9969 | MENTORING PROGRAM | 35,000 | 0 | (35,000) |
| 9970 | FORUM | 22,000 | 0 | (22,000) |
| | TOTAL | 509,000 | 60,531 | (448,469) |

FISCAL YEAR 2023-2024

HUMAN RESOURCES

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023

| | | <u>BUDGET</u> | <u>YTD ACTUAL</u> | <u>OVER/(UNDER) BUDGET</u> |
|------|----------------------|---------------------------|-------------------------|--------------------------------|
| | MISCELLANEOUS | | | |
| 9981 | RECRUITMENT | \$465,000 | \$99,118 | (\$365,882) |
| 9986 | MISCELLANEOUS | 1,500 | 0 | (1,500) |
| 9989 | WEB DAY | 5,000 | 1,203 | (3,797) |
| 9991 | MANAGEMENT OFFSITE | 25,000 | 1,190 | (23,810) |
| | TOTAL | <u>496,500</u> | <u>101,511</u> | <u>(394,989)</u> |
| | GRAND TOTAL | <u>\$2,339,600</u> | <u>\$350,235</u> | <u>(\$1,989,365)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

INTERNAL AUDIT SERVICES

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$1,652,147 | \$312,433 | (\$1,339,714) |
| AGENCY TEMPORARY | 0 | 0 | 0 |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 5,300 | 0 | (5,300) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 1,500 | 0 | (1,500) |
| SICKLEAVE BUYBACK | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$1,658,947 | \$312,433 | (\$1,346,514) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 451,454 | 69,907 | (381,547) |
| FICA CONTRIBUTION | 32,639 | 5,107 | (27,532) |
| COUNTY SUBSIDY - INSURANCE | 114,524 | 13,442 | (101,082) |
| OPTIONS PLAN | 0 | 0 | 0 |
| LIFE INSURANCE | 143 | 3 | (140) |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 7,207 | 2,378 | (4,829) |
| THRIFT PLAN / HORIZONS | 64,658 | 10,302 | (54,356) |
| SAVINGS PLAN | 85,963 | 12,193 | (73,770) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 308,833 | 37,050 | (271,783) |
| TOTAL VARIABLE BENEFITS | \$1,065,420 | \$150,382 | (\$915,038) |
| OPEB CONTRIBUTION | 58,686 | 15,312 | (43,374) |
| OTHER BENEFITS | 105,895 | 19,167 | (86,728) |
| TOTAL EMPLOYEE BENEFITS | \$1,230,002 | \$184,862 | (\$1,045,140) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$2,888,948 | \$497,294 | (\$2,391,654) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

INTERNAL AUDIT SERVICES

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|----------------------------|-------------------------|------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$2,000 | \$307 | (\$1,693) |
| 9182 | TRAVEL | 15,000 | 3,967 | (11,033) |
| | TOTAL | <u>17,000</u> | <u>4,273</u> | <u>(12,727)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 1,200 | 129 | (1,071) |
| | TOTAL | <u>1,200</u> | <u>129</u> | <u>(1,071)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9541 | AUDITS | 650,000 | 68,475 | (581,525) |
| 9702 | AUDIT COMMITTEE CONSULTANT | 25,000 | 2,333 | (22,667) |
| | TOTAL | <u>675,000</u> | <u>70,808</u> | <u>(604,192)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 8,000 | 3,629 | (4,371) |
| 9962 | REGISTRATION FEES | 20,000 | 1,308 | (18,692) |
| 9963 | EDUCATIONAL MATERIALS | 2,500 | 0 | (2,500) |
| | TOTAL | <u>30,500</u> | <u>4,937</u> | <u>(25,563)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 500 | 0 | (500) |
| | TOTAL | <u>500</u> | <u>0</u> | <u>(500)</u> |
| | GRAND TOTAL | <u>\$724,200</u> | <u>\$80,148</u> | <u>(\$644,052)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

INVESTMENT OFFICE

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|---------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$10,865,804 | \$1,983,422 | (\$8,882,382) |
| AGENCY TEMPORARY | 0 | 0 | 0 |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 800 | 0 | (800) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 14,400 | 3,000 | (11,400) |
| RIDESHARE ALLOWANCE | 5,000 | 0 | (5,000) |
| SICKLEAVE BUYBACK | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$10,886,004 | \$1,986,422 | (\$8,899,582) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 1,849,349 | 303,027 | (1,546,322) |
| FICA CONTRIBUTION | 213,517 | 31,809 | (181,708) |
| COUNTY SUBSIDY - INSURANCE | 795,993 | 83,017 | (712,976) |
| OPTIONS PLAN | 0 | 0 | 0 |
| LIFE INSURANCE | 0 | 0 | 0 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 387,097 | 49,798 | (337,299) |
| SAVINGS PLAN | 386,930 | 58,208 | (328,722) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 2,274,164 | 246,446 | (2,027,718) |
| TOTAL VARIABLE BENEFITS | \$5,907,050 | \$772,305 | (\$5,134,745) |
| OPEB CONTRIBUTION | 385,968 | 100,729 | (285,239) |
| OTHER BENEFITS | 696,446 | 126,059 | (570,387) |
| TOTAL EMPLOYEE BENEFITS | \$6,989,464 | \$999,093 | (\$5,990,371) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$17,875,467 | \$2,985,515 | (\$14,889,952) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

INVESTMENT OFFICE

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--------------------------------------|----------------------------|------------------|-------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$33,000 | \$785 | (\$32,215) |
| 9182 | TRAVEL | 186,000 | 6,579 | (179,421) |
| | TOTAL | 219,000 | 7,364 | (211,636) |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 3,500 | 0 | (3,500) |
| | TOTAL | 3,500 | 0 | (3,500) |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 85,000 | 1,123 | (83,877) |
| 9962 | REGISTRATION FEES | 20,000 | 2,117 | (17,883) |
| 9963 | EDUCATIONAL MATERIALS | 20,000 | 3,307 | (16,693) |
| | TOTAL | 125,000 | 6,547 | (118,453) |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 1,000 | 843 | (157) |
| | TOTAL | 1,000 | 843 | (157) |
| GRAND TOTAL | | \$348,500 | \$14,753 | (\$333,747) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

LEGAL SERVICES

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$4,320,931 | \$601,415 | (\$3,719,516) |
| AGENCY TEMPORARY | 179,400 | 60,284 | (119,116) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 19,900 | 5,078 | (14,822) |
| BILINGUAL BONUS | 2,400 | 0 | (2,400) |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 2,500 | 0 | (2,500) |
| SICKLEAVE BUYBACK | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$4,525,131 | \$666,777 | (\$3,858,354) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 942,955 | 127,833 | (815,122) |
| FICA CONTRIBUTION | 75,861 | 10,316 | (65,545) |
| COUNTY SUBSIDY - INSURANCE | 477,719 | 47,867 | (429,852) |
| OPTIONS PLAN | 0 | 0 | 0 |
| LIFE INSURANCE | 0 | 0 | 0 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 159,252 | 19,625 | (139,627) |
| SAVINGS PLAN | 167,914 | 21,454 | (146,460) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 745,163 | 83,931 | (661,232) |
| TOTAL VARIABLE BENEFITS | \$2,568,864 | \$311,026 | (\$2,257,838) |
| OPEB CONTRIBUTION | 153,485 | 40,046 | (113,439) |
| OTHER BENEFITS | 276,951 | 50,129 | (226,822) |
| TOTAL EMPLOYEE BENEFITS | \$2,999,300 | \$401,201 | (\$2,598,099) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$7,524,432 | \$1,067,978 | (\$6,456,454) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

LEGAL SERVICES

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|----------------------------------|--------------------|-------------------|--------------------------------|
| AUTO EXPENSES | | | | |
| 9102 | AUTO MAINTENANCE/REPAIR | \$2,000 | \$415 | (\$1,585) |
| 9103 | GAS | 1,500 | 468 | (1,032) |
| 9105 | LICENSE FEES | 400 | 0 | (400) |
| | TOTAL | 3,900 | 883 | (3,017) |
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | 3,600 | 78 | (3,522) |
| 9182 | TRAVEL | 18,200 | 4,093 | (14,107) |
| | TOTAL | 21,800 | 4,171 | (17,629) |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 5,000 | 499 | (4,501) |
| | TOTAL | 5,000 | 499 | (4,501) |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9543 | LEGISLATIVE CONSULTING | 280,000 | 103,500 | (176,500) |
| 9673 | PHOTOCOPIES OF DOCUMENTS | 300 | 0 | (300) |
| | TOTAL | 280,300 | 103,500 | (176,800) |
| LEGAL FEES AND SERVICES | | | | |
| 9771 | ATTORNEY FEES AWARDS/SETTLEMENTS | 40,000 | 0 | (40,000) |
| 9772 | OUTSIDE LEGAL COUNSEL | 2,000,000 | 163,255 | (1,836,745) |
| 9777 | LITIGATION SUPPORT | 10,000 | 0 | (10,000) |
| | TOTAL | 2,050,000 | 163,255 | (1,886,745) |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 18,000 | 3,800 | (14,200) |
| 9962 | REGISTRATION FEES | 18,000 | 1,384 | (16,616) |
| 9963 | EDUCATIONAL MATERIALS | 74,000 | 15,955 | (58,045) |
| | TOTAL | 110,000 | 21,139 | (88,861) |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 2,300 | 0 | (2,300) |
| | TOTAL | 2,300 | 0 | (2,300) |
| GRAND TOTAL | | \$2,473,300 | \$293,446 | (\$2,179,854) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

MEMBER SERVICES

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|---------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$6,231,376 | \$1,195,500 | (\$5,035,876) |
| AGENCY TEMPORARY | 0 | 0 | 0 |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 214,200 | 73,936 | (140,264) |
| BILINGUAL BONUS | 16,800 | 2,000 | (14,800) |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 10,000 | 0 | (10,000) |
| SICKLEAVE BUYBACK | 15,000 | 11,383 | (3,617) |
| TOTAL SALARIES & OTHER PAYS | \$6,487,376 | \$1,282,819 | (\$5,204,557) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 1,651,806 | 251,831 | (1,399,975) |
| FICA CONTRIBUTION | 120,670 | 19,871 | (100,799) |
| COUNTY SUBSIDY - INSURANCE | 183,369 | 10,109 | (173,260) |
| OPTIONS PLAN | 1,069,970 | 195,199 | (874,771) |
| LIFE INSURANCE | 5,532 | 1,097 | (4,435) |
| HEALTH INSURANCE TEMPS | 392,735 | 18,853 | (373,882) |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 270,510 | 39,997 | (230,513) |
| SAVINGS PLAN | 36,920 | 2,559 | (34,361) |
| PENSION SAVINGS PLAN | 30,120 | 3,032 | (27,088) |
| MEGAFLEX | 164,342 | 16,078 | (148,264) |
| TOTAL VARIABLE BENEFITS | \$3,925,972 | \$558,626 | (\$3,367,346) |
| OPEB CONTRIBUTION | 221,347 | 57,752 | (163,595) |
| OTHER BENEFITS | 399,401 | 72,293 | (327,108) |
| TOTAL EMPLOYEE BENEFITS | \$4,546,722 | \$688,671 | (\$3,858,051) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$11,034,096 | \$1,971,490 | (\$9,062,606) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

MEMBER SERVICES

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--------------------------------------|----------------------------|------------------------|-----------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$4,300 | (\$156) | (\$4,456) |
| 9182 | TRAVEL | 7,200 | (135) | (7,335) |
| | TOTAL | <u>11,500</u> | <u>(291)</u> | <u>(11,791)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 4,000 | 1,824 | (2,176) |
| | TOTAL | <u>4,000</u> | <u>1,824</u> | <u>(2,176)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 1,000 | 0 | (1,000) |
| 9962 | REGISTRATION FEES | 10,000 | 2,499 | (7,501) |
| 9963 | EDUCATIONAL MATERIALS | 200 | 0 | (200) |
| | TOTAL | <u>11,200</u> | <u>2,499</u> | <u>(8,701)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 1,500 | 0 | (1,500) |
| 9992 | FACILITIES RENTAL | 1,000 | 1,250 | 250 |
| | TOTAL | <u>2,500</u> | <u>1,250</u> | <u>(1,250)</u> |
| | GRAND TOTAL | <u>\$29,200</u> | <u>\$5,282</u> | <u>(\$23,918)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

QUALITY ASSURANCE

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$1,885,279 | \$329,050 | (\$1,556,229) |
| AGENCY TEMPORARY | 0 | 0 | 0 |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 11,500 | 333 | (11,167) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 2,200 | 0 | (2,200) |
| SICKLEAVE BUYBACK | 1,000 | 0 | (1,000) |
| TOTAL SALARIES & OTHER PAYS | \$1,899,979 | \$329,383 | (\$1,570,596) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 525,245 | 78,117 | (447,128) |
| FICA CONTRIBUTION | 33,897 | 5,450 | (28,447) |
| COUNTY SUBSIDY - INSURANCE | 129,156 | 18,979 | (110,177) |
| OPTIONS PLAN | 27,420 | 2,083 | (25,337) |
| LIFE INSURANCE | 226 | 23 | (203) |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 69,668 | 11,767 | (57,901) |
| SAVINGS PLAN | 77,906 | 11,290 | (66,616) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 349,931 | 47,582 | (302,349) |
| TOTAL VARIABLE BENEFITS | \$1,213,448 | \$175,289 | (\$1,038,159) |
| OPEB CONTRIBUTION | 66,968 | 17,473 | (49,495) |
| OTHER BENEFITS | 120,837 | 21,872 | (98,965) |
| TOTAL EMPLOYEE BENEFITS | \$1,401,254 | \$214,634 | (\$1,186,620) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$3,301,232 | \$544,017 | (\$2,757,215) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

QUALITY ASSURANCE

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|---------------------------------|------------------------|-----------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$1,200 | \$0 | (\$1,200) |
| 9182 | TRAVEL | 8,400 | 0 | (8,400) |
| | TOTAL | <u>9,600</u> | <u>0</u> | <u>(9,600)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 1,000 | 22 | (978) |
| | TOTAL | <u>1,000</u> | <u>22</u> | <u>(978)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9715 | COST EFFECTIVE MANAGEMENT (CEM) | 55,000 | 0 | (55,000) |
| | TOTAL | <u>55,000</u> | <u>0</u> | <u>(55,000)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 6,000 | 280 | (5,720) |
| 9962 | REGISTRATION FEES | 10,000 | 1,195 | (8,805) |
| 9963 | EDUCATIONAL MATERIALS | 300 | 0 | (300) |
| | TOTAL | <u>16,300</u> | <u>1,475</u> | <u>(14,825)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 200 | 0 | (200) |
| | TOTAL | <u>200</u> | <u>0</u> | <u>(200)</u> |
| | GRAND TOTAL | <u>\$82,100</u> | <u>\$1,497</u> | <u>(\$80,603)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

SYSTEMS DIVISION

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|---------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$6,950,188 | \$1,061,668 | (\$5,888,520) |
| AGENCY TEMPORARY | 2,881,700 | 596,407 | (2,285,293) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 229,200 | 52,137 | (177,063) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 1,500 | 1,500 |
| RIDESHARE ALLOWANCE | 8,900 | 0 | (8,900) |
| SICKLEAVE BUYBACK | 12,000 | 9,084 | (2,916) |
| TOTAL SALARIES & OTHER PAYS | \$10,081,988 | \$1,720,796 | (\$8,361,192) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 1,563,070 | 241,589 | (1,321,481) |
| FICA CONTRIBUTION | 125,607 | 17,704 | (107,903) |
| COUNTY SUBSIDY - INSURANCE | 405,824 | 36,128 | (369,696) |
| OPTIONS PLAN | 368,626 | 70,238 | (298,388) |
| LIFE INSURANCE | 2,429 | 465 | (1,964) |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 304,585 | 36,419 | (268,166) |
| SAVINGS PLAN | 207,307 | 21,418 | (185,889) |
| PENSION SAVINGS PLAN | 1,753 | 0 | (1,753) |
| MEGAFLEX | 928,181 | 84,990 | (843,191) |
| TOTAL VARIABLE BENEFITS | \$3,907,381 | \$508,952 | (\$3,398,429) |
| OPEB CONTRIBUTION | 246,880 | 64,414 | (182,466) |
| OTHER BENEFITS | 445,474 | 80,632 | (364,842) |
| TOTAL EMPLOYEE BENEFITS | \$4,599,736 | \$653,997 | (\$3,945,739) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$14,681,722 | \$2,374,794 | (\$12,306,928) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

SYSTEMS DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--------------------------------------|---|----------------|-------------------|--------------------------------|
| COMMUNICATIONS | | | | |
| 9121 | MOBILE DEVICES SERVICE & EQUIPMENT | \$160,000 | \$23,392 | (\$136,608) |
| 9124 | ENTERPRISE INTERNET CONNECTION | 165,000 | 32,703 | (132,297) |
| 9125 | TELEPHONE CONNECTION | 150,000 | 29,339 | (120,661) |
| 9133 | TELEPHONE SYSTEM SUPPLIES & MODIFICATIONS | 15,000 | 8,852 | (6,148) |
| 9135 | TELEPHONE SYSTEM MAINTENANCE | 80,000 | 480 | (79,520) |
| | TOTAL | <u>570,000</u> | <u>94,766</u> | <u>(475,234)</u> |
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | 2,000 | 0 | (2,000) |
| 9182 | TRAVEL | 39,600 | 0 | (39,600) |
| | TOTAL | <u>41,600</u> | <u>0</u> | <u>(41,600)</u> |
| POSTAGE | | | | |
| 9208 | MONTHLY RETIREE CHECK MAILING | 450,000 | 0 | (450,000) |
| | TOTAL | <u>450,000</u> | <u>0</u> | <u>(450,000)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 15,000 | 853 | (14,147) |
| 9332 | COMPUTER MONITORS | 30,000 | 0 | (30,000) |
| 9336 | COMPUTER PRINTER | 10,000 | 9,146 | (854) |
| 9344 | COMPUTER ACCESSORIES | 13,000 | 10,562 | (2,438) |
| 9345 | COMPUTER PERIPHERALS | 30,000 | 2,863 | (27,137) |
| 9347 | STORAGE MEDIA | 5,000 | 0 | (5,000) |
| 9348 | BOARD MEMBER TECH SUPPORT | 25,000 | 2,820 | (22,180) |
| 9353 | DIVISIONAL IT SUPPLIES/EQUIPMENT | 455,000 | 0 | (455,000) |
| 9354 | REMOTE WORKFORCE EQUIPMENT | 130,000 | 40,616 | (89,384) |
| | TOTAL | <u>713,000</u> | <u>66,860</u> | <u>(646,140)</u> |
| EQUIPMENT MAINTENANCE | | | | |
| 9411 | AUDIOVISUAL MAINTENANCE | 40,000 | 36,825 | (3,175) |
| 9412 | KEY CARD SECURITY SYSTEM (DAS) | 125,000 | 20,977 | (104,023) |
| 9414 | LAN HARDWARE MAINTENANCE | 75,000 | 18,265 | (56,735) |
| 9419 | ON-SITE PRINTER MAINTENANCE | 20,000 | 0 | (20,000) |
| 9424 | EQUIP MAINT - UPS - SERVER ROOM | 170,000 | 0 | (170,000) |
| 9436 | EQUIP MAINT - AIR CONDITIONING | 30,000 | 0 | (30,000) |
| 9438 | AUDIOVISUAL ENHANCEMENTS | 250,000 | 789 | (249,211) |
| 9439 | SURVEILLANCE SYSTEM | 5,000 | 0 | (5,000) |
| 9442 | FIRE SUPPRESSION SYSTEM | 5,000 | 0 | (5,000) |
| 9443 | GENERATOR SYSTEM | 10,000 | 0 | (10,000) |
| | TOTAL | <u>730,000</u> | <u>76,856</u> | <u>(653,144)</u> |

FISCAL YEAR 2023-2024

SYSTEMS DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|---------------------------|---------------------------|--------------------------------|
| PROFESSIONAL AND SPECIALIZED SERVICES | | | |
| 9502 EDP CHARGES - ISD | \$300,000 | \$9,265 | (\$290,735) |
| 9509 AUDITOR CONTROLLER - PAYROLL SERVICES | 110,000 | 0 | (110,000) |
| 9550 ADVANCED WORKFLOW CONCEPTS | 140,000 | 0 | (140,000) |
| 9574 KNOWLEDGE & DOC MGMT PROJECTS | 300,000 | 0 | (300,000) |
| 9680 IRON MOUNTAIN MEDIA STORAGE | 30,000 | 7,201 | (22,799) |
| 9681 RETIREE PAYROLL PRINTING | 180,000 | 87,972 | (92,028) |
| 9692 HOTSITE SERVICES | 20,000 | 1,221 | (18,779) |
| 9717 CLOUD MIGRATION | 300,000 | 16,200 | (283,800) |
| 9722 MAINFRAME SERVICES | 160,000 | 0 | (160,000) |
| TOTAL | <u>1,540,000</u> | <u>121,859</u> | <u>(1,418,141)</u> |
| COMPUTER SERVICES & SUPPORT | | | |
| 9831 LAN SOFTWARE & LIC - NEW | 1,365,000 | 79,775 | (1,285,225) |
| 9832 LAN SOFTWARE & LIC - EXISTING | 1,954,600 | 1,073,445 | (881,155) |
| 9833 MAINFRAME SOFTWARE & LIC - EXISTING | 1,100,000 | 297,800 | (802,200) |
| 9843 LAN NETWORK HARDWARE - NEW | 100,000 | 0 | (100,000) |
| 9879 CO-LOCATION | 180,000 | 18,321 | (161,679) |
| 9882 BOARDROOM OPERATION MGMT SYSTEMS (I & II) | 100,000 | 3,872 | (96,128) |
| 9923 PUBLIC BROADCAST AND/OR STREAMING | 30,000 | 0 | (30,000) |
| 9930 TELEPHONE SYSTEM UPDATES | 250,000 | 0 | (250,000) |
| TOTAL | <u>5,079,600</u> | <u>1,473,213</u> | <u>(3,606,387)</u> |
| EDUCATIONAL EXPENSES | | | |
| 9961 MEMBERSHIPS | 1,500 | 0 | (1,500) |
| 9962 REGISTRATION FEES | 56,600 | 1,510 | (55,090) |
| 9963 EDUCATIONAL MATERIALS | 5,000 | 576 | (4,424) |
| TOTAL | <u>63,100</u> | <u>2,086</u> | <u>(61,014)</u> |
| MISCELLANEOUS | | | |
| 9986 MISCELLANEOUS | 500 | 0 | (500) |
| TOTAL | <u>500</u> | <u>0</u> | <u>(500)</u> |
| GRAND TOTAL | <u>\$9,187,800</u> | <u>\$1,835,642</u> | <u>(\$7,352,158)</u> |

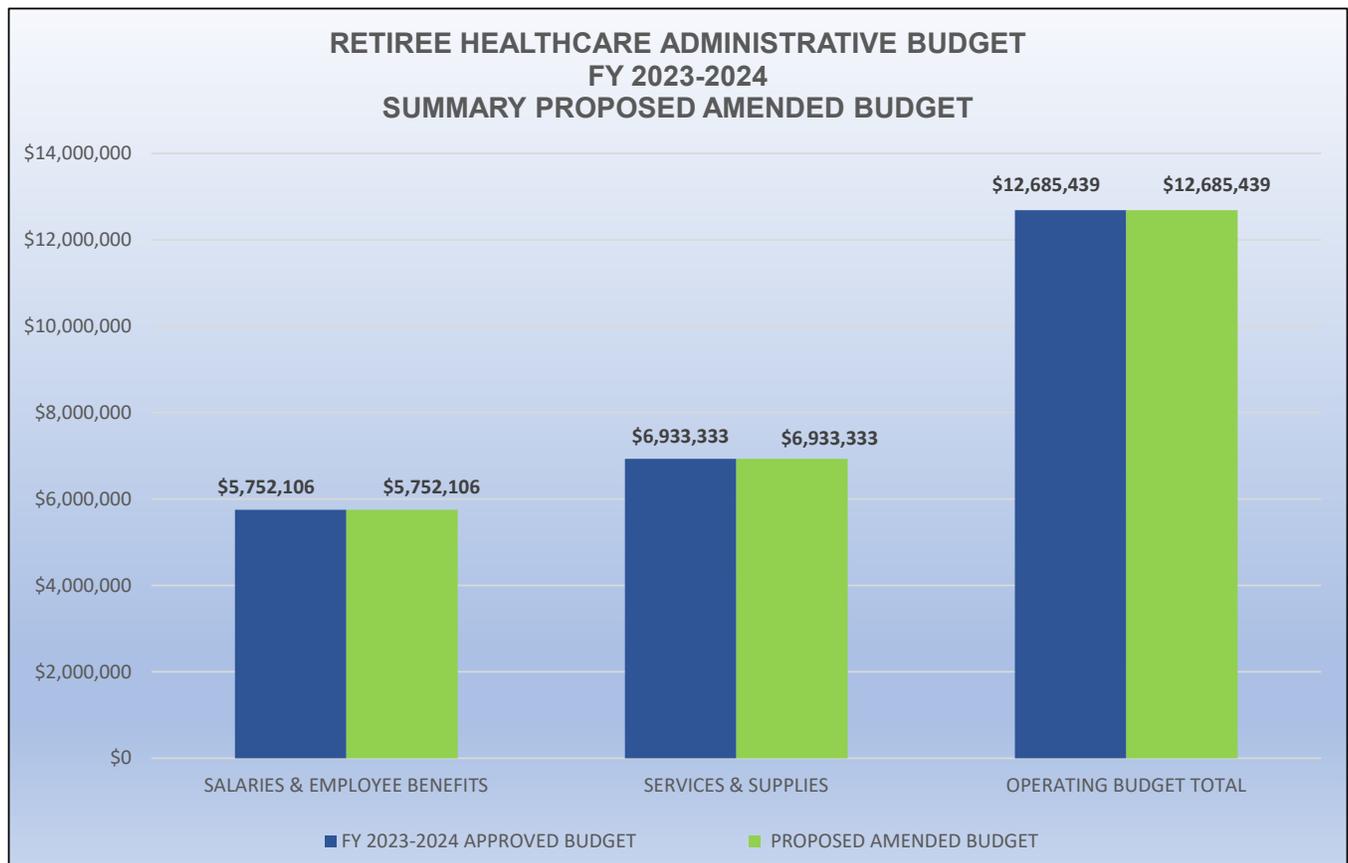
*All amounts rounded to the nearest dollar.

EXHIBIT C

**FY 2023-2024
RETIREE HEALTHCARE PROPOSED MID-YEAR BUDGET AMENDMENT
FINANCIAL SUMMARIES**

| RETIREE HEALTHCARE ADMINISTRATIVE BUDGET | FY 2023-2024 APPROVED BUDGET | MID-YEAR ADJUSTMENT AMOUNT | PROPOSED AMENDED BUDGET | % CHANGE |
|--|------------------------------|----------------------------|-------------------------|-------------|
| SALARIES & EMPLOYEE BENEFITS | \$5,752,106 | \$0 | \$5,752,106 | 0.0% |
| SERVICES & SUPPLIES | \$6,933,333 | \$0 | \$6,933,333 | 0.0% |
| OPERATING BUDGET TOTAL | \$12,685,439 | \$0 | \$12,685,439 | 0.0% |

* All amounts rounded to the nearest dollar.



RETIREE HEALTHCARE PROPOSED AMENDED BUDGET BY S&EB CATEGORY

| S&EB CATEGORY | FY 2023-2024 APPROVED BUDGET | MID-YEAR ADJUSTMENT AMOUNT | PROPOSED AMENDED BUDGET | % CHANGE |
|---|---|---|------------------------------------|-----------------|
| <u>SALARIES & OTHER PAY</u> | | | | |
| Permanent / County Temporary | \$3,349,841 | (\$133,200) | \$3,216,641 | -4.0% |
| Agency Temporary | 0 | 165,200 | 165,200 | 0.0% |
| LACERA Intern Program | 0 | 0 | 0 | 0.0% |
| Stipends | 0 | 0 | 0 | 0.0% |
| Overtime | 134,900 | 0 | 134,900 | 0.0% |
| Bilingual Bonus | 4,800 | 0 | 4,800 | 0.0% |
| Transportation Allowance | 0 | 0 | 0 | 0.0% |
| Rideshare Allowance | 3,600 | 0 | 3,600 | 0.0% |
| Sickleave Buyback | 10,000 | 0 | 10,000 | 0.0% |
| TOTAL SALARIES & OTHER PAY | \$3,503,141 | \$32,000 | \$3,535,141 | 0.9% |
| <u>VARIABLE BENEFITS</u> | | | | |
| Retirement | 887,973 | 0 | 887,973 | 0.0% |
| FICA Contribution | 59,853 | 0 | 59,853 | 0.0% |
| County Subsidy - Insurance | 66,649 | 0 | 66,649 | 0.0% |
| Options Plan | 518,505 | 0 | 518,505 | 0.0% |
| Life Insurance | 2,425 | 0 | 2,425 | 0.0% |
| Health Insurance Temps | 214,608 | (32,000) | 182,608 | -14.9% |
| Flexible Benefit Plan | 0 | 0 | 0 | 0.0% |
| Thrift Plan / Horizons | 138,369 | 0 | 138,369 | 0.0% |
| Savings Plan | 42,576 | 0 | 42,576 | 0.0% |
| Pension Savings Plan | 20,179 | 0 | 20,179 | 0.0% |
| Megaflex | 178,836 | 0 | 178,836 | 0.0% |
| TOTAL VARIABLE BENEFITS | \$2,129,974 | (\$32,000) | \$2,097,974 | -1.5% |
| OPEB CONTRIBUTION | \$118,991 | \$0 | \$118,991 | 0.0% |
| OTHER BENEFITS | \$0 | \$0 | \$0 | 0.0% |
| TOTAL EMPLOYEE BENEFITS | \$2,248,965 | (\$32,000) | \$2,216,965 | -1.4% |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$5,752,106 | \$0 | \$5,752,106 | 0.0% |

* All amounts rounded to the nearest dollar.

RETIREE HEALTHCARE PROPOSED AMENDED BUDGET BY S&S CATEGORY

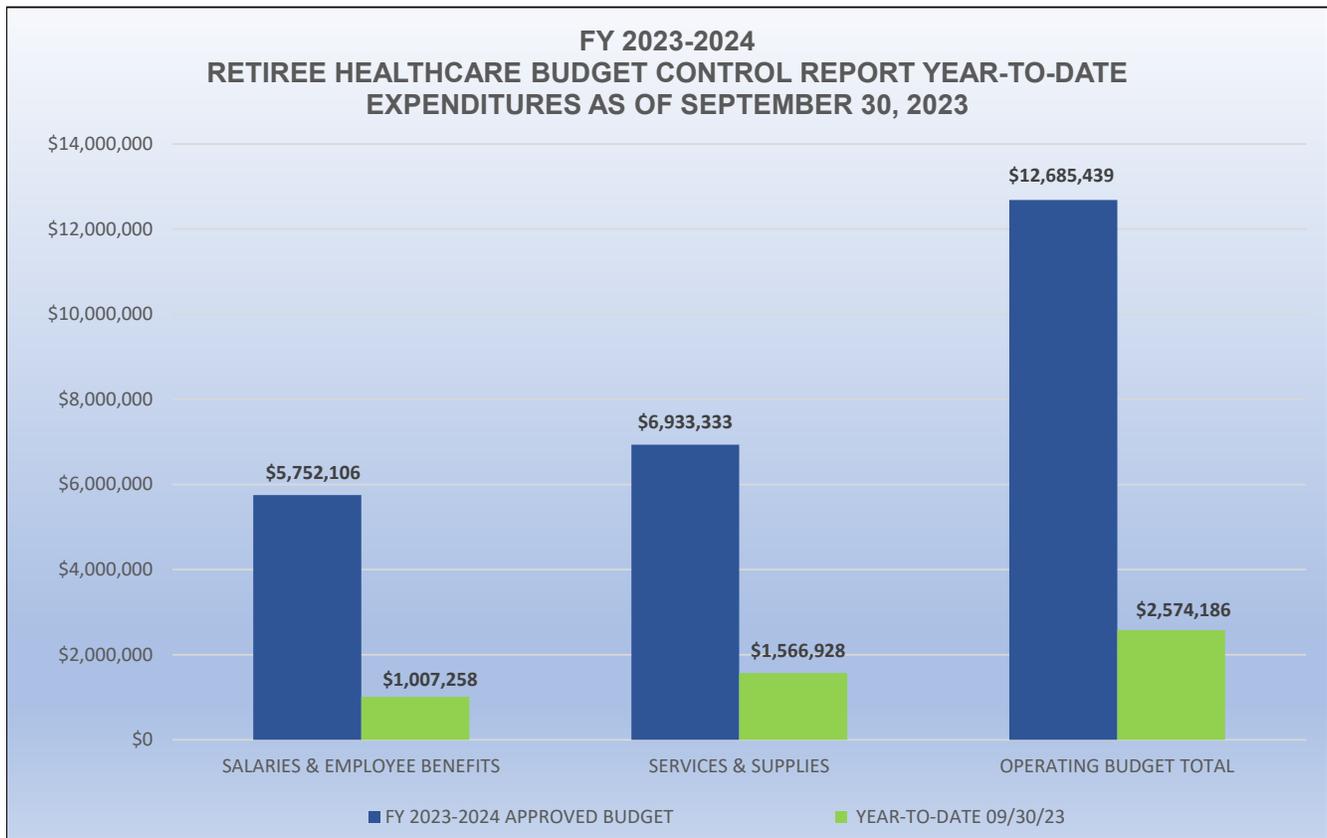
| S&S CATEGORY | FY 2023-2024 APPROVED BUDGET | MID-YEAR ADJUSTMENT AMOUNT | PROPOSED AMENDED BUDGET | % CHANGE |
|---------------------------------------|-------------------------------------|-----------------------------------|--------------------------------|-----------------|
| Transportation & Travel | \$24,700 | \$0 | \$24,700 | 0.0% |
| Postage | 300,000 | 0 | 300,000 | 0.0% |
| Office Supplies & Equipment | 5,000 | 0 | 5,000 | 0.0% |
| Operational Costs | 5,006,533 | 0 | 5,006,533 | 0.0% |
| Professional and Specialized Services | 1,556,500 | 0 | 1,556,500 | 0.0% |
| Bank Services | 21,500 | 0 | 21,500 | 0.0% |
| Legal Fees and Services | 0 | 0 | 0 | 0.0% |
| Educational Expenses | 18,800 | 0 | 18,800 | 0.0% |
| Miscellaneous | 300 | 0 | 300 | 0.0% |
| TOTAL | \$6,933,333 | \$0 | \$6,933,333 | 0.0% |

* All amounts rounded to the nearest dollar.

**FY 2023-2024
RETIREE HEALTHCARE BUDGET CONTROL REPORT
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| ADMINISTRATIVE BUDGET | FY 2023-2024 APPROVED BUDGET | YEAR-TO-DATE 09/30/23 | OVER/(UNDER) BUDGET | % VARIANCE |
|-------------------------------|------------------------------|-----------------------|-----------------------|---------------|
| SALARIES & EMPLOYEE BENEFITS | \$5,752,106 | \$1,007,258 | (\$4,744,848) | -82.5% |
| SERVICES & SUPPLIES | \$6,933,333 | \$1,566,928 | (\$5,366,405) | -77.4% |
| OPERATING BUDGET TOTAL | \$12,685,439 | \$2,574,186 | (\$10,111,253) | -79.7% |

* All amounts rounded to the nearest dollar.



FISCAL YEAR 2023-2024

RETIREE HEALTH CARE BNEEFITS PROGRAM

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$3,349,841 | \$656,524 | (\$2,693,317) |
| AGENCY TEMPORARY | 0 | 29,366 | 29,366 |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 134,900 | 572 | (134,328) |
| BILINGUAL BONUS | 4,800 | 750 | (4,050) |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 3,600 | 0 | (3,600) |
| SICKLEAVE BUYBACK | 10,000 | 4,080 | (5,920) |
| TOTAL SALARIES & OTHER PAYS | \$3,503,141 | \$691,292 | (\$2,811,849) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 887,973 | 126,467 | (761,506) |
| FICA CONTRIBUTION | 59,853 | 8,770 | (51,083) |
| COUNTY SUBSIDY - INSURANCE | 66,649 | 7,131 | (59,518) |
| OPTIONS PLAN | 518,505 | 75,189 | (443,316) |
| LIFE INSURANCE | 2,425 | 473 | (1,952) |
| HEALTH INSURANCE TEMPS | 214,608 | 19,684 | (194,924) |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 138,369 | 16,941 | (121,428) |
| SAVINGS PLAN | 42,576 | 5,672 | (36,904) |
| PENSION SAVINGS PLAN | 20,179 | 2,282 | (17,897) |
| MEGAFLEX | 178,836 | 22,336 | (156,500) |
| TOTAL VARIABLE BENEFITS | \$2,129,974 | \$284,945 | (\$1,845,029) |
| OPEB CONTRIBUTION | 118,991 | 31,020 | (87,971) |
| OTHER BENEFITS | 0 | 0 | 0 |
| TOTAL EMPLOYEE BENEFITS | \$2,248,964 | \$315,965 | (\$1,932,999) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$5,752,106 | \$1,007,258 | (\$4,744,848) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

RETIREE HEALTH CARE BENEFITS PROGRAM

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|-----------------------------|------------------|-------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$1,500 | \$38 | (\$1,462) |
| 9182 | TRAVEL | 23,200 | 5,118 | (18,082) |
| | TOTAL | <u>24,700</u> | <u>5,157</u> | <u>(19,543)</u> |
| POSTAGE | | | | |
| 9212 | SPECIAL RETIREE MAILINGS | 300,000 | 0 | (300,000) |
| | TOTAL | <u>300,000</u> | <u>0</u> | <u>(300,000)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 5,000 | 247 | (4,754) |
| | TOTAL | <u>5,000</u> | <u>247</u> | <u>(4,754)</u> |
| OPERATIONAL COSTS | | | | |
| 9482 | RENT | 211,200 | 52,037 | (159,163) |
| 9483 | DEPARTMENTAL OVERHEAD | 4,795,333 | 1,198,833 | (3,596,500) |
| | TOTAL | <u>5,006,533</u> | <u>1,250,871</u> | <u>(3,755,662)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9541 | AUDITS | 348,000 | 27,150 | (320,850) |
| 9545 | HEALTH CARE CONSULTING | 750,000 | 185,400 | (564,600) |
| 9573 | OPEB VALUATION | 458,500 | 88,602 | (369,899) |
| | TOTAL | <u>1,556,500</u> | <u>301,152</u> | <u>(1,255,349)</u> |
| BANK SERVICES | | | | |
| 9753 | BANK CHARGES - STATE STREET | 21,500 | 4,661 | (16,839) |
| | TOTAL | <u>21,500</u> | <u>4,661</u> | <u>(16,839)</u> |
| LEGAL FEES AND SERVICES | | | | |
| 9772 | OUTSIDE LEGAL COUNSEL | 0 | 4,020 | 4,020 |
| | TOTAL | <u>0</u> | <u>4,020</u> | <u>4,020</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 3,500 | 200 | (3,300) |
| 9962 | REGISTRATION FEES | 15,000 | 623 | (14,378) |
| 9963 | EDUCATIONAL MATERIALS | 300 | 0 | (300) |
| | TOTAL | <u>18,800</u> | <u>823</u> | <u>(17,978)</u> |

FISCAL YEAR 2023-2024

RETIREE HEALTH CARE BENEFITS PROGRAM

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023

| | | | <u>BUDGET</u> | <u>YTD ACTUAL</u> | <u>OVER/(UNDER) BUDGET</u> |
|------|----------------------|-------|---------------------------|---------------------------|--------------------------------|
| | MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | | \$300 | \$0 | (\$300) |
| | | TOTAL | <u>300</u> | <u>0</u> | <u>(300)</u> |
| | GRAND TOTAL | | <u>\$6,933,333</u> | <u>\$1,566,928</u> | <u>(\$5,366,405)</u> |

*All amounts rounded to the nearest dollar.



LACERA BUDGET POLICY

Responsible Manager: Laura Guglielmo, Assistant Executive Officer

Original Effective Date: 05/20/2009

Last Updated: 06/01/2023

Mandatory Review: June 2024 (Annually)

Approval Level: Board of Retirement and Board of Investments

1. PURPOSE

This document sets forth the fiscal policy to ensure LACERA's budgeting practices are in accordance with prudent fiscal management for the allocation and utilization of resources to meet the organization's Mission and Vision and to support the goals of LACERA's Board of Retirement Strategic Plan and Board of Investments Strategic Plan. The policy also serves to increase the transparency of the budgeting process, which ensures stakeholders and members have insight into how LACERA manages their funds and meet fiduciary obligations.

LACERA's budget encompasses three components: The Administrative Budget, the Retiree Healthcare (RHC) Budget, and the Other Post-Employment Benefits (OPEB) Trust.

The objective of this policy is to set out the budgeting principles and timeline for the preparation of the budget and the process and responsibilities for the review, approval, and implementation of all three components of the budget.

2. LEGAL AUTHORITY

[Government Code Section 31580.2](#) of the County Employees Retirement Law (CERL) requires a budget covering the entire expense for the administration of the retirement system, shall be adopted by the Boards annually, and shall be charged against the earnings of the retirement fund. The expense incurred in any year may not exceed twenty-one hundredths of one percent (0.21%) of the accrued actuarial liability of the retirement system.

[Government Code Section 31596.1](#) provides that the expenses of investing its moneys, securing custodial bank services, securing actuarial services for the annual valuation and triennial experience study, and securing attorney services to assist with investment matters shall not be considered a cost of administering the system. As

2. LEGAL AUTHORITY (Continued)

such, these costs are not included in the Administrative Budget and are identified as “non-administrative expenses.”

Section 31596.1 also provides that the cost of internal legal representation secured by the Board of Retirement and Board of Investments under Government Code Section 31529.1 for services previously performed by County Counsel are not administrative costs and under Government Code Section 31607 for services to assist the Board of Investments in carrying out its investment powers and duties. [Section 31529.1](#) provides that legal representation within its scope is limited to one-hundredth of 1 percent of system assets in any budget year; investment legal expenses under [Section 31607](#) are not limited.

Government Code Section 31580.2(b) provides that expenditures for computer software, computer hardware, and computer technology consulting services in support of these computer products.

Government Code [Sections 31691](#) and [31694](#) provide that the expenses of administering the RHCBP program and OPEB Trust may not be made from assets of the retirement fund. Therefore, such costs should not be part of the pension system’s administrative budget.

3. SCOPE

This Policy applies to the development, preparation, and implementation of all three components of LACERA’s budget in accordance with County Employees Retirement Law (CERL).

Any exceptions to this Policy must be approved by the Board of Retirement and Board of Investments.

4. DEFINITIONS

Administrative Budget: LACERA’s annual Administrative Budget consists of two components: Salaries and Employee Benefits, and Services and Supplies.

Appropriation: Funds set aside for specific purposes outlined in the Adopted Budget.

Budget: The annual financial plan that outlines the resources and revenue needed to achieve LACERA’s work plan to meet its Mission and Vision and LACERA’s Board of Retirement Strategic Plan and Board of Investments Strategic Plan.

4. DEFINITIONS (Continued)

Fiscal Year: LACERA's fiscal year begins on July 1st and concludes on June 30th. LACERA shall follow a naming convention referencing the fiscal year ending date, for example, FY23 for the fiscal year ending June 30, 2023.

Information Technology Coordination Council (ITCC): Oversight body responsible for significant technology and system recommendations for incorporation into the Proposed Budget. Established to ensure the efficient and effective use of technology, collaboration across the organization, and to ensure that strategic plan goals are achieved.

Non-Administrative Expenses: Expenses excluded from the Administrative Budget as specified in Government Code Section 31596.1.

Other Post-Employment Benefits (OPEB) Trust: Trust funds established by Los Angeles County, LACERA and the Superior Court to pre-fund their Retiree Healthcare Benefit Program.

Retiree Healthcare Benefits Program (RHCBP) Budget: The RHCBP Budget reflects the resources and revenue required to administer retiree healthcare benefits to eligible members. These costs are funded through a monthly administrative fee via healthcare premiums, charged to program participants, or the plan sponsor if the member's benefit is fully subsidized.

Statutory Appropriation Limit: The limit of the Boards' authority to appropriate funds to administer the retirement system established by Government Code Section 31580.2. currently twenty-one hundredths (.21) of one percent, of the Actuarial Accrued Liability of the retirement fund.

Unallocated Statutory Appropriation Balance: The difference between the funds appropriated to meet the organization's operational needs and the statutory appropriation limit established by Government Code Section 31580.2.

5. POLICY STATEMENT

This document sets forth the fiscal policy for the administration of LACERA's budget to ensure that the budgeting practices of the organization maintain a fiscally sustainable balanced budget that recognizes the fiduciary duty owed to LACERA's members. LACERA's budget encompasses three components: The Administrative Budget, the Retiree Healthcare (RHC) Program Budget and the Other Post-Employment Benefits (OPEB) Trust.

5. POLICY STATEMENT (Continued)

The objective of this policy is to set out the principles and timeline for the preparation of the budget and the process and responsibilities for the preparation, review, approval, and implementation of all three components of the budget.

5.1 Administrative Budget

The Administrative Budget reflects the resources needed to achieve the organization's work plan, each Board's Strategic Plan and goals, and operational activities in support of pension administration and investment of plan assets required to deliver retirement benefits for LACERA members and beneficiaries. It consists of two primary components: Salaries and Employee Benefits (S&EB) and Services and Supplies (S&S).

S&EB costs consist of ongoing personnel costs for the organization, including salaries for permanent and temporary staff, overtime, and variable benefits. Variable benefits include retirement costs (pension, 457, and 401K plan costs), health insurance, OPEB contributions and other employee benefits.

S&S costs reflect the daily operational needs of the organization. Some examples include building expenses (rent, maintenance, insurance), information technology needs, professional and specialized services, legal fees, office supplies and equipment, education, travel, and insurance.

5.2 Retiree Healthcare (RHC) Benefits Program Budget

The Retiree Healthcare Benefits Program provides health care benefits to LACERA membership on behalf of the fund's Plan Sponsors. The insurance premiums are born solely by the participants of the plan, or the Plan Sponsor if the employee is eligible for such benefit. LACERA trust funds are not used for premium payments or for the administration of the Program. The direct costs and variable overhead costs associated with the administration of the RHC Benefits Program are charged to the plan sponsors and participating members via an administrative fee. These administrative fees are added to the monthly premium costs and are not included in the Administrative Budget.

There are four categories of expenses for the RHC Benefits Program:

- Direct Costs of Salaries and Employee Benefits
- Direct Services and Supplies
- Indirect Salaries and Employee Benefits
- Indirect Services and Supplies.

5. POLICY STATEMENT (Continued)

Indirect Salaries and Employee Benefits and Indirect Services and Supplies reflect the program's pro-rata share of internal LACERA support functions such as Administrative Services, Information Technology and Human Resources.

5.3 Other Post-Employment Benefits (OPEB) Trust Budget

The County of Los Angeles (County), LACERA, and the Superior Court (Court) utilize an OPEB Trust to pre-fund the Retiree Healthcare Program benefits. In FY 2012-2013, the County and LACERA established a trust to fund their program and the Court established its trust in FY 2016-17. Each agency's trust funds are reported separately in their financial statements. The Board of Investments of LACERA serves as the trustee and investment manager for the trusts.

The Trust Agreements stipulate that *"... the Trustee (LACERA) shall be entitled to payment or reimbursement of all of its reasonable and appropriate expenses incurred in administering or investing the Trust..."* As such, LACERA seeks payment directly from the County and the Court to fund the OPEB Trust. To avoid the OPEB Trust assets being co-mingled with retirement fund assets, LACERA maintains separate accounting of the costs associated with administering the OPEB Trust. The costs of the OPEB Trusts are not part of LACERA's Administrative Budget.

There are four categories of expenses of the OPEB Trust: Direct Costs of Salaries and Employee Benefits; Direct Services and Supplies; Indirect Salaries and Employee Benefits; and Indirect Services and Supplies. These expenses are allocated between the County, LACERA and the Court based on an agreed upon methodology. At the close of each fiscal year, actual costs are reconciled, and variances are credited or debited to each entity.

6. PROCESS

The budget process consists of activities that encompass the development, implementation, and evaluation of the annual financial plan for the allocation of resources to support and accomplish goals and strategic initiatives.

6.1 Budget Preparation and Development

It is the responsibility of LACERA management to develop and prepare an annual budget in accordance with responsible fiscal management for the

6. PROCESS (Continued)

allocation and utilization of resources to meet the organization’s Mission, Vision, and Values and each Board’s Strategic Plan.

6.2 Criteria

LACERA Management develops the annual proposed budget reflecting the enterprise priorities established through each Board’s Strategic Plan. Criteria used by the organization to prioritize resources for the budget include, but are not limited to:

- Alignment with each Board’s Strategic Plan
- Mitigating risk
- Compliance with legally mandated requirements
- Technological advancements to support staff and improve service and offerings to LACERA’s members
- Identifying opportunities for cost efficiencies
- Identifying opportunities to improve service to members
- Staff development and succession planning
- Direction of the LACERA Board of Retirement and/or Board of Investments

6.3 Alignment with Each Board’s Strategic Plan

The first step in developing a budget is to consider what the organization expects to achieve in the upcoming fiscal year. Each Board’s Strategic Plan lays out its strategic goals, objectives, and action plans toward achieving the LACERA’s Mission, Vision, and Values. Those goals and objectives identify responsibilities, timelines, and the metrics that will be used to determine if the goal or objective has been met. As part of the budget development process, it is the responsibility of LACERA Trustees and Management to ensure that the organization’s budget, or financial plan, allocates the appropriate resources to achieve its strategic goals and objectives within the specified time frame.

6.4 Annual Budget Development and Approval Calendar

| <i>Date</i> | <i>Activity</i> |
|----------------|---|
| By November 30 | <ul style="list-style-type: none">• Executive Office and Management will review each Board’s Strategic Plan initiatives for alignment with the upcoming Fiscal Year budget development cycle. |

| | |
|----------------|---|
| | <ul style="list-style-type: none"> Administrative Services Division will provide each Division Manager a budget package with instructions for completing their proposed budget for the upcoming fiscal year, a budget preparation timetable with specific deadlines, and a schedule of meeting dates with the Budget Unit and a schedule of meeting dates with the Executive Office. |
| December | The Budget Unit with a representative from Human Resources, meets with Division Managers to provide guidance in the development of their budget requests. |
| By January 15 | Division Managers will submit their proposed budget to the Budget Unit. |
| By February 15 | The Executive Office will meet with each Division Manager to discuss the Division's needs and provide direction to the Division Managers and Budget Unit. |
| February | Audit Committee review of Internal Audit Proposed Budget |
| By Mid-April | The Budget Unit will prepare and distribute the preliminary Administrative, RHC, and OPEB Trust Budgets to all Trustees and Division Managers. |
| April and May | Present preliminary budget to JOGC for review and input |
| By June 30 | Board of Retirement and Board of Investment approve final budget |

6.5 Budget Adoption

The Board of Retirement and Board of Investment (“Boards”) have the joint responsibility to approve the enterprise-wide budget and resource allocations for all funds by June 30. The Boards have created the Joint Organizational Governance Committee (JOGC), to provide oversight over the budget preparation and planning. The Preliminary Budget is presented to the JOGC in April for its review. Staff incorporates direction from the JOGC and the JOGC’s recommendations are presented to both Boards during annual Budget Hearings in May. Staff incorporates additional Board direction into a Proposed Budget. The Boards independently take action to approve and adopt a Final Adopted Budget by June 30th.

6.6 Budget Appropriation

The Final Adopted Budget reflects the funds appropriated, or set aside, for specific purposes. For LACERA, funds are appropriated for two primary purposes, Salaries and Employee Benefits, and Services and Supplies.

6. PROCESS (Continued)

Government Code Section 31580.2 states the annual budget for administrative expenses of a retirement system established under CERL may not exceed twenty-one hundredths (.21) of one percent of the Actuarial Accrued Liability (AAL) of the retirement system. Each year, LACERA's statutory appropriation limit is identified in the Adopted Budget.

To the extent funding appropriated as part of the budget is less than the statutory appropriations limit, the Boards may, take specific action at any point during the fiscal year, to appropriate additional funds, not to exceed the maximum amount established by statute. LACERA's budgeting process includes a Mid-Year Budget Adjustment proposal to facilitate changes in priorities, goals, or economic conditions. The difference between the funds appropriated to meet the organization's operational needs and the statutory appropriation limit shall be referred to as the "Unallocated Statutory Appropriation Balance."

6.7 Budget Monitoring and Reporting

Budget Unit staff monitor and analyze Division and enterprise-wide expenditures throughout the year, consult with Division Managers to identify planned expenditures and project full year under/over expenditures by Division and compare those estimates against the Adopted Budget. Significant budgetary variances are discussed and explained.

Budget Control Reports are prepared and provided to all Trustees and Management Staff on an outlined schedule within the fiscal year. These reports include year to date expenditures and projected expenditures compared to the budget. Budget adjustments impacting staffing levels or exceeding the CEO's authority shall be approved by the Boards.

This budget monitoring and control activity occurs concurrently while the Proposed Budget for the upcoming fiscal year is being developed.

6.8 Mid-Year Budget Review

By December 1, LACERA Executive Management will assess and evaluate the adequacy of the personnel and other resources included in the Final Adopted Budget and make recommendations to the JOGC for adjustments, if necessary. JOGC recommendations shall be considered for approval by the Boards. Executive Management may also, as part of the mid-year budget

6. PROCESS (Continued)

review, address the progress and status of achieving the Boards' respective Strategic Plan.

6.9 Mid-Year and Year-End Adjustments Within the Administrative Budget

As part of LACERA's budget monitoring and reporting activities, it may become necessary to amend the Final Adopted Budget. Amendments may take the form of transferring appropriations between line items within a major account, transferring appropriations between major accounts, or increasing total appropriations within the statutory limits established by Government.

6.10 Transferring Appropriations

LACERA's Administrative Budget has two major accounts, Salaries and Employee Benefits (S&EB), and Services and Supplies (S&S).

Within each major account are several line items with individual appropriations. The CEO has the authority to transfer appropriations not to exceed \$1 million across major accounts and has full discretion and authority to transfer appropriations between line items within each major account. The CEO shall notify all Trustees of such actions at the next meeting of the Board and as part of the routine Budget Control Reporting.

6.11 Pre-funding OPEB with Budgetary Savings

LACERA participates in the OPEB Trust as a "contributing employer" and funds its employees' program benefits on a pay-as-you-go basis, funding actual monthly premium costs. It also makes a quarterly contribution to paydown the future OPEB liability at a rate equal to that of Los Angeles County. It is LACERA's objective to fund these program benefits within the working lifetime of the program beneficiaries so as to maintain intergenerational equity. To achieve intergenerational equity more quickly, some or all year-end budgetary savings may, at the discretion of the LACERA CEO, be used to make an additional OPEB contribution by June 30 of the year in which the funds were budgeted. Such additional OPEB contributions may be up to but may not exceed that year's budgeted OPEB contribution.

6. PROCESS (Continued)

6.12 Increasing Total Appropriations

Should unanticipated expenditures be required during the fiscal year beyond the total Adopted Budget amount, the Unappropriated Statutory Appropriation Balance is available. This balance represents the difference between the total statutory appropriation limit established under CERL and the Final Adopted Budget. To utilize these unappropriated funds, both Boards must approve a budget amendment, increasing the total annual appropriation.

7. Audit Committee Oversight of Internal Audit

LACERA's Internal Audit Division provides independent and objective assurance services and consulting services to assist the organization to achieve its Mission, Vision, and Values and each Board's Strategic Plan by improving LACERA's effectiveness of governance, risk management and control processes. To protect its independence, the Internal Audit Division reports to the Audit Committee of the Boards with functional reporting to the Chief Executive Officer. The Audit Committee reviews and approves Internal Audit's Proposed Budget in February, which is then incorporated into LACERA's Administrative Proposed Budget reviewed by the JOGC in April.

8. HISTORY (Update will follow approval)

8.1 Approvals

- 8.1.1 Updated and approved by the Board of Retirement and Board of Investments on June 7, 2023 and June 14, 2023, respectively. Prior versions are superseded and of no effect as of the stated approval date.

8.2 Current Status

Annual review scheduled for June 2024.

8.3 Versions

- 8.3.1 This policy was last updated on June 1, 2023
- 8.3.2 This policy was previously approved by the Board of Retirement on June 1, 2022 and Board of Investments on June 9, 2022



FY 2023-24 Mid Year Budget Review

Laura Guglielmo

AGENDA

- Review of Budget Policy
- Administrative Budget - Reallocations
- Retiree Healthcare Budget - Reallocations
- FY 2023/24 Budget to Actual Summary – 1st Quarter



Budget Policy

LACERA's Budget Policy (rev. 2023) requires annual review and anticipates the need for adjustments

CEO Authority

- Transfers of up to \$1M across major accounts (between S&EB and S&S)

JOGC Role

- Review & recommend action for BOR/BOI if required

BOR/BOI Role

- Must approve any transfers outside of CEO authority
- Must approve any position changes
- Must approve any additional appropriation within CERL limit



Administrative Budget Mid-Year Reallocations

Presented as information only as all actions fall within the CEO's authority



FY 2022-23 Administrative Budget Proposed Mid-Year Adjustment Summary

| Administrative Budget | FY 2023-24 Approved Budget | Mid-Year Adjustment Amount | Proposed Amended Budget | % Change |
|---------------------------------|---|---|--|-----------------|
| Salaries & Employee Benefits | \$103,263,874 | (\$92,000) | \$103,071,874 | (0.1%) |
| Services & Supplies | \$32,584,100 | \$92,000 | 32,676,100 | 0.3% |
| Operating Budget Total | \$135,747,974 | \$0 | \$135,747,974 | 0.0% |

Summary of Reallocations



Establishment of a New Account Structure for a Compliance Unit

In support of the Ethics and Compliance Committee in conducting the foundational work necessary for the development of LACERA's ethics & compliance program and the Compliance and Enterprise Risk Management pillar of the 2023 BOR Strategic plan, staff has established a new account structure for a Compliance Unit within the Legal Office. The Compliance Unit's funding and expenditures are not legal expenses under CERL. A total of \$182,700 is reallocated from the Legal Office Budget, Gross Salaries account as follows:

| | | | |
|-------------------------|----------|--------------------------|----------|
| • Gross Salaries | \$90,700 | • Mileage/Transportation | \$3,500 |
| • Travel | \$8,000 | • Outside Legal Counsel | \$20,000 |
| • Memberships | \$8,000 | • Registration Fees | \$7,500 |
| • Educational Materials | \$45,000 | | |

Summary of Reallocations



Administrative Services

- Savings in Cyber Liability Insurance (\$119,000) are reallocated as follows to reflect projected actual expenditures:
 - Special Order Auto \$22,000
 - Earthquake/Flood Insurance \$12,000
 - Shredding Service \$20,000
 - Postage Meter \$50,000
 - Offsite Storage \$15,000

Board of Investments

- Funds totaling \$54,000 are reallocated from Memberships (savings from Milken) to Trustee Registration Fees (Wharton Program) to allow for new Trustee education
- Funds totaling \$7,000 are reallocated from Off-site Board Meeting Expense to Food and Beverages to align with actual projected expenditures

Summary of Reallocations



Executive Office

- Funds totaling \$7,200 are reallocated from Gross Salaries to Transportation Allowance for the DCEO, eliminating the need to purchase a replacement vehicle

Member Services

- Funds totaling \$72,600 are reallocated from Gross Salaries to Agency Temp to backfill the Senior Administrative Assistant position until an exam can be promulgated.

Systems Division

- Funds totaling \$200,000 are reallocated from Knowledge & Document Management to Lan Software Licenses, New to support the recommendations of the Information Security Officer to address specific operational risks.
- Funds totaling \$50,000 are reallocated from LAN Network Hardware to Remote Workforce Equipment to better support the organizations hybrid work environment



Retiree Healthcare Benefits Program Budget – Mid-Year Reallocations

Presented as information only as all actions fall within the CEO's authority



Summary of Reallocations

Retiree Healthcare Benefits Program

Funds totaling \$165,000 are reallocated from Gross Salaries (\$133,200) and Health Insurance – Temps (\$32,000) to Agency Temp to allow for the use of temporary staff to backfill two vacant positions until eligibility lists can be promulgated



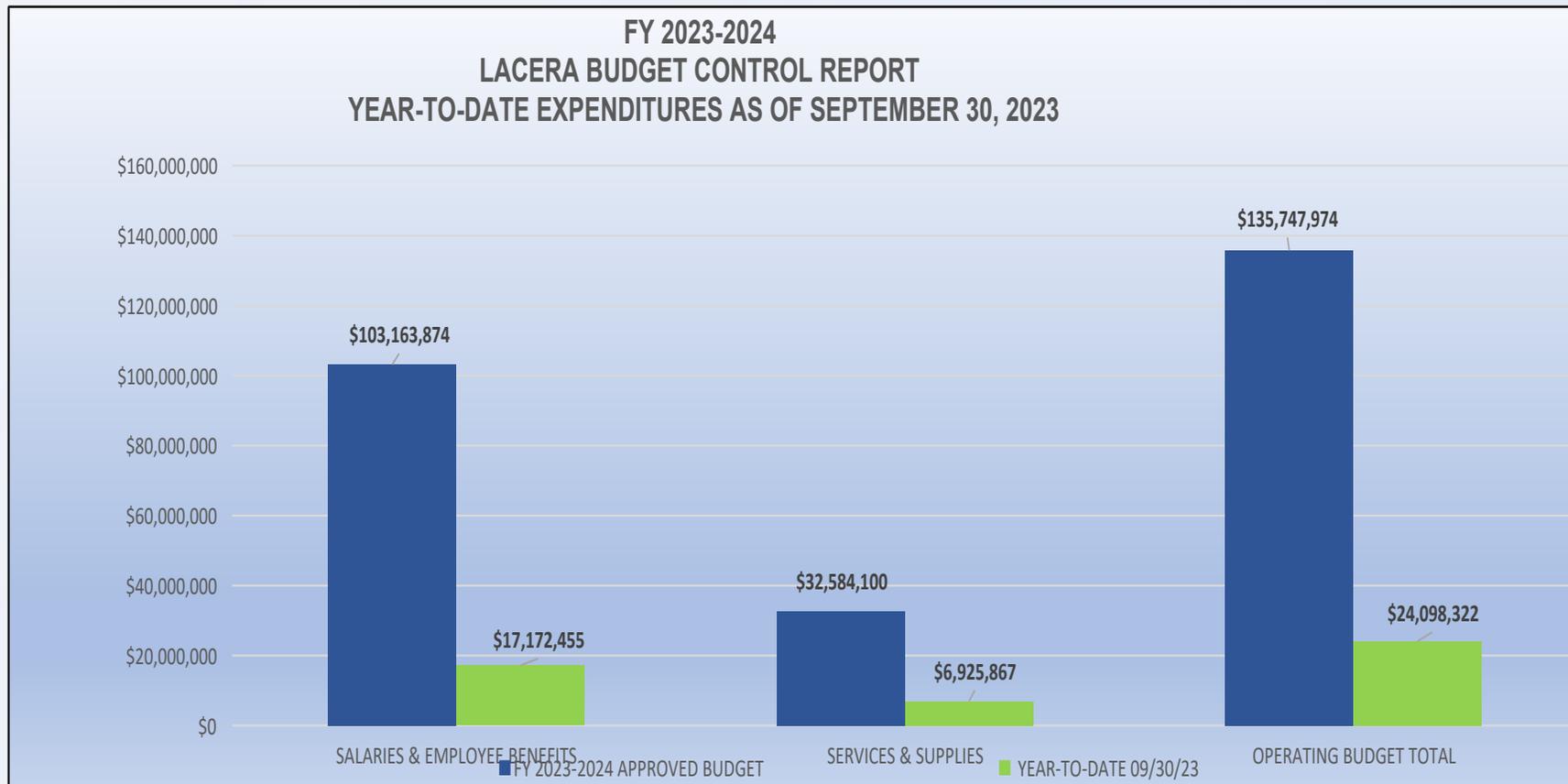
Budget to Actual Data
First Quarter Year to Date



FY 2023-24 Budget to First Quarter Actual

Administrative Budget

| ADMINISTRATIVE BUDGET | FY 2023-2024 APPROVED BUDGET | YEAR-TO-DATE 09/30/23 | OVER/(UNDER) BUDGET | % VARIANCE |
|-------------------------------|------------------------------|-----------------------|------------------------|----------------|
| SALARIES & EMPLOYEE BENEFITS | \$103,163,874 | \$17,172,455 | (\$85,991,419) | (83.4%) |
| SERVICES & SUPPLIES | \$32,584,100 | \$6,925,867 | (\$25,658,233) | (78.7%) |
| OPERATING BUDGET TOTAL | \$135,747,974 | \$24,098,322 | (\$111,649,652) | (82.2%) |





FY 2023-24 Budget to First Quarter Actual

Administrative Budget – Summary by Division

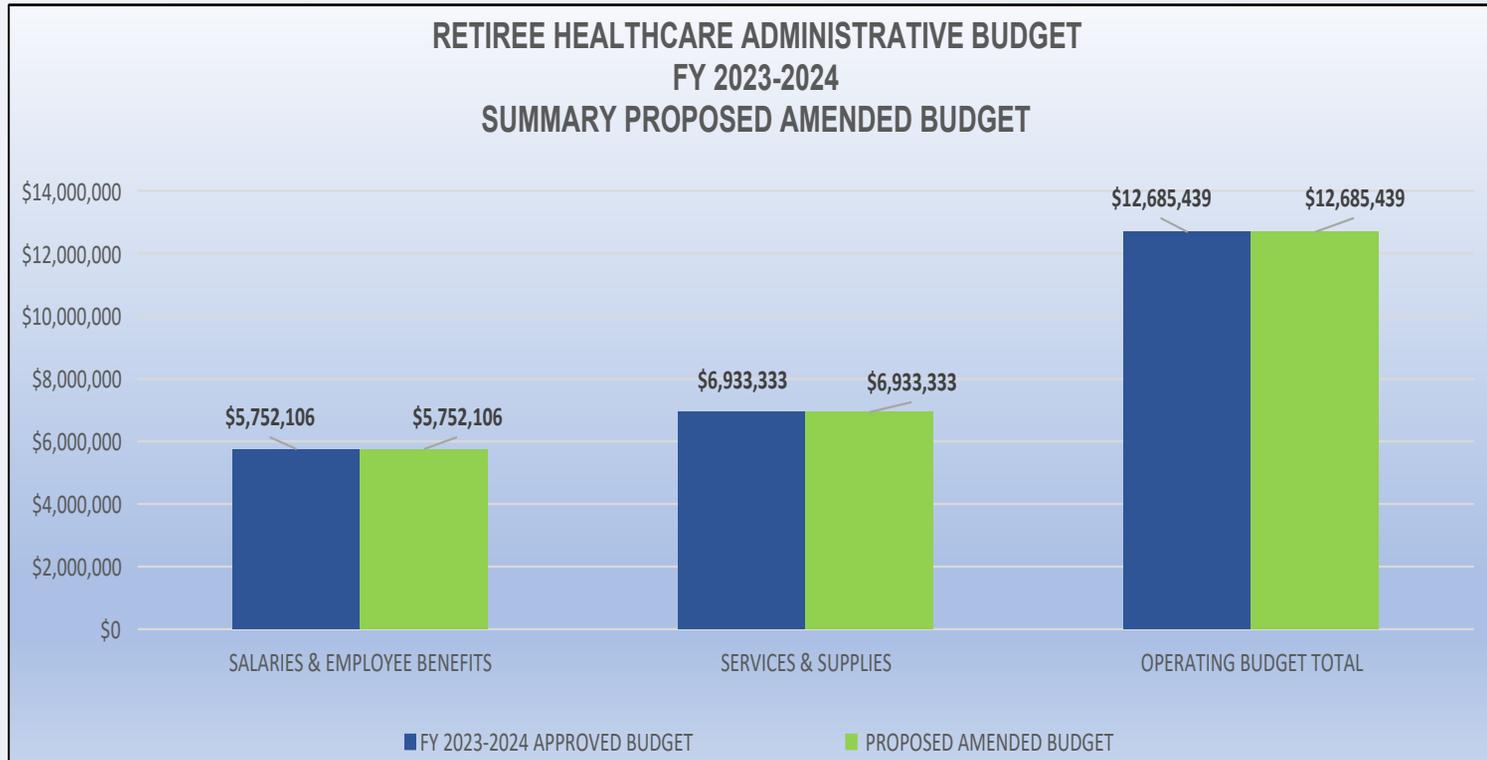
| DIVISION | FY 2023-2024 APPROVED BUDGET | YEAR-TO-DATE 09/30/23 | OVER/(UNDER) BUDGET | % VARIANCE |
|---------------------------------|------------------------------|-----------------------|------------------------|----------------|
| Administrative Services | \$16,108,407 | \$3,990,466 | (\$12,117,941) | (75.2%) |
| Benefits | 12,449,402 | 2,444,200 | (10,005,202) | (80.4%) |
| Board of Retirement | 303,500 | 20,287 | (283,213) | (93.3%) |
| Board of Investments | 551,000 | 128,179 | (422,821) | (76.7%) |
| Communications | 4,117,688 | 647,923 | (3,469,765) | (84.3%) |
| Disability Litigation | 2,561,141 | 472,311 | (2,088,830) | (81.6%) |
| Disability Retirement | 11,797,093 | 1,921,960 | (9,875,133) | (83.7%) |
| Executive Office | 5,276,415 | 918,941 | (4,357,474) | (82.6%) |
| Financial & Accounting Services | 5,688,740 | 1,017,021 | (4,671,719) | (82.1%) |
| Human Resources | 6,743,591 | 865,178 | (5,878,413) | (87.2%) |
| Internal Audit | 3,613,148 | 577,442 | (3,035,706) | (84.0%) |
| Investment Office | 18,223,967 | 3,000,269 | (15,223,698) | (83.5%) |
| Legal Services | 9,997,732 | 1,361,424 | (8,636,308) | (86.4%) |
| Member Services | 11,063,296 | 1,976,772 | (9,086,524) | (82.1%) |
| Quality Assurance | 3,383,332 | 545,515 | (2,837,817) | (83.9%) |
| Systems | 23,869,522 | 4,210,435 | (19,659,087) | (82.4%) |
| TOTAL | \$135,747,974 | \$24,098,322 | (\$111,649,652) | (82.2%) |



FY 2023-24 Budget to First Quarter Actual

Retiree Healthcare Budget

| RETIREE HEALTHCARE ADMINISTRATIVE BUDGET | FY 2023-2024 APPROVED BUDGET | MID-YEAR ADJUSTMENT AMOUNT | PROPOSED AMENDED BUDGET | % CHANGE |
|--|------------------------------|----------------------------|-------------------------|-------------|
| SALARIES & EMPLOYEE BENEFITS | \$5,752,106 | \$0 | \$5,752,106 | 0.0% |
| SERVICES & SUPPLIES | \$6,933,333 | \$0 | \$6,933,333 | 0.0% |
| OPERATING BUDGET TOTAL | \$12,685,439 | \$0 | \$12,685,439 | 0.0% |



THANK YOU!



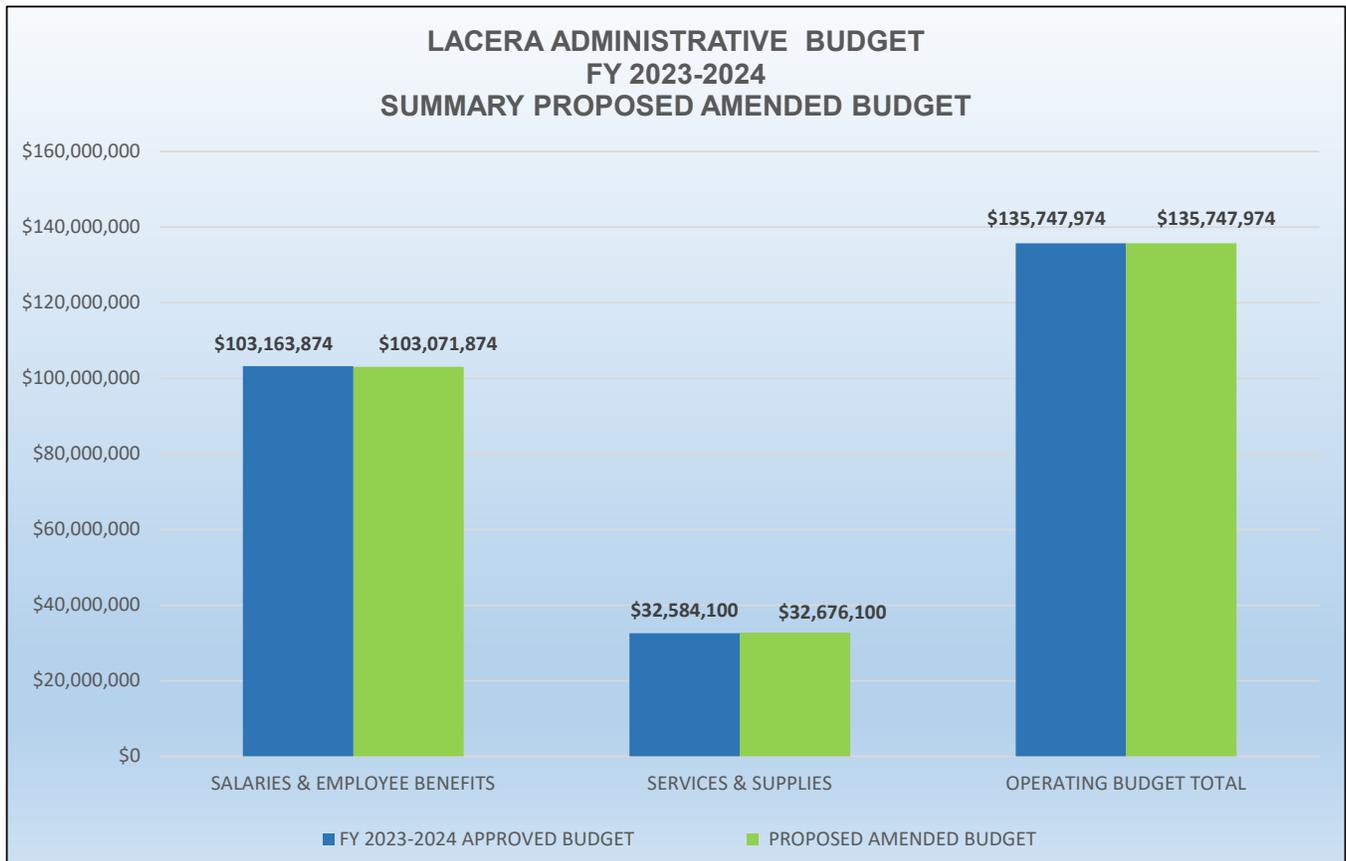
QUESTIONS

EXHIBIT A

**FY 2023-2024
LACERA PROPOSED MID-YEAR BUDGET AMENDMENT
FINANCIAL SUMMARIES**

| ADMINISTRATIVE BUDGET | FY 2023-2024 APPROVED BUDGET | MID-YEAR ADJUSTMENT AMOUNT | PROPOSED AMENDED BUDGET | % CHANGE |
|-------------------------------|-------------------------------------|-----------------------------------|--------------------------------|-----------------|
| SALARIES & EMPLOYEE BENEFITS | \$103,163,874 | (\$92,000) | \$103,071,874 | -0.1% |
| SERVICES & SUPPLIES | \$32,584,100 | \$92,000 | \$32,676,100 | 0.3% |
| OPERATING BUDGET TOTAL | \$135,747,974 | \$0 | \$135,747,974 | 0.0% |

* All amounts rounded to the nearest dollar.



LACERA PROPOSED AMENDED BUDGET BY DIVISION

| DIVISION | FY 2023-2024 APPROVED BUDGET | MID-YEAR ADJUSTMENT AMOUNT | PROPOSED AMENDED BUDGET | % CHANGE |
|---------------------------------|------------------------------------|----------------------------------|----------------------------|-------------|
| Administrative Services | \$16,108,407 | \$0 | \$16,108,407 | 0.0% |
| Benefits | 12,449,402 | 0 | 12,449,402 | 0.0% |
| Board of Retirement | 303,500 | 0 | 303,500 | 0.0% |
| Board of Investments | 551,000 | 0 | 551,000 | 0.0% |
| Communications | 4,117,688 | 0 | 4,117,688 | 0.0% |
| Compliance Unit | 0 | 182,700 | 182,700 | 0.0% |
| Disability Litigation | 2,561,141 | 0 | 2,561,141 | 0.0% |
| Disability Retirement | 11,797,093 | 0 | 11,797,093 | 0.0% |
| Executive Office | 5,276,415 | 0 | 5,276,415 | 0.0% |
| Financial & Accounting Services | 5,688,740 | 0 | 5,688,740 | 0.0% |
| Human Resources | 6,743,591 | 0 | 6,743,591 | 0.0% |
| Internal Audit | 3,613,148 | 0 | 3,613,148 | 0.0% |
| Investment Office | 18,223,967 | 0 | 18,223,967 | 0.0% |
| Legal Services | 9,997,732 | (182,700) | 9,815,031 | -1.8% |
| Member Services | 11,063,296 | 0 | 11,063,296 | 0.0% |
| Quality Assurance | 3,383,332 | 0 | 3,383,332 | 0.0% |
| Systems | 23,869,522 | 0 | 23,869,523 | 0.0% |
| TOTAL | \$135,747,974 | \$0 | \$135,747,974 | 0.0% |

* All amounts rounded to the nearest dollar.

LACERA PROPOSED AMENDED BUDGET BY S&EB CATEGORY

| S&EB CATEGORY | FY 2023-2024 APPROVED BUDGET | MID-YEAR ADJUSTMENT AMOUNT | PROPOSED AMENDED BUDGET | % CHANGE |
|---|------------------------------|----------------------------|-------------------------|--------------|
| <u>SALARIES & OTHER PAY</u> | | | | |
| Permanent / County Temporary | \$55,994,827 | (\$171,800) | \$55,823,027 | -0.3% |
| Agency Temporary | 5,611,100 | 72,600 | 5,683,700 | 1.3% |
| LACERA Intern Program | 288,000 | 0 | 288,000 | 0.0% |
| Stipends | 65,000 | 0 | 65,000 | 0.0% |
| Overtime | 1,150,900 | 0 | 1,150,900 | 0.0% |
| Bilingual Bonus | 22,800 | 0 | 22,800 | 0.0% |
| Transportation Allowance | 21,600 | 7,200 | 28,800 | 33.3% |
| Rideshare Allowance | 70,300 | 0 | 70,300 | 0.0% |
| Sickleave Buyback | 68,800 | 0 | 68,800 | 0.0% |
| TOTAL SALARIES & OTHER PAY | \$63,293,327 | (\$92,000) | \$63,201,327 | -0.1% |
| <u>VARIABLE BENEFITS</u> | | | | |
| Retirement | 13,294,643 | 0 | 13,294,643 | 0.0% |
| FICA Contribution | 1,060,984 | 0 | 1,060,984 | 0.0% |
| County Subsidy - Insurance | 3,651,761 | 0 | 3,651,761 | 0.0% |
| Options Plan | 4,515,725 | 0 | 4,515,725 | 0.0% |
| Life Insurance | 22,003 | 0 | 22,003 | 0.0% |
| Health Insurance Temps | 626,305 | 0 | 626,305 | 0.0% |
| Flexible Benefit Plan | 18,805 | 0 | 18,805 | 0.0% |
| Thrift Plan / Horizons | 2,251,401 | 0 | 2,251,401 | 0.0% |
| Savings Plan | 1,527,203 | 0 | 1,527,203 | 0.0% |
| Pension Savings Plan | 59,193 | 0 | 59,193 | 0.0% |
| Megaflex | 7,264,514 | 0 | 7,264,514 | 0.0% |
| TOTAL VARIABLE BENEFITS | \$34,292,537 | \$0 | \$34,292,537 | 0.0% |
| OPEB CONTRIBUTION | \$1,989,009 | \$0 | \$1,989,009 | 0.0% |
| OTHER BENEFITS | \$3,589,000 | \$0 | \$3,589,000 | 0.0% |
| TOTAL EMPLOYEE BENEFITS | \$39,870,546 | \$0 | \$39,870,546 | 0.0% |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$103,163,874 | (\$92,000) | \$103,071,874 | -0.1% |

* All amounts rounded to the nearest dollar.

LACERA PROPOSED AMENDED BUDGET BY S&S CATEGORY

| S&S CATEGORY | FY 2023-2024 APPROVED BUDGET | MID-YEAR ADJUSTMENT AMOUNT | PROPOSED AMENDED BUDGET | % CHANGE |
|-------------------------------------|------------------------------------|----------------------------------|-------------------------------|-------------|
| Auto Expenses | \$30,800 | \$22,000 | \$52,800 | 71.4% |
| Communications | 570,000 | 0 | 570,000 | 0.0% |
| Transportation & Travel | 807,200 | 11,500 | 818,700 | 1.4% |
| Postage | 1,093,700 | 50,000 | 1,143,700 | 4.6% |
| Stationery & Forms | 982,700 | 0 | 982,700 | 0.0% |
| Office Supplies & Equipment | 1,053,900 | 50,000 | 1,103,900 | 4.7% |
| Insurance | 1,481,700 | (107,000) | 1,374,700 | -7.2% |
| Equipment Maintenance | 733,300 | 0 | 733,300 | 0.0% |
| Equipment Rents & Leases | 250,000 | 0 | 250,000 | 0.0% |
| Building Costs | 7,800,000 | 0 | 7,800,000 | 0.0% |
| Parking Fees | 482,000 | 0 | 482,000 | 0.0% |
| Professional & Specialized Services | 4,665,600 | (165,000) | 4,500,600 | -3.5% |
| Bank Services | 200,000 | 0 | 200,000 | 0.0% |
| Legal Fees & Services | 2,073,000 | 20,000 | 2,093,000 | 1.0% |
| Disability Fees & Services | 3,090,300 | 0 | 3,090,300 | 0.0% |
| Computer Services & Support | 5,129,600 | 150,000 | 5,279,600 | 2.9% |
| Educational Expenses | 1,381,300 | 60,500 | 1,441,800 | 4.4% |
| Miscellaneous | 759,000 | 0 | 759,000 | 0.0% |
| TOTAL | \$32,584,100 | \$92,000 | \$32,676,100 | 0.3% |

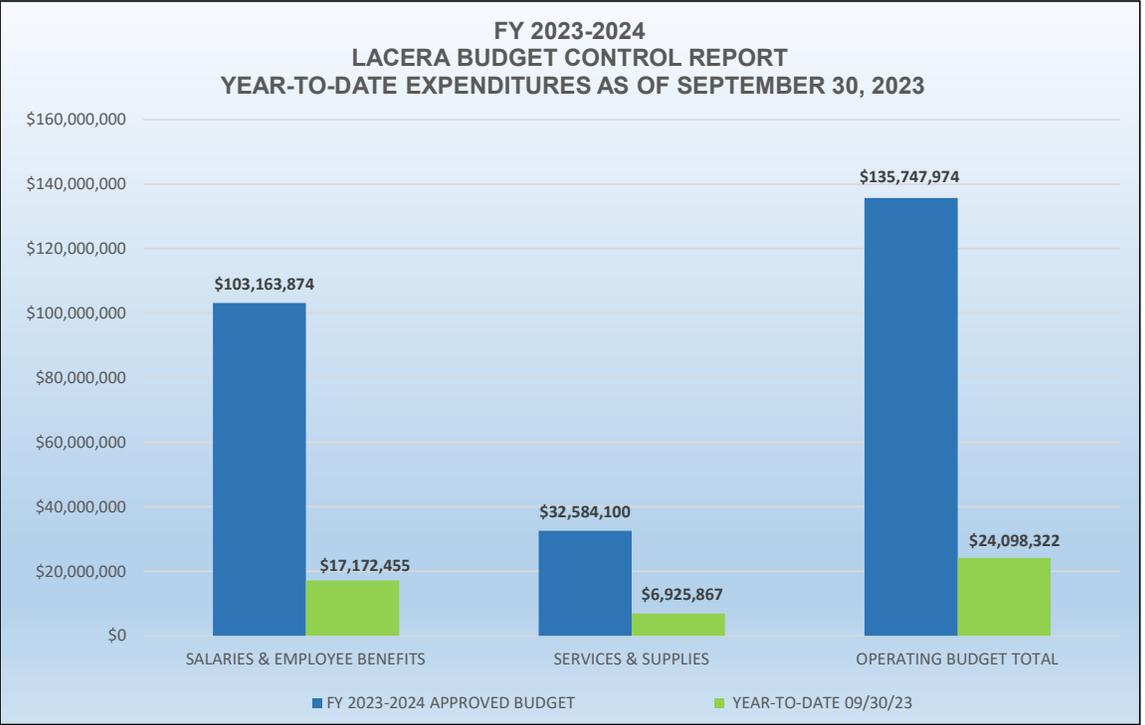
* All amounts rounded to the nearest dollar.

EXHIBIT B

**FY 2023-2024
LACERA BUDGET CONTROL REPORT
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| ADMINISTRATIVE BUDGET | FY 2023-2024 APPROVED BUDGET | YEAR-TO-DATE 09/30/23 | OVER/(UNDER) BUDGET | % VARIANCE |
|-------------------------------|------------------------------|-----------------------|------------------------|---------------|
| SALARIES & EMPLOYEE BENEFITS | \$103,163,874 | \$17,172,455 | (\$85,991,419) | -83.4% |
| SERVICES & SUPPLIES | \$32,584,100 | \$6,925,867 | (\$25,658,233) | -78.7% |
| OPERATING BUDGET TOTAL | \$135,747,974 | \$24,098,322 | (\$111,649,652) | -82.2% |

* All amounts rounded to the nearest dollar.



FY 2023-2024
LACERA BUDGET CONTROL REPORT
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023
SUMMARY BY DIVISION

| DIVISION | FY 2023-2024 APPROVED BUDGET | YEAR-TO- DATE 09/30/23 | OVER/(UNDER) BUDGET | % VARIANCE |
|---------------------------------|---|-----------------------------------|--------------------------------|-----------------------|
| Administrative Services | \$16,108,407 | \$3,990,466 | (\$12,117,941) | -75.2% |
| Benefits | 12,449,402 | 2,444,200 | (10,005,202) | -80.4% |
| Board of Retirement | 303,500 | 20,287 | (283,213) | -93.3% |
| Board of Investments | 551,000 | 128,179 | (422,821) | -76.7% |
| Communications | 4,117,688 | 647,923 | (3,469,765) | -84.3% |
| Disability Litigation | 2,561,141 | 472,311 | (2,088,830) | -81.6% |
| Disability Retirement | 11,797,093 | 1,921,960 | (9,875,133) | -83.7% |
| Executive Office | 5,276,415 | 918,941 | (4,357,474) | -82.6% |
| Financial & Accounting Services | 5,688,740 | 1,017,021 | (4,671,719) | -82.1% |
| Human Resources | 6,743,591 | 865,178 | (5,878,413) | -87.2% |
| Internal Audit | 3,613,148 | 577,442 | (3,035,706) | -84.0% |
| Investment Office | 18,223,967 | 3,000,269 | (15,223,698) | -83.5% |
| Legal Services | 9,997,732 | 1,361,424 | (8,636,308) | -86.4% |
| Member Services | 11,063,296 | 1,976,772 | (9,086,524) | -82.1% |
| Quality Assurance | 3,383,332 | 545,515 | (2,837,817) | -83.9% |
| Systems | 23,869,522 | 4,210,435 | (19,659,087) | -82.4% |
| TOTAL | \$135,747,974 | \$24,098,322 | (\$111,649,652) | -82.2% |

* All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

LACERA BUDGET CONTROL REPORT

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|----------------------|---------------------|------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$55,994,827 | \$9,778,811 | (\$46,216,016) |
| AGENCY TEMPORARY | 5,611,100 | 1,181,177 | (4,429,923) |
| LACERA INTERN PROGRAM | 288,000 | 6,016 | (281,984) |
| STIPENDS | 65,000 | 6,663 | (58,337) |
| OVERTIME | 1,150,900 | 380,414 | (770,486) |
| BILINGUAL BONUS | 22,800 | 2,750 | (20,050) |
| TRANSPORTATION ALLOWANCE | 21,600 | 7,500 | (14,100) |
| RIDESHARE ALLOWANCE | 70,300 | 850 | (69,450) |
| SICKLEAVE BUYBACK | 68,800 | 43,400 | (25,400) |
| TOTAL SALARIES & OTHER PAYS | \$63,293,327 | \$11,407,581 | (\$51,885,746) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 13,294,643 | 2,016,942 | (11,277,701) |
| FICA CONTRIBUTION | 1,060,984 | 161,210 | (899,774) |
| COUNTY SUBSIDY - INSURANCE | 3,651,761 | 362,089 | (3,289,672) |
| OPTIONS PLAN | 4,515,725 | 709,648 | (3,806,077) |
| LIFE INSURANCE | 22,003 | 3,885 | (18,118) |
| HEALTH INSURANCE TEMPS | 626,305 | 42,834 | (583,471) |
| FLEXIBLE BENEFIT PLAN | 18,805 | 2,378 | (16,427) |
| THRIFT PLAN / HORIZONS | 2,251,401 | 303,326 | (1,948,075) |
| SAVINGS PLAN | 1,527,203 | 196,163 | (1,331,040) |
| PENSION SAVINGS PLAN | 59,193 | 5,954 | (53,239) |
| MEGAFLEX | 7,264,514 | 791,842 | (6,472,672) |
| TOTAL VARIABLE BENEFITS | \$34,292,537 | \$4,596,271 | (\$29,696,266) |
| OPEB CONTRIBUTION | 1,989,009 | 518,980 | (1,470,029) |
| OTHER BENEFITS | 3,589,000 | 649,622 | (2,939,378) |
| TOTAL EMPLOYEE BENEFITS | \$39,870,546 | \$5,764,873 | (\$34,105,673) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$103,163,874 | \$17,172,455 | (\$85,991,419) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

LACERA BUDGET CONTROL REPORT

**SUMMARY OF SERVICES AND SUPPLIES
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER / (UNDER) BUDGET |
|-------------------------------------|---------------------|--------------------|----------------------------------|
| AUTO EXPENSES | \$30,800 | \$23,409 | (\$7,391) |
| COMMUNICATIONS | 570,000 | 94,766 | (475,234) |
| TRANSPORTATION & TRAVEL | 807,200 | 67,781 | (739,419) |
| POSTAGE | 1,093,700 | 396,474 | (697,226) |
| STATIONERY & FORMS | 982,700 | 172,635 | (810,065) |
| OFFICE SUPPLIES & EQUIPMENT | 1,053,900 | 97,616 | (956,284) |
| INSURANCE | 1,481,700 | 1,216,432 | (265,268) |
| EQUIPMENT MAINTENANCE | 733,300 | 77,081 | (656,219) |
| EQUIPMENT RENTS & LEASES | 250,000 | 69,125 | (180,875) |
| BUILDING COSTS | 7,800,000 | 1,485,528 | (6,314,472) |
| PARKING FEES | 482,000 | 135,097 | (346,903) |
| PROFESSIONAL & SPECIALIZED SERVICES | 4,665,600 | 661,787 | (4,003,813) |
| BANK SERVICES | 200,000 | 48,757 | (151,243) |
| LEGAL FEES & SERVICES | 2,073,000 | 163,255 | (1,909,745) |
| DISABILITY FEES & SERVICES | 3,090,300 | 412,181 | (2,678,119) |
| COMPUTER SERVICES & SUPPORT | 5,129,600 | 1,473,513 | (3,656,087) |
| EDUCATIONAL EXPENSES | 1,381,300 | 149,028 | (1,232,272) |
| MISCELLANEOUS | 759,000 | 181,401 | (577,599) |
| TOTAL | \$32,584,100 | \$6,925,867 | (\$25,658,233) |

* All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

BOARD OF RETIREMENT

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
 BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2022

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|------|----------------------------------|------------------|----------------|------------------------|
| | TRANSPORTATION AND TRAVEL | | | |
| 9181 | TRANSPORTATION | \$11,000 | \$469 | (\$10,531) |
| 9182 | TRAVEL | 82,500 | 5,617 | (76,883) |
| | TOTAL | 93,500 | 6,086 | (87,414) |
| | EDUCATIONAL EXPENSES | | | |
| 9961 | MEMBERSHIPS | 44,000 | 0 | (44,000) |
| 9962 | REGISTRATION FEES | 30,000 | 1,570 | (28,430) |
| 9963 | EDUCATIONAL MATERIALS | 12,000 | 1,324 | (10,676) |
| | TOTAL | 86,000 | 2,894 | (83,106) |
| | MISCELLANEOUS | | | |
| 9983 | OFF-SITE BOARD MEETING EXPENSE | 45,000 | 0 | (45,000) |
| 9984 | FOOD/BEVERAGES | 12,000 | 0 | (12,000) |
| | TOTAL | 57,000 | 0 | (57,000) |
| | GRAND TOTAL | \$236,500 | \$8,981 | (\$227,519) |

* All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

BOARD OF INVESTMENTS

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|----------------------------------|--------------------------------|-------------------------|-------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$26,000 | \$1,344 | (\$24,656) |
| 9182 | TRAVEL | 220,000 | 30,426 | (189,574) |
| | TOTAL | <u>246,000</u> | <u>31,770</u> | <u>(214,230)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 135,000 | 14,499 | (120,501) |
| 9962 | REGISTRATION FEES | 60,000 | 10,560 | (49,440) |
| 9963 | EDUCATIONAL MATERIALS | 5,000 | 911 | (4,089) |
| | TOTAL | <u>200,000</u> | <u>25,970</u> | <u>(174,030)</u> |
| MISCELLANEOUS | | | | |
| 9983 | OFF-SITE BOARD MEETING EXPENSE | 100,000 | 66,879 | (33,121) |
| 9984 | FOOD/BEVERAGES | 5,000 | 3,560 | (1,440) |
| | TOTAL | <u>105,000</u> | <u>70,439</u> | <u>(34,561)</u> |
| | GRAND TOTAL | <u>\$551,000</u> | <u>\$128,179</u> | <u>(\$422,821)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

ADMINISTRATIVE SERVICES DIVISION

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$2,813,145 | \$394,309 | (\$2,418,836) |
| AGENCY TEMPORARY | 457,800 | 54,360 | (403,440) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 35,700 | 1,354 | (34,346) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 6,900 | 850 | (6,050) |
| SICKLEAVE BUYBACK | 7,300 | 5,857 | (1,443) |
| TOTAL SALARIES & OTHER PAYS | \$3,320,845 | \$456,730 | (\$2,864,115) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 699,192 | 90,412 | (608,780) |
| FICA CONTRIBUTION | 49,858 | 6,301 | (43,557) |
| COUNTY SUBSIDY - INSURANCE | 171,387 | 8,984 | (162,403) |
| OPTIONS PLAN | 694,482 | 72,067 | (622,415) |
| LIFE INSURANCE | 1,614 | 284 | (1,330) |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 11,598 | 0 | (11,598) |
| THRIFT PLAN / HORIZONS | 109,078 | 12,242 | (96,836) |
| SAVINGS PLAN | 34,019 | 3,041 | (30,978) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 139,998 | 15,934 | (124,064) |
| TOTAL VARIABLE BENEFITS | \$1,911,226 | \$209,265 | (\$1,701,961) |
| OPEB CONTRIBUTION | 99,927 | 26,072 | (73,855) |
| OTHER BENEFITS | 180,309 | 32,637 | (147,672) |
| TOTAL EMPLOYEE BENEFITS | \$2,191,462 | \$267,973 | (\$1,923,489) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$5,512,307 | \$724,704 | (\$4,787,604) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

ADMINISTRATIVE SERVICES DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--------------------------------------|---|------------------|-------------------|--------------------------------|
| AUTO EXPENSES | | | | |
| 9102 | AUTO MAINTENANCE/REPAIR | \$10,000 | (\$803) | (\$10,803) |
| 9103 | GAS | 1,000 | 39 | (961) |
| 9105 | LICENSE FEES | 500 | 0 | (500) |
| 9106 | SPECIAL ORDER - AUTOMOBILE | 0 | 21,128 | 21,128 |
| | TOTAL | <u>11,500</u> | <u>20,364</u> | <u>8,864</u> |
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | 2,300 | 0 | (2,300) |
| 9182 | TRAVEL | 15,300 | 0 | (15,300) |
| | TOTAL | <u>17,600</u> | <u>0</u> | <u>(17,600)</u> |
| POSTAGE | | | | |
| 9201 | POSTAGE METER | 300,000 | 300,000 | 0 |
| 9204 | CALLER BOX SERVICE ANNUAL FEE | 1,500 | 1,670 | 170 |
| | TOTAL | <u>301,500</u> | <u>301,670</u> | <u>170</u> |
| STATIONERY AND FORMS | | | | |
| 9264 | MISC STATIONERY & FORMS | 1,000 | 0 | (1,000) |
| | TOTAL | <u>1,000</u> | <u>0</u> | <u>(1,000)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 27,000 | 1,271 | (25,729) |
| 9305 | SAFETY AND HEALTH SUPPLIES | 40,000 | 1,653 | (38,347) |
| 9306 | COMPUTER SUPPLIES | 60,000 | 7,618 | (52,382) |
| 9307 | STANDARD STOCK | 110,000 | 13,619 | (96,381) |
| 9337 | OFFICE FURNISHINGS | 60,000 | 1,352 | (58,648) |
| 9352 | ERGONOMIC ITEMS | 1,000 | 0 | (1,000) |
| | TOTAL | <u>298,000</u> | <u>25,512</u> | <u>(272,488)</u> |
| INSURANCE | | | | |
| 9381 | FIDUCIARY INSURANCE | 500,000 | 439,511 | (60,489) |
| 9382 | UMBRELLA POLICY | 27,000 | 16,592 | (10,408) |
| 9384 | EARTHQUAKE/FLOOD | 88,000 | 98,789 | 10,789 |
| 9386 | CRIME INSURANCE POLICY | 24,000 | 21,761 | (2,239) |
| 9387 | BUSINESS PACKAGE | 68,000 | 46,094 | (21,906) |
| 9388 | EMPLOYMENT PRACTICE LIABILITY INSURANCE | 245,000 | 222,111 | (22,889) |
| 9390 | CYBER LIABILITY INSURANCE | 520,000 | 363,280 | (156,720) |
| 9391 | TERRORISM INSURANCE | 9,700 | 8,293 | (1,407) |
| | TOTAL | <u>1,481,700</u> | <u>1,216,432</u> | <u>(265,268)</u> |

FISCAL YEAR 2023-2024

ADMINISTRATIVE SERVICES DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|---------------------------------|----------------------------|---------------------------|--------------------------------|
| EQUIPMENT MAINTENANCE | | | | |
| 9401 | FAX MACHINES | \$1,000 | \$0 | (\$1,000) |
| 9423 | TIME CLOCK MAINTENANCE | 300 | 0 | (300) |
| 9426 | SECURITY SYSTEM (PANIC BUTTONS) | 2,000 | 225 | (1,775) |
| | TOTAL | <u>3,300</u> | <u>225</u> | <u>(3,075)</u> |
| EQUIPMENT RENTS AND LEASES | | | | |
| 9452 | MAILING EQUIPMENT | 30,000 | 2,675 | (27,325) |
| 9463 | PRODUCTION COPIERS - LEASES | 220,000 | 66,449 | (153,551) |
| | TOTAL | <u>250,000</u> | <u>69,125</u> | <u>(180,875)</u> |
| BUILDING COSTS | | | | |
| 9476 | BUILDING OPERATIONAL COSTS | 6,490,000 | 1,431,144 | (5,058,856) |
| 9477 | OVERTIME HVAC/LIGHTING | 135,000 | 16,817 | (118,183) |
| 9480 | FACILITIES MAINTENANCE | 175,000 | 14,032 | (160,968) |
| 9481 | RENOVATION PROJECTS | 1,000,000 | 23,534 | (976,466) |
| | TOTAL | <u>7,800,000</u> | <u>1,485,528</u> | <u>(6,314,472)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9552 | BUSINESS CONTINUITY SERVICES | 75,000 | 5,700 | (69,300) |
| 9553 | ARCHIVE/ OFF-SITE STORAGE | 75,000 | 13,551 | (61,449) |
| 9677 | SHREDDING SERVICE | 30,000 | 12,083 | (17,917) |
| 9685 | COURIER SERVICE | 25,000 | 1,451 | (23,549) |
| 9686 | FURNITURE OFF-SITE STORAGE | 21,000 | 8,179 | (12,821) |
| 9688 | UNIVERSAL MAIL DELIVERY SERVICE | 8,000 | 2,099 | (5,901) |
| 9689 | NEXT DAY MAIL DELIVERY SERVICE | 50,000 | 7,372 | (42,628) |
| 9723 | BROKERAGE SERVICES FEE | 110,000 | 94,000 | (16,000) |
| | TOTAL | <u>394,000</u> | <u>144,435</u> | <u>(249,565)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 5,000 | 347 | (4,653) |
| 9962 | REGISTRATION FEES | 20,000 | 0 | (20,000) |
| 9963 | EDUCATIONAL MATERIALS | 500 | 0 | (500) |
| | TOTAL | <u>25,500</u> | <u>347</u> | <u>(25,153)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 10,000 | 2,124 | (7,876) |
| 9990 | RIDESHARE | 2,000 | 0 | (2,000) |
| | TOTAL | <u>12,000</u> | <u>2,124</u> | <u>(9,876)</u> |
| GRAND TOTAL | | <u>\$10,596,100</u> | <u>\$3,265,762</u> | <u>(\$7,330,338)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

BENEFITS DIVISION

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|---------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$6,799,486 | \$1,422,052 | (\$5,377,434) |
| AGENCY TEMPORARY | 62,200 | 3,615 | (58,585) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 426,400 | 174,194 | (252,206) |
| BILINGUAL BONUS | 3,600 | 750 | (2,850) |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 16,300 | 0 | (16,300) |
| SICKLEAVE BUYBACK | 12,000 | 10,982 | (1,018) |
| TOTAL SALARIES & OTHER PAYS | \$7,319,986 | \$1,611,593 | (\$5,708,393) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | \$1,890,248 | \$306,711 | (\$1,583,537) |
| FICA CONTRIBUTION | 141,814 | 24,471 | (117,343) |
| COUNTY SUBSIDY - INSURANCE | 164,832 | 15,913 | (148,919) |
| OPTIONS PLAN | 1,343,816 | 232,815 | (1,111,001) |
| LIFE INSURANCE | 8,132 | 1,373 | (6,759) |
| HEALTH INSURANCE TEMPS | 233,571 | 23,981 | (209,590) |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 297,861 | 45,639 | (252,222) |
| SAVINGS PLAN | 50,674 | 5,359 | (45,315) |
| PENSION SAVINGS PLAN | 27,320 | 2,922 | (24,398) |
| MEGAFLEX | 207,706 | 26,310 | (181,396) |
| TOTAL VARIABLE BENEFITS | \$4,365,975 | \$685,495 | (\$3,680,480) |
| OPEB CONTRIBUTION | 241,527 | 63,017 | (178,510) |
| OTHER BENEFITS | 435,814 | 78,884 | (356,930) |
| TOTAL EMPLOYEE BENEFITS | \$5,043,315 | \$827,396 | (\$4,215,919) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$12,363,302 | \$2,438,989 | (\$9,924,313) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

BENEFITS DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | <u>BUDGET</u> | <u>YTD ACTUAL</u> | <u>OVER/(UNDER) BUDGET</u> |
|--|-----------------------------|------------------------|-----------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$2,100 | \$0 | (\$2,100) |
| 9182 | TRAVEL | 5,200 | 0 | (5,200) |
| | TOTAL | <u>7,300</u> | <u>0</u> | <u>(7,300)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 3,400 | 22 | (3,378) |
| | TOTAL | <u>3,400</u> | <u>22</u> | <u>(3,378)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9516 | RECORD SEARCHES | 1,000 | 0 | (1,000) |
| 9572 | PENSION BENEFIT INFORMATION | 15,000 | 400 | (14,600) |
| 9674 | MEMBER VERIFICATION | 25,000 | 4,790 | (20,210) |
| | TOTAL | <u>41,000</u> | <u>5,190</u> | <u>(35,810)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 2,400 | 0 | (2,400) |
| 9962 | REGISTRATION FEES | 31,000 | 0 | (31,000) |
| 9963 | EDUCATIONAL MATERIALS | 200 | 0 | (200) |
| | TOTAL | <u>33,600</u> | <u>0</u> | <u>(33,600)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 800 | 0 | (800) |
| | TOTAL | <u>800</u> | <u>0</u> | <u>(800)</u> |
| GRAND TOTAL | | <u>\$86,100</u> | <u>\$5,212</u> | <u>(\$80,888)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

COMMUNICATIONS

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$1,263,940 | \$210,923 | (\$1,053,017) |
| AGENCY TEMPORARY | 331,000 | 20,405 | (310,595) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 4,500 | 78 | (4,422) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 1,000 | 0 | (1,000) |
| SICKLEAVE BUYBACK | 3,500 | 0 | (3,500) |
| TOTAL SALARIES & OTHER PAYS | 1,603,940 | 231,406 | (1,372,534) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 337,557 | 47,546 | (290,011) |
| FICA CONTRIBUTION | 23,928 | 3,233 | (20,695) |
| COUNTY SUBSIDY - INSURANCE | 113,214 | 8,420 | (104,794) |
| OPTIONS PLAN | 172,914 | 20,829 | (152,085) |
| LIFE INSURANCE | 215 | 61 | (154) |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 40,245 | 3,586 | (36,659) |
| SAVINGS PLAN | 32,536 | 3,333 | (29,203) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 149,730 | 13,686 | (136,044) |
| TOTAL VARIABLE BENEFITS | 870,339 | 100,693 | (769,646) |
| OPEB CONTRIBUTION | 44,897 | 11,714 | (33,183) |
| OTHER BENEFITS | 81,012 | 14,664 | (66,348) |
| TOTAL EMPLOYEE BENEFITS | \$996,248 | \$127,071 | (\$869,177) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$2,600,188 | \$358,477 | (\$2,241,711) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

COMMUNICATIONS

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|----------------------------------|------------------------------------|----------------|-------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$700 | \$0 | (\$700) |
| 9182 | TRAVEL | 16,900 | 0 | (16,900) |
| | TOTAL | <u>17,600</u> | <u>0</u> | <u>(17,600)</u> |
| POSTAGE | | | | |
| 9205 | NEWSLETTER POSTAGE | 215,000 | 56,664 | (158,336) |
| 9207 | ANNUAL BENEFITS STATEMENT POSTAGE | 97,200 | 18,640 | (78,560) |
| 9210 | MISCELLANEOUS MAILINGS | 30,000 | 19,500 | (10,500) |
| | TOTAL | <u>342,200</u> | <u>94,804</u> | <u>(247,396)</u> |
| STATIONERY AND FORMS | | | | |
| 9233 | DISABILITY RETIREMENT APPEAL | 7,500 | 0 | (7,500) |
| 9235 | PLANS BROCHURES | 80,000 | 23,681 | (56,319) |
| 9237 | SURVIVOR - BROCHURES | 2,000 | 0 | (2,000) |
| 9239 | WITHDRAWAL/RECIPROCITY - BROCHURES | 10,000 | 0 | (10,000) |
| 9240 | ANNUAL REPORT | 55,000 | 70 | (54,930) |
| 9242 | ANNUAL BENEFITS STATEMENT | 150,000 | 16,311 | (133,689) |
| 9246 | FORMS | 25,000 | 0 | (25,000) |
| 9249 | LACERA CALENDARS | 10,000 | 0 | (10,000) |
| 9253 | NEW MEMBER WELCOME PACKAGE | 10,000 | 0 | (10,000) |
| 9255 | PRE-RET GUIDE | 35,000 | 14,942 | (20,058) |
| 9256 | POSTSCRIPT PRINTING | 140,000 | 31,176 | (108,824) |
| 9259 | RETIREEES - INSERTS | 3,500 | 0 | (3,500) |
| 9261 | SPOTLIGHT PRINTING | 120,000 | 57,614 | (62,386) |
| 9262 | SURVEY | 2,500 | 0 | (2,500) |
| 9263 | UNANTICIPATED PROJECTS | 36,000 | 6,948 | (29,052) |
| 9265 | SPECIALIZED MAILINGS | 60,000 | 692 | (59,308) |
| 9266 | DIRECT DEPOSIT BROCHURES | 3,000 | 0 | (3,000) |
| 9267 | Q & A BROCHURES | 8,000 | 0 | (8,000) |
| 9268 | TRANSFER BROCHURES | 5,000 | 0 | (5,000) |
| 9269 | DISABILITY RETIREMENT PACKETS | 15,000 | 0 | (15,000) |
| 9274 | STATIONERY | 50,000 | 18,980 | (31,020) |
| 9280 | ANNUAL BENEFIT STATEMENT PDF/CD'S | 16,000 | 2,222 | (13,778) |
| 9281 | ESTIMATE PACKAGE | 3,200 | 0 | (3,200) |
| 9282 | NEW RETIREE PACKAGE | 5,000 | 0 | (5,000) |
| 9283 | POWER OF ATTORNEY | 15,000 | 0 | (15,000) |
| 9285 | RETIREMENT UNIVERSITY | 85,000 | 0 | (85,000) |
| 9286 | COMMUNITY PROPERTY GUIDE | 5,000 | 0 | (5,000) |
| 9287 | CASE MANAGEMENT | 25,000 | 0 | (25,000) |
| | TOTAL | <u>981,700</u> | <u>172,635</u> | <u>(809,065)</u> |

FISCAL YEAR 2023-2024

COMMUNICATIONS

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|--------------------------------|---------------------------|-------------------------|--------------------------------|
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | \$6,000 | \$422 | (\$5,578) |
| | TOTAL | <u>6,000</u> | <u>422</u> | <u>(5,578)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9627 | NEWSLETTER MAILINGS | 35,000 | 0 | (35,000) |
| 9628 | HR CONFERENCE/FORUM | 2,000 | 0 | (2,000) |
| 9719 | CAMPAIGNS | 70,000 | 7,990 | (62,010) |
| 9726 | WIRE SERVICE | 3,000 | 0 | (3,000) |
| 9727 | MISCELLANEOUS VIDEO PRODUCTION | 30,000 | 11,667 | (18,333) |
| | TOTAL | <u>140,000</u> | <u>19,657</u> | <u>(120,343)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 400 | 0 | (400) |
| 9962 | REGISTRATION FEES | 25,000 | 1,928 | (23,072) |
| 9963 | EDUCATIONAL MATERIALS | 4,000 | 0 | (4,000) |
| | TOTAL | <u>29,400</u> | <u>1,928</u> | <u>(27,472)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 600 | 0 | (600) |
| | TOTAL | <u>600</u> | <u>0</u> | <u>(600)</u> |
| GRAND TOTAL | | <u>\$1,517,500</u> | <u>\$289,446</u> | <u>(\$1,228,054)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

DISABILITY LITIGATION

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$1,461,729 | \$293,275 | (\$1,168,454) |
| AGENCY TEMPORARY | 0 | 0 | 0 |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 2,800 | 491 | (2,309) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 900 | 0 | (900) |
| SICKLEAVE BUYBACK | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$1,465,429 | \$293,766 | (\$1,171,663) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 360,153 | 64,118 | (296,035) |
| FICA CONTRIBUTION | 25,658 | 4,387 | (21,271) |
| COUNTY SUBSIDY - INSURANCE | 86,456 | 13,697 | (72,759) |
| OPTIONS PLAN | 0 | 0 | 0 |
| LIFE INSURANCE | 0 | 0 | 0 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 62,028 | 10,795 | (51,233) |
| SAVINGS PLAN | 80,119 | 11,945 | (68,174) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 284,585 | 36,854 | (247,731) |
| TOTAL VARIABLE BENEFITS | \$899,000 | \$141,797 | (\$757,203) |
| OPEB CONTRIBUTION | 51,923 | 13,547 | (38,376) |
| OTHER BENEFITS | 93,690 | 16,958 | (76,732) |
| TOTAL EMPLOYEE BENEFITS | \$1,044,612 | \$172,302 | (\$872,310) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$2,510,041 | \$466,068 | (\$2,043,973) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

DISABILITY LITIGATION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--------------------------------------|----------------------------|------------------------|-----------------------|--------------------------------|
| AUTO EXPENSES | | | | |
| 9102 | AUTO MAINTENANCE/REPAIR | \$1,000 | \$0 | (\$1,000) |
| 9103 | GAS | 800 | 159 | (641) |
| 9105 | LICENSE FEES | 600 | 568 | (32) |
| | TOTAL | <u>2,400</u> | <u>727</u> | <u>(1,673)</u> |
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | 1,000 | 0 | (1,000) |
| 9182 | TRAVEL | 6,100 | 0 | (6,100) |
| | TOTAL | <u>7,100</u> | <u>0</u> | <u>(7,100)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 1,800 | 0 | (1,800) |
| | TOTAL | <u>1,800</u> | <u>0</u> | <u>(1,800)</u> |
| LEGAL FEES AND SERVICES | | | | |
| 9772 | OUTSIDE LEGAL COUNSEL | 2,500 | 0 | (2,500) |
| 9777 | LITIGATION SUPPORT | 500 | 0 | (500) |
| | TOTAL | <u>3,000</u> | <u>0</u> | <u>(3,000)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 3,500 | 0 | (3,500) |
| 9962 | REGISTRATION FEES | 3,000 | 0 | (3,000) |
| 9963 | EDUCATIONAL MATERIALS | 30,000 | 5,515 | (24,485) |
| | TOTAL | <u>36,500</u> | <u>5,515</u> | <u>(30,985)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 300 | 0 | (300) |
| | TOTAL | <u>300</u> | <u>0</u> | <u>(300)</u> |
| | GRAND TOTAL | <u>\$51,100</u> | <u>\$6,242</u> | <u>(\$44,858)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

DISABILITY RETIREMENT

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$4,579,337 | \$839,934 | (\$3,739,403) |
| AGENCY TEMPORARY | 138,100 | 40,449 | (97,651) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 103,600 | 36,111 | (67,489) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 4,500 | 0 | (4,500) |
| SICKLEAVE BUYBACK | 6,000 | 1,881 | (4,119) |
| TOTAL SALARIES & OTHER PAYS | \$4,831,537 | \$918,375 | (\$3,913,162) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 1,301,041 | 194,965 | (1,106,076) |
| FICA CONTRIBUTION | 88,146 | 13,891 | (74,255) |
| COUNTY SUBSIDY - INSURANCE | 445,646 | 59,961 | (385,685) |
| OPTIONS PLAN | 283,139 | 42,153 | (240,986) |
| LIFE INSURANCE | 1,952 | 236 | (1,716) |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 178,848 | 26,352 | (152,496) |
| SAVINGS PLAN | 125,714 | 19,841 | (105,873) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 715,890 | 91,079 | (624,811) |
| TOTAL VARIABLE BENEFITS | \$3,140,378 | \$448,478 | (\$2,691,900) |
| OPEB CONTRIBUTION | 162,664 | 42,441 | (120,223) |
| OTHER BENEFITS | 293,514 | 53,127 | (240,387) |
| TOTAL EMPLOYEE BENEFITS | \$3,596,554 | \$544,046 | (\$3,052,508) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$8,428,093 | \$1,462,421 | (\$6,965,672) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

DISABILITY RETIREMENT

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|----------------------------|---------------------------|-------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$1,500 | \$0 | (\$1,500) |
| 9182 | TRAVEL | 6,200 | 252 | (5,948) |
| | TOTAL | <u>7,700</u> | <u>252</u> | <u>(7,448)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 5,000 | 0 | (5,000) |
| | TOTAL | <u>5,000</u> | <u>0</u> | <u>(5,000)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9673 | PHOTOCOPIES OF DOCUMENTS | 215,000 | 38,064 | (176,936) |
| 9695 | JOB ANALYST | 20,000 | 8,413 | (11,588) |
| | TOTAL | <u>235,000</u> | <u>46,476</u> | <u>(188,524)</u> |
| LEGAL FEES AND SERVICES | | | | |
| 9772 | OUTSIDE LEGAL COUNSEL | 20,000 | 0 | (20,000) |
| | TOTAL | <u>20,000</u> | <u>0</u> | <u>(20,000)</u> |
| DISABILITY FEES AND SERVICES | | | | |
| 9802 | HEARING OFFICER FEES | 120,000 | 5,060 | (114,940) |
| 9803 | MEDICAL FEES | 2,800,000 | 396,628 | (2,403,372) |
| 9804 | COURT REPORTER | 25,000 | 10,493 | (14,507) |
| 9805 | INVESTIGATIVE SERVICES | 20,000 | 0 | (20,000) |
| 9806 | DATABASE SEARCHES | 300 | 0 | (300) |
| 9807 | MEDICAL ADVISOR | 125,000 | 0 | (125,000) |
| | TOTAL | <u>3,090,300</u> | <u>412,181</u> | <u>(2,678,119)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 200 | 0 | (200) |
| 9962 | REGISTRATION FEES | 10,000 | 0 | (10,000) |
| 9963 | EDUCATIONAL MATERIALS | 500 | 0 | (500) |
| | TOTAL | <u>10,700</u> | <u>0</u> | <u>(10,700)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 300 | 630 | 330 |
| | TOTAL | <u>300</u> | <u>630</u> | <u>330</u> |
| GRAND TOTAL | | <u>\$3,369,000</u> | <u>\$459,539</u> | <u>(\$2,909,461)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

EXECUTIVE OFFICE

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$2,218,354 | \$367,529 | (\$1,850,825) |
| AGENCY TEMPORARY | 645,200 | 189,873 | (455,327) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 65,000 | 6,663 | (58,337) |
| OVERTIME | 27,600 | 7,579 | (20,021) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 7,200 | 3,000 | (4,200) |
| RIDESHARE ALLOWANCE | 1,400 | 0 | (1,400) |
| SICKLEAVE BUYBACK | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$2,964,754 | \$574,644 | (\$2,390,110) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 503,234 | 74,731 | (428,503) |
| FICA CONTRIBUTION | 43,978 | 6,343 | (37,635) |
| COUNTY SUBSIDY - INSURANCE | 198,404 | 19,884 | (178,520) |
| OPTIONS PLAN | 0 | 0 | 0 |
| LIFE INSURANCE | 0 | 0 | 0 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 80,890 | 11,140 | (69,750) |
| SAVINGS PLAN | 119,002 | 14,049 | (104,953) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 473,367 | 52,950 | (420,417) |
| TOTAL VARIABLE BENEFITS | \$1,418,876 | \$179,096 | (\$1,239,780) |
| OPEB CONTRIBUTION | 78,799 | 20,559 | (58,240) |
| OTHER BENEFITS | 142,186 | 25,736 | (116,450) |
| TOTAL EMPLOYEE BENEFITS | \$1,639,860 | \$225,392 | (\$1,414,468) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$4,604,615 | \$800,036 | (\$3,804,579) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

EXECUTIVE OFFICE

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|----------------------------------|------------------|-------------------|--------------------------------|
| AUTO EXPENSES | | | | |
| 9102 | AUTO MAINTENANCE/REPAIR | \$5,000 | \$144 | (\$4,856) |
| 9103 | GAS | 6,500 | 845 | (5,655) |
| 9105 | LICENSE FEES | 1,500 | 446 | (1,054) |
| | TOTAL | 13,000 | 1,436 | (11,564) |
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | 4,100 | 41 | (4,059) |
| 9182 | TRAVEL | 45,700 | 4,621 | (41,079) |
| | TOTAL | 49,800 | 4,662 | (45,138) |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 3,000 | 2,110 | (890) |
| | TOTAL | 3,000 | 2,110 | (890) |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9672 | IMPROVEMENT PROJECTS | 80,000 | 0 | (80,000) |
| 9714 | SECURITY ASSESSMENT & MONITORING | 100,000 | 0 | (100,000) |
| 9716 | PUBLIC & MEDIA RELATIONS | 250,000 | 97,272 | (152,728) |
| 9724 | STRATEGIC PLANNING | 25,000 | 0 | (25,000) |
| 9725 | SOFTWARE SUBSCRIPTION SERVICES | 62,000 | 0 | (62,000) |
| | TOTAL | 517,000 | 97,272 | (419,728) |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 25,000 | 6,011 | (18,989) |
| 9962 | REGISTRATION FEES | 43,500 | 4,345 | (39,155) |
| 9963 | EDUCATIONAL MATERIALS | 10,000 | 594 | (9,406) |
| | TOTAL | 78,500 | 10,950 | (67,550) |
| MISCELLANEOUS | | | | |
| 9982 | EMPLOYEE RECOGNITION PROGRAM | 2,000 | 375 | (1,625) |
| 9984 | FOOD/BEVERAGES | 2,500 | 1,870 | (630) |
| 9986 | MISCELLANEOUS | 6,000 | 230 | (5,770) |
| | TOTAL | 10,500 | 2,475 | (8,025) |
| GRAND TOTAL | | \$671,800 | \$118,905 | (\$552,895) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

FINANCIAL AND ACCOUNTING SERVICES DIVISION

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$2,752,536 | \$512,164 | (\$2,240,372) |
| AGENCY TEMPORARY | 776,700 | 151,227 | (625,473) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 64,700 | 24,580 | (40,120) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 7,500 | 0 | (7,500) |
| SICKLEAVE BUYBACK | 12,000 | 4,214 | (7,786) |
| TOTAL SALARIES & OTHER PAYS | \$3,613,436 | \$692,186 | (\$2,921,251) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 653,775 | 103,123 | (550,652) |
| FICA CONTRIBUTION | 46,814 | 8,244 | (38,570) |
| COUNTY SUBSIDY - INSURANCE | 73,880 | 5,071 | (68,809) |
| OPTIONS PLAN | 555,358 | 74,264 | (481,094) |
| LIFE INSURANCE | 1,760 | 345 | (1,415) |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 120,470 | 16,499 | (103,971) |
| SAVINGS PLAN | 18,088 | 1,928 | (16,160) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 77,659 | 6,627 | (71,032) |
| TOTAL VARIABLE BENEFITS | \$1,547,806 | \$216,099 | (\$1,331,707) |
| OPEB CONTRIBUTION | 97,774 | 25,510 | (72,264) |
| OTHER BENEFITS | 176,424 | 31,933 | (144,491) |
| TOTAL EMPLOYEE BENEFITS | \$1,822,002 | \$273,543 | (\$1,548,459) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$5,435,440 | \$965,729 | (\$4,469,711) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

FINANCIAL AND ACCOUNTING SERVICES DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--------------------------------------|-----------------------------|-------------------------|------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$3,000 | \$0 | (\$3,000) |
| 9182 | TRAVEL | 26,300 | 0 | (26,300) |
| | TOTAL | <u>29,300</u> | <u>0</u> | <u>(29,300)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 6,000 | 9 | (5,991) |
| | TOTAL | <u>6,000</u> | <u>9</u> | <u>(5,991)</u> |
| BANK SERVICES | | | | |
| 9753 | BANK CHARGES - STATE STREET | 200,000 | 48,757 | (151,243) |
| | TOTAL | <u>200,000</u> | <u>48,757</u> | <u>(151,243)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 7,000 | 2,301 | (4,699) |
| 9962 | REGISTRATION FEES | 7,000 | 225 | (6,775) |
| 9963 | EDUCATIONAL MATERIALS | 2,000 | 0 | (2,000) |
| | TOTAL | <u>16,000</u> | <u>2,526</u> | <u>(13,474)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 2,000 | 0 | (2,000) |
| | TOTAL | <u>2,000</u> | <u>0</u> | <u>(2,000)</u> |
| | GRAND TOTAL | <u>\$253,300</u> | <u>\$51,292</u> | <u>(\$202,008)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

HUMAN RESOURCES

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$2,200,574 | \$255,137 | (\$1,945,437) |
| AGENCY TEMPORARY | 139,000 | 64,556 | (74,444) |
| LACERA INTERN PROGRAM | 288,000 | 6,016 | (281,984) |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 4,700 | 4,543 | (157) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 1,700 | 0 | (1,700) |
| SICKLEAVE BUYBACK | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$2,633,974 | \$330,251 | (\$2,303,723) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 565,562 | 63,032 | (502,530) |
| FICA CONTRIBUTION | 38,599 | 4,083 | (34,516) |
| COUNTY SUBSIDY - INSURANCE | 291,356 | 20,617 | (270,739) |
| OPTIONS PLAN | 0 | 0 | 0 |
| LIFE INSURANCE | 0 | 0 | 0 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 106,210 | 9,167 | (97,043) |
| SAVINGS PLAN | 104,110 | 9,544 | (94,566) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 444,965 | 32,324 | (412,641) |
| TOTAL VARIABLE BENEFITS | \$1,550,803 | \$138,767 | (\$1,412,036) |
| OPEB CONTRIBUTION | 78,167 | 20,395 | (57,772) |
| OTHER BENEFITS | 141,046 | 25,530 | (115,516) |
| TOTAL EMPLOYEE BENEFITS | \$1,770,015 | \$184,692 | (\$1,585,323) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$4,403,991 | \$514,943 | (\$3,889,048) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

HUMAN RESOURCES

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|-----------------------------------|---------------|-------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$1,200 | \$0 | (\$1,200) |
| 9182 | TRAVEL | 9,600 | 0 | (9,600) |
| | TOTAL | 10,800 | 0 | (10,800) |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 3,000 | 207 | (2,793) |
| | TOTAL | 3,000 | 207 | (2,793) |
| PARKING FEES | | | | |
| 9491 | GATEWAY PLAZA | 480,000 | 135,097 | (344,903) |
| 9492 | MUSIC CENTER | 2,000 | 0 | (2,000) |
| | TOTAL | 482,000 | 135,097 | (346,903) |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9504 | PAYROLL SERVICES | 205,000 | (3,243) | (208,243) |
| 9510 | FINGERPRINTING SERVICES | 3,500 | 1,077 | (2,423) |
| 9511 | SECURITY SERVICES - SHERIFF | 16,000 | 3,380 | (12,620) |
| 9512 | PAYROLL ENV, DUPLICATE W2'S - AUD | 300 | 45 | (255) |
| 9513 | PERSONNEL SRVCS - HUMAN RESOURCES | 62,000 | 6,511 | (55,489) |
| 9547 | HUMAN RESOURCES CONSULTING | 215,000 | 31,999 | (183,001) |
| 9694 | BACKGROUND CHECKS | 3,000 | 1,373 | (1,627) |
| 9700 | OHS PHYSICALS | 1,000 | 0 | (1,000) |
| 9711 | REQUEST FOR ACCOMMODATIONS | 35,000 | 4,844 | (30,156) |
| 9718 | LEAVE CASE MANAGEMENT PROGRAM | 47,500 | 6,604 | (40,896) |
| 9721 | ORGANIZATIONAL PROGRAMS | 200,000 | 0 | (200,000) |
| | TOTAL | 788,300 | 52,590 | (735,710) |
| COMPUTER SERVICES & SUPPORT | | | | |
| 9838 | MISC SOFTWARE PACKAGES | 50,000 | 300 | (49,700) |
| | TOTAL | 50,000 | 300 | (49,700) |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 6,000 | 595 | (5,405) |
| 9962 | REGISTRATION FEES | 15,000 | 771 | (14,229) |
| 9963 | EDUCATIONAL MATERIALS | 6,000 | 0 | (6,000) |
| 9966 | DEPARTMENTAL TRAINING | 250,000 | 31,588 | (218,413) |
| 9967 | TUITION REIMBURSEMENT PROGRAM | 75,000 | 21,190 | (53,810) |
| 9968 | MOU TRAINING ALLOCATION | 100,000 | 6,387 | (93,613) |
| 9969 | MENTORING PROGRAM | 35,000 | 0 | (35,000) |
| 9970 | FORUM | 22,000 | 0 | (22,000) |
| | TOTAL | 509,000 | 60,531 | (448,469) |

FISCAL YEAR 2023-2024

HUMAN RESOURCES

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023

| | | <u>BUDGET</u> | <u>YTD ACTUAL</u> | <u>OVER/(UNDER) BUDGET</u> |
|------|----------------------|---------------------------|-------------------------|--------------------------------|
| | MISCELLANEOUS | | | |
| 9981 | RECRUITMENT | \$465,000 | \$99,118 | (\$365,882) |
| 9986 | MISCELLANEOUS | 1,500 | 0 | (1,500) |
| 9989 | WEB DAY | 5,000 | 1,203 | (3,797) |
| 9991 | MANAGEMENT OFFSITE | 25,000 | 1,190 | (23,810) |
| | TOTAL | <u>496,500</u> | <u>101,511</u> | <u>(394,989)</u> |
| | GRAND TOTAL | <u>\$2,339,600</u> | <u>\$350,235</u> | <u>(\$1,989,365)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

INTERNAL AUDIT SERVICES

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$1,652,147 | \$312,433 | (\$1,339,714) |
| AGENCY TEMPORARY | 0 | 0 | 0 |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 5,300 | 0 | (5,300) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 1,500 | 0 | (1,500) |
| SICKLEAVE BUYBACK | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$1,658,947 | \$312,433 | (\$1,346,514) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 451,454 | 69,907 | (381,547) |
| FICA CONTRIBUTION | 32,639 | 5,107 | (27,532) |
| COUNTY SUBSIDY - INSURANCE | 114,524 | 13,442 | (101,082) |
| OPTIONS PLAN | 0 | 0 | 0 |
| LIFE INSURANCE | 143 | 3 | (140) |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 7,207 | 2,378 | (4,829) |
| THRIFT PLAN / HORIZONS | 64,658 | 10,302 | (54,356) |
| SAVINGS PLAN | 85,963 | 12,193 | (73,770) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 308,833 | 37,050 | (271,783) |
| TOTAL VARIABLE BENEFITS | \$1,065,420 | \$150,382 | (\$915,038) |
| OPEB CONTRIBUTION | 58,686 | 15,312 | (43,374) |
| OTHER BENEFITS | 105,895 | 19,167 | (86,728) |
| TOTAL EMPLOYEE BENEFITS | \$1,230,002 | \$184,862 | (\$1,045,140) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$2,888,948 | \$497,294 | (\$2,391,654) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

INTERNAL AUDIT SERVICES

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|----------------------------|-------------------------|------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$2,000 | \$307 | (\$1,693) |
| 9182 | TRAVEL | 15,000 | 3,967 | (11,033) |
| | TOTAL | <u>17,000</u> | <u>4,273</u> | <u>(12,727)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 1,200 | 129 | (1,071) |
| | TOTAL | <u>1,200</u> | <u>129</u> | <u>(1,071)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9541 | AUDITS | 650,000 | 68,475 | (581,525) |
| 9702 | AUDIT COMMITTEE CONSULTANT | 25,000 | 2,333 | (22,667) |
| | TOTAL | <u>675,000</u> | <u>70,808</u> | <u>(604,192)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 8,000 | 3,629 | (4,371) |
| 9962 | REGISTRATION FEES | 20,000 | 1,308 | (18,692) |
| 9963 | EDUCATIONAL MATERIALS | 2,500 | 0 | (2,500) |
| | TOTAL | <u>30,500</u> | <u>4,937</u> | <u>(25,563)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 500 | 0 | (500) |
| | TOTAL | <u>500</u> | <u>0</u> | <u>(500)</u> |
| | GRAND TOTAL | <u>\$724,200</u> | <u>\$80,148</u> | <u>(\$644,052)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

INVESTMENT OFFICE

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|---------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$10,865,804 | \$1,983,422 | (\$8,882,382) |
| AGENCY TEMPORARY | 0 | 0 | 0 |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 800 | 0 | (800) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 14,400 | 3,000 | (11,400) |
| RIDESHARE ALLOWANCE | 5,000 | 0 | (5,000) |
| SICKLEAVE BUYBACK | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$10,886,004 | \$1,986,422 | (\$8,899,582) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 1,849,349 | 303,027 | (1,546,322) |
| FICA CONTRIBUTION | 213,517 | 31,809 | (181,708) |
| COUNTY SUBSIDY - INSURANCE | 795,993 | 83,017 | (712,976) |
| OPTIONS PLAN | 0 | 0 | 0 |
| LIFE INSURANCE | 0 | 0 | 0 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 387,097 | 49,798 | (337,299) |
| SAVINGS PLAN | 386,930 | 58,208 | (328,722) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 2,274,164 | 246,446 | (2,027,718) |
| TOTAL VARIABLE BENEFITS | \$5,907,050 | \$772,305 | (\$5,134,745) |
| OPEB CONTRIBUTION | 385,968 | 100,729 | (285,239) |
| OTHER BENEFITS | 696,446 | 126,059 | (570,387) |
| TOTAL EMPLOYEE BENEFITS | \$6,989,464 | \$999,093 | (\$5,990,371) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$17,875,467 | \$2,985,515 | (\$14,889,952) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

INVESTMENT OFFICE

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--------------------------------------|----------------------------|------------------|-------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$33,000 | \$785 | (\$32,215) |
| 9182 | TRAVEL | 186,000 | 6,579 | (179,421) |
| | TOTAL | 219,000 | 7,364 | (211,636) |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 3,500 | 0 | (3,500) |
| | TOTAL | 3,500 | 0 | (3,500) |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 85,000 | 1,123 | (83,877) |
| 9962 | REGISTRATION FEES | 20,000 | 2,117 | (17,883) |
| 9963 | EDUCATIONAL MATERIALS | 20,000 | 3,307 | (16,693) |
| | TOTAL | 125,000 | 6,547 | (118,453) |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 1,000 | 843 | (157) |
| | TOTAL | 1,000 | 843 | (157) |
| GRAND TOTAL | | \$348,500 | \$14,753 | (\$333,747) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

LEGAL SERVICES

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$4,320,931 | \$601,415 | (\$3,719,516) |
| AGENCY TEMPORARY | 179,400 | 60,284 | (119,116) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 19,900 | 5,078 | (14,822) |
| BILINGUAL BONUS | 2,400 | 0 | (2,400) |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 2,500 | 0 | (2,500) |
| SICKLEAVE BUYBACK | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$4,525,131 | \$666,777 | (\$3,858,354) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 942,955 | 127,833 | (815,122) |
| FICA CONTRIBUTION | 75,861 | 10,316 | (65,545) |
| COUNTY SUBSIDY - INSURANCE | 477,719 | 47,867 | (429,852) |
| OPTIONS PLAN | 0 | 0 | 0 |
| LIFE INSURANCE | 0 | 0 | 0 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 159,252 | 19,625 | (139,627) |
| SAVINGS PLAN | 167,914 | 21,454 | (146,460) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 745,163 | 83,931 | (661,232) |
| TOTAL VARIABLE BENEFITS | \$2,568,864 | \$311,026 | (\$2,257,838) |
| OPEB CONTRIBUTION | 153,485 | 40,046 | (113,439) |
| OTHER BENEFITS | 276,951 | 50,129 | (226,822) |
| TOTAL EMPLOYEE BENEFITS | \$2,999,300 | \$401,201 | (\$2,598,099) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$7,524,432 | \$1,067,978 | (\$6,456,454) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

LEGAL SERVICES

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|----------------------------------|---------------------------|-------------------------|--------------------------------|
| AUTO EXPENSES | | | | |
| 9102 | AUTO MAINTENANCE/REPAIR | \$2,000 | \$415 | (\$1,585) |
| 9103 | GAS | 1,500 | 468 | (1,032) |
| 9105 | LICENSE FEES | 400 | 0 | (400) |
| | TOTAL | <u>3,900</u> | <u>883</u> | <u>(3,017)</u> |
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | 3,600 | 78 | (3,522) |
| 9182 | TRAVEL | 18,200 | 4,093 | (14,107) |
| | TOTAL | <u>21,800</u> | <u>4,171</u> | <u>(17,629)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 5,000 | 499 | (4,501) |
| | TOTAL | <u>5,000</u> | <u>499</u> | <u>(4,501)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9543 | LEGISLATIVE CONSULTING | 280,000 | 103,500 | (176,500) |
| 9673 | PHOTOCOPIES OF DOCUMENTS | 300 | 0 | (300) |
| | TOTAL | <u>280,300</u> | <u>103,500</u> | <u>(176,800)</u> |
| LEGAL FEES AND SERVICES | | | | |
| 9771 | ATTORNEY FEES AWARDS/SETTLEMENTS | 40,000 | 0 | (40,000) |
| 9772 | OUTSIDE LEGAL COUNSEL | 2,000,000 | 163,255 | (1,836,745) |
| 9777 | LITIGATION SUPPORT | 10,000 | 0 | (10,000) |
| | TOTAL | <u>2,050,000</u> | <u>163,255</u> | <u>(1,886,745)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 18,000 | 3,800 | (14,200) |
| 9962 | REGISTRATION FEES | 18,000 | 1,384 | (16,616) |
| 9963 | EDUCATIONAL MATERIALS | 74,000 | 15,955 | (58,045) |
| | TOTAL | <u>110,000</u> | <u>21,139</u> | <u>(88,861)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 2,300 | 0 | (2,300) |
| | TOTAL | <u>2,300</u> | <u>0</u> | <u>(2,300)</u> |
| | GRAND TOTAL | <u>\$2,473,300</u> | <u>\$293,446</u> | <u>(\$2,179,854)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

MEMBER SERVICES

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|---------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$6,231,376 | \$1,195,500 | (\$5,035,876) |
| AGENCY TEMPORARY | 0 | 0 | 0 |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 214,200 | 73,936 | (140,264) |
| BILINGUAL BONUS | 16,800 | 2,000 | (14,800) |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 10,000 | 0 | (10,000) |
| SICKLEAVE BUYBACK | 15,000 | 11,383 | (3,617) |
| TOTAL SALARIES & OTHER PAYS | \$6,487,376 | \$1,282,819 | (\$5,204,557) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 1,651,806 | 251,831 | (1,399,975) |
| FICA CONTRIBUTION | 120,670 | 19,871 | (100,799) |
| COUNTY SUBSIDY - INSURANCE | 183,369 | 10,109 | (173,260) |
| OPTIONS PLAN | 1,069,970 | 195,199 | (874,771) |
| LIFE INSURANCE | 5,532 | 1,097 | (4,435) |
| HEALTH INSURANCE TEMPS | 392,735 | 18,853 | (373,882) |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 270,510 | 39,997 | (230,513) |
| SAVINGS PLAN | 36,920 | 2,559 | (34,361) |
| PENSION SAVINGS PLAN | 30,120 | 3,032 | (27,088) |
| MEGAFLEX | 164,342 | 16,078 | (148,264) |
| TOTAL VARIABLE BENEFITS | \$3,925,972 | \$558,626 | (\$3,367,346) |
| OPEB CONTRIBUTION | 221,347 | 57,752 | (163,595) |
| OTHER BENEFITS | 399,401 | 72,293 | (327,108) |
| TOTAL EMPLOYEE BENEFITS | \$4,546,722 | \$688,671 | (\$3,858,051) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$11,034,096 | \$1,971,490 | (\$9,062,606) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

MEMBER SERVICES

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--------------------------------------|----------------------------|------------------------|-----------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$4,300 | (\$156) | (\$4,456) |
| 9182 | TRAVEL | 7,200 | (135) | (7,335) |
| | TOTAL | <u>11,500</u> | <u>(291)</u> | <u>(11,791)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 4,000 | 1,824 | (2,176) |
| | TOTAL | <u>4,000</u> | <u>1,824</u> | <u>(2,176)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 1,000 | 0 | (1,000) |
| 9962 | REGISTRATION FEES | 10,000 | 2,499 | (7,501) |
| 9963 | EDUCATIONAL MATERIALS | 200 | 0 | (200) |
| | TOTAL | <u>11,200</u> | <u>2,499</u> | <u>(8,701)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 1,500 | 0 | (1,500) |
| 9992 | FACILITIES RENTAL | 1,000 | 1,250 | 250 |
| | TOTAL | <u>2,500</u> | <u>1,250</u> | <u>(1,250)</u> |
| | GRAND TOTAL | <u>\$29,200</u> | <u>\$5,282</u> | <u>(\$23,918)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

QUALITY ASSURANCE

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$1,885,279 | \$329,050 | (\$1,556,229) |
| AGENCY TEMPORARY | 0 | 0 | 0 |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 11,500 | 333 | (11,167) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 2,200 | 0 | (2,200) |
| SICKLEAVE BUYBACK | 1,000 | 0 | (1,000) |
| TOTAL SALARIES & OTHER PAYS | \$1,899,979 | \$329,383 | (\$1,570,596) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 525,245 | 78,117 | (447,128) |
| FICA CONTRIBUTION | 33,897 | 5,450 | (28,447) |
| COUNTY SUBSIDY - INSURANCE | 129,156 | 18,979 | (110,177) |
| OPTIONS PLAN | 27,420 | 2,083 | (25,337) |
| LIFE INSURANCE | 226 | 23 | (203) |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 69,668 | 11,767 | (57,901) |
| SAVINGS PLAN | 77,906 | 11,290 | (66,616) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 349,931 | 47,582 | (302,349) |
| TOTAL VARIABLE BENEFITS | \$1,213,448 | \$175,289 | (\$1,038,159) |
| OPEB CONTRIBUTION | 66,968 | 17,473 | (49,495) |
| OTHER BENEFITS | 120,837 | 21,872 | (98,965) |
| TOTAL EMPLOYEE BENEFITS | \$1,401,254 | \$214,634 | (\$1,186,620) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$3,301,232 | \$544,017 | (\$2,757,215) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

QUALITY ASSURANCE

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | <u>BUDGET</u> | <u>YTD ACTUAL</u> | <u>OVER/(UNDER) BUDGET</u> |
|--|---------------------------------|------------------------|-----------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$1,200 | \$0 | (\$1,200) |
| 9182 | TRAVEL | 8,400 | 0 | (8,400) |
| | TOTAL | <u>9,600</u> | <u>0</u> | <u>(9,600)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 1,000 | 22 | (978) |
| | TOTAL | <u>1,000</u> | <u>22</u> | <u>(978)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9715 | COST EFFECTIVE MANAGEMENT (CEM) | 55,000 | 0 | (55,000) |
| | TOTAL | <u>55,000</u> | <u>0</u> | <u>(55,000)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 6,000 | 280 | (5,720) |
| 9962 | REGISTRATION FEES | 10,000 | 1,195 | (8,805) |
| 9963 | EDUCATIONAL MATERIALS | 300 | 0 | (300) |
| | TOTAL | <u>16,300</u> | <u>1,475</u> | <u>(14,825)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 200 | 0 | (200) |
| | TOTAL | <u>200</u> | <u>0</u> | <u>(200)</u> |
| | GRAND TOTAL | <u>\$82,100</u> | <u>\$1,497</u> | <u>(\$80,603)</u> |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2023-2024

SYSTEMS DIVISION

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|---------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$6,950,188 | \$1,061,668 | (\$5,888,520) |
| AGENCY TEMPORARY | 2,881,700 | 596,407 | (2,285,293) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 229,200 | 52,137 | (177,063) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 1,500 | 1,500 |
| RIDESHARE ALLOWANCE | 8,900 | 0 | (8,900) |
| SICKLEAVE BUYBACK | 12,000 | 9,084 | (2,916) |
| TOTAL SALARIES & OTHER PAYS | \$10,081,988 | \$1,720,796 | (\$8,361,192) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 1,563,070 | 241,589 | (1,321,481) |
| FICA CONTRIBUTION | 125,607 | 17,704 | (107,903) |
| COUNTY SUBSIDY - INSURANCE | 405,824 | 36,128 | (369,696) |
| OPTIONS PLAN | 368,626 | 70,238 | (298,388) |
| LIFE INSURANCE | 2,429 | 465 | (1,964) |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 304,585 | 36,419 | (268,166) |
| SAVINGS PLAN | 207,307 | 21,418 | (185,889) |
| PENSION SAVINGS PLAN | 1,753 | 0 | (1,753) |
| MEGAFLEX | 928,181 | 84,990 | (843,191) |
| TOTAL VARIABLE BENEFITS | \$3,907,381 | \$508,952 | (\$3,398,429) |
| OPEB CONTRIBUTION | 246,880 | 64,414 | (182,466) |
| OTHER BENEFITS | 445,474 | 80,632 | (364,842) |
| TOTAL EMPLOYEE BENEFITS | \$4,599,736 | \$653,997 | (\$3,945,739) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$14,681,722 | \$2,374,794 | (\$12,306,928) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

SYSTEMS DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--------------------------------------|---|----------------|-------------------|--------------------------------|
| COMMUNICATIONS | | | | |
| 9121 | MOBILE DEVICES SERVICE & EQUIPMENT | \$160,000 | \$23,392 | (\$136,608) |
| 9124 | ENTERPRISE INTERNET CONNECTION | 165,000 | 32,703 | (132,297) |
| 9125 | TELEPHONE CONNECTION | 150,000 | 29,339 | (120,661) |
| 9133 | TELEPHONE SYSTEM SUPPLIES & MODIFICATIONS | 15,000 | 8,852 | (6,148) |
| 9135 | TELEPHONE SYSTEM MAINTENANCE | 80,000 | 480 | (79,520) |
| | TOTAL | <u>570,000</u> | <u>94,766</u> | <u>(475,234)</u> |
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | 2,000 | 0 | (2,000) |
| 9182 | TRAVEL | 39,600 | 0 | (39,600) |
| | TOTAL | <u>41,600</u> | <u>0</u> | <u>(41,600)</u> |
| POSTAGE | | | | |
| 9208 | MONTHLY RETIREE CHECK MAILING | 450,000 | 0 | (450,000) |
| | TOTAL | <u>450,000</u> | <u>0</u> | <u>(450,000)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 15,000 | 853 | (14,147) |
| 9332 | COMPUTER MONITORS | 30,000 | 0 | (30,000) |
| 9336 | COMPUTER PRINTER | 10,000 | 9,146 | (854) |
| 9344 | COMPUTER ACCESSORIES | 13,000 | 10,562 | (2,438) |
| 9345 | COMPUTER PERIPHERALS | 30,000 | 2,863 | (27,137) |
| 9347 | STORAGE MEDIA | 5,000 | 0 | (5,000) |
| 9348 | BOARD MEMBER TECH SUPPORT | 25,000 | 2,820 | (22,180) |
| 9353 | DIVISIONAL IT SUPPLIES/EQUIPMENT | 455,000 | 0 | (455,000) |
| 9354 | REMOTE WORKFORCE EQUIPMENT | 130,000 | 40,616 | (89,384) |
| | TOTAL | <u>713,000</u> | <u>66,860</u> | <u>(646,140)</u> |
| EQUIPMENT MAINTENANCE | | | | |
| 9411 | AUDIOVISUAL MAINTENANCE | 40,000 | 36,825 | (3,175) |
| 9412 | KEY CARD SECURITY SYSTEM (DAS) | 125,000 | 20,977 | (104,023) |
| 9414 | LAN HARDWARE MAINTENANCE | 75,000 | 18,265 | (56,735) |
| 9419 | ON-SITE PRINTER MAINTENANCE | 20,000 | 0 | (20,000) |
| 9424 | EQUIP MAINT - UPS - SERVER ROOM | 170,000 | 0 | (170,000) |
| 9436 | EQUIP MAINT - AIR CONDITIONING | 30,000 | 0 | (30,000) |
| 9438 | AUDIOVISUAL ENHANCEMENTS | 250,000 | 789 | (249,211) |
| 9439 | SURVEILLANCE SYSTEM | 5,000 | 0 | (5,000) |
| 9442 | FIRE SUPPRESSION SYSTEM | 5,000 | 0 | (5,000) |
| 9443 | GENERATOR SYSTEM | 10,000 | 0 | (10,000) |
| | TOTAL | <u>730,000</u> | <u>76,856</u> | <u>(653,144)</u> |

FISCAL YEAR 2023-2024

SYSTEMS DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|---------------------------|---------------------------|--------------------------------|
| PROFESSIONAL AND SPECIALIZED SERVICES | | | |
| 9502 EDP CHARGES - ISD | \$300,000 | \$9,265 | (\$290,735) |
| 9509 AUDITOR CONTROLLER - PAYROLL SERVICES | 110,000 | 0 | (110,000) |
| 9550 ADVANCED WORKFLOW CONCEPTS | 140,000 | 0 | (140,000) |
| 9574 KNOWLEDGE & DOC MGMT PROJECTS | 300,000 | 0 | (300,000) |
| 9680 IRON MOUNTAIN MEDIA STORAGE | 30,000 | 7,201 | (22,799) |
| 9681 RETIREE PAYROLL PRINTING | 180,000 | 87,972 | (92,028) |
| 9692 HOTSITE SERVICES | 20,000 | 1,221 | (18,779) |
| 9717 CLOUD MIGRATION | 300,000 | 16,200 | (283,800) |
| 9722 MAINFRAME SERVICES | 160,000 | 0 | (160,000) |
| TOTAL | <u>1,540,000</u> | <u>121,859</u> | <u>(1,418,141)</u> |
| COMPUTER SERVICES & SUPPORT | | | |
| 9831 LAN SOFTWARE & LIC - NEW | 1,365,000 | 79,775 | (1,285,225) |
| 9832 LAN SOFTWARE & LIC - EXISTING | 1,954,600 | 1,073,445 | (881,155) |
| 9833 MAINFRAME SOFTWARE & LIC - EXISTING | 1,100,000 | 297,800 | (802,200) |
| 9843 LAN NETWORK HARDWARE - NEW | 100,000 | 0 | (100,000) |
| 9879 CO-LOCATION | 180,000 | 18,321 | (161,679) |
| 9882 BOARDROOM OPERATION MGMT SYSTEMS (I & II) | 100,000 | 3,872 | (96,128) |
| 9923 PUBLIC BROADCAST AND/OR STREAMING | 30,000 | 0 | (30,000) |
| 9930 TELEPHONE SYSTEM UPDATES | 250,000 | 0 | (250,000) |
| TOTAL | <u>5,079,600</u> | <u>1,473,213</u> | <u>(3,606,387)</u> |
| EDUCATIONAL EXPENSES | | | |
| 9961 MEMBERSHIPS | 1,500 | 0 | (1,500) |
| 9962 REGISTRATION FEES | 56,600 | 1,510 | (55,090) |
| 9963 EDUCATIONAL MATERIALS | 5,000 | 576 | (4,424) |
| TOTAL | <u>63,100</u> | <u>2,086</u> | <u>(61,014)</u> |
| MISCELLANEOUS | | | |
| 9986 MISCELLANEOUS | 500 | 0 | (500) |
| TOTAL | <u>500</u> | <u>0</u> | <u>(500)</u> |
| GRAND TOTAL | <u>\$9,187,800</u> | <u>\$1,835,642</u> | <u>(\$7,352,158)</u> |

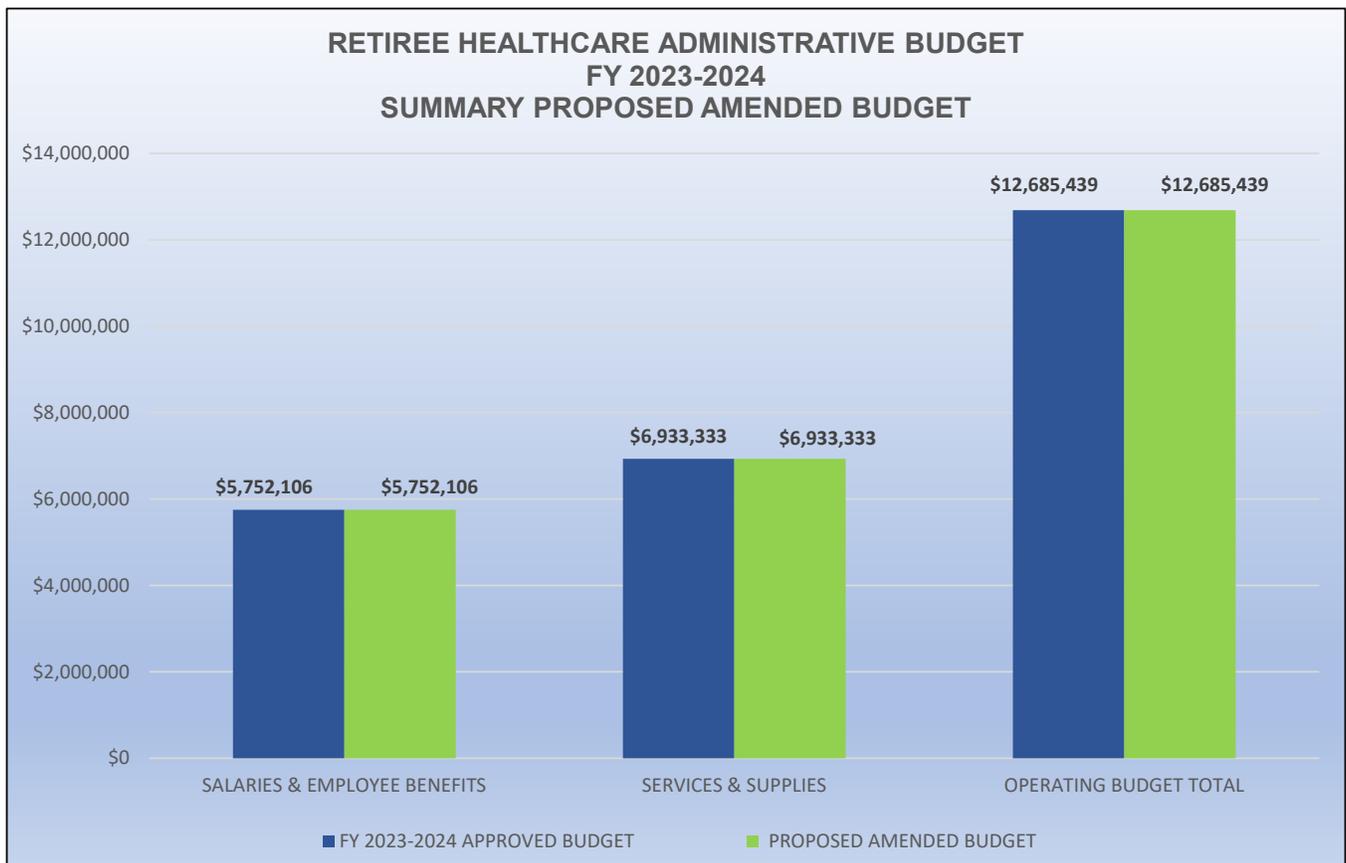
*All amounts rounded to the nearest dollar.

EXHIBIT C

**FY 2023-2024
RETIREE HEALTHCARE PROPOSED MID-YEAR BUDGET AMENDMENT
FINANCIAL SUMMARIES**

| RETIREE HEALTHCARE ADMINISTRATIVE BUDGET | FY 2023-2024 APPROVED BUDGET | MID-YEAR ADJUSTMENT AMOUNT | PROPOSED AMENDED BUDGET | % CHANGE |
|--|------------------------------|----------------------------|-------------------------|-------------|
| SALARIES & EMPLOYEE BENEFITS | \$5,752,106 | \$0 | \$5,752,106 | 0.0% |
| SERVICES & SUPPLIES | \$6,933,333 | \$0 | \$6,933,333 | 0.0% |
| OPERATING BUDGET TOTAL | \$12,685,439 | \$0 | \$12,685,439 | 0.0% |

* All amounts rounded to the nearest dollar.



RETIREE HEALTHCARE PROPOSED AMENDED BUDGET BY S&B CATEGORY

| S&B CATEGORY | FY 2023-2024 APPROVED BUDGET | MID-YEAR ADJUSTMENT AMOUNT | PROPOSED AMENDED BUDGET | % CHANGE |
|---|-------------------------------------|-----------------------------------|--------------------------------|-----------------|
| <u>SALARIES & OTHER PAY</u> | | | | |
| Permanent / County Temporary | \$3,349,841 | (\$133,200) | \$3,216,641 | -4.0% |
| Agency Temporary | 0 | 165,200 | 165,200 | 0.0% |
| LACERA Intern Program | 0 | 0 | 0 | 0.0% |
| Stipends | 0 | 0 | 0 | 0.0% |
| Overtime | 134,900 | 0 | 134,900 | 0.0% |
| Bilingual Bonus | 4,800 | 0 | 4,800 | 0.0% |
| Transportation Allowance | 0 | 0 | 0 | 0.0% |
| Rideshare Allowance | 3,600 | 0 | 3,600 | 0.0% |
| Sickleave Buyback | 10,000 | 0 | 10,000 | 0.0% |
| TOTAL SALARIES & OTHER PAY | \$3,503,141 | \$32,000 | \$3,535,141 | 0.9% |
| <u>VARIABLE BENEFITS</u> | | | | |
| Retirement | 887,973 | 0 | 887,973 | 0.0% |
| FICA Contribution | 59,853 | 0 | 59,853 | 0.0% |
| County Subsidy - Insurance | 66,649 | 0 | 66,649 | 0.0% |
| Options Plan | 518,505 | 0 | 518,505 | 0.0% |
| Life Insurance | 2,425 | 0 | 2,425 | 0.0% |
| Health Insurance Temps | 214,608 | (32,000) | 182,608 | -14.9% |
| Flexible Benefit Plan | 0 | 0 | 0 | 0.0% |
| Thrift Plan / Horizons | 138,369 | 0 | 138,369 | 0.0% |
| Savings Plan | 42,576 | 0 | 42,576 | 0.0% |
| Pension Savings Plan | 20,179 | 0 | 20,179 | 0.0% |
| Megaflex | 178,836 | 0 | 178,836 | 0.0% |
| TOTAL VARIABLE BENEFITS | \$2,129,974 | (\$32,000) | \$2,097,974 | -1.5% |
| OPEB CONTRIBUTION | \$118,991 | \$0 | \$118,991 | 0.0% |
| OTHER BENEFITS | \$0 | \$0 | \$0 | 0.0% |
| TOTAL EMPLOYEE BENEFITS | \$2,248,965 | (\$32,000) | \$2,216,965 | -1.4% |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$5,752,106 | \$0 | \$5,752,106 | 0.0% |

* All amounts rounded to the nearest dollar.

RETIREE HEALTHCARE PROPOSED AMENDED BUDGET BY S&S CATEGORY

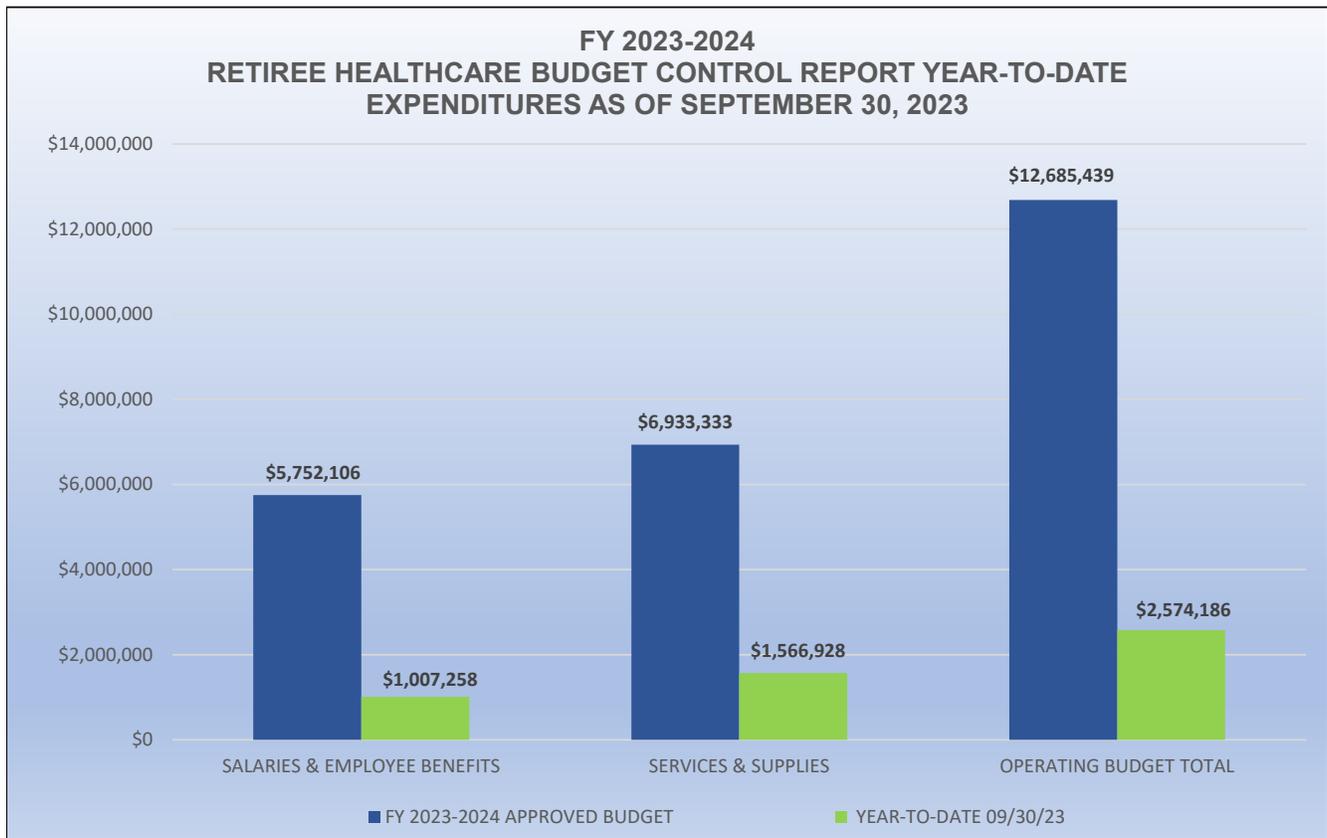
| S&S CATEGORY | FY 2023-2024 APPROVED BUDGET | MID-YEAR ADJUSTMENT AMOUNT | PROPOSED AMENDED BUDGET | % CHANGE |
|---------------------------------------|---|---|--|-----------------|
| Transportation & Travel | \$24,700 | \$0 | \$24,700 | 0.0% |
| Postage | 300,000 | 0 | 300,000 | 0.0% |
| Office Supplies & Equipment | 5,000 | 0 | 5,000 | 0.0% |
| Operational Costs | 5,006,533 | 0 | 5,006,533 | 0.0% |
| Professional and Specialized Services | 1,556,500 | 0 | 1,556,500 | 0.0% |
| Bank Services | 21,500 | 0 | 21,500 | 0.0% |
| Legal Fees and Services | 0 | 0 | 0 | 0.0% |
| Educational Expenses | 18,800 | 0 | 18,800 | 0.0% |
| Miscellaneous | 300 | 0 | 300 | 0.0% |
| TOTAL | \$6,933,333 | \$0 | \$6,933,333 | 0.0% |

* All amounts rounded to the nearest dollar.

**FY 2023-2024
RETIREE HEALTHCARE BUDGET CONTROL REPORT
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| ADMINISTRATIVE BUDGET | FY 2023-2024 APPROVED BUDGET | YEAR-TO-DATE 09/30/23 | OVER/(UNDER) BUDGET | % VARIANCE |
|-------------------------------|------------------------------|-----------------------|-----------------------|---------------|
| SALARIES & EMPLOYEE BENEFITS | \$5,752,106 | \$1,007,258 | (\$4,744,848) | -82.5% |
| SERVICES & SUPPLIES | \$6,933,333 | \$1,566,928 | (\$5,366,405) | -77.4% |
| OPERATING BUDGET TOTAL | \$12,685,439 | \$2,574,186 | (\$10,111,253) | -79.7% |

* All amounts rounded to the nearest dollar.



FISCAL YEAR 2023-2024

RETIREE HEALTH CARE BNEEFITS PROGRAM

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$3,349,841 | \$656,524 | (\$2,693,317) |
| AGENCY TEMPORARY | 0 | 29,366 | 29,366 |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 134,900 | 572 | (134,328) |
| BILINGUAL BONUS | 4,800 | 750 | (4,050) |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 3,600 | 0 | (3,600) |
| SICKLEAVE BUYBACK | 10,000 | 4,080 | (5,920) |
| TOTAL SALARIES & OTHER PAYS | \$3,503,141 | \$691,292 | (\$2,811,849) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 887,973 | 126,467 | (761,506) |
| FICA CONTRIBUTION | 59,853 | 8,770 | (51,083) |
| COUNTY SUBSIDY - INSURANCE | 66,649 | 7,131 | (59,518) |
| OPTIONS PLAN | 518,505 | 75,189 | (443,316) |
| LIFE INSURANCE | 2,425 | 473 | (1,952) |
| HEALTH INSURANCE TEMPS | 214,608 | 19,684 | (194,924) |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 138,369 | 16,941 | (121,428) |
| SAVINGS PLAN | 42,576 | 5,672 | (36,904) |
| PENSION SAVINGS PLAN | 20,179 | 2,282 | (17,897) |
| MEGAFLEX | 178,836 | 22,336 | (156,500) |
| TOTAL VARIABLE BENEFITS | \$2,129,974 | \$284,945 | (\$1,845,029) |
| OPEB CONTRIBUTION | 118,991 | 31,020 | (87,971) |
| OTHER BENEFITS | 0 | 0 | 0 |
| TOTAL EMPLOYEE BENEFITS | \$2,248,964 | \$315,965 | (\$1,932,999) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$5,752,106 | \$1,007,258 | (\$4,744,848) |

* All amounts rounded to the nearest dollar.

** Note: All Permanent Salaries and Employee Benefits include amounts through 09/15/23, except Agency Temporary which is through 09/30/23, and Rideshare Allowance is through 08/31/23.

FISCAL YEAR 2023-2024

RETIREE HEALTH CARE BENEFITS PROGRAM

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|-----------------------------|------------------|-------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$1,500 | \$38 | (\$1,462) |
| 9182 | TRAVEL | 23,200 | 5,118 | (18,082) |
| | TOTAL | <u>24,700</u> | <u>5,157</u> | <u>(19,543)</u> |
| POSTAGE | | | | |
| 9212 | SPECIAL RETIREE MAILINGS | 300,000 | 0 | (300,000) |
| | TOTAL | <u>300,000</u> | <u>0</u> | <u>(300,000)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 5,000 | 247 | (4,754) |
| | TOTAL | <u>5,000</u> | <u>247</u> | <u>(4,754)</u> |
| OPERATIONAL COSTS | | | | |
| 9482 | RENT | 211,200 | 52,037 | (159,163) |
| 9483 | DEPARTMENTAL OVERHEAD | 4,795,333 | 1,198,833 | (3,596,500) |
| | TOTAL | <u>5,006,533</u> | <u>1,250,871</u> | <u>(3,755,662)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9541 | AUDITS | 348,000 | 27,150 | (320,850) |
| 9545 | HEALTH CARE CONSULTING | 750,000 | 185,400 | (564,600) |
| 9573 | OPEB VALUATION | 458,500 | 88,602 | (369,899) |
| | TOTAL | <u>1,556,500</u> | <u>301,152</u> | <u>(1,255,349)</u> |
| BANK SERVICES | | | | |
| 9753 | BANK CHARGES - STATE STREET | 21,500 | 4,661 | (16,839) |
| | TOTAL | <u>21,500</u> | <u>4,661</u> | <u>(16,839)</u> |
| LEGAL FEES AND SERVICES | | | | |
| 9772 | OUTSIDE LEGAL COUNSEL | 0 | 4,020 | 4,020 |
| | TOTAL | <u>0</u> | <u>4,020</u> | <u>4,020</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 3,500 | 200 | (3,300) |
| 9962 | REGISTRATION FEES | 15,000 | 623 | (14,378) |
| 9963 | EDUCATIONAL MATERIALS | 300 | 0 | (300) |
| | TOTAL | <u>18,800</u> | <u>823</u> | <u>(17,978)</u> |

FISCAL YEAR 2023-2024

RETIREE HEALTH CARE BENEFITS PROGRAM

DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF SEPTEMBER 30, 2023

| | | | <u>BUDGET</u> | <u>YTD ACTUAL</u> | <u>OVER/(UNDER) BUDGET</u> |
|------|----------------------|-------|---------------------------|---------------------------|--------------------------------|
| | MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | | \$300 | \$0 | (\$300) |
| | | TOTAL | <u>300</u> | <u>0</u> | <u>(300)</u> |
| | GRAND TOTAL | | <u>\$6,933,333</u> | <u>\$1,566,928</u> | <u>(\$5,366,405)</u> |

*All amounts rounded to the nearest dollar.



LACERA BUDGET POLICY

Responsible Manager: Laura Guglielmo, Assistant Executive Officer

Original Effective Date: 05/20/2009

Last Updated: 06/01/2023

Mandatory Review: June 2024 (Annually)

Approval Level: Board of Retirement and Board of Investments

1. PURPOSE

This document sets forth the fiscal policy to ensure LACERA's budgeting practices are in accordance with prudent fiscal management for the allocation and utilization of resources to meet the organization's Mission and Vision and to support the goals of LACERA's Board of Retirement Strategic Plan and Board of Investments Strategic Plan. The policy also serves to increase the transparency of the budgeting process, which ensures stakeholders and members have insight into how LACERA manages their funds and meet fiduciary obligations.

LACERA's budget encompasses three components: The Administrative Budget, the Retiree Healthcare (RHC) Budget, and the Other Post-Employment Benefits (OPEB) Trust.

The objective of this policy is to set out the budgeting principles and timeline for the preparation of the budget and the process and responsibilities for the review, approval, and implementation of all three components of the budget.

2. LEGAL AUTHORITY

[Government Code Section 31580.2](#) of the County Employees Retirement Law (CERL) requires a budget covering the entire expense for the administration of the retirement system, shall be adopted by the Boards annually, and shall be charged against the earnings of the retirement fund. The expense incurred in any year may not exceed twenty-one hundredths of one percent (0.21%) of the accrued actuarial liability of the retirement system.

[Government Code Section 31596.1](#) provides that the expenses of investing its moneys, securing custodial bank services, securing actuarial services for the annual valuation and triennial experience study, and securing attorney services to assist with investment matters shall not be considered a cost of administering the system. As

2. LEGAL AUTHORITY (Continued)

such, these costs are not included in the Administrative Budget and are identified as “non-administrative expenses.”

Section 31596.1 also provides that the cost of internal legal representation secured by the Board of Retirement and Board of Investments under Government Code Section 31529.1 for services previously performed by County Counsel are not administrative costs and under Government Code Section 31607 for services to assist the Board of Investments in carrying out its investment powers and duties. [Section 31529.1](#) provides that legal representation within its scope is limited to one-hundredth of 1 percent of system assets in any budget year; investment legal expenses under [Section 31607](#) are not limited.

Government Code Section 31580.2(b) provides that expenditures for computer software, computer hardware, and computer technology consulting services in support of these computer products.

Government Code [Sections 31691](#) and [31694](#) provide that the expenses of administering the RHCBP program and OPEB Trust may not be made from assets of the retirement fund. Therefore, such costs should not be part of the pension system’s administrative budget.

3. SCOPE

This Policy applies to the development, preparation, and implementation of all three components of LACERA’s budget in accordance with County Employees Retirement Law (CERL).

Any exceptions to this Policy must be approved by the Board of Retirement and Board of Investments.

4. DEFINITIONS

Administrative Budget: LACERA’s annual Administrative Budget consists of two components: Salaries and Employee Benefits, and Services and Supplies.

Appropriation: Funds set aside for specific purposes outlined in the Adopted Budget.

Budget: The annual financial plan that outlines the resources and revenue needed to achieve LACERA’s work plan to meet its Mission and Vision and LACERA’s Board of Retirement Strategic Plan and Board of Investments Strategic Plan.

4. DEFINITIONS (Continued)

Fiscal Year: LACERA's fiscal year begins on July 1st and concludes on June 30th. LACERA shall follow a naming convention referencing the fiscal year ending date, for example, FY23 for the fiscal year ending June 30, 2023.

Information Technology Coordination Council (ITCC): Oversight body responsible for significant technology and system recommendations for incorporation into the Proposed Budget. Established to ensure the efficient and effective use of technology, collaboration across the organization, and to ensure that strategic plan goals are achieved.

Non-Administrative Expenses: Expenses excluded from the Administrative Budget as specified in Government Code Section 31596.1.

Other Post-Employment Benefits (OPEB) Trust: Trust funds established by Los Angeles County, LACERA and the Superior Court to pre-fund their Retiree Healthcare Benefit Program.

Retiree Healthcare Benefits Program (RHCBP) Budget: The RHCBP Budget reflects the resources and revenue required to administer retiree healthcare benefits to eligible members. These costs are funded through a monthly administrative fee via healthcare premiums, charged to program participants, or the plan sponsor if the member's benefit is fully subsidized.

Statutory Appropriation Limit: The limit of the Boards' authority to appropriate funds to administer the retirement system established by Government Code Section 31580.2. currently twenty-one hundredths (.21) of one percent, of the Actuarial Accrued Liability of the retirement fund.

Unallocated Statutory Appropriation Balance: The difference between the funds appropriated to meet the organization's operational needs and the statutory appropriation limit established by Government Code Section 31580.2.

5. POLICY STATEMENT

This document sets forth the fiscal policy for the administration of LACERA's budget to ensure that the budgeting practices of the organization maintain a fiscally sustainable balanced budget that recognizes the fiduciary duty owed to LACERA's members. LACERA's budget encompasses three components: The Administrative Budget, the Retiree Healthcare (RHC) Program Budget and the Other Post-Employment Benefits (OPEB) Trust.

5. POLICY STATEMENT (Continued)

The objective of this policy is to set out the principles and timeline for the preparation of the budget and the process and responsibilities for the preparation, review, approval, and implementation of all three components of the budget.

5.1 Administrative Budget

The Administrative Budget reflects the resources needed to achieve the organization's work plan, each Board's Strategic Plan and goals, and operational activities in support of pension administration and investment of plan assets required to deliver retirement benefits for LACERA members and beneficiaries. It consists of two primary components: Salaries and Employee Benefits (S&EB) and Services and Supplies (S&S).

S&EB costs consist of ongoing personnel costs for the organization, including salaries for permanent and temporary staff, overtime, and variable benefits. Variable benefits include retirement costs (pension, 457, and 401K plan costs), health insurance, OPEB contributions and other employee benefits.

S&S costs reflect the daily operational needs of the organization. Some examples include building expenses (rent, maintenance, insurance), information technology needs, professional and specialized services, legal fees, office supplies and equipment, education, travel, and insurance.

5.2 Retiree Healthcare (RHC) Benefits Program Budget

The Retiree Healthcare Benefits Program provides health care benefits to LACERA membership on behalf of the fund's Plan Sponsors. The insurance premiums are born solely by the participants of the plan, or the Plan Sponsor if the employee is eligible for such benefit. LACERA trust funds are not used for premium payments or for the administration of the Program. The direct costs and variable overhead costs associated with the administration of the RHC Benefits Program are charged to the plan sponsors and participating members via an administrative fee. These administrative fees are added to the monthly premium costs and are not included in the Administrative Budget.

There are four categories of expenses for the RHC Benefits Program:

- Direct Costs of Salaries and Employee Benefits
- Direct Services and Supplies
- Indirect Salaries and Employee Benefits
- Indirect Services and Supplies.

5. POLICY STATEMENT (Continued)

Indirect Salaries and Employee Benefits and Indirect Services and Supplies reflect the program's pro-rata share of internal LACERA support functions such as Administrative Services, Information Technology and Human Resources.

5.3 Other Post-Employment Benefits (OPEB) Trust Budget

The County of Los Angeles (County), LACERA, and the Superior Court (Court) utilize an OPEB Trust to pre-fund the Retiree Healthcare Program benefits. In FY 2012-2013, the County and LACERA established a trust to fund their program and the Court established its trust in FY 2016-17. Each agency's trust funds are reported separately in their financial statements. The Board of Investments of LACERA serves as the trustee and investment manager for the trusts.

The Trust Agreements stipulate that *"... the Trustee (LACERA) shall be entitled to payment or reimbursement of all of its reasonable and appropriate expenses incurred in administering or investing the Trust..."* As such, LACERA seeks payment directly from the County and the Court to fund the OPEB Trust. To avoid the OPEB Trust assets being co-mingled with retirement fund assets, LACERA maintains separate accounting of the costs associated with administering the OPEB Trust. The costs of the OPEB Trusts are not part of LACERA's Administrative Budget.

There are four categories of expenses of the OPEB Trust: Direct Costs of Salaries and Employee Benefits; Direct Services and Supplies; Indirect Salaries and Employee Benefits; and Indirect Services and Supplies. These expenses are allocated between the County, LACERA and the Court based on an agreed upon methodology. At the close of each fiscal year, actual costs are reconciled, and variances are credited or debited to each entity.

6. PROCESS

The budget process consists of activities that encompass the development, implementation, and evaluation of the annual financial plan for the allocation of resources to support and accomplish goals and strategic initiatives.

6.1 Budget Preparation and Development

It is the responsibility of LACERA management to develop and prepare an annual budget in accordance with responsible fiscal management for the

6. PROCESS (Continued)

allocation and utilization of resources to meet the organization’s Mission, Vision, and Values and each Board’s Strategic Plan.

6.2 Criteria

LACERA Management develops the annual proposed budget reflecting the enterprise priorities established through each Board’s Strategic Plan. Criteria used by the organization to prioritize resources for the budget include, but are not limited to:

- Alignment with each Board’s Strategic Plan
- Mitigating risk
- Compliance with legally mandated requirements
- Technological advancements to support staff and improve service and offerings to LACERA’s members
- Identifying opportunities for cost efficiencies
- Identifying opportunities to improve service to members
- Staff development and succession planning
- Direction of the LACERA Board of Retirement and/or Board of Investments

6.3 Alignment with Each Board’s Strategic Plan

The first step in developing a budget is to consider what the organization expects to achieve in the upcoming fiscal year. Each Board’s Strategic Plan lays out its strategic goals, objectives, and action plans toward achieving the LACERA’s Mission, Vision, and Values. Those goals and objectives identify responsibilities, timelines, and the metrics that will be used to determine if the goal or objective has been met. As part of the budget development process, it is the responsibility of LACERA Trustees and Management to ensure that the organization’s budget, or financial plan, allocates the appropriate resources to achieve its strategic goals and objectives within the specified time frame.

6.4 Annual Budget Development and Approval Calendar

| <i>Date</i> | <i>Activity</i> |
|----------------|---|
| By November 30 | <ul style="list-style-type: none">• Executive Office and Management will review each Board’s Strategic Plan initiatives for alignment with the upcoming Fiscal Year budget development cycle. |

| | |
|----------------|---|
| | <ul style="list-style-type: none"> Administrative Services Division will provide each Division Manager a budget package with instructions for completing their proposed budget for the upcoming fiscal year, a budget preparation timetable with specific deadlines, and a schedule of meeting dates with the Budget Unit and a schedule of meeting dates with the Executive Office. |
| December | The Budget Unit with a representative from Human Resources, meets with Division Managers to provide guidance in the development of their budget requests. |
| By January 15 | Division Managers will submit their proposed budget to the Budget Unit. |
| By February 15 | The Executive Office will meet with each Division Manager to discuss the Division's needs and provide direction to the Division Managers and Budget Unit. |
| February | Audit Committee review of Internal Audit Proposed Budget |
| By Mid-April | The Budget Unit will prepare and distribute the preliminary Administrative, RHC, and OPEB Trust Budgets to all Trustees and Division Managers. |
| April and May | Present preliminary budget to JOGC for review and input |
| By June 30 | Board of Retirement and Board of Investment approve final budget |

6.5 Budget Adoption

The Board of Retirement and Board of Investment ("Boards") have the joint responsibility to approve the enterprise-wide budget and resource allocations for all funds by June 30. The Boards have created the Joint Organizational Governance Committee (JOGC), to provide oversight over the budget preparation and planning. The Preliminary Budget is presented to the JOGC in April for its review. Staff incorporates direction from the JOGC and the JOGC's recommendations are presented to both Boards during annual Budget Hearings in May. Staff incorporates additional Board direction into a Proposed Budget. The Boards independently take action to approve and adopt a Final Adopted Budget by June 30th.

6.6 Budget Appropriation

The Final Adopted Budget reflects the funds appropriated, or set aside, for specific purposes. For LACERA, funds are appropriated for two primary purposes, Salaries and Employee Benefits, and Services and Supplies.

6. PROCESS (Continued)

Government Code Section 31580.2 states the annual budget for administrative expenses of a retirement system established under CERL may not exceed twenty-one hundredths (.21) of one percent of the Actuarial Accrued Liability (AAL) of the retirement system. Each year, LACERA's statutory appropriation limit is identified in the Adopted Budget.

To the extent funding appropriated as part of the budget is less than the statutory appropriations limit, the Boards may, take specific action at any point during the fiscal year, to appropriate additional funds, not to exceed the maximum amount established by statute. LACERA's budgeting process includes a Mid-Year Budget Adjustment proposal to facilitate changes in priorities, goals, or economic conditions. The difference between the funds appropriated to meet the organization's operational needs and the statutory appropriation limit shall be referred to as the "Unallocated Statutory Appropriation Balance."

6.7 Budget Monitoring and Reporting

Budget Unit staff monitor and analyze Division and enterprise-wide expenditures throughout the year, consult with Division Managers to identify planned expenditures and project full year under/over expenditures by Division and compare those estimates against the Adopted Budget. Significant budgetary variances are discussed and explained.

Budget Control Reports are prepared and provided to all Trustees and Management Staff on an outlined schedule within the fiscal year. These reports include year to date expenditures and projected expenditures compared to the budget. Budget adjustments impacting staffing levels or exceeding the CEO's authority shall be approved by the Boards.

This budget monitoring and control activity occurs concurrently while the Proposed Budget for the upcoming fiscal year is being developed.

6.8 Mid-Year Budget Review

By December 1, LACERA Executive Management will assess and evaluate the adequacy of the personnel and other resources included in the Final Adopted Budget and make recommendations to the JOGC for adjustments, if necessary. JOGC recommendations shall be considered for approval by the Boards. Executive Management may also, as part of the mid-year budget

6. PROCESS (Continued)

review, address the progress and status of achieving the Boards' respective Strategic Plan.

6.9 Mid-Year and Year-End Adjustments Within the Administrative Budget

As part of LACERA's budget monitoring and reporting activities, it may become necessary to amend the Final Adopted Budget. Amendments may take the form of transferring appropriations between line items within a major account, transferring appropriations between major accounts, or increasing total appropriations within the statutory limits established by Government.

6.10 Transferring Appropriations

LACERA's Administrative Budget has two major accounts, Salaries and Employee Benefits (S&EB), and Services and Supplies (S&S).

Within each major account are several line items with individual appropriations. The CEO has the authority to transfer appropriations not to exceed \$1 million across major accounts and has full discretion and authority to transfer appropriations between line items within each major account. The CEO shall notify all Trustees of such actions at the next meeting of the Board and as part of the routine Budget Control Reporting.

6.11 Pre-funding OPEB with Budgetary Savings

LACERA participates in the OPEB Trust as a "contributing employer" and funds its employees' program benefits on a pay-as-you-go basis, funding actual monthly premium costs. It also makes a quarterly contribution to paydown the future OPEB liability at a rate equal to that of Los Angeles County. It is LACERA's objective to fund these program benefits within the working lifetime of the program beneficiaries so as to maintain intergenerational equity. To achieve intergenerational equity more quickly, some or all year-end budgetary savings may, at the discretion of the LACERA CEO, be used to make an additional OPEB contribution by June 30 of the year in which the funds were budgeted. Such additional OPEB contributions may be up to but may not exceed that year's budgeted OPEB contribution.

6. PROCESS (Continued)

6.12 Increasing Total Appropriations

Should unanticipated expenditures be required during the fiscal year beyond the total Adopted Budget amount, the Unappropriated Statutory Appropriation Balance is available. This balance represents the difference between the total statutory appropriation limit established under CERL and the Final Adopted Budget. To utilize these unappropriated funds, both Boards must approve a budget amendment, increasing the total annual appropriation.

7. Audit Committee Oversight of Internal Audit

LACERA's Internal Audit Division provides independent and objective assurance services and consulting services to assist the organization to achieve its Mission, Vision, and Values and each Board's Strategic Plan by improving LACERA's effectiveness of governance, risk management and control processes. To protect its independence, the Internal Audit Division reports to the Audit Committee of the Boards with functional reporting to the Chief Executive Officer. The Audit Committee reviews and approves Internal Audit's Proposed Budget in February, which is then incorporated into LACERA's Administrative Proposed Budget reviewed by the JOGC in April.

8. HISTORY (Update will follow approval)

8.1 Approvals

- 8.1.1 Updated and approved by the Board of Retirement and Board of Investments on June 7, 2023 and June 14, 2023, respectively. Prior versions are superseded and of no effect as of the stated approval date.

8.2 Current Status

Annual review scheduled for June 2024.

8.3 Versions

- 8.3.1 This policy was last updated on June 1, 2023
- 8.3.2 This policy was previously approved by the Board of Retirement on June 1, 2022 and Board of Investments on June 9, 2022



November 9, 2023

TO: Each Trustee
Joint Organizational Governance Committee

FROM: Laura Guglielmo 
Assistant Executive Officer

FOR: November 16, 2023 Joint Organizational Governance Committee

SUBJECT: **FY 2022-2023 Final Budget Control Report**

Attached is a copy of the Final Budget Control Report for the LACERA Administrative, Retiree Health Care Benefits Program (RHCBP), and Other-Post Employment Benefits (OPEB) Trust Budget for FY 2022-2023.

LACERA ADMINISTRATIVE BUDGET

The total operating expenses were \$112,149,673. This represents an under expenditure of \$15,617,187 or 12.2% compared to LACERA's operating budget of \$127,766,860.

Contributing factors to the under expenditure include, but not limited to:

- Recruitment delays and unplanned vacancies had a direct impact on lower than anticipated variable benefits.
- Late bills and expenses were not received and captured prior to the FYE accrual deadline.
- The KPMG Operational Due Diligence (ODD) Engagement was not completed until September 2023, so the final payment was made against the FY 2023-2024 budget. This resulted in an under expenditure for this FY 2022-2023.
- Multiple in-person training and conference cancellations, postponements, or meetings that transitioned to virtual meetings resulting in reduced registration fees, and the Transportation & Travel and Educational Expenses categories were under budget.

The attached FY 2022-2023 Final Budget Control Report provides further details on the major factors contributing to the variances noted above.

RETIREE HEALTH CARE BENEFITS PROGRAM (RHCBP) BUDGET

The total operating expenses were \$10,893,125. This represents an under expenditure of \$420,497 or 3.7% compared to the RHCBP operating budget of \$11,313,622.

OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST BUDGET

The total operating expenses were \$941,610. This represents an over expenditure of \$269,762 or 40.2% compared to the OPEB Trust operating budget \$671,847. The over

expenditure is attributable to higher than anticipated staff costs for special projects such as the unitization structure of the OPEB Master Trust and the Public Markets OPEB request for proposals (RFP) as well as late invoices received for audit services from FY 2021-2022.

SIGNIFICANT ACTIVITIES AND ACCOMPLISHMENTS

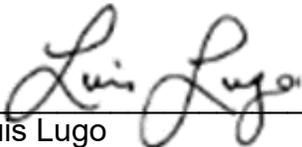
Recruitment Activities

Although staff vacancies continued to be a challenge in FY 2022-23, LACERA invested in expanding our recruitment outreach and utilized specialized outside recruiters to help us identify, attract and onboard several highly specialized key positions, expending nearly \$500,000 in such efforts. Between outside recruiters and our own Human Resources staff, LACERA decreased our vacancy rate from 23% to 20%, onboarding 44 new hires and making 34 promotions for a total of 78 hiring actions.

Information Technology Projects

LACERA management and staff are committed to continuously improving our operating efficiency and service to our members. In support of that commitment LACERA made significant progress on several key projects, including the first phase of our member case management system (SOL), our budget management solution (Questica Budget), our Information Technology Service Management tool (Service Now), our Hardware Asset Management System (HAM), and our automated accounts payable and purchasing system (Certify), expending \$1,335,366 or 97.8% of the \$1,365,000 budget for new software licenses.

REVIEWED AND APPROVED



Luis Lugo
Deputy Chief Executive Officer

Attachment

c: Santos H. Kreimann
JJ Popowich
Jonathan Grabel
Steven P. Rice
Roberta Van Nortrick
Ted Granger



FISCAL YEAR 2022-2023

FINAL BUDGET CONTROL REPORT

BASED ON EXPENDITURES AS OF JUNE 30, 2023

ADMINISTRATIVE BUDGET

RETIREE HEALTHCARE BENEFITS PROGRAM (RHCBP) BUDGET

OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST BUDGET

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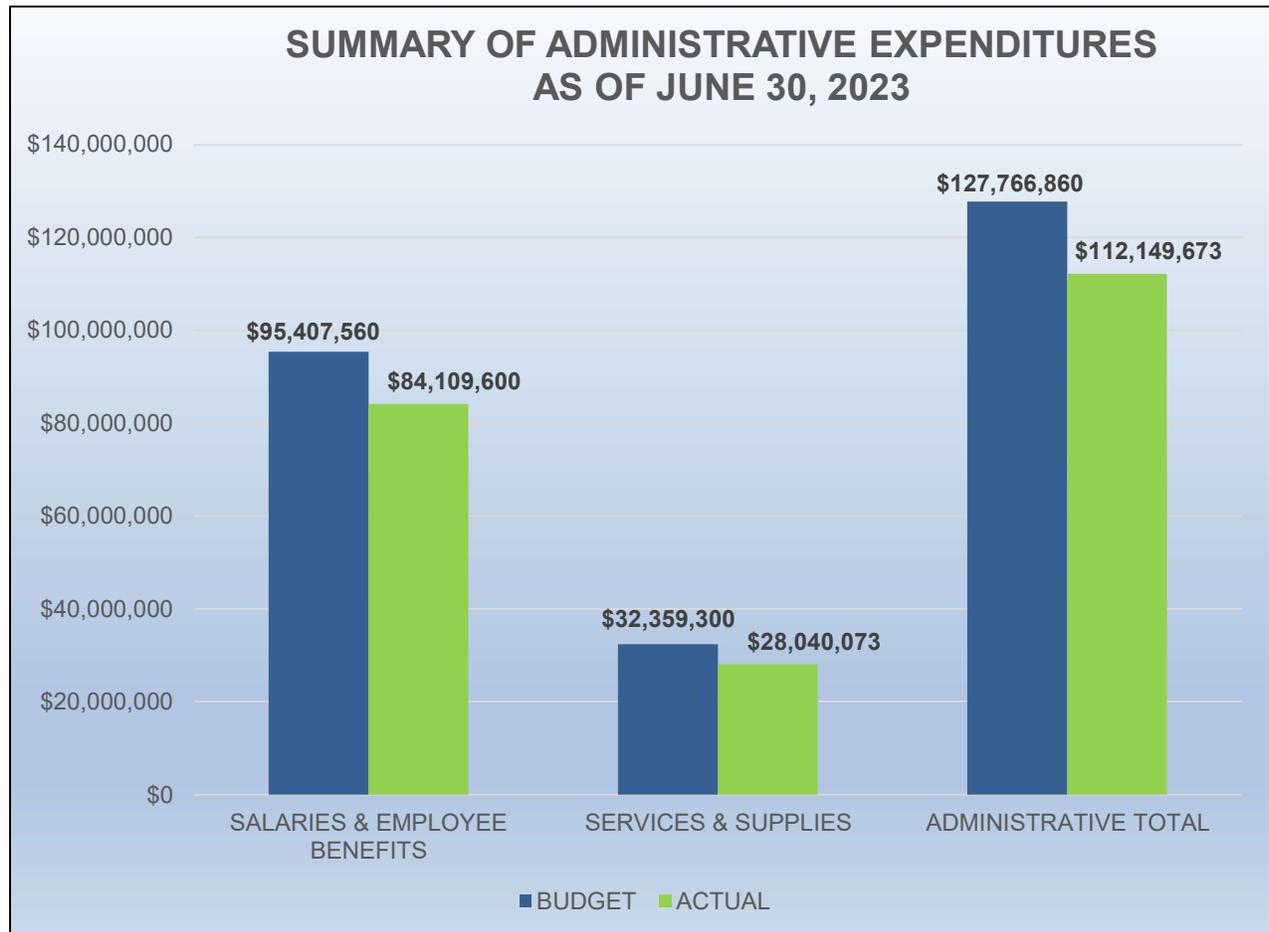
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SECTION I - ADMINISTRATIVE BUDGET SUMMARY

LACERA’s Fiscal Year 2022-2023 ended June 30, 2023, with actual administrative expenses of \$112,149,673 or 87.8% of the \$127,766,860 administrative approved budget. This represents an under expenditure of \$15,617,187 or 12.2% of the \$127,766,860 administrative approved budget.

| SUMMARY OF ADMINISTRATIVE EXPENDITURES AS OF JUNE 30, 2023 | | | | | |
|---|----------------------|----------------------|--------------------------------|-----------------------|---------------------------------|
| ADMINISTRATIVE EXPENSES | BUDGET | ACTUAL | OVER/(UNDER) BUDGET | % UTILIZED | % OVER/ (UNUTILIZED) |
| SALARIES & EMPLOYEE BENEFITS | \$95,407,560 | \$84,109,600 | (\$11,297,960) | 88.2% | (11.8%) |
| SERVICES & SUPPLIES | \$32,359,300 | \$28,040,073 | (\$4,319,227) | 86.7% | (13.3%) |
| ADMINISTRATIVE TOTAL | \$127,766,860 | \$112,149,673 | (\$15,617,187) | 87.8% | (12.2%) |

* All amounts rounded to the nearest dollar.



Salaries and Employee Benefits (S&EB)

Salaries and Employee Benefits (S&EB) costs incurred as of June 30, 2023, were \$84,109,600 or 88.2% of the \$95,407,560 approved budget. This represents an under expenditure of \$11,297,960 or 11.8% of the \$95,407,560 administrative approved budget for this category. A summary of all S&EB expenses and explanations of significant variances are provided below.

| SUMMARY OF SALARIES AND EMPLOYEE BENEFITS BASED ON EXPENDITURES FOR AS OF JUNE 30, 2023 | | | | | |
|--|---------------------|---------------------|--------------------------------|-----------------------|---------------------------------|
| | BUDGET | ACTUAL | OVER/(UNDER) BUDGET | % UTILIZED | % OVER/ (UNUTILIZED) |
| <u>SALARIES & OTHER PAY</u> | | | | | |
| Permanent / County Temporary | \$49,928,206 | \$46,926,075 | (\$3,002,131) | 94.0% | (6.0%) |
| Agency Temporary | 7,685,300 | 5,244,040 | (2,441,260) | 68.2% | (31.8%) |
| LACERA Intern Program | 288,000 | 7,646 | (280,354) | 2.7% | (97.3%) |
| Stipends | 65,000 | 47,574 | (17,426) | 73.2% | (26.8%) |
| Overtime | 1,088,800 | 1,303,073 | 214,273 | 119.7% | 19.7% |
| Bilingual Bonus | 22,800 | 13,100 | (9,700) | 57.5% | (42.5%) |
| Transportation Allowance | 7,200 | 22,800 | 15,600 | 316.7% | 216.7% |
| Rideshare Allowance | 70,300 | 4,620 | (65,680) | 6.6% | (93.4%) |
| Sickleave Buyback | 68,800 | 65,713 | (3,087) | 95.5% | (4.5%) |
| TOTAL SALARIES & OTHER PAY | \$59,224,406 | \$53,634,641 | (\$5,589,765) | 90.6% | (9.4%) |
| <u>VARIABLE BENEFITS</u> | | | | | |
| Retirement | 12,027,511 | 9,785,886 | (2,241,625) | 81.4% | (18.6%) |
| FICA Contribution | 892,955 | 759,458 | (133,497) | 85.0% | (15.0%) |
| County Subsidy - Insurance | 3,309,795 | 2,129,919 | (1,179,876) | 64.4% | (35.6%) |
| Options Plan | 4,736,909 | 3,905,326 | (831,583) | 82.4% | (17.6%) |
| Life Insurance | 22,679 | 20,916 | (1,763) | 92.2% | (7.8%) |
| Health Insurance Temps | 325,317 | 180,439 | (144,878) | 55.5% | (44.5%) |
| Flexible Benefit Plan | 10,868 | 16,179 | 5,311 | 148.9% | 48.9% |
| Thrift Plan / Horizons | 2,021,290 | 1,436,310 | (584,980) | 71.1% | (28.9%) |
| Savings Plan | 1,519,048 | 974,947 | (544,101) | 64.2% | (35.8%) |
| Pension Savings Plan | 36,645 | 22,040 | (14,605) | 60.1% | (39.9%) |
| Megaflex | 6,159,991 | 4,671,336 | (1,488,655) | 75.8% | (24.2%) |
| TOTAL VARIABLE BENEFITS | \$31,063,007 | \$23,902,757 | (\$7,160,250) | 76.9% | (23.1%) |
| OPEB CONTRIBUTION | \$1,775,147 | \$1,763,717 | (\$11,430) | 99.4% | (0.6%) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | \$0 | \$1,775,147 | \$1,775,147 | N/A | N/A |
| OTHER BENEFITS | \$3,345,000 | \$3,033,339 | (\$311,661) | 90.7% | (9.3%) |
| TOTAL EMPLOYEE BENEFITS | \$36,183,155 | \$30,474,959 | (\$5,708,196) | 84.2% | (15.8%) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$95,407,560 | \$84,109,600 | (\$11,297,960) | 88.2% | (11.8%) |

* All amounts rounded to the nearest dollar.

Permanent Salaries & Variable Benefits

Permanent Salaries expenditures were \$46,926,075 or 94.0% of the approved Permanent Salaries budget of \$49,928,206. This represents an under expenditure of \$3,002,131. This variance is the result of recruitment delays, hiring plan changes and unplanned vacancies.

Variable Benefit expenditures were \$23,902,757 or 76.9% of the approved Variable Benefits budget of \$31,063,007. This represents an under expenditure of \$7,160,250. These expenditures were lower than anticipated due to vacancies that correlate to reduced benefit costs.

At the end of the year, the status of vacant positions is reflected in the difference between budget and actual S&EB. Vacant positions are budgeted at the first step and the estimated time of the year the position will be filled. Salary savings are calculated by reducing the salary cost by the number of months it takes to hire against the position beyond what was budgeted. Vacancies are budgeted at six months unless otherwise specified. Positions are hired at various stages or remain vacant for the entire year. This is reflected in the gap between budget and actual S&EB.

See table on page 4 for details related to vacant positions.

Other Variances

Agency Temporary

Agency Temporary staff expenditures were \$5,244,040 or 68.2% of the adopted budget of \$7,685,300. This represents an under expenditure of \$2,441,260. The majority of this variance relates to the delay and challenges in recruiting for agency temporary staff because the agencies do not have a wide selection/candidate pool. In addition, a few divisions were able to fill some permanent positions during the year, therefore there are lower than anticipated costs for this category.

Overtime

Overtime expenditures were \$1,303,073 or 119.7% of the approved budget of \$1,088,800. This represents an over expenditure of \$214,273. Overtime was used to support ongoing systems maintenance and upgrades conducted after business hours, as well as extended weekday and weekend hours to support member-facing operations. These included March Rush, and critical projects such as the COLA accumulation correction, the Alameda Court Decision projects and Superior Court Pay Code Update Project.

LACERA Intern Program

LACERA Intern Program expenditures were \$7,646 or 2.7% of the approved budget of \$288,000. This represents an under expenditure of \$280,354. There was a total of six interns who were recruited during this fiscal year. Three of the six interns were funded by

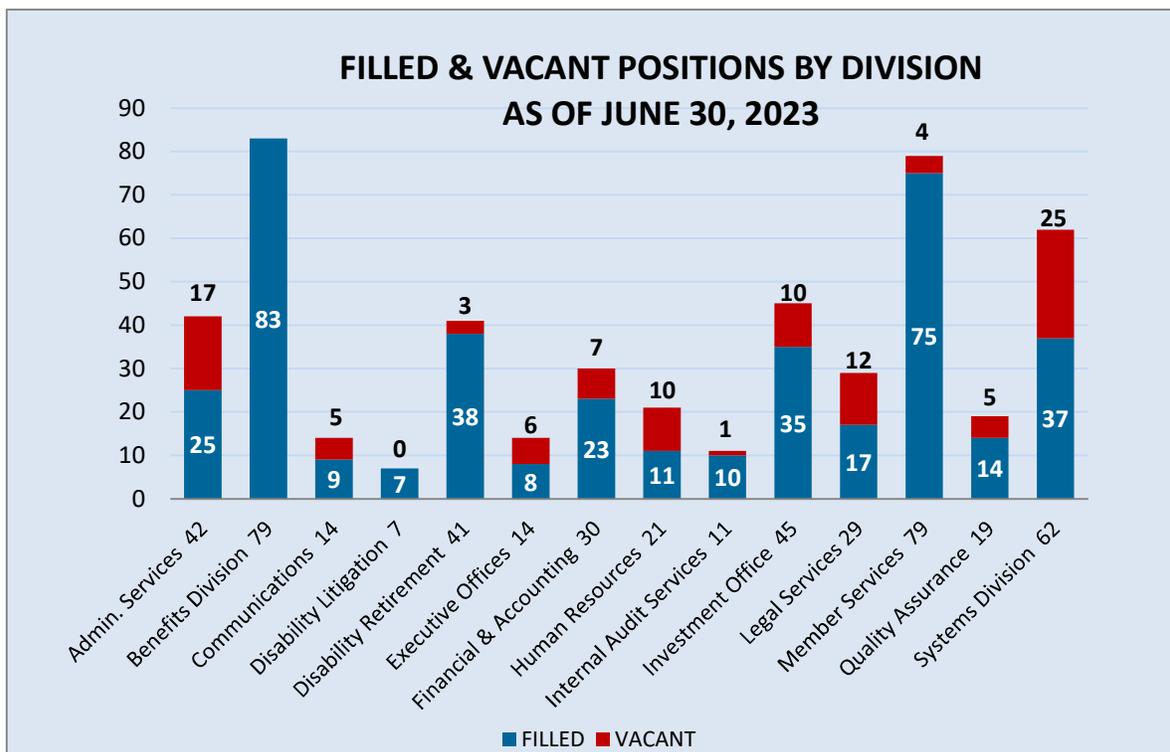
LACERA, whereas the other three were funded by outside agencies which resulted in this program being 97.3% under budget. Although the recruitment occurred in the fourth quarter of FY 2022-2023, the majority of the time worked occurred in FY 2023-2024.

OPEB Contribution (Budget Surplus)

OPEB Contribution (Budget Surplus) of \$1,775,147 against the budget of \$0 was due to the adoption of LACERA’s revised Budget Policy by the Board of Retirement and Board of Investments in June 2022. The revised policy allows LACERA’s Chief Executive Officer (CEO), at his discretion, to utilize budgetary savings to prefund or make additional OPEB contributions to LACERA’s OPEB Trust by June 30 of the year in which the funds were budgeted. Such additional OPEB contributions may be up to but not exceed that year’s budgeted OPEB contribution.

Vacancies

The LACERA Management Team is dedicated and committed to filling every vacant position. To address this critical need, LACERA greatly expanded outreach and utilized outside recruiters to fill specialized vacancies primarily in the Investments Division, expending \$471,883 on recruitment. We began the fiscal year with 117 staff vacancies out of 493 budgeted positions for a vacancy rate of 23.7%. Great strides were made throughout the year with hiring staff. However, the cumulative impact of resignations, retirements, and recruitment delays minimized the effect of improving the vacancy rate. LACERA ended the fiscal year as of June 30, 2023, with 101 vacancies and a resulting vacancy rate of 20.5%.



Services and Supplies (S&S)

Services and Supplies (S&S) costs incurred as of June 30, 2023, were \$28,040,073 or 86.7% of the \$32,359,300 administrative approved budget representing an under expenditure of \$4,319,227 or 13.3% for this category. A summary of all S&S expenses and explanations of significant variances are provided below.

SUMMARY OF SERVICES AND SUPPLIES BASED ON EXPENDITURES FOR AS OF JUNE 30, 2023

| S&S CATEGORY | BUDGET | ACTUAL | OVER/(UNDER) BUDGET | % UTILIZED | % OVER/ (UNUTILIZED) |
|-------------------------------------|---------------------|---------------------|------------------------|---------------|-------------------------|
| Auto Expenses | \$133,500 | (\$38,449) | (\$171,949) | (28.8%) | (128.8%) |
| Communications | 535,000 | 507,934 | (27,066) | 94.9% | (5.1%) |
| Transportation & Travel | 656,200 | 391,723 | (264,477) | 59.7% | (40.3%) |
| Postage | 1,069,400 | 708,909 | (360,491) | 66.3% | (33.7%) |
| Stationery & Forms | 808,300 | 664,082 | (144,218) | 82.2% | (17.8%) |
| Office Supplies & Equipment | 845,700 | 999,020 | 153,320 | 118.1% | 18.1% |
| Insurance | 1,120,600 | 976,329 | (144,271) | 87.1% | (12.9%) |
| Equipment Maintenance | 408,300 | 417,659 | 9,359 | 102.3% | 2.3% |
| Equipment Rents & Leases | 287,000 | 199,499 | (87,501) | 69.5% | (30.5%) |
| Building Costs | 7,961,300 | 6,124,765 | (1,836,535) | 76.9% | (23.1%) |
| Parking Fees | 437,000 | 456,055 | 19,055 | 104.4% | 4.4% |
| Professional & Specialized Services | 4,531,500 | 3,453,051 | (1,078,449) | 76.2% | (23.8%) |
| Bank Services | 200,500 | 177,789 | (22,711) | 88.7% | (11.3%) |
| Legal Fees & Services | 3,071,000 | 3,555,309 | 484,309 | 115.8% | 15.8% |
| Disability Fees & Services | 3,145,300 | 3,052,189 | (93,111) | 97.0% | (3.0%) |
| Computer Services & Support | 5,118,600 | 5,072,012 | (46,588) | 99.1% | (0.9%) |
| Educational Expenses | 1,253,000 | 655,891 | (597,109) | 52.3% | (47.7%) |
| Miscellaneous | 777,100 | 666,304 | (110,796) | 85.7% | (14.3%) |
| TOTAL | \$32,359,300 | \$28,040,073 | (\$4,319,227) | 86.7% | (13.3%) |

* All amounts rounded to the nearest dollar.

- Building Costs expenditures were \$6,124,765 or 76.9% of the annual budget of \$7,961,300. This under expenditure of \$1,836,535 or 23.1% of the approved budget is primarily due to lower than anticipated expenditures for Renovation Projects due to supply chain issues and construction delays for the 7th floor project, pushing approximately 67.3% of the costs, or \$1,008,861, into FY 2023-2024.
- Professional & Specialized Services expenditures were \$3,453,051 or 76.2% of the annual budget in this category of \$4,531,500. This under expenditure of \$1,078,449 or 23.8% of the approved budget. Significant variances in this category are outlined below:
 - Under expenditure of \$218,386 for Audits because the KPMG Operational Due Diligence (ODD) Engagement was not completed until September 2023, so the final payment was made against the FY 2023-2024 budget resulting in an under expenditure for FY 2022-2023.

- Under expenditure of \$172,035 for Organizational Programs due to the cancellation of required COVID-testing during this fiscal year.
 - Over expenditure of \$170,087 for Retiree Payroll Printing for monthly retiree check mailing allocated to retiree payroll printing.
 - Under expenditure of \$120,456 for Software Subscriptions. The Information Security Office (ISO) uses various software tools and monitoring services to keep LACERA cyber secure. In FY 2022-2023, the ISO assessed a number of new tools and was able to utilize new strategies to deploy these tools resulting in reduced costs for software subscriptions.
- Educational Expenses were \$655,891 or 52.3% of the annual budget of \$1,253,000. This under expenditure of \$597,109 is mainly due to lower than anticipated costs for registration fees, and departmental training. The COVID-19 pandemic and travel restrictions in place throughout much of the year resulted in multiple in-person seminar/training/conference cancellations, postponements, or virtual events, resulting in one-time budgetary savings.
 - Legal Fees & Services expenditures were \$3,555,309 or 115.8% of the annual budget of \$3,071,000. This over expenditure of \$484,309 is due to higher than anticipated costs for outside legal consulting related to litigation, investigations, and tax matters.
 - Postage expenditures were \$708,909 or 66.3% of the annual budget of \$1,069,400. This under expenditure of \$360,491 or 33.7% is mainly due to the allocation of the monthly retiree check mailing to retiree payroll printing and the vendor covers the costs for both postage and printing services, resulting in an over expenditure in retiree payroll printing. Combined, the cost to print and mail retiree payroll checks came in at \$414,087 or approximately \$220,000 below budget.
 - Transportation & Travel expenditures were \$391,723 or 59.7% of the annual budget of \$656,200. This under expenditure of \$264,477 or 40.3 is mainly due to reduced travel costs as a result of multiple in-person training and conferences cancellations, postponements, or transitioned to virtual meetings.

Information Technology Projects

LACERA management and staff are committed to continuously improving our operating efficiency and service to our members. In support of that commitment LACERA made significant progress on several key projects, including the first phase of our member case management system (SOL), our budget management solution (Questica Budget), our Information Technology Service Management tool (Service Now), our Hardware Asset Management System (HAM), and our automated accounts payable and purchasing system (Certify), expending \$1,335,366 or 97.8% of the \$1,365,000 budget for new software licenses.

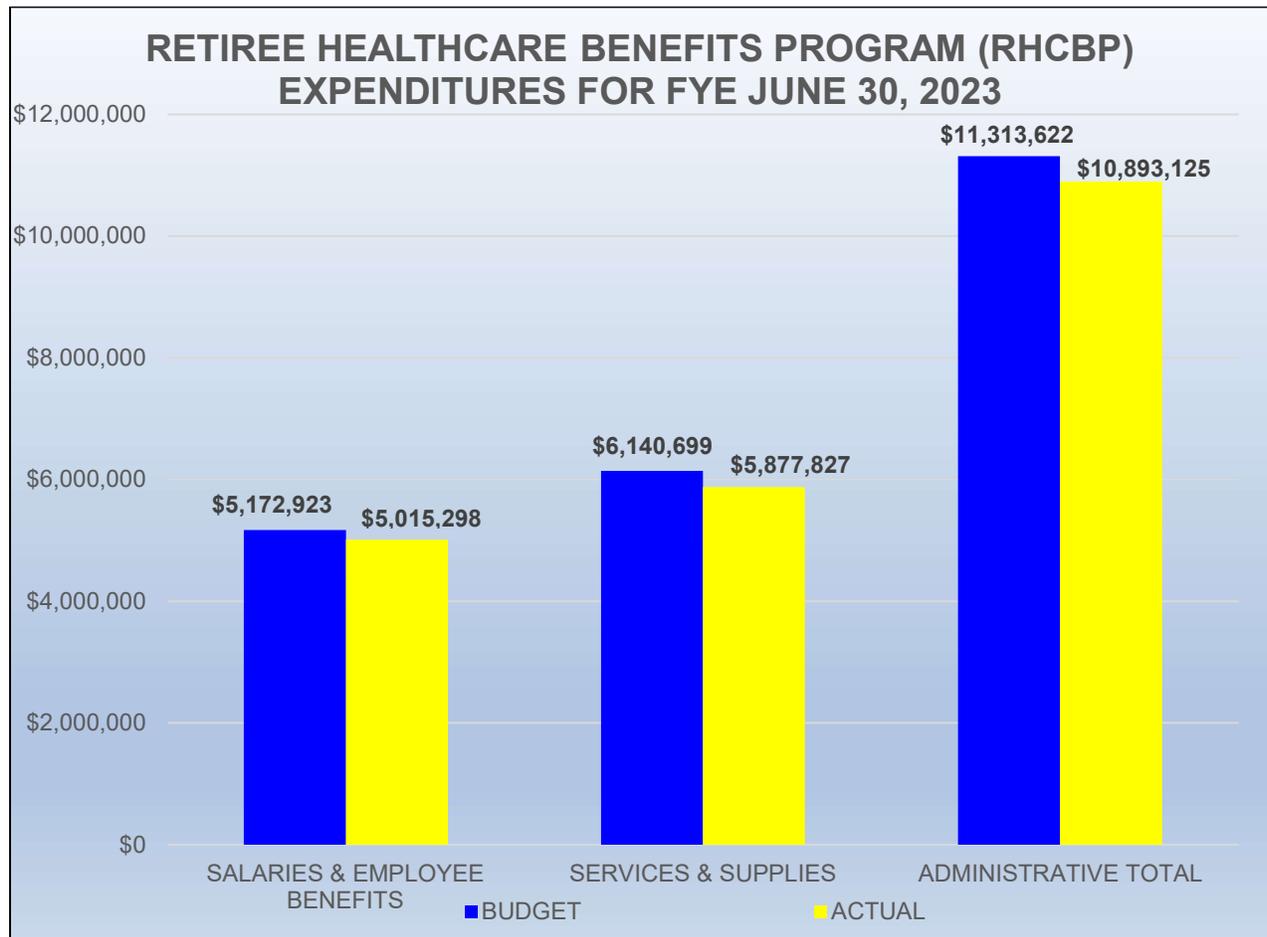
For additional details on LACERA expenses see Appendix A.

SECTION II - RETIREE HEALTHCARE BENEFITS BUDGET SUMMARY

Following is a summary of the Retiree Healthcare Benefits Program Final Budget Control Report for Fiscal Year 2022-2023 for the period ending June 30, 2023. The total program administrative expenses were \$10,893,125 or 96.3% of the \$11,313,622 approved administrative budget. This represents an under expenditure of \$420,497 or 3.7% of the approved budget.

| RETIREE HEALTHCARE BENEFITS PROGRAM (RHCBP) SUMMARY OF ADMINISTRATIVE EXPENDITURES AS OF JUNE 30, 2023 | | | | | |
|--|---------------------|---------------------|------------------------|---------------|-------------------------|
| RHCBP | BUDGET | ACTUAL | OVER/(UNDER) BUDGET | % UTILIZED | % OVER/ (UNUTILIZED) |
| SALARIES & EMPLOYEE BENEFITS | \$5,172,923 | \$5,015,298 | (\$157,625) | 97.0% | (3.0%) |
| SERVICES & SUPPLIES | \$6,140,699 | \$5,877,827 | (\$262,872) | 95.7% | (4.3%) |
| ADMINISTRATIVE TOTAL | \$11,313,622 | \$10,893,125 | (\$420,497) | 96.3% | (3.7%) |

*All amounts rounded to the nearest dollar.



Salaries & Employee Benefits (S&EB):

Salaries & Employee Benefits costs were \$5,015,298 or 97.0% of the \$5,172,923 approved administrative budget. This represents an under expenditure of \$157,625 or 3.0% of the approved budget. This variance is primarily attributed to lower than anticipated costs for variable benefits.

Services & Supplies (S&S):

Services & Supplies costs were \$5,877,827 or 95.7% of the \$6,140,699 approved administrative budget. This represents an under expenditure of \$262,872 or 4.3% of the \$6,140,699 approved budget and is primarily due to the following factors:

- Operational Costs of \$4,358,739 results in an under expenditure of \$182,260 or 4.2% of the approved budget of \$4,540,999. This is due to lower than anticipated costs for Departmental Overhead. The overhead amount represents costs incurred by other LACERA Divisions to support the RHC mission. For FY 2022-2023, the RHC Departmental Overhead cost was lower than anticipated and is directly related to LACERA's overall under-expenditures in both S&EB and S&S.
- Professional & Specialized Services costs of \$1,148,352 results in an under expenditure of \$81,048 or 6.6% of the approved budget of \$1,229,400 and is due to lower than anticipated costs for Audits of \$51,475, an under expenditure of \$89,625 or 63.5% under the approved budget of \$141,100. This is due to late invoices/bills and expenses that were not received and captured prior to the accrual deadline.
- Legal Fees and Services of \$15,684 is an over expenditure of \$15,684 for outside legal counsel services related to a potential Tier 3. RHC did not anticipate the need for any legal services for FY 2022-2023.
- Transportation & Travel of \$39,409 includes an over expenditure of \$14,709 for higher than anticipated costs for transportation and travel for staff to attend conferences and training.

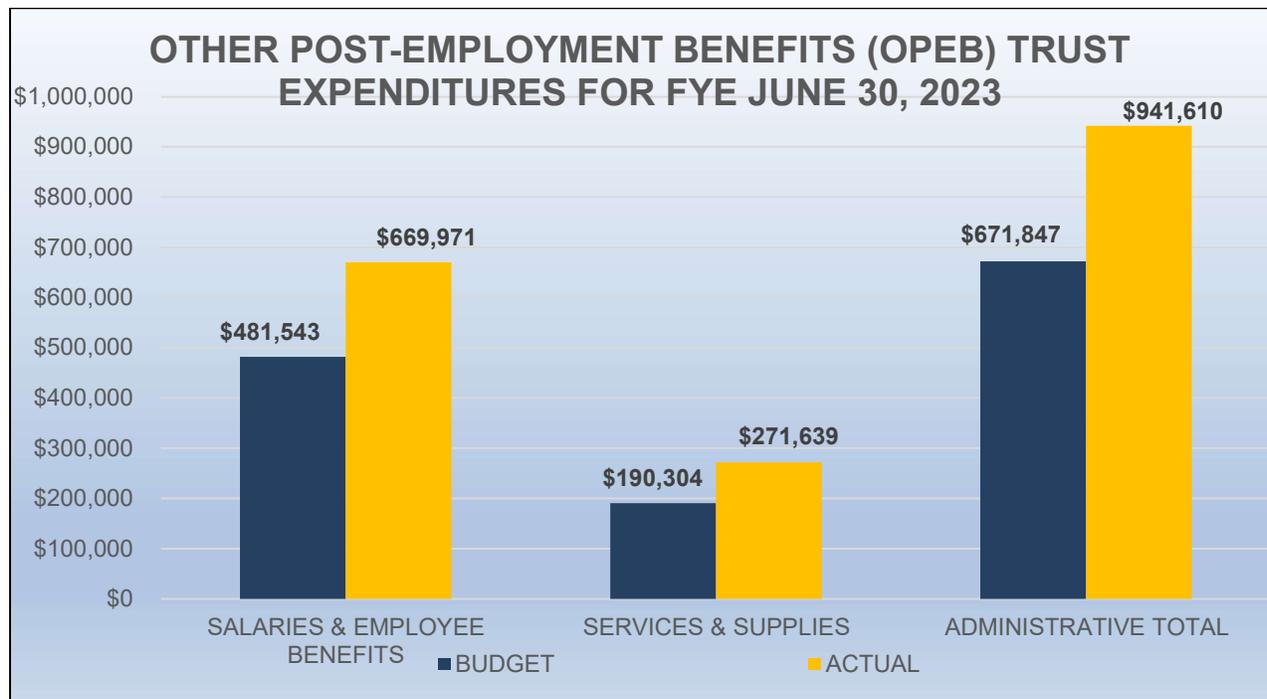
For additional details on RHCBP expenses see Appendix B.

SECTION III - OTHER POST-EMPLOYMENT BENEFITS BUDGET SUMMARY

Following is a summary of the Final Budget Control Report for Other Post-Employment Benefits (OPEB) Trust for the period ending June 30, 2023. The total OPEB Trust administrative expenses were \$941,610 or 140.2% of the \$671,847 approved administrative budget. This represents an over expenditure of \$269,762 or 40.2% of the approved budget.

| OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST SUMMARY OF ADMINISTRATIVE EXPENDITURES AS OF JUNE 30, 2023 | | | | | |
|---|------------------|------------------|--------------------------------|-----------------------|---------------------------------|
| OPEB TRUST | BUDGET | ACTUAL | OVER/(UNDER) BUDGET | % UTILIZED | % OVER/ (UNUTILIZED) |
| SALARIES & EMPLOYEE BENEFITS | \$481,543 | \$669,971 | \$188,427 | 139.1% | 39.1% |
| SERVICES & SUPPLIES | \$190,304 | \$271,639 | \$81,335 | 142.7% | 42.7% |
| ADMINISTRATIVE TOTAL | \$671,847 | \$941,610 | \$269,762 | 140.2% | 40.2% |

* All amounts rounded to the nearest dollar.



- The over expenditure is attributed to higher than anticipated costs for salaries and employee benefits for additional staff and time needed for special projects (e.g., The change in the unitization structure of the OPEB Master Trust, Public Markets OPEB search conducted as an RFP, SOC RFP, etc.), and late invoices received for audit services from previous years for fiscal year ending June 30, 2022.

For additional details on OPEB Trust expenses see Appendix C.

APPENDIX A

FISCAL YEAR 2022-2023

**LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION
(LACERA)**

BUDGET CONTROL REPORT

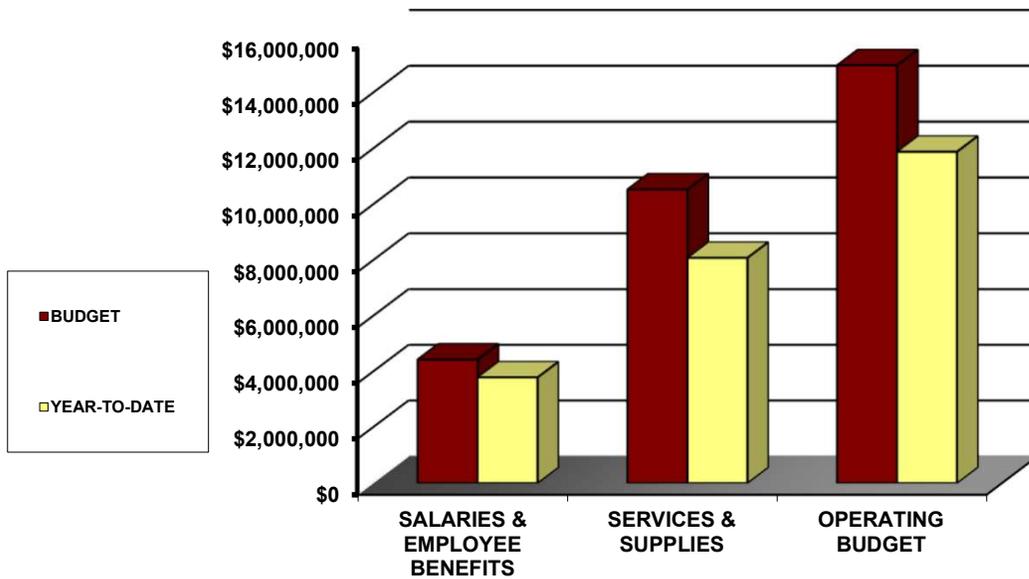
**BASED ON EXPENDITURES AS OF
JUNE 30, 2023**

ADMINISTRATIVE SERVICES

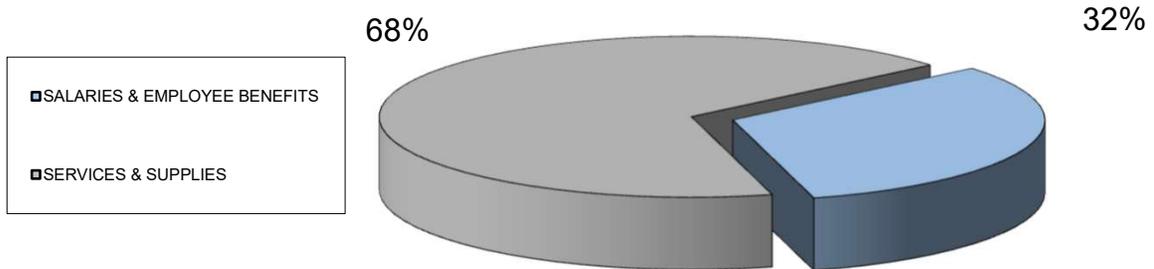
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|---------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$4,442,976 | \$3,799,576 | (\$643,400) |
| SERVICES & SUPPLIES | \$10,546,900 | \$8,094,760 | (\$2,452,140) |
| OPERATING BUDGET | \$14,989,876 | \$11,894,337 | (\$3,095,539) |

Budgeted Positions 42
Filled Positions 25



Total Expenditures by Category



FISCAL YEAR 2022-2023

ADMINISTRATIVE SERVICES

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|--------------------|------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$2,223,984 | \$2,030,036 | (\$193,948) |
| AGENCY TEMPORARY | 473,400 | 282,409 | (190,991) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 49,400 | 9,935 | (39,465) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 6,900 | 4,540 | (2,360) |
| SICKLEAVE BUYBACK | 7,300 | 7,799 | 499 |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$2,760,984 | \$2,334,719 | (\$426,265) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 524,174 | 451,530 | (72,644) |
| FICA CONTRIBUTION | 35,822 | 31,468 | (4,354) |
| COUNTY SUBSIDY - INSURANCE | 74,378 | 55,315 | (19,063) |
| OPTIONS PLAN | 621,131 | 444,105 | (177,026) |
| LIFE INSURANCE | 1,702 | 1,435 | (267) |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 10,868 | 5,580 | (5,288) |
| THRIFT PLAN / HORIZONS | 75,146 | 57,480 | (17,666) |
| SAVINGS PLAN | 23,899 | 17,249 | (6,650) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 59,605 | 73,337 | 13,732 |
| TOTAL VARIABLE BENEFITS | \$1,426,725 | \$1,137,500 | (\$289,225) |
| OPEB CONTRIBUTION | 88,501 | 87,935 | (566) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 88,501 | 88,501 |
| OTHER BENEFITS | 166,766 | 150,922 | (15,844) |
| TOTAL EMPLOYEE BENEFITS | \$1,681,992 | \$1,464,858 | (\$217,134) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$4,442,976 | \$3,799,576 | (\$643,400) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

ADMINISTRATIVE SERVICES DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|------------------|-------------------|--------------------------------|
| AUTO EXPENSES | | | |
| 9102 AUTO MAINTENANCE/REPAIR | \$10,000 | \$4,886 | (\$5,114) |
| 9103 GAS | 1,000 | 954 | (46) |
| 9105 LICENSE FEES | 500 | 23 | (477) |
| 9106 SPECIAL ORDER - AUTOMOBILE | 100,000 | (53,767) | (153,767) |
| TOTAL | <u>111,500</u> | <u>(47,904)</u> | <u>(159,404)</u> |
| TRANSPORTATION AND TRAVEL | | | |
| 9181 TRANSPORTATION | 1,100 | 128 | (972) |
| 9182 TRAVEL | 6,900 | 2,240 | (4,660) |
| TOTAL | <u>8,000</u> | <u>2,369</u> | <u>(5,631)</u> |
| POSTAGE | | | |
| 9201 POSTAGE METER | 330,000 | 330,000 | 0 |
| 9204 CALLER BOX SERVICE ANNUAL FEE | 1,400 | 1,423 | 23 |
| TOTAL | <u>331,400</u> | <u>331,423</u> | <u>23</u> |
| STATIONERY AND FORMS | | | |
| 9264 MISC STATIONERY & FORMS | 3,800 | 0 | (3,800) |
| TOTAL | <u>3,800</u> | <u>0</u> | <u>(3,800)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | |
| 9302 SPECIAL ORDERS/MINOR EQUIP | 26,000 | 22,107 | (3,893) |
| 9305 SAFETY AND HEALTH SUPPLIES | 50,000 | 6,873 | (43,127) |
| 9306 COMPUTER SUPPLIES | 75,000 | 73,085 | (1,915) |
| 9307 STANDARD STOCK | 125,000 | 48,487 | (76,513) |
| 9337 OFFICE FURNISHINGS | 50,000 | 26,120 | (23,880) |
| 9352 ERGONOMIC ITEMS | 1,000 | 1,232 | 232 |
| TOTAL | <u>327,000</u> | <u>177,905</u> | <u>(149,095)</u> |
| INSURANCE | | | |
| 9381 FIDUCIARY INSURANCE | 396,800 | 287,704 | (109,096) |
| 9382 UMBRELLA POLICY | 16,200 | 16,106 | (94) |
| 9384 EARTHQUAKE/FLOOD | 76,300 | 76,204 | (96) |
| 9386 CRIME INSURANCE POLICY | 21,800 | 16,244 | (5,557) |
| 9387 BUSINESS PACKAGE | 51,700 | 54,828 | 3,128 |
| 9388 EMPLOYMENT PRACTICE LIABILITY INSURANCE | 149,800 | 222,213 | 72,413 |
| 9390 CYBER LIABILITY INSURANCE | 399,500 | 295,058 | (104,442) |
| 9391 TERRORISM INSURANCE | 8,500 | 7,973 | (527) |
| TOTAL | <u>1,120,600</u> | <u>976,329</u> | <u>(144,271)</u> |

FISCAL YEAR 2022-2023

ADMINISTRATIVE SERVICES DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|----------------------------|---------------------------|--------------------------------|
| EQUIPMENT MAINTENANCE | | | |
| 9401 FAX MACHINES | \$1,000 | \$1,543 | \$543 |
| 9423 TIME CLOCK MAINTENANCE | 300 | 0 | (300) |
| 9426 SECURITY SYSTEM (PANIC BUTTONS) | 2,000 | 900 | (1,100) |
| TOTAL | <u>3,300</u> | <u>2,443</u> | <u>(857)</u> |
| EQUIPMENT RENTS AND LEASES | | | |
| 9452 MAILING EQUIPMENT | 42,000 | 38,209 | (3,791) |
| 9463 PRODUCTION COPIERS - LEASES | 245,000 | 161,290 | (83,710) |
| TOTAL | <u>287,000</u> | <u>199,499</u> | <u>(87,501)</u> |
| BUILDING COSTS | | | |
| 9476 BUILDING OPERATIONAL COSTS | 6,151,300 | 5,485,152 | (666,148) |
| 9477 OVERTIME HVAC/LIGHTING | 135,000 | 73,531 | (61,469) |
| 9480 FACILITIES MAINTENANCE | 175,000 | 74,944 | (100,056) |
| 9481 RENOVATION PROJECTS | 1,500,000 | 491,139 | (1,008,861) |
| TOTAL | <u>7,961,300</u> | <u>6,124,765</u> | <u>(1,836,535)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | |
| 9552 BUSINESS CONTINUITY SERVICES | 50,000 | 17,100 | (32,900) |
| 9553 ARCHIVE/ OFF-SITE STORAGE | 50,000 | 77,984 | 27,984 |
| 9677 SHREDDING SERVICE | 25,000 | 45,478 | 20,478 |
| 9685 COURIER SERVICE | 25,000 | 10,189 | (14,811) |
| 9686 FURNITURE OFF-SITE STORAGE | 18,000 | 28,167 | 10,167 |
| 9688 UNIVERSAL MAIL DELIVERY SERVICE | 8,000 | 8,668 | 668 |
| 9689 NEXT DAY MAIL DELIVERY SERVICE | 65,000 | 28,740 | (36,260) |
| 9723 BROKERAGE SERVICES FEE | 125,000 | 92,000 | (33,000) |
| TOTAL | <u>366,000</u> | <u>308,326</u> | <u>(57,674)</u> |
| EDUCATIONAL EXPENSES | | | |
| 9961 MEMBERSHIPS | 3,000 | 3,084 | 84 |
| 9962 REGISTRATION FEES | 10,000 | 5,226 | (4,774) |
| 9963 EDUCATIONAL MATERIALS | 500 | 248 | (252) |
| TOTAL | <u>13,500</u> | <u>8,558</u> | <u>(4,942)</u> |
| MISCELLANEOUS | | | |
| 9986 MISCELLANEOUS | 10,000 | 11,047 | 1,047 |
| 9990 RIDESHARE | 3,500 | 0 | (3,500) |
| TOTAL | <u>13,500</u> | <u>11,047</u> | <u>(2,453)</u> |
| GRAND TOTAL | <u>\$10,546,900</u> | <u>\$8,094,760</u> | <u>(\$2,452,140)</u> |

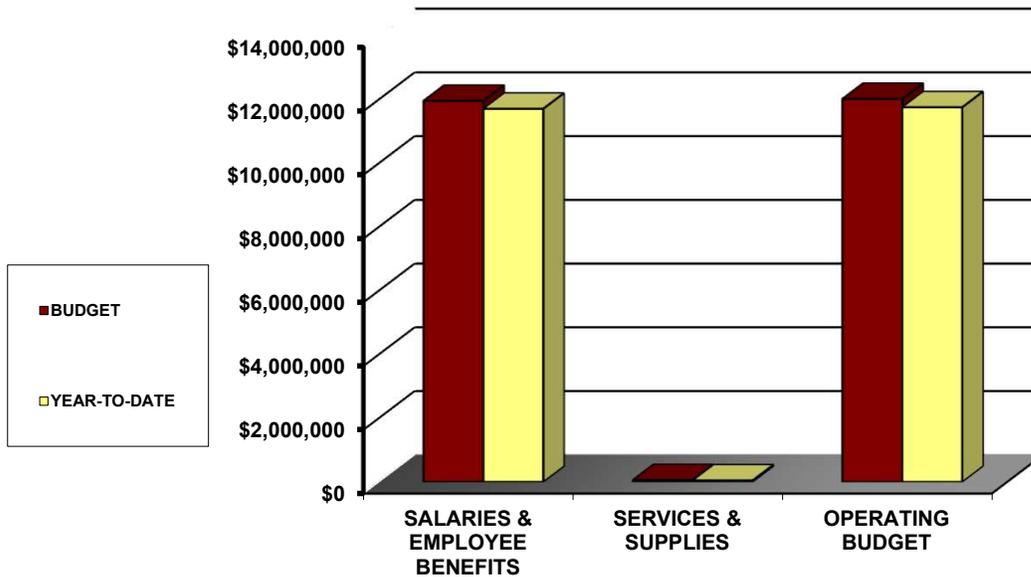
*All amounts rounded to the nearest dollar.

BENEFITS DIVISION

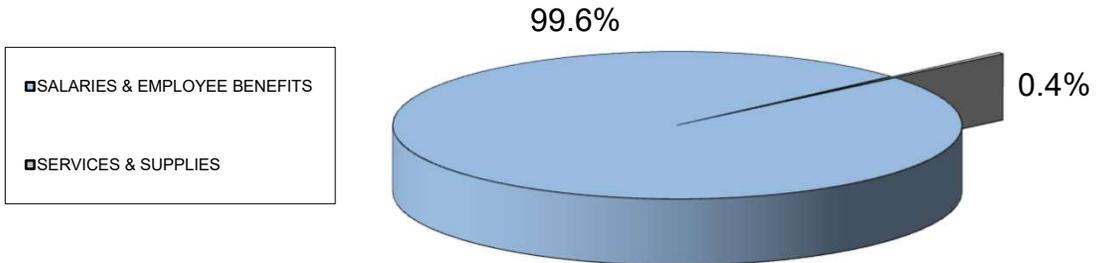
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|---------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$11,960,086 | \$11,710,642 | (\$249,444) |
| SERVICES & SUPPLIES | \$59,300 | \$47,401 | (\$11,899) |
| OPERATING BUDGET | \$12,019,386 | \$11,758,043 | (\$261,343) |

Budgeted Positions 79
Filled Positions 83



Total Expenditures by Category



FISCAL YEAR 2022-2023

BENEFITS DIVISION

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|---------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$6,706,995 | \$6,787,742 | \$80,747 |
| AGENCY TEMPORARY | 154,900 | 92,043 | (62,857) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 398,100 | 580,501 | 182,401 |
| BILINGUAL BONUS | 3,600 | 3,600 | 0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 16,300 | 0 | (16,300) |
| SICKLEAVE BUYBACK | 12,000 | 12,891 | 891 |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$7,291,895 | \$7,476,777 | \$184,882 |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 1,642,863 | \$1,449,020 | (\$193,843) |
| FICA CONTRIBUTION | 115,549 | 112,373 | (3,176) |
| COUNTY SUBSIDY - INSURANCE | 170,239 | 96,807 | (73,432) |
| OPTIONS PLAN | 1,396,465 | 1,272,033 | (124,432) |
| LIFE INSURANCE | 8,257 | 7,927 | (330) |
| HEALTH INSURANCE TEMPS | 175,669 | 83,681 | (91,988) |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 241,475 | 214,891 | (26,584) |
| SAVINGS PLAN | 49,184 | 27,491 | (21,693) |
| PENSION SAVINGS PLAN | 18,302 | 10,191 | (8,111) |
| MEGAFLEX | 201,319 | 121,897 | (79,422) |
| TOTAL VARIABLE BENEFITS | \$4,019,322 | \$3,396,311 | (\$623,011) |
| OPEB CONTRIBUTION | 224,962 | 223,523 | (1,439) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 224,962 | 224,962 |
| OTHER BENEFITS | 423,908 | 389,069 | (34,839) |
| TOTAL EMPLOYEE BENEFITS | \$4,668,192 | \$4,233,866 | (\$434,326) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$11,960,086 | \$11,710,642 | (\$249,444) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

BENEFITS DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|-----------------------------|-----------------|-------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$1,300 | \$794 | (\$506) |
| 9182 | TRAVEL | 5,200 | 4,706 | (494) |
| | TOTAL | 6,500 | 5,501 | (999) |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 3,400 | 1,881 | (1,519) |
| | TOTAL | 3,400 | 1,881 | (1,519) |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9516 | RECORD SEARCHES | 1,000 | 0 | (1,000) |
| 9572 | PENSION BENEFIT INFORMATION | 15,000 | 11,048 | (3,952) |
| 9674 | MEMBER VERIFICATION | 25,000 | 20,826 | (4,174) |
| | TOTAL | 41,000 | 31,874 | (9,126) |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 2,400 | 620 | (1,780) |
| 9962 | REGISTRATION FEES | 5,000 | 6,725 | 1,725 |
| 9963 | EDUCATIONAL MATERIALS | 200 | 0 | (200) |
| | TOTAL | 7,600 | 7,345 | (255) |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 800 | 800 | 0 |
| | TOTAL | 800 | 800 | 0 |
| GRAND TOTAL | | \$59,300 | \$47,401 | (\$11,899) |

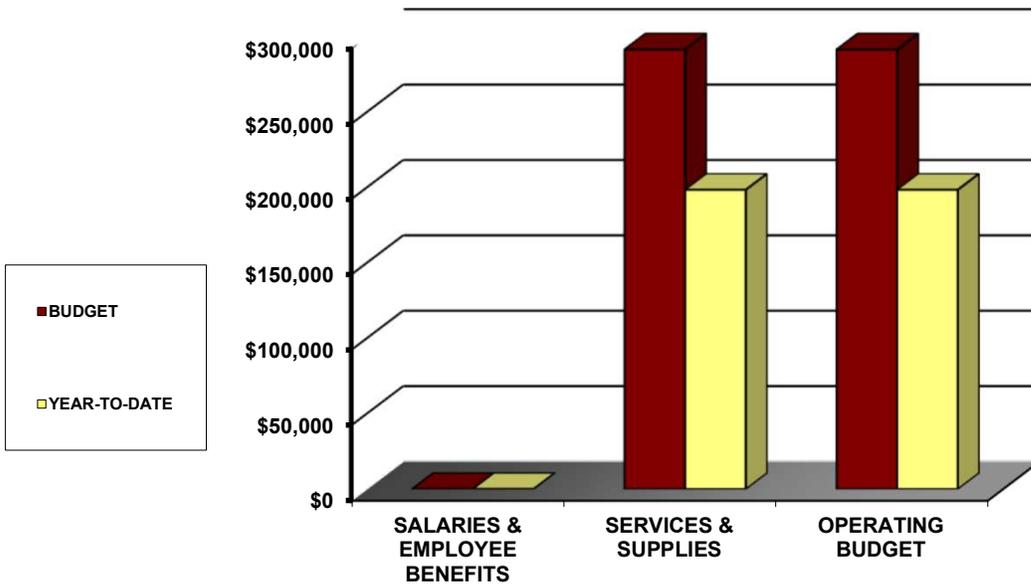
*All amounts rounded to the nearest dollar.

BOARD OF RETIREMENT

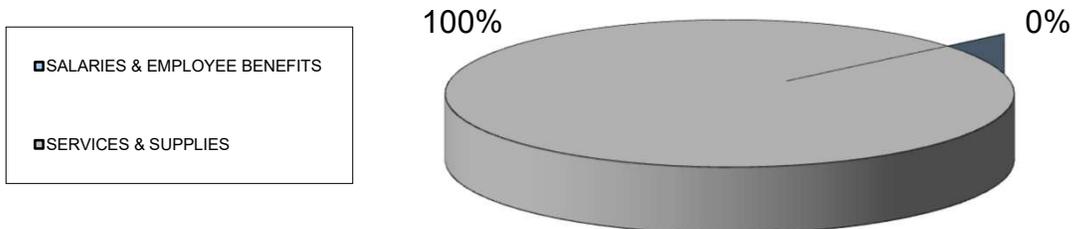
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$0 | \$0 | \$0 |
| SERVICES & SUPPLIES | \$291,500 | \$198,496 | (\$93,004) |
| OPERATING BUDGET | \$291,500 | \$198,496 | (\$93,004) |

Board of Retirement 12



Total Expenditures by Category



FISCAL YEAR 2022-2023

BOARD OF RETIREMENT

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|----------------------------------|--------------------------------|-------------------------|-------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$11,000 | \$6,621 | (\$4,379) |
| 9182 | TRAVEL | 82,500 | 45,499 | (37,001) |
| | TOTAL | <u>93,500</u> | <u>52,121</u> | <u>(41,379)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 44,000 | 35,495 | (8,505) |
| 9962 | REGISTRATION FEES | 30,000 | 11,991 | (18,009) |
| 9963 | EDUCATIONAL MATERIALS | 12,000 | 10,503 | (1,497) |
| | TOTAL | <u>86,000</u> | <u>57,989</u> | <u>(28,011)</u> |
| MISCELLANEOUS | | | | |
| 9983 | OFF-SITE BOARD MEETING EXPENSE | 100,000 | 82,897 | (17,103) |
| 9984 | FOOD/BEVERAGES | 12,000 | 5,489 | (6,511) |
| | TOTAL | <u>112,000</u> | <u>88,386</u> | <u>(23,614)</u> |
| GRAND TOTAL | | <u>\$291,500</u> | <u>\$198,496</u> | <u>(\$93,004)</u> |

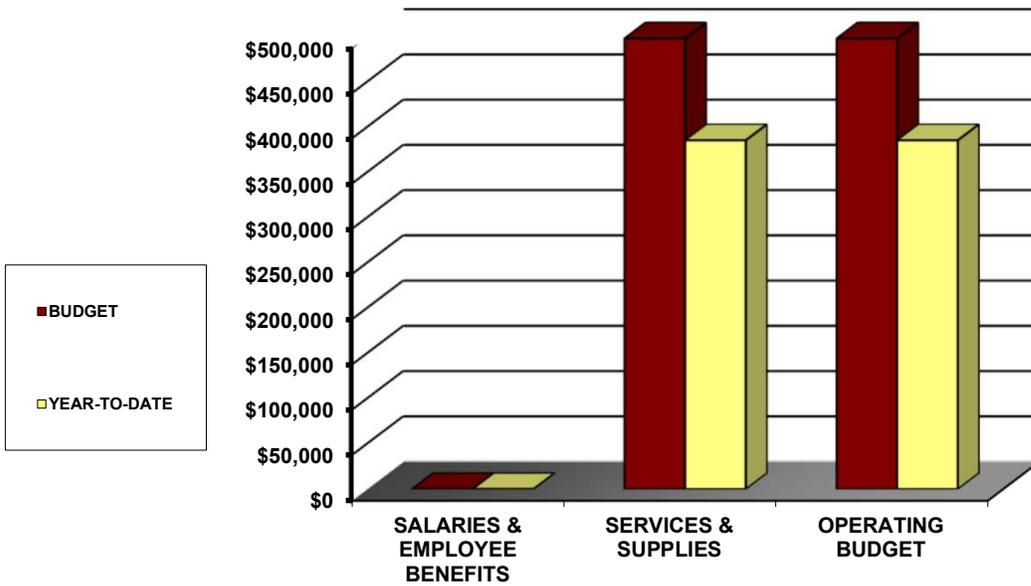
*All amounts rounded to the nearest dollar.

BOARD OF INVESTMENTS

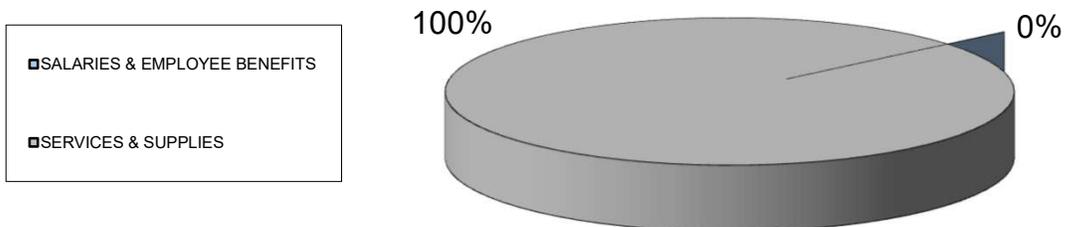
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$0 | \$0 | \$0 |
| SERVICES & SUPPLIES | \$498,000 | \$385,504 | (\$112,496) |
| OPERATING BUDGET | \$498,000 | \$385,504 | (\$112,496) |

Board of Investment 10



Total Expenditures by Category



FISCAL YEAR 2022-2023

BOARD OF INVESTMENTS

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | <u>BUDGET</u> | <u>YTD ACTUAL</u> | <u>OVER/(UNDER) BUDGET</u> |
|----------------------------------|--------------------------------|-------------------------|-------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$22,000 | \$10,890 | -\$11,110 |
| 9182 | TRAVEL | 220,000 | 147,417 | (72,583) |
| | TOTAL | <u>242,000</u> | <u>158,306</u> | <u>(83,694)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 85,000 | 55,420 | (29,580) |
| 9962 | REGISTRATION FEES | 60,000 | 88,343 | 28,343 |
| 9963 | EDUCATIONAL MATERIALS | 5,000 | 3,356 | (1,644) |
| | TOTAL | <u>150,000</u> | <u>147,119</u> | <u>(2,881)</u> |
| MISCELLANEOUS | | | | |
| 9983 | OFF-SITE BOARD MEETING EXPENSE | 100,000 | 76,594 | (23,406) |
| 9984 | FOOD/BEVERAGES | 6,000 | 3,485 | (2,515) |
| | TOTAL | <u>106,000</u> | <u>80,079</u> | <u>(25,921)</u> |
| GRAND TOTAL | | <u>\$498,000</u> | <u>\$385,504</u> | <u>(\$112,496)</u> |

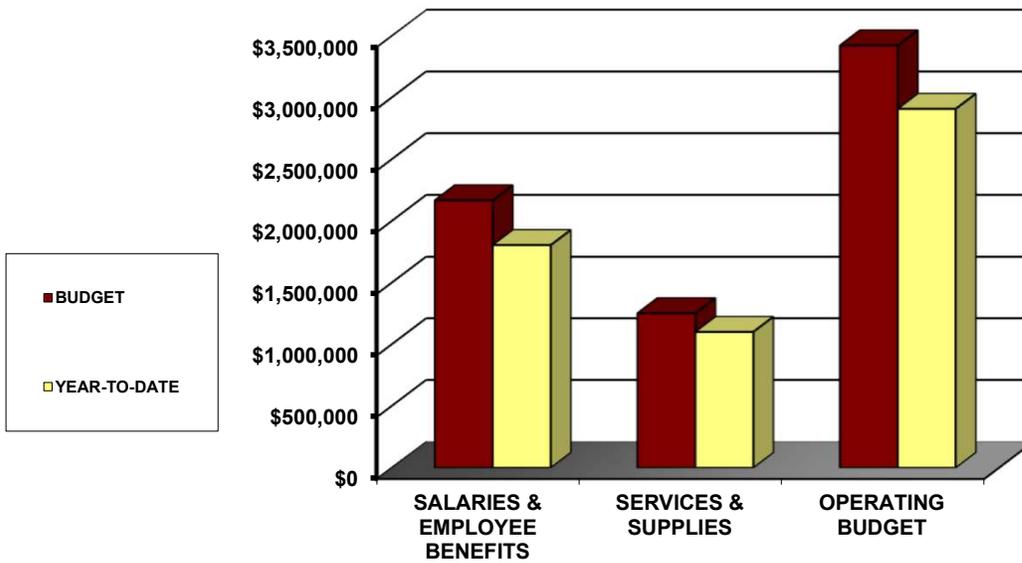
*All amounts rounded to the nearest dollar.

COMMUNICATIONS

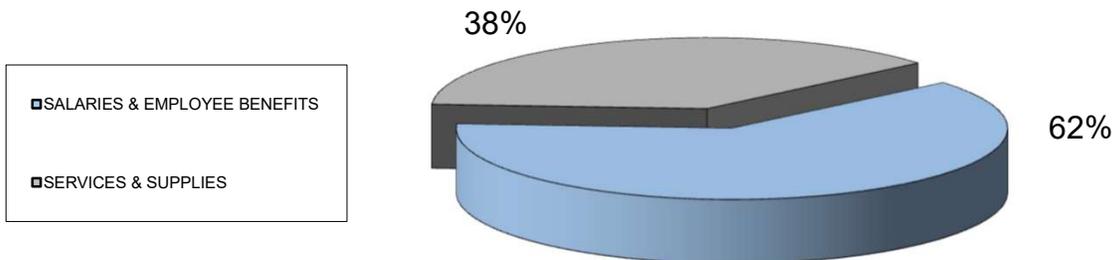
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|--------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$2,168,975 | \$1,806,645 | (\$362,330) |
| SERVICES & SUPPLIES | \$1,254,000 | \$1,102,728 | (\$151,272) |
| OPERATING BUDGET | \$3,422,975 | \$2,909,373 | (\$513,602) |

Budgeted Positions 14
Filled Positions 9



Total Expenditures by Category



FISCAL YEAR 2022-2023

COMMUNICATIONS

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|--------------------|---------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$1,242,896 | \$1,057,213 | (\$185,683) |
| AGENCY TEMPORARY | 56,200 | 41,983 | (14,217) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 4,800 | 2,721 | (2,079) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 1,000 | 0 | (1,000) |
| SICKLEAVE BUYBACK | 3,500 | 1,207 | (2,293) |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$1,308,396 | \$1,103,124 | (\$205,272) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 311,053 | 231,308 | (79,745) |
| FICA CONTRIBUTION | 19,751 | 16,220 | (3,531) |
| COUNTY SUBSIDY - INSURANCE | 88,526 | 49,815 | (38,711) |
| OPTIONS PLAN | 140,031 | 131,570 | (8,461) |
| LIFE INSURANCE | 190 | 279 | 89 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 37,263 | 19,571 | (17,692) |
| SAVINGS PLAN | 26,079 | 16,152 | (9,927) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 117,440 | 84,145 | (33,295) |
| TOTAL VARIABLE BENEFITS | \$740,334 | \$549,060 | (\$191,274) |
| OPEB CONTRIBUTION | 41,689 | 41,422 | (267) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 41,689 | 41,689 |
| OTHER BENEFITS | 78,556 | 71,350 | (7,206) |
| TOTAL EMPLOYEE BENEFITS | \$860,578 | \$703,521 | (\$157,057) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$2,168,975 | \$1,806,645 | (\$362,330) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

COMMUNICATIONS

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|----------------------------------|------------------------------------|---------------|-------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$500 | \$593 | \$93 |
| 9182 | TRAVEL | 4,000 | 2,459 | (1,541) |
| | TOTAL | 4,500 | 3,053 | (1,447) |
| POSTAGE | | | | |
| 9205 | NEWSLETTER POSTAGE | 185,000 | 210,312 | 25,312 |
| 9207 | ANNUAL BENEFITS STATEMENT POSTAGE | 90,000 | 97,262 | 7,262 |
| 9210 | MISCELLANEOUS MAILINGS | 73,000 | 69,912 | (3,088) |
| | TOTAL | 348,000 | 377,486 | 29,486 |
| STATIONERY AND FORMS | | | | |
| 9233 | DISABILITY RETIREMENT APPEAL | 5,000 | 0 | (5,000) |
| 9235 | PLANS BROCHURES | 80,000 | 16,059 | (63,941) |
| 9237 | SURVIVOR - BROCHURES | 2,500 | 0 | (2,500) |
| 9239 | WITHDRAWAL/RECIPROCITY - BROCHURES | 3,500 | 9,371 | 5,871 |
| 9240 | ANNUAL REPORT | 55,000 | 52,938 | (2,062) |
| 9242 | ANNUAL BENEFITS STATEMENT | 110,000 | 97,726 | (12,274) |
| 9246 | FORMS | 25,000 | 36,850 | 11,850 |
| 9249 | LACERA CALENDARS | 8,000 | 8,820 | 820 |
| 9253 | NEW MEMBER WELCOME PACKAGE | 10,000 | 14,994 | 4,994 |
| 9255 | PRE-RET GUIDE | 25,000 | 25,462 | 462 |
| 9256 | POSTSCRIPT PRINTING | 80,000 | 128,199 | 48,199 |
| 9259 | RETIREEES - INSERTS | 6,000 | 6,703 | 703 |
| 9261 | SPOTLIGHT PRINTING | 90,000 | 83,401 | (6,599) |
| 9262 | SURVEY | 1,500 | 0 | (1,500) |
| 9263 | UNANTICIPATED PROJECTS | 36,000 | 34,423 | (1,577) |
| 9265 | SPECIALIZED MAILINGS | 68,000 | 50,017 | (17,984) |
| 9266 | DIRECT DEPOSIT BROCHURES | 3,000 | 3,249 | 249 |
| 9267 | Q & A BROCHURES | 7,000 | 12,548 | 5,548 |
| 9268 | TRANSFER BROCHURES | 3,000 | 0 | (3,000) |
| 9269 | DISABILITY RETIREMENT PACKETS | 15,000 | 0 | (15,000) |
| 9274 | STATIONERY | 40,000 | 56,803 | 16,803 |
| 9280 | ANNUAL BENEFIT STATEMENT PDF/CD'S | 16,000 | 14,484 | (1,516) |
| 9281 | ESTIMATE PACKAGE | 2,000 | 0 | (2,000) |
| 9282 | NEW RETIREEE PACKAGE | 3,000 | 4,300 | 1,300 |
| 9283 | POWER OF ATTORNEY | 15,000 | 5,417 | (9,583) |
| 9285 | RETIREMENT UNIVERSITY | 90,000 | 1,500 | (88,500) |
| 9286 | COMMUNITY PROPERTY GUIDE | 5,000 | 819 | (4,181) |
| | TOTAL | 804,500 | 664,082 | (140,418) |

FISCAL YEAR 2022-2023

COMMUNICATIONS

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|--------------------------------|---------------------------|---------------------------|--------------------------------|
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | \$6,000 | \$14,465 | \$8,465 |
| | TOTAL | <u>6,000</u> | <u>14,465</u> | <u>8,465</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9627 | NEWSLETTER MAILINGS | 30,000 | 27,156 | (2,844) |
| 9628 | HR CONFERENCE/FORUM | 2,000 | 0 | (2,000) |
| 9719 | CAMPAIGNS | 10,000 | 6,190 | (3,810) |
| 9720 | REBRANDING | 5,000 | 0 | (5,000) |
| | TOTAL | <u>47,000</u> | <u>33,346</u> | <u>(13,654)</u> |
| COMPUTER SERVICES & SUPPORT | | | | |
| 9837 | MACINTOSH CONSULTING & SUPPORT | 2,500 | 670 | (1,830) |
| 9840 | MACINTOSH SOFTWARE PACKAGE | 1,500 | 2,400 | 900 |
| 9855 | MACINTOSH EQUIPMENT | 10,000 | 4,262 | (5,738) |
| | TOTAL | <u>14,000</u> | <u>7,331</u> | <u>(6,669)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 400 | 0 | (400) |
| 9962 | REGISTRATION FEES | 25,000 | 1,939 | (23,061) |
| 9963 | EDUCATIONAL MATERIALS | 4,000 | 600 | (3,400) |
| | TOTAL | <u>29,400</u> | <u>2,539</u> | <u>(26,861)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 600 | 426 | (174) |
| | TOTAL | <u>600</u> | <u>426</u> | <u>(174)</u> |
| | GRAND TOTAL | <u>\$1,254,000</u> | <u>\$1,102,728</u> | <u>(\$151,272)</u> |

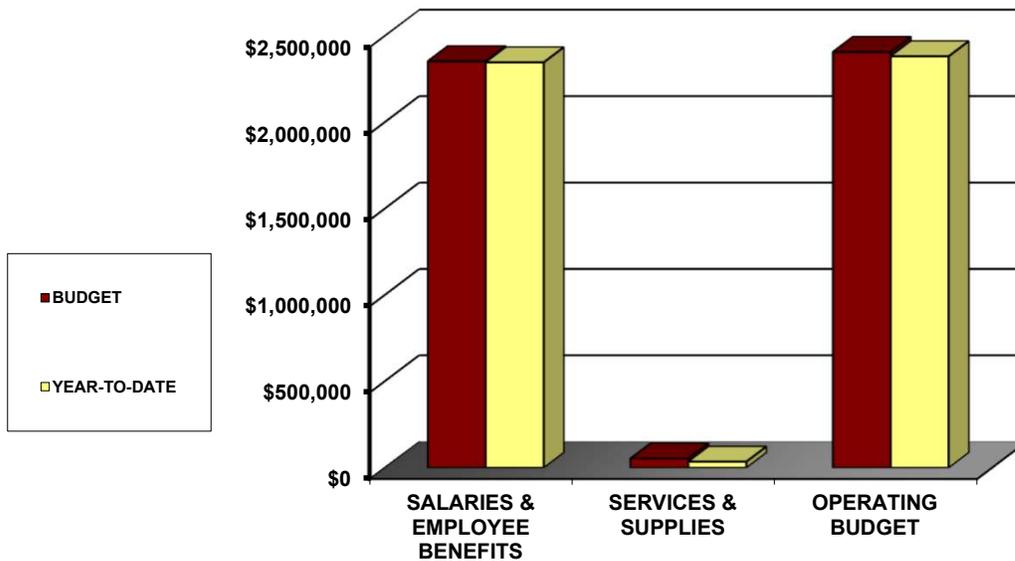
*All amounts rounded to the nearest dollar.

DISABILITY LITIGATION

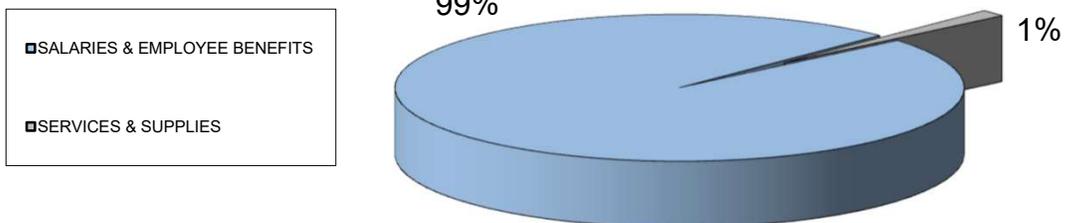
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|--------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$2,353,917 | \$2,347,003 | (\$6,914) |
| SERVICES & SUPPLIES | \$53,900 | \$35,245 | (\$18,655) |
| OPERATING BUDGET | \$2,407,817 | \$2,382,248 | (\$25,569) |

Budgeted Positions 7
 Filled Positions 7



Total Expenditures by Category



FISCAL YEAR 2022-2023

DISABILITY LITIGATION

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|--------------------|------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$1,371,867 | \$1,433,087 | \$61,220 |
| AGENCY TEMPORARY | 9,800 | \$0 | (\$9,800) |
| LACERA INTERN PROGRAM | 0 | \$0 | \$0 |
| STIPENDS | 0 | \$0 | \$0 |
| OVERTIME | 6,600 | 1,058 | (5,542) |
| BILINGUAL BONUS | 0 | \$0 | \$0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | \$0 | \$0 |
| TRANSPORTATION ALLOWANCE | 0 | \$0 | \$0 |
| RIDESHARE ALLOWANCE | 900 | \$0 | (\$900) |
| SICKLEAVE BUYBACK | 0 | \$0 | \$0 |
| RESERVE FOR REMUNERATION | 0 | \$0 | \$0 |
| TOTAL SALARIES & OTHER PAYS | \$1,389,167 | \$1,434,145 | \$44,978 |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 335,810 | \$303,993 | (\$31,817) |
| FICA CONTRIBUTION | 22,636 | 21,528 | (1,108) |
| COUNTY SUBSIDY - INSURANCE | 96,904 | 81,102 | (15,802) |
| OPTIONS PLAN | 0 | 0 | 0 |
| LIFE INSURANCE | 0 | 0 | 0 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 67,188 | 47,861 | (19,327) |
| SAVINGS PLAN | 74,414 | 61,116 | (13,298) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 235,076 | 227,307 | (7,769) |
| TOTAL VARIABLE BENEFITS | \$832,028 | \$742,907 | (\$89,121) |
| OPEB CONTRIBUTION | 46,014 | 45,720 | (294) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 46,014 | 46,014 |
| OTHER BENEFITS | 86,707 | 78,217 | (8,490) |
| TOTAL EMPLOYEE BENEFITS | \$964,749 | \$912,858 | (\$51,891) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$2,353,917 | \$2,347,003 | (\$6,914) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

DISABILITY LITIGATION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--------------------------------------|------------------------|------------------------|--------------------------------|
| AUTO EXPENSES | | | |
| 9102 AUTO MAINTENANCE/REPAIR | \$1,100 | \$108 | (\$992) |
| 9103 GAS | 1,500 | 467 | (1,033) |
| 9105 LICENSE FEES | 300 | 0 | (300) |
| TOTAL | <u>2,900</u> | <u>575</u> | <u>(2,325)</u> |
| TRANSPORTATION AND TRAVEL | | | |
| 9181 TRANSPORTATION | 1,100 | 107 | (994) |
| 9182 TRAVEL | 5,400 | 1,919 | (3,481) |
| TOTAL | <u>6,500</u> | <u>2,026</u> | <u>(4,474)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | |
| 9302 SPECIAL ORDERS/MINOR EQUIP | 2,000 | 351 | (1,649) |
| TOTAL | <u>2,000</u> | <u>351</u> | <u>(1,649)</u> |
| LEGAL FEES AND SERVICES | | | |
| 9772 OUTSIDE LEGAL COUNSEL | 5,000 | 0 | (5,000) |
| 9777 LITIGATION SUPPORT | 500 | 0 | (500) |
| TOTAL | <u>5,500</u> | <u>0</u> | <u>(5,500)</u> |
| EDUCATIONAL EXPENSES | | | |
| 9961 MEMBERSHIPS | 3,500 | 2,248 | (1,252) |
| 9962 REGISTRATION FEES | 3,000 | 4,759 | 1,759 |
| 9963 EDUCATIONAL MATERIALS | 30,000 | 25,286 | (4,714) |
| TOTAL | <u>36,500</u> | <u>32,293</u> | <u>(4,207)</u> |
| MISCELLANEOUS | | | |
| 9986 MISCELLANEOUS | 500 | 0 | (500) |
| TOTAL | <u>500</u> | <u>0</u> | <u>(500)</u> |
| GRAND TOTAL | <u>\$53,900</u> | <u>\$35,245</u> | <u>(\$18,655)</u> |

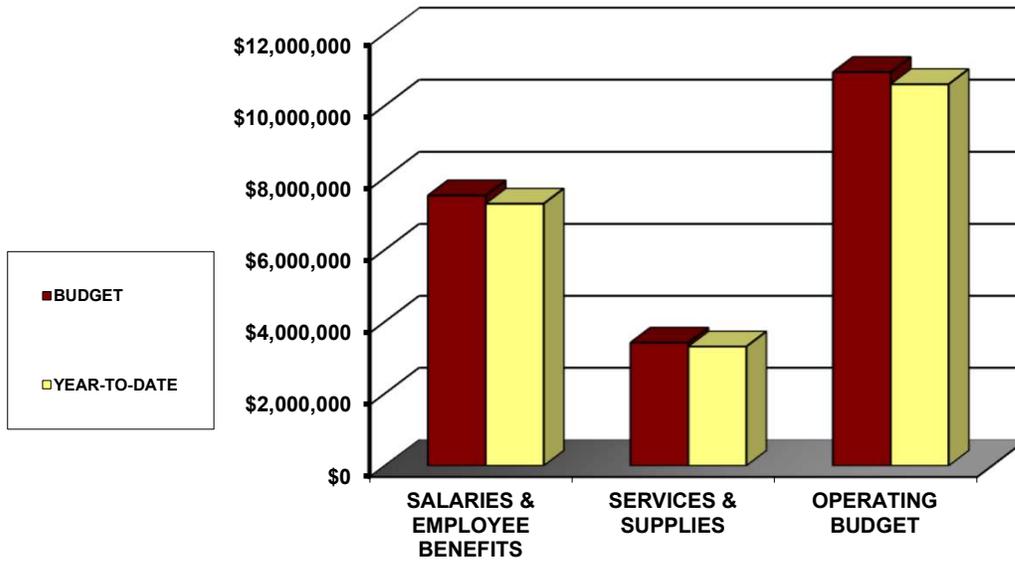
*All amounts rounded to the nearest dollar.

DISABILITY RETIREMENT

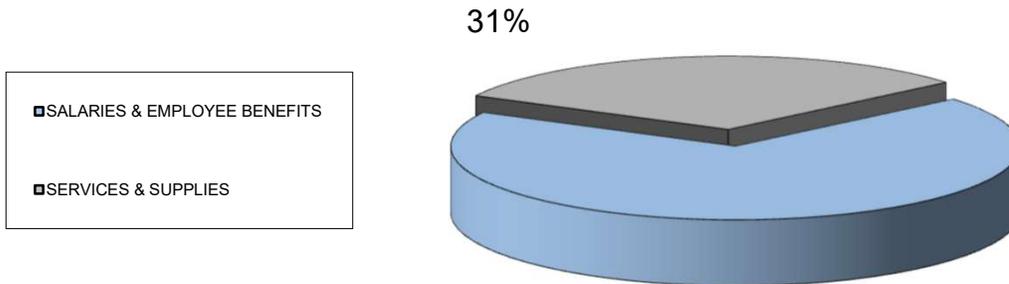
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|---------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$7,514,693 | \$7,289,456 | (\$225,237) |
| SERVICES & SUPPLIES | \$3,425,100 | \$3,316,352 | (\$108,748) |
| OPERATING BUDGET | \$10,939,793 | \$10,605,809 | (\$333,984) |

Budgeted Positions 41
Filled Positions 38



Total Expenditures by Category



FISCAL YEAR 2022-2023

DISABILITY RETIREMENT

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|--------------------|------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$4,134,839 | \$4,223,905 | \$89,066 |
| AGENCY TEMPORARY | 129,000 | 52,858 | (76,142) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 165,300 | 120,189 | (45,111) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 4,500 | 0 | (4,500) |
| SICKLEAVE BUYBACK | 6,000 | 2,810 | (3,190) |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$4,439,639 | \$4,399,763 | (\$39,876) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 1,104,267 | 955,486 | (148,781) |
| FICA CONTRIBUTION | 69,674 | 68,166 | (1,508) |
| COUNTY SUBSIDY - INSURANCE | 443,933 | 344,717 | (99,216) |
| OPTIONS PLAN | 290,522 | 245,407 | (45,115) |
| LIFE INSURANCE | 1,504 | 1,257 | (247) |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 136,789 | 120,181 | (16,608) |
| SAVINGS PLAN | 106,042 | 94,516 | (11,526) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 522,297 | 546,753 | 24,456 |
| TOTAL VARIABLE BENEFITS | \$2,675,028 | \$2,376,485 | (\$298,543) |
| OPEB CONTRIBUTION | 138,688 | 137,801 | (887) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 138,688 | 138,688 |
| OTHER BENEFITS | 261,338 | 236,719 | (24,619) |
| TOTAL EMPLOYEE BENEFITS | \$3,075,054 | \$2,889,693 | (\$185,361) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$7,514,693 | \$7,289,456 | (\$225,237) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

DISABILITY RETIREMENT

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|---------------------------|---------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | |
| 9181 | \$1,500 | \$477 | (\$1,023) |
| 9182 | 6,500 | 4,633 | (1,867) |
| TOTAL | <u>8,000</u> | <u>5,110</u> | <u>(2,890)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | |
| 9302 | 5,800 | 580 | (5,220) |
| TOTAL | <u>5,800</u> | <u>580</u> | <u>(5,220)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | |
| 9673 | 215,000 | 226,206 | 11,206 |
| 9695 | 15,000 | 24,478 | 9,478 |
| TOTAL | <u>230,000</u> | <u>250,684</u> | <u>20,684</u> |
| LEGAL FEES AND SERVICES | | | |
| 9772 | 25,000 | 5,260 | (19,740) |
| TOTAL | <u>25,000</u> | <u>5,260</u> | <u>(19,740)</u> |
| DISABILITY FEES AND SERVICES | | | |
| 9802 | 150,000 | 87,624 | (62,376) |
| 9803 | 2,800,000 | 2,943,049 | 143,049 |
| 9804 | 25,000 | 14,750 | (10,250) |
| 9805 | 20,000 | 6,286 | (13,714) |
| 9806 | 300 | 480 | 180 |
| 9807 | 150,000 | 0 | (150,000) |
| TOTAL | <u>3,145,300</u> | <u>3,052,189</u> | <u>(93,111)</u> |
| EDUCATIONAL EXPENSES | | | |
| 9961 | 200 | 0 | (200) |
| 9962 | 10,000 | 1,905 | (8,095) |
| 9963 | 500 | 100 | (400) |
| TOTAL | <u>10,700</u> | <u>2,005</u> | <u>(8,695)</u> |
| MISCELLANEOUS | | | |
| 9986 | 300 | 525 | 225 |
| TOTAL | <u>300</u> | <u>525</u> | <u>225</u> |
| GRAND TOTAL | <u>\$3,425,100</u> | <u>\$3,316,352</u> | <u>(\$108,748)</u> |

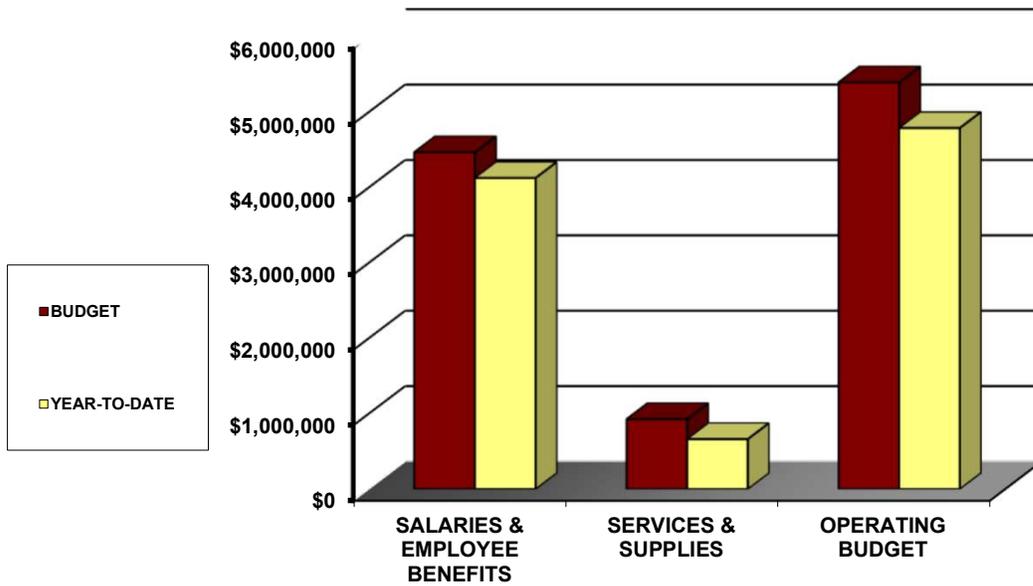
*All amounts rounded to the nearest dollar.

EXECUTIVE OFFICE

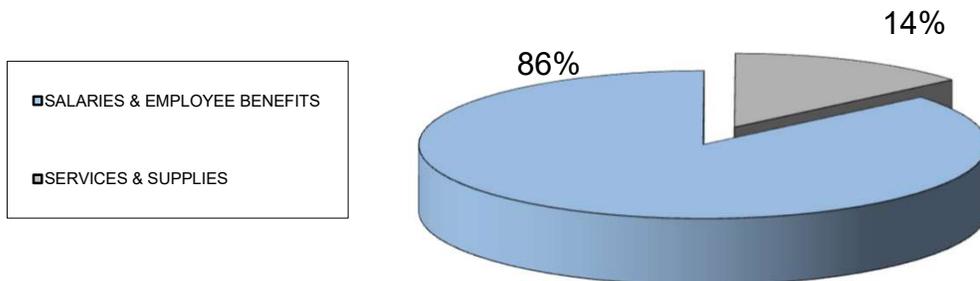
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|--------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$4,467,051 | \$4,126,195 | (\$340,856) |
| SERVICES & SUPPLIES | \$927,100 | \$662,537 | (\$264,563) |
| OPERATING BUDGET | \$5,394,151 | \$4,788,732 | (\$605,419) |

Budgeted Positions 14
Filled Positions 8



Total Expenditures by Category



FISCAL YEAR 2022-2023

EXECUTIVE OFFICE

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|--------------------|------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$1,939,134 | \$1,757,755 | (\$181,379) |
| AGENCY TEMPORARY | 1,129,700 | 1,077,533 | (52,168) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 65,000 | 47,574 | (17,426) |
| OVERTIME | 25,600 | 17,850 | (7,751) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 15,600 | 15,600 |
| RIDESHARE ALLOWANCE | 1,400 | 0 | (1,400) |
| SICKLEAVE BUYBACK | 0 | 0 | 0 |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$3,160,834 | \$2,916,311 | (\$244,523) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 415,591 | 369,341 | (46,250) |
| FICA CONTRIBUTION | 34,729 | 30,094 | (4,635) |
| COUNTY SUBSIDY - INSURANCE | 170,297 | 120,858 | (49,439) |
| OPTIONS PLAN | 0 | 0 | 0 |
| LIFE INSURANCE | 0 | 0 | 0 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 57,178 | 51,252 | (5,926) |
| SAVINGS PLAN | 80,965 | 69,163 | (11,802) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 347,599 | 313,257 | (34,342) |
| TOTAL VARIABLE BENEFITS | \$1,106,359 | \$953,964 | (\$152,395) |
| OPEB CONTRIBUTION | 69,290 | 68,847 | (443) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 69,290 | 69,290 |
| OTHER BENEFITS | 130,567 | 117,782 | (12,785) |
| TOTAL EMPLOYEE BENEFITS | \$1,306,216 | \$1,209,884 | (\$96,332) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$4,467,051 | \$4,126,195 | (\$340,856) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

EXECUTIVE OFFICE

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|----------------------------------|-------------------------|-------------------------|--------------------------------|
| AUTO EXPENSES | | | | |
| 9102 | AUTO MAINTENANCE/REPAIR | \$4,000 | \$1,887 | (\$2,113) |
| 9103 | GAS | 6,500 | 4,617 | (1,883) |
| 9105 | LICENSE FEES | 1,800 | 1,308 | (492) |
| | TOTAL | <u>12,300</u> | <u>7,813</u> | <u>(4,487)</u> |
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | 3,000 | 1,235 | (1,765) |
| 9182 | TRAVEL | 19,000 | 8,857 | (10,143) |
| | TOTAL | <u>22,000</u> | <u>10,093</u> | <u>(11,907)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 3,500 | 782 | (2,718) |
| | TOTAL | <u>3,500</u> | <u>782</u> | <u>(2,718)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9672 | IMPROVEMENT PROJECTS | 80,000 | 0 | (80,000) |
| 9714 | SECURITY ASSESSMENT & MONITORING | 98,800 | 98,800 | 0 |
| 9716 | PUBLIC & MEDIA RELATIONS | 125,000 | 45,253 | (79,747) |
| 9724 | STRATEGIC PLANNING | 321,000 | 360,003 | 39,003 |
| 9725 | SOFTWARE SUBSCRIPTION SERVICES | 210,000 | 89,544 | (120,456) |
| | TOTAL | <u>834,800</u> | <u>593,599</u> | <u>(241,201)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 15,000 | 19,227 | 4,227 |
| 9962 | REGISTRATION FEES | 24,000 | 16,872 | (7,128) |
| 9963 | EDUCATIONAL MATERIALS | 5,000 | 8,850 | 3,850 |
| | TOTAL | <u>44,000</u> | <u>44,949</u> | <u>949</u> |
| MISCELLANEOUS | | | | |
| 9982 | EMPLOYEE RECOGNITION PROGRAM | 2,000 | 1,600 | (400) |
| 9984 | FOOD/BEVERAGES | 2,500 | 2,956 | 456 |
| 9986 | MISCELLANEOUS | 6,000 | 745 | (5,255) |
| | TOTAL | <u>10,500</u> | <u>5,301</u> | <u>(5,199)</u> |
| GRAND TOTAL | | <u>\$927,100</u> | <u>\$662,537</u> | <u>(\$264,563)</u> |

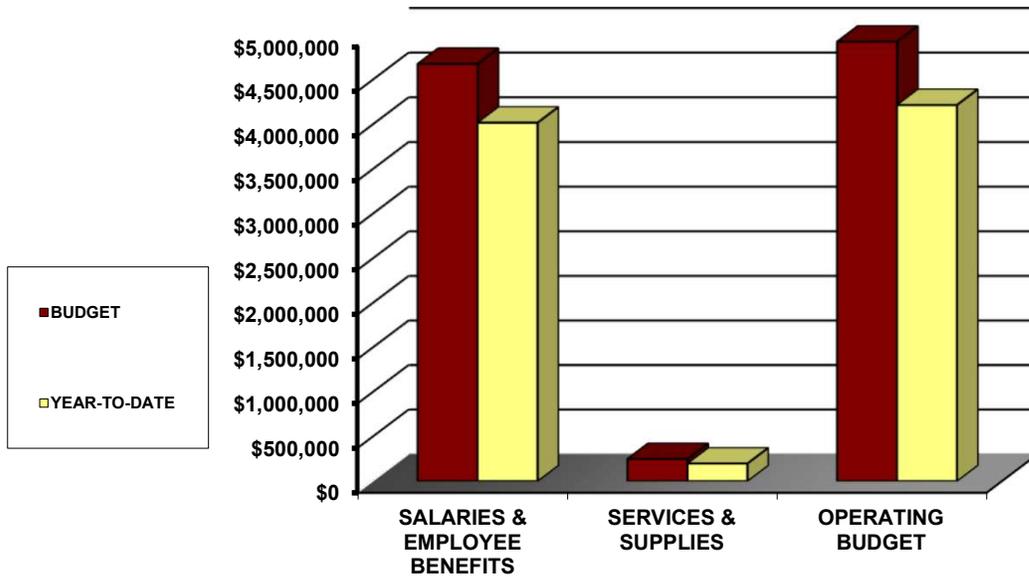
*All amounts rounded to the nearest dollar.

FINANCIAL AND ACCOUNTING SERVICES

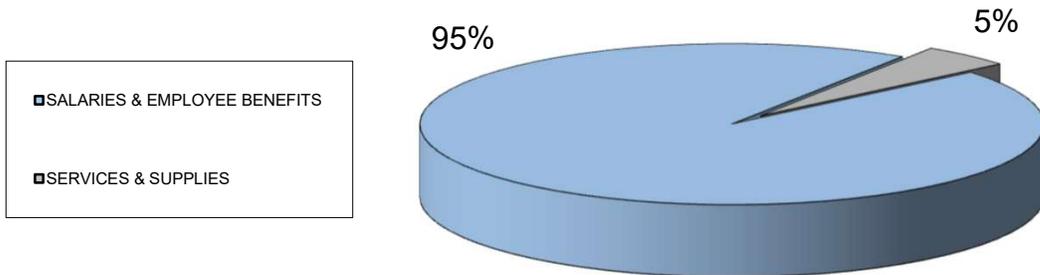
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|--------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$4,677,178 | \$4,019,988 | (\$657,190) |
| SERVICES & SUPPLIES | \$249,300 | \$197,806 | (\$51,494) |
| OPERATING BUDGET | \$4,926,478 | \$4,217,794 | (\$708,684) |

Budgeted Positions 30
Filled Positions 23



Total Expenditures by Category



FISCAL YEAR 2022-2023

FINANCIAL AND ACCOUNTING SERVICES DIVISION

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$2,220,717 | \$2,113,087 | (\$107,630) |
| AGENCY TEMPORARY | 778,100 | 485,257 | (292,843) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 65,300 | 45,783 | (19,517) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 7,500 | 80 | (7,420) |
| SICKLEAVE BUYBACK | 12,000 | 6,200 | (5,800) |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$3,083,617 | \$2,650,407 | (\$433,210) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 543,238 | 478,454 | (64,784) |
| FICA CONTRIBUTION | 39,435 | 32,802 | (6,633) |
| COUNTY SUBSIDY - INSURANCE | 52,826 | 29,262 | (23,564) |
| OPTIONS PLAN | 537,138 | 415,314 | (121,824) |
| LIFE INSURANCE | 1,841 | 1,596 | (245) |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 117,405 | 74,444 | (42,961) |
| SAVINGS PLAN | 16,009 | 9,667 | (6,342) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 58,642 | 35,654 | (22,988) |
| TOTAL VARIABLE BENEFITS | \$1,366,535 | \$1,077,192 | (\$289,343) |
| OPEB CONTRIBUTION | 78,710 | 78,207 | (503) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 78,710 | 78,710 |
| OTHER BENEFITS | 148,317 | 135,473 | (12,844) |
| TOTAL EMPLOYEE BENEFITS | \$1,593,561 | \$1,369,581 | (\$223,980) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$4,677,178 | \$4,019,988 | (\$657,190) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

FINANCIAL AND ACCOUNTING SERVICES DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--------------------------------------|-------------------------|-------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | |
| 9181 | \$3,200 | \$591 | (\$2,609) |
| 9182 | 18,600 | 6,883 | (11,717) |
| TOTAL | <u>21,800</u> | <u>\$7,473</u> | <u>(\$14,327)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | |
| 9302 | 5,000 | 2,338 | (2,662) |
| TOTAL | <u>5,000</u> | <u>\$2,338</u> | <u>(\$2,662)</u> |
| BANK SERVICES | | | |
| 9753 | 200,500 | 177,789 | (22,711) |
| TOTAL | <u>200,500</u> | <u>\$177,789</u> | <u>(\$22,711)</u> |
| EDUCATIONAL EXPENSES | | | |
| 9961 | 6,500 | 6,205 | (295) |
| 9962 | 10,000 | 3,180 | (6,820) |
| 9963 | 2,500 | 820 | (1,680) |
| TOTAL | <u>19,000</u> | <u>10,205</u> | <u>(8,795)</u> |
| MISCELLANEOUS | | | |
| 9986 | 3,000 | 0 | (3,000) |
| TOTAL | <u>3,000</u> | <u>0</u> | <u>(3,000)</u> |
| GRAND TOTAL | <u>\$249,300</u> | <u>\$197,806</u> | <u>(\$51,494)</u> |

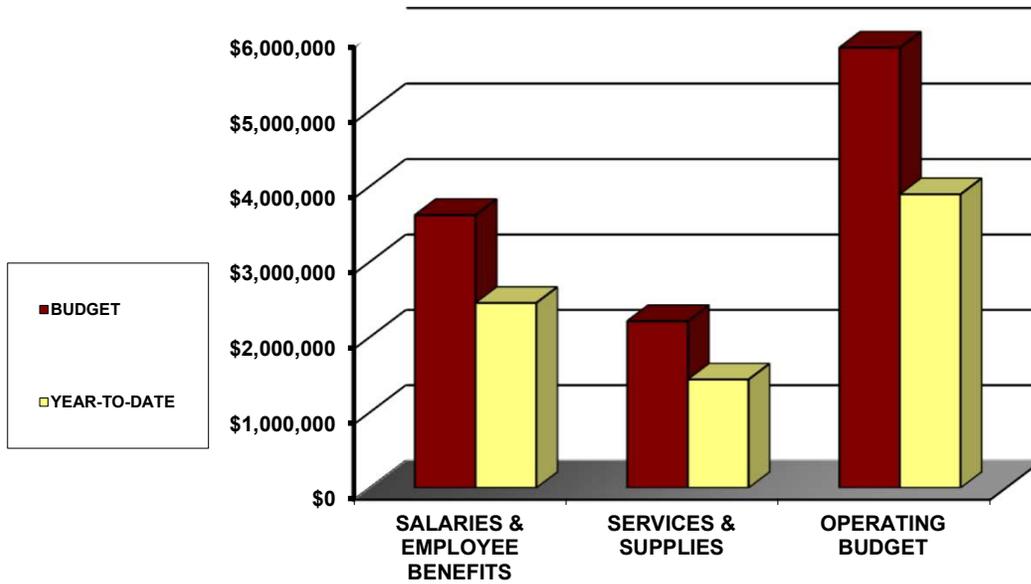
*All amounts rounded to the nearest dollar.

HUMAN RESOURCES

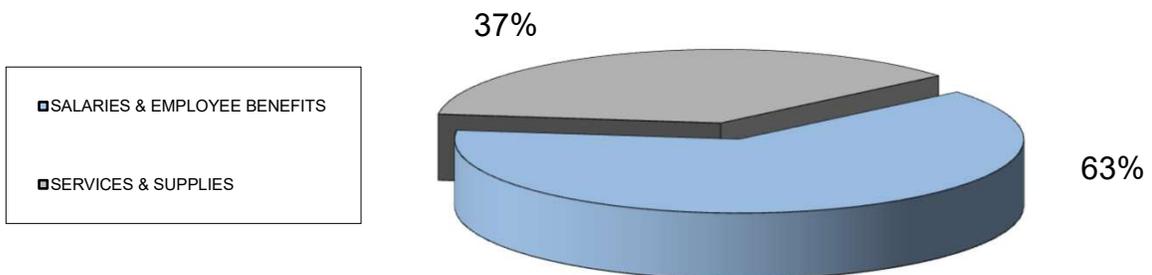
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|--------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$3,623,337 | \$2,457,988 | (\$1,165,349) |
| SERVICES & SUPPLIES | \$2,216,200 | \$1,440,287 | (\$775,913) |
| OPERATING BUDGET | \$5,839,537 | \$3,898,275 | (\$1,941,263) |

Budgeted Positions 21
Filled Positions 11



Total Expenditures by Category



FISCAL YEAR 2022-2023

HUMAN RESOURCES

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|--------------------|------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$1,797,569 | \$1,268,276 | (\$529,293) |
| AGENCY TEMPORARY | 144,300 | 137,617 | (6,683) |
| LACERA INTERN PROGRAM | 288,000 | 7,646 | (280,354) |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 3,800 | 18,840 | 15,040 |
| BILINGUAL BONUS | 0 | 0 | 0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 1,700 | 0 | (1,700) |
| SICKLEAVE BUYBACK | 0 | 0 | 0 |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$2,235,369 | \$1,432,379 | (\$802,990) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 464,031 | 331,800 | (132,231) |
| FICA CONTRIBUTION | 28,920 | 20,495 | (8,425) |
| COUNTY SUBSIDY - INSURANCE | 195,116 | 122,694 | (72,422) |
| OPTIONS PLAN | 0 | 1,066 | 1,066 |
| LIFE INSURANCE | 0 | 0 | 0 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 65,927 | 43,866 | (22,061) |
| SAVINGS PLAN | 82,964 | 49,393 | (33,571) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 362,517 | 214,929 | (147,588) |
| TOTAL VARIABLE BENEFITS | \$1,199,476 | \$784,243 | (\$415,233) |
| OPEB CONTRIBUTION | 65,350 | 64,932 | (418) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 65,350 | 65,350 |
| OTHER BENEFITS | 123,142 | 111,084 | (12,058) |
| TOTAL EMPLOYEE BENEFITS | \$1,387,967 | \$1,025,609 | (\$362,358) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$3,623,337 | \$2,457,988 | (\$1,165,349) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

HUMAN RESOURCES

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|-----------------------------------|----------------|-------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$1,200 | \$790 | (\$410) |
| 9182 | TRAVEL | 8,200 | 5,231 | (2,969) |
| | TOTAL | <u>9,400</u> | <u>6,021</u> | <u>(3,379)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 7,000 | 3,533 | (3,467) |
| | TOTAL | <u>7,000</u> | <u>3,533</u> | <u>(3,467)</u> |
| PARKING FEES | | | | |
| 9491 | GATEWAY PLAZA | 435,000 | 456,055 | 21,055 |
| 9492 | MUSIC CENTER | 2,000 | 0 | (2,000) |
| | TOTAL | <u>437,000</u> | <u>456,055</u> | <u>19,055</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9504 | PAYROLL SERVICES | 200,000 | 147,673 | (52,327) |
| 9510 | FINGERPRINTING SERVICES | 3,000 | 4,765 | 1,765 |
| 9511 | SECURITY SERVICES - SHERIFF | 16,000 | 8,057 | (7,943) |
| 9512 | PAYROLL ENV, DUPLICATE W2'S - AUD | 300 | 10,029 | 9,729 |
| 9513 | PERSONNEL SRVCS - HUMAN RESOURCES | 45,000 | 30,660 | (14,340) |
| 9547 | HUMAN RESOURCES CONSULTING | 125,000 | 48,715 | (76,285) |
| 9694 | BACKGROUND CHECKS | 3,000 | 7,103 | 4,103 |
| 9700 | OHS PHYSICALS | 1,000 | 0 | (1,000) |
| 9711 | REQUEST FOR ACCOMMODATIONS | 35,000 | 23,551 | (11,449) |
| 9718 | LEAVE CASE MANAGEMENT PROGRAM | 47,500 | 20,720 | (26,780) |
| 9721 | ORGANIZATIONAL PROGRAMS | 200,000 | 27,965 | (172,035) |
| | TOTAL | <u>675,800</u> | <u>329,238</u> | <u>(346,562)</u> |
| COMPUTER SERVICES & SUPPORT | | | | |
| 9838 | MISC SOFTWARE PACKAGES | 55,000 | 75,175 | 20,175 |
| | TOTAL | <u>55,000</u> | <u>75,175</u> | <u>20,175</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 6,000 | 10,031 | 4,031 |
| 9962 | REGISTRATION FEES | 15,000 | 9,838 | (5,162) |
| 9963 | EDUCATIONAL MATERIALS | 6,000 | 1,311 | (4,689) |
| 9966 | DEPARTMENTAL TRAINING | 250,000 | (840) | (250,840) |
| 9967 | TUITION REIMBURSEMENT PROGRAM | 75,000 | 47,480 | (27,520) |
| 9968 | MOU TRAINING ALLOCATION | 100,000 | 11,271 | (88,729) |
| 9969 | MENTORING PROGRAM | 35,000 | 16,929 | (18,072) |
| 9970 | FORUM | 22,000 | 0 | (22,000) |
| | TOTAL | <u>509,000</u> | <u>96,019</u> | <u>(412,981)</u> |

FISCAL YEAR 2022-2023

HUMAN RESOURCES

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|----------------------|--------------------|---------------------------|---------------------------|--------------------------------|
| MISCELLANEOUS | | | | |
| 9981 | RECRUITMENT | \$490,000 | \$471,883 | (\$18,117) |
| 9986 | MISCELLANEOUS | 2,500 | 55 | (2,445) |
| 9989 | WEB DAY | 5,500 | 2,307 | (3,193) |
| 9991 | MANAGEMENT OFFSITE | 25,000 | 0 | (25,000) |
| | TOTAL | <u>523,000</u> | <u>474,245</u> | <u>(48,755)</u> |
| GRAND TOTAL | | <u>\$2,216,200</u> | <u>\$1,440,287</u> | <u>(\$775,913)</u> |

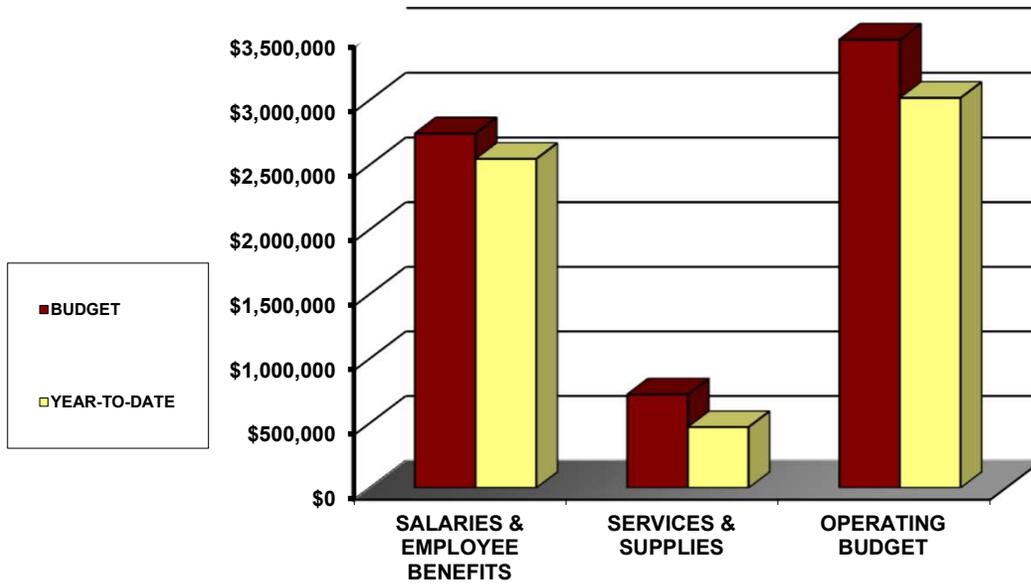
*All amounts rounded to the nearest dollar.

INTERNAL AUDIT SERVICES

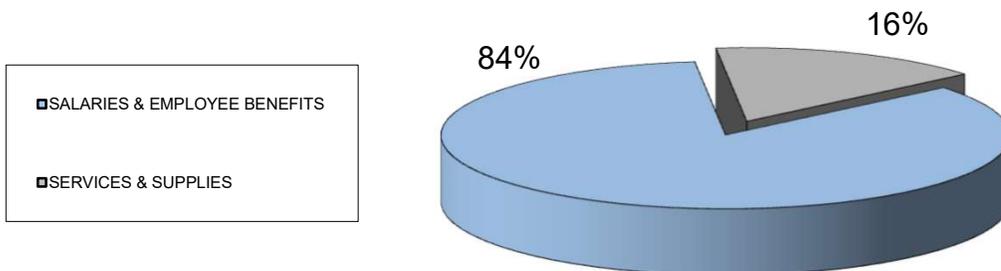
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|--------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$2,743,995 | \$2,547,148 | (\$196,847) |
| SERVICES & SUPPLIES | \$724,500 | \$471,312 | (\$253,188) |
| OPERATING BUDGET | \$3,468,495 | \$3,018,459 | (\$450,036) |

Budgeted Positions 11
Filled Positions 10



Total Expenditures by Category



FISCAL YEAR 2022-2023

INTERNAL AUDIT SERVICES

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|--------------------|------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$1,590,417 | \$1,529,699 | (\$60,718) |
| AGENCY TEMPORARY | 0 | 0 | 0 |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 5,000 | 928 | (4,072) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 1,500 | 0 | (1,500) |
| SICKLEAVE BUYBACK | 0 | 0 | 0 |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$1,596,917 | \$1,530,626 | (\$66,291) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 393,629 | 357,582 | (36,047) |
| FICA CONTRIBUTION | 27,771 | 26,054 | (1,717) |
| COUNTY SUBSIDY - INSURANCE | 114,657 | 89,803 | (24,854) |
| OPTIONS PLAN | 0 | 0 | 0 |
| LIFE INSURANCE | 0 | 9 | 9 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 10,599 | 10,599 |
| THRIFT PLAN / HORIZONS | 80,799 | 49,669 | (31,130) |
| SAVINGS PLAN | 82,887 | 61,146 | (21,741) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 303,510 | 237,489 | (66,021) |
| TOTAL VARIABLE BENEFITS | \$1,003,252 | \$832,350 | (\$170,902) |
| OPEB CONTRIBUTION | 49,864 | 49,546 | (318) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 49,864 | 49,864 |
| OTHER BENEFITS | 93,962 | 84,761 | (9,201) |
| TOTAL EMPLOYEE BENEFITS | \$1,147,079 | \$1,016,521 | (\$130,558) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$2,743,995 | \$2,547,148 | (\$196,847) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

INTERNAL AUDIT SERVICES

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | <u>BUDGET</u> | <u>YTD ACTUAL</u> | <u>OVER/(UNDER) BUDGET</u> |
|--|----------------------------|-------------------------|-------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$2,000 | \$769 | (\$1,231) |
| 9182 | TRAVEL | 15,000 | 4,990 | (10,010) |
| | TOTAL | <u>17,000</u> | <u>\$5,759</u> | <u>(\$11,241)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 1,500 | 388 | (1,112) |
| | TOTAL | <u>1,500</u> | <u>\$388</u> | <u>(\$1,112)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9541 | AUDITS | 650,000 | 431,614 | (218,386) |
| 9702 | AUDIT COMMITTEE CONSULTANT | 25,000 | 7,367 | (17,633) |
| | TOTAL | <u>675,000</u> | <u>\$438,980</u> | <u>(\$236,020)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 8,000 | 4,509 | (3,491) |
| 9962 | REGISTRATION FEES | 20,000 | 20,382 | 382 |
| 9963 | EDUCATIONAL MATERIALS | 2,500 | 1,294 | (1,206) |
| | TOTAL | <u>30,500</u> | <u>\$26,185</u> | <u>(\$4,315)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 500 | 0 | (500) |
| | TOTAL | <u>500</u> | <u>0</u> | <u>(500)</u> |
| GRAND TOTAL | | <u>\$724,500</u> | <u>\$471,312</u> | <u>(\$253,188)</u> |

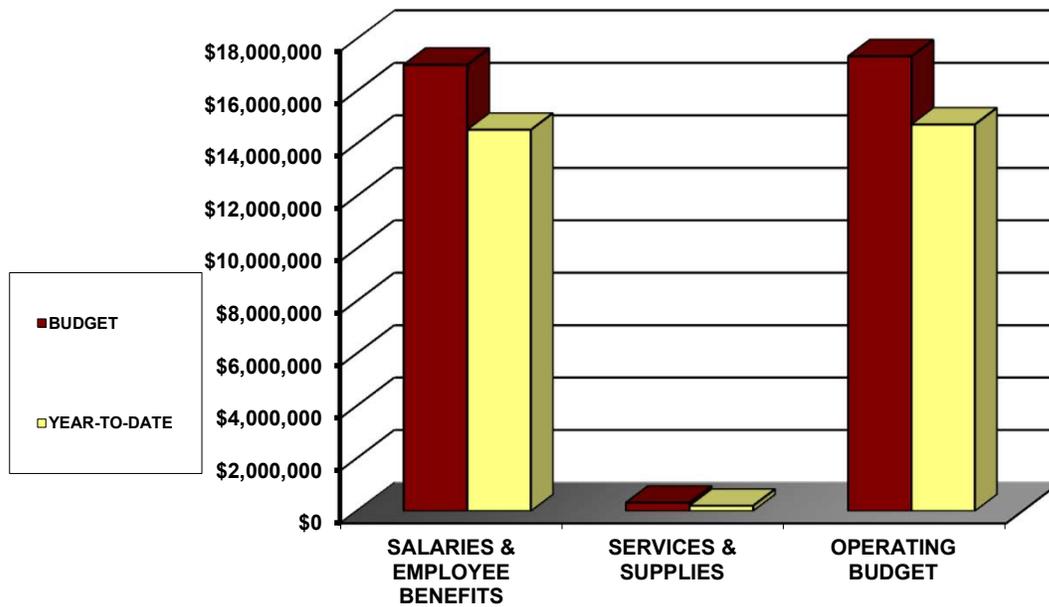
*All amounts rounded to the nearest dollar.

INVESTMENT OFFICE

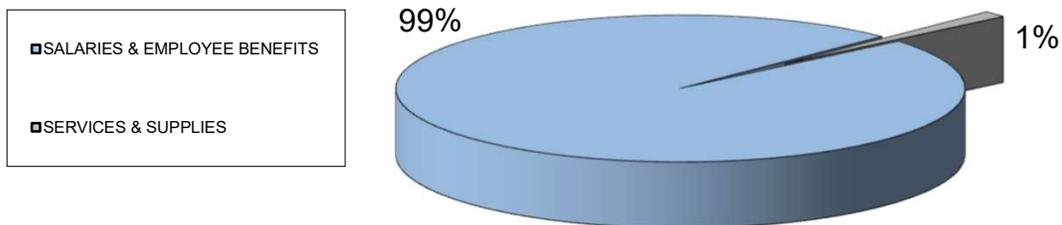
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|---------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$17,020,288 | \$14,543,556 | (\$2,476,732) |
| SERVICES & SUPPLIES | \$321,900 | \$203,177 | (\$118,723) |
| OPERATING BUDGET | \$17,342,188 | \$14,746,733 | (\$2,595,455) |

Budgeted Positions 45
Filled Positions 35



Total Expenditures by Category



FISCAL YEAR 2022-2023

INVESTMENT OFFICE

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|---------------------|---------------------|------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$9,730,713 | \$9,126,350 | (\$604,363) |
| AGENCY TEMPORARY | 0 | 0 | 0 |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 1,000 | 0 | (1,000) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 7,200 | 7,200 | 0 |
| RIDESHARE ALLOWANCE | 5,000 | 0 | (5,000) |
| SICKLEAVE BUYBACK | 0 | 0 | 0 |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$9,743,913 | \$9,133,550 | (\$610,363) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 2,075,582 | 1,521,645 | (553,937) |
| FICA CONTRIBUTION | 199,181 | 148,201 | (50,980) |
| COUNTY SUBSIDY - INSURANCE | 840,614 | 460,322 | (380,292) |
| OPTIONS PLAN | 0 | 0 | 0 |
| LIFE INSURANCE | 0 | 0 | 0 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 444,680 | 266,187 | (178,493) |
| SAVINGS PLAN | 569,072 | 282,746 | (286,326) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 2,148,346 | 1,451,882 | (696,464) |
| TOTAL VARIABLE BENEFITS | \$6,277,477 | \$4,130,984 | (\$2,146,493) |
| OPEB CONTRIBUTION | 346,317 | 344,025 | (2,292) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 346,317 | 346,317 |
| OTHER BENEFITS | 652,582 | 588,681 | (63,901) |
| TOTAL EMPLOYEE BENEFITS | \$7,276,374 | \$5,410,006 | (\$1,866,368) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$17,020,288 | \$14,543,556 | (\$2,476,732) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

INVESTMENT OFFICE

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--------------------------------------|----------------------------|-------------------------|-------------------------|--------------------------------|
| AUTO EXPENSES | | | | |
| 9102 | AUTO MAINTENANCE/REPAIR | \$1,000 | \$0 | (\$1,000) |
| 9103 | GAS | 1,000 | 0 | (1,000) |
| 9105 | LICENSE FEES | 400 | 0 | (400) |
| | TOTAL | <u>2,400</u> | <u>0</u> | <u>(2,400)</u> |
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | 23,000 | 15,752 | (7,248) |
| 9182 | TRAVEL | 152,000 | 90,028 | (61,972) |
| | TOTAL | <u>175,000</u> | <u>105,780</u> | <u>(69,220)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 3,500 | 159 | (3,341) |
| | TOTAL | <u>3,500</u> | <u>159</u> | <u>(3,341)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 100,000 | 74,564 | (25,436) |
| 9962 | REGISTRATION FEES | 20,000 | 6,008 | (13,992) |
| 9963 | EDUCATIONAL MATERIALS | 20,000 | 13,041 | (6,959) |
| | TOTAL | <u>140,000</u> | <u>93,613</u> | <u>(46,387)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 1,000 | 3,625 | 2,625 |
| | TOTAL | <u>1,000</u> | <u>3,625</u> | <u>2,625</u> |
| GRAND TOTAL | | <u>\$321,900</u> | <u>\$203,177</u> | <u>(\$118,723)</u> |

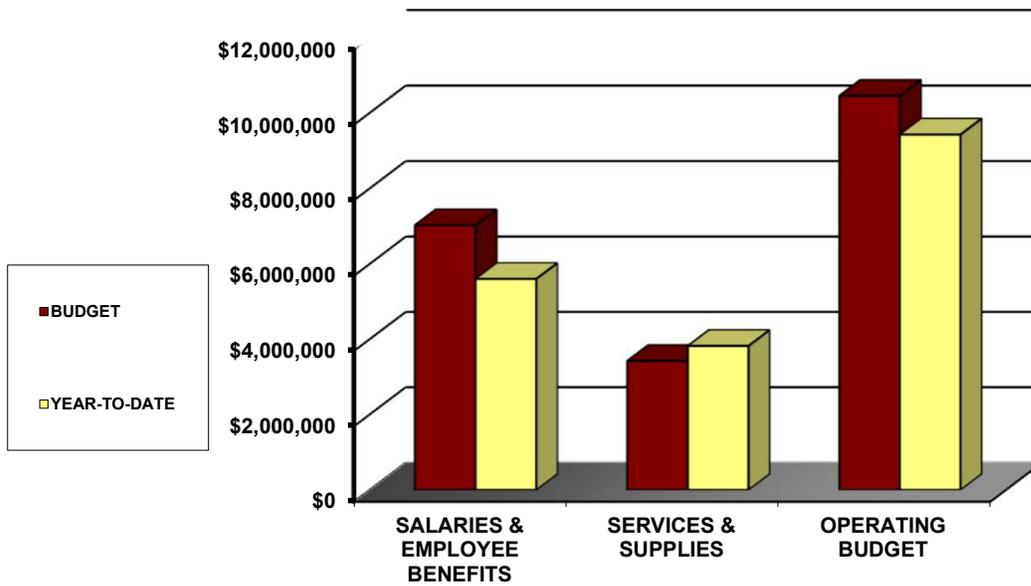
*All amounts rounded to the nearest dollar.

LEGAL SERVICES

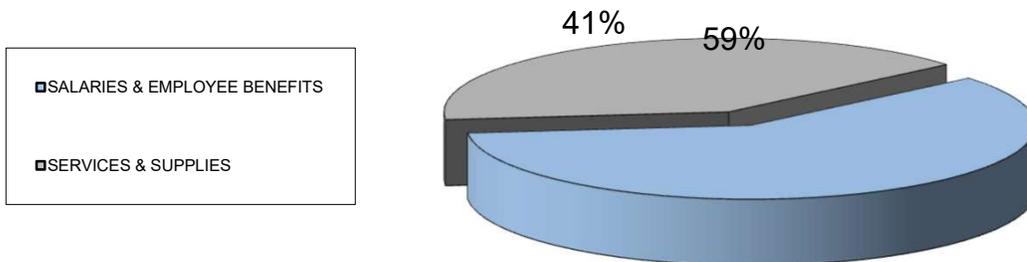
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|---------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$7,029,695 | \$5,605,930 | (\$1,423,765) |
| SERVICES & SUPPLIES | \$3,427,500 | \$3,826,054 | \$398,554 |
| OPERATING BUDGET | \$10,457,195 | \$9,431,984 | (\$1,025,211) |

Budgeted Positions 29
Filled Positions 17



Total Expenditures by Category



FISCAL YEAR 2022-2023

LEGAL SERVICES

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|--------------------|------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$3,853,589 | \$3,233,961 | (\$619,628) |
| AGENCY TEMPORARY | 196,600 | 132,911 | (63,689) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 18,400 | 20,668 | 2,268 |
| BILINGUAL BONUS | 2,400 | 0 | (2,400) |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 2,500 | 0 | (2,500) |
| SICKLEAVE BUYBACK | 0 | 0 | 0 |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$4,073,489 | \$3,387,540 | (\$685,949) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 917,046 | 671,622 | (245,424) |
| FICA CONTRIBUTION | 70,332 | 51,884 | (18,448) |
| COUNTY SUBSIDY - INSURANCE | 514,522 | 290,846 | (223,676) |
| OPTIONS PLAN | 0 | 0 | 0 |
| LIFE INSURANCE | 0 | 0 | 0 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 147,579 | 94,174 | (53,405) |
| SAVINGS PLAN | 155,063 | 100,615 | (54,448) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 750,759 | 495,884 | (254,875) |
| TOTAL VARIABLE BENEFITS | \$2,555,301 | \$1,705,027 | (\$850,274) |
| OPEB CONTRIBUTION | 138,993 | 138,104 | (889) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 138,993 | 138,993 |
| OTHER BENEFITS | 261,912 | 236,266 | (25,646) |
| TOTAL EMPLOYEE BENEFITS | \$2,956,206 | \$2,218,390 | (\$737,816) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$7,029,695 | \$5,605,930 | (\$1,423,765) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

LEGAL SERVICES

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|----------------------------------|---------------------------|---------------------------|--------------------------------|
| AUTO EXPENSES | | | | |
| 9102 | AUTO MAINTENANCE/REPAIR | \$2,000 | \$0 | (\$2,000) |
| 9103 | GAS | 2,000 | 1,067 | (933) |
| 9105 | LICENSE FEES | 400 | 0 | (400) |
| | TOTAL | <u>4,400</u> | <u>1,067</u> | <u>(3,333)</u> |
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | 4,800 | 2,133 | (2,667) |
| 9182 | TRAVEL | 13,000 | 8,970 | (4,030) |
| | TOTAL | <u>17,800</u> | <u>11,103</u> | <u>(6,697)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 6,000 | 1,772 | (4,228) |
| | TOTAL | <u>6,000</u> | <u>1,772</u> | <u>(4,228)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9543 | LEGISLATIVE CONSULTING | 252,000 | 156,500 | (95,500) |
| 9673 | PHOTOCOPIES OF DOCUMENTS | 300 | 229 | (71) |
| | TOTAL | <u>252,300</u> | <u>156,729</u> | <u>(95,571)</u> |
| LEGAL FEES AND SERVICES | | | | |
| 9771 | ATTORNEY FEES AWARDS/SETTLEMENTS | 40,000 | 1,202 | (38,798) |
| 9772 | OUTSIDE LEGAL COUNSEL | 3,000,000 | 3,548,847 | 548,847 |
| 9777 | LITIGATION SUPPORT | 500 | 0 | (500) |
| | TOTAL | <u>3,040,500</u> | <u>3,550,049</u> | <u>509,549</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 15,000 | 14,516 | (484) |
| 9962 | REGISTRATION FEES | 19,000 | 20,176 | 1,176 |
| 9963 | EDUCATIONAL MATERIALS | 70,500 | 69,885 | (615) |
| | TOTAL | <u>104,500</u> | <u>104,577</u> | <u>77</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 2,000 | 756 | (1,244) |
| | TOTAL | <u>2,000</u> | <u>756</u> | <u>(1,244)</u> |
| | GRAND TOTAL | <u>\$3,427,500</u> | <u>\$3,826,054</u> | <u>\$398,554</u> |

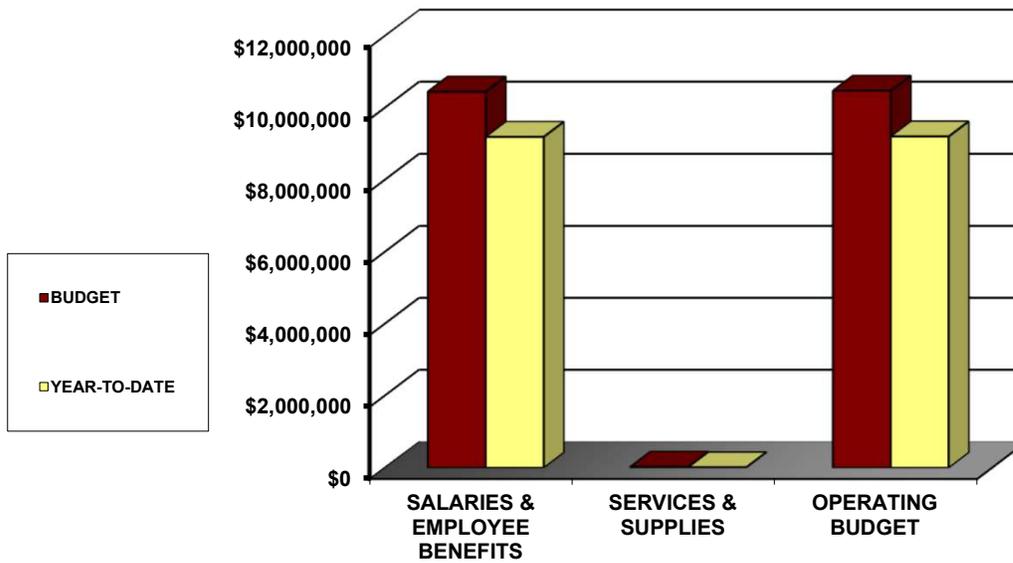
*All amounts rounded to the nearest dollar.

MEMBER SERVICES

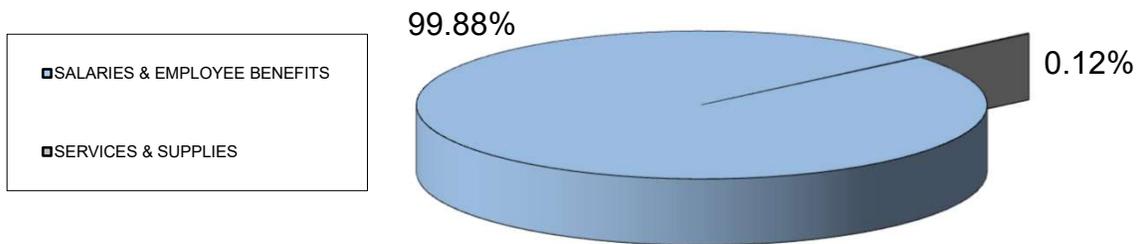
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|---------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$10,452,614 | \$9,197,120 | (\$1,255,494) |
| SERVICES & SUPPLIES | \$26,800 | \$11,441 | (\$15,359) |
| OPERATING BUDGET | \$10,479,414 | \$9,208,561 | (\$1,270,853) |

Budgeted Positions 79
Filled Positions 75



Total Expenditures by Category



FISCAL YEAR 2022-2023

MEMBER SERVICES

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|---------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$5,973,287 | \$5,442,189 | (\$531,098) |
| AGENCY TEMPORARY | 37,000 | 0 | (37,000) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 174,000 | 268,449 | 94,449 |
| BILINGUAL BONUS | 16,800 | 9,500 | (7,300) |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 10,000 | 0 | (10,000) |
| SICKLEAVE BUYBACK | 15,000 | 17,636 | 2,636 |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$6,226,087 | \$5,737,774 | (\$488,313) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 1,567,673 | 1,172,852 | (394,821) |
| FICA CONTRIBUTION | 101,702 | 87,334 | (14,368) |
| COUNTY SUBSIDY - INSURANCE | 102,742 | 56,815 | (45,927) |
| OPTIONS PLAN | 1,288,795 | 995,687 | (293,108) |
| LIFE INSURANCE | 6,956 | 5,778 | (1,178) |
| HEALTH INSURANCE TEMPS | 149,648 | 96,758 | (52,890) |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 258,956 | 171,232 | (87,724) |
| SAVINGS PLAN | 29,635 | 19,343 | (10,292) |
| PENSION SAVINGS PLAN | 16,628 | 7,044 | (9,584) |
| MEGAFLEX | 117,164 | 90,219 | (26,945) |
| TOTAL VARIABLE BENEFITS | \$3,639,900 | \$2,703,061 | (\$936,839) |
| OPEB CONTRIBUTION | 203,383 | 202,082 | (1,301) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 203,383 | 203,383 |
| OTHER BENEFITS | 383,245 | 350,820 | (32,425) |
| TOTAL EMPLOYEE BENEFITS | \$4,226,527 | \$3,459,346 | (\$767,181) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$10,452,614 | \$9,197,120 | (\$1,255,494) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

MEMBER SERVICES

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--------------------------------------|------------------------|------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | |
| 9181 | \$3,500 | \$1,576 | (\$1,924) |
| 9182 | 4,500 | 5,957 | 1,457 |
| TOTAL | <u>8,000</u> | <u>\$7,533</u> | <u>(\$467)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | |
| 9302 | 5,000 | \$1,650 | (\$3,350) |
| TOTAL | <u>5,000</u> | <u>\$1,650</u> | <u>(\$3,350)</u> |
| EDUCATIONAL EXPENSES | | | |
| 9961 | 1,200 | \$0 | (\$1,200) |
| 9962 | 10,000 | \$1,365 | (\$8,635) |
| 9963 | 100 | \$0 | (\$100) |
| TOTAL | <u>11,300</u> | <u>\$1,365</u> | <u>(\$9,935)</u> |
| MISCELLANEOUS | | | |
| 9986 | 1,500 | \$893 | (\$607) |
| 9992 | 1,000 | \$0 | (\$1,000) |
| TOTAL | <u>2,500</u> | <u>\$893</u> | <u>(\$1,607)</u> |
| GRAND TOTAL | <u>\$26,800</u> | <u>\$11,441</u> | <u>(\$15,359)</u> |

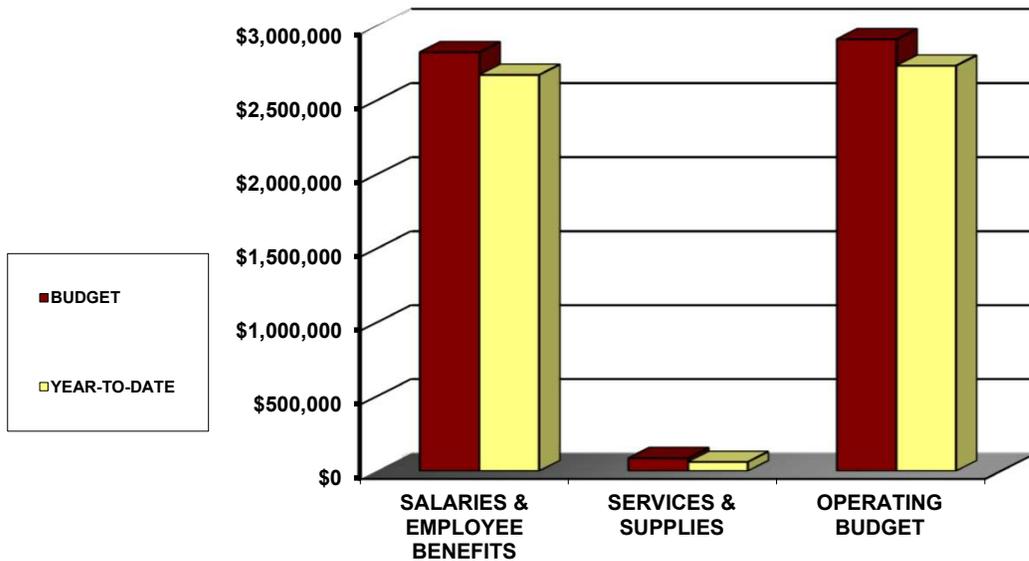
*All amounts rounded to the nearest dollar.

QUALITY ASSURANCE

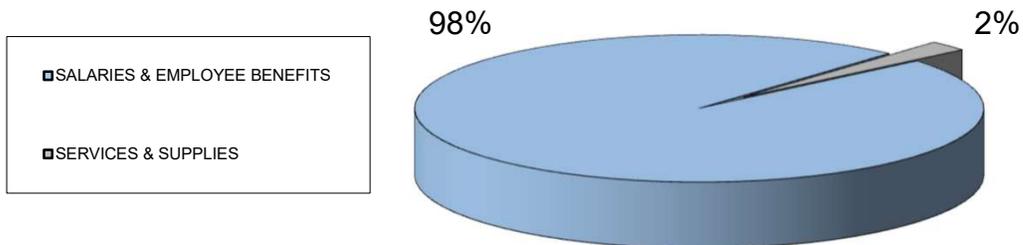
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|--------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$2,830,468 | \$2,677,444 | (\$153,024) |
| SERVICES & SUPPLIES | \$87,900 | \$62,072 | (\$25,828) |
| OPERATING BUDGET | \$2,918,368 | \$2,739,515 | (\$178,853) |

Budgeted Positions 19
Filled Positions 14



Total Expenditures by Category



FISCAL YEAR 2022-2023

QUALITY ASSURANCE

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|--------------------|------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$1,607,869 | \$1,548,769 | (\$59,100) |
| AGENCY TEMPORARY | 0 | 0 | 0 |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 21,500 | 803 | (20,697) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 2,200 | 0 | (2,200) |
| SICKLEAVE BUYBACK | 1,000 | 0 | (1,000) |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$1,632,569 | \$1,549,572 | (\$82,997) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 420,715 | 380,050 | (40,665) |
| FICA CONTRIBUTION | 30,085 | 25,004 | (5,081) |
| COUNTY SUBSIDY - INSURANCE | 105,493 | 107,254 | 1,761 |
| OPTIONS PLAN | 26,858 | 7,317 | (19,541) |
| LIFE INSURANCE | 222 | 125 | (97) |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 58,081 | 46,886 | (11,195) |
| SAVINGS PLAN | 60,977 | 56,306 | (4,671) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 306,586 | 263,064 | (43,522) |
| TOTAL VARIABLE BENEFITS | \$1,009,017 | \$886,007 | (\$123,010) |
| OPEB CONTRIBUTION | 65,485 | 65,066 | (419) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 65,485 | 65,485 |
| OTHER BENEFITS | 123,397 | 111,314 | (12,084) |
| TOTAL EMPLOYEE BENEFITS | \$1,197,899 | \$1,127,872 | (\$70,027) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$2,830,468 | \$2,677,444 | (\$153,024) |

FISCAL YEAR 2022-2023

QUALITY ASSURANCE

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

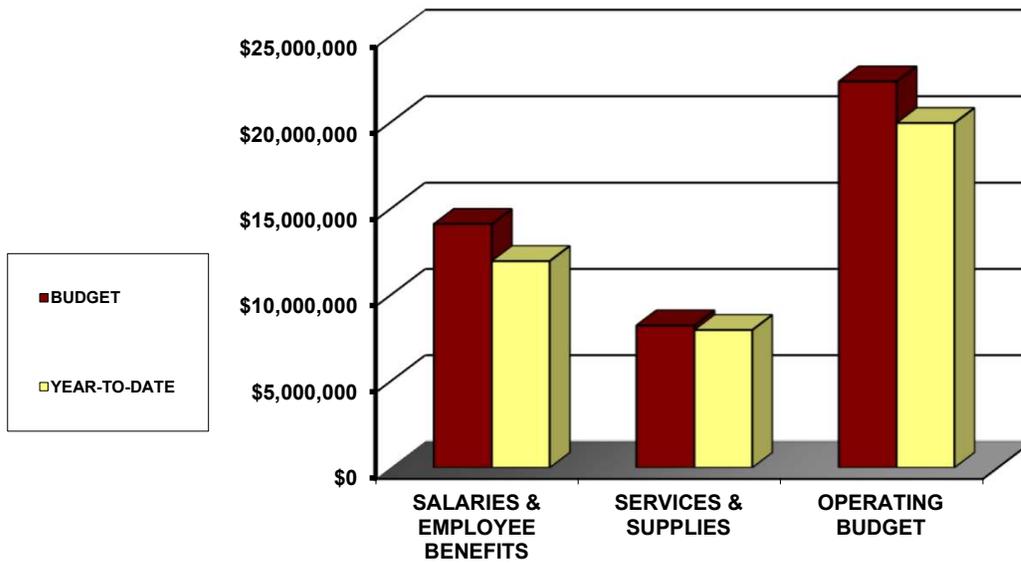
| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|---------------------------------|------------------------|------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$2,500 | \$262 | (\$2,238) |
| 9182 | TRAVEL | 9,500 | 1,755 | (7,745) |
| | TOTAL | <u>12,000</u> | <u>2,017</u> | <u>(9,983)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 1,000 | 268 | (732) |
| | TOTAL | <u>1,000</u> | <u>268</u> | <u>(732)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9715 | COST EFFECTIVE MANAGEMENT (CEM) | 50,000 | 55,000 | 5,000 |
| | TOTAL | <u>50,000</u> | <u>55,000</u> | <u>5,000</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 9,000 | 2,895 | (6,105) |
| 9962 | REGISTRATION FEES | 15,000 | 1,892 | (13,108) |
| 9963 | EDUCATIONAL MATERIALS | 500 | 0 | (500) |
| | TOTAL | <u>24,500</u> | <u>4,787</u> | <u>(19,713)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 400 | 0 | (400) |
| | TOTAL | <u>400</u> | <u>0</u> | <u>(400)</u> |
| | GRAND TOTAL | <u>\$87,900</u> | <u>\$62,072</u> | <u>(\$25,828)</u> |

SYSTEMS DIVISION

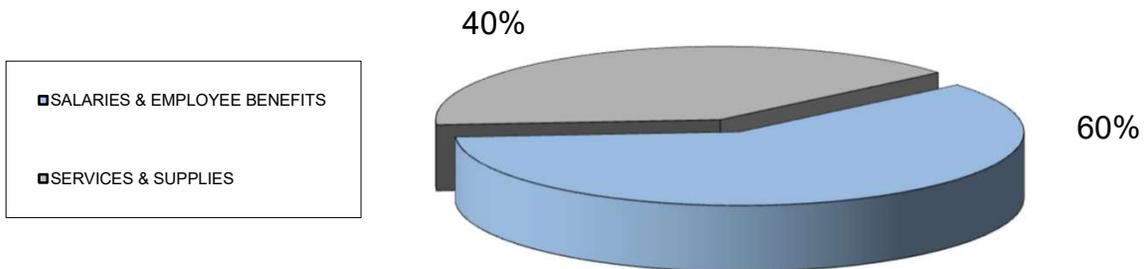
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|---------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$14,122,286 | \$11,980,909 | (\$2,141,377) |
| SERVICES & SUPPLIES | \$8,249,400 | \$7,984,901 | (\$264,499) |
| OPERATING BUDGET | \$22,371,686 | \$19,965,810 | (\$2,405,876) |

Budgeted Positions 62
Filled Positions 37



Total Expenditures by Category



FISCAL YEAR 2022-2023

SYSTEMS DIVISION

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|---------------------|---------------------|------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$5,534,330 | \$5,374,005 | (\$160,325) |
| AGENCY TEMPORARY | 4,576,300 | 2,941,429 | (1,634,871) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 150,000 | 215,349 | 65,349 |
| BILINGUAL BONUS | 0 | 0 | 0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 8,900 | 0 | (8,900) |
| SICKLEAVE BUYBACK | 12,000 | 17,170 | 5,170 |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$10,281,530 | \$8,547,954 | (\$1,733,576) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 1,311,836 | 1,111,203 | (200,633) |
| FICA CONTRIBUTION | 97,367 | 87,836 | (9,531) |
| COUNTY SUBSIDY - INSURANCE | 339,549 | 224,308 | (115,241) |
| OPTIONS PLAN | 435,969 | 392,827 | (43,142) |
| LIFE INSURANCE | 2,007 | 2,509 | 502 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 232,823 | 178,615 | (54,208) |
| SAVINGS PLAN | 161,857 | 110,044 | (51,813) |
| PENSION SAVINGS PLAN | 1,715 | 4,806 | 3,091 |
| MEGAFLEX | 629,129 | 515,519 | (113,610) |
| TOTAL VARIABLE BENEFITS | \$3,212,254 | \$2,627,666 | (\$584,588) |
| OPEB CONTRIBUTION | 217,901 | 216,507 | (1,394) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 217,901 | 217,901 |
| OTHER BENEFITS | 410,601 | 370,881 | (39,720) |
| TOTAL EMPLOYEE BENEFITS | \$3,840,754 | \$3,432,955 | (\$407,799) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$14,122,286 | \$11,980,909 | (\$2,141,377) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

SYSTEMS DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--------------------------------------|--|----------------|-------------------|--------------------------------|
| COMMUNICATIONS | | | | |
| 9121 | MOBILE DEVICES SERVICE & EQUIPMENT | \$150,000 | \$143,573 | (\$6,427) |
| 9124 | ENTERPRISE INTERNET CONNECTION | 165,000 | 120,592 | (44,408) |
| 9125 | TELEPHONE CONNECTION | 120,000 | 164,831 | 44,831 |
| 9130 | REMOTE SUPPORT | 15,000 | 0 | (15,000) |
| 9133 | TELEPHONE SYSTEM SUPPLIES & MODIFICATION | 15,000 | 2,863 | (12,137) |
| 9135 | TELEPHONE SYSTEM MAINTENANCE | 70,000 | 76,075 | 6,075 |
| | TOTAL | <u>535,000</u> | <u>507,934</u> | <u>(27,066)</u> |
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | 1,600 | 1,139 | (461) |
| 9182 | TRAVEL | 2,600 | 6,320 | 3,720 |
| | TOTAL | <u>4,200</u> | <u>7,459</u> | <u>3,259</u> |
| POSTAGE | | | | |
| 9208 | MONTHLY RETIREE CHECK MAILING | 390,000 | 0 | (390,000) |
| | TOTAL | <u>390,000</u> | <u>0</u> | <u>(390,000)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 11,000 | 13,692 | 2,692 |
| 9332 | COMPUTER MONITORS | 80,000 | 58,397 | (21,603) |
| 9336 | COMPUTER PRINTER | 10,000 | 8,731 | (1,269) |
| 9344 | COMPUTER ACCESSORIES | 13,000 | 12,229 | (771) |
| 9345 | COMPUTER PERIPHERALS | 30,000 | 30,080 | 80 |
| 9347 | STORAGE MEDIA | 15,000 | 17,735 | 2,735 |
| 9348 | BOARD MEMBER TECH SUPPORT | 50,000 | 50,820 | 820 |
| 9353 | DIVISIONAL IT SUPPLIES/EQUIPMENT | 130,000 | 116,699 | (13,301) |
| 9354 | REMOTE WORKFORCE EQUIPMENT | 130,000 | 484,566 | 354,566 |
| | TOTAL | <u>469,000</u> | <u>792,949</u> | <u>323,949</u> |
| EQUIPMENT MAINTENANCE | | | | |
| 9411 | AUDIOVISUAL MAINTENANCE | 40,000 | 78,185 | 38,185 |
| 9412 | KEY CARD SECURITY SYSTEM (DAS) | 25,000 | 24,334 | (667) |
| 9414 | LAN HARDWARE MAINTENANCE | 75,000 | 85,737 | 10,737 |
| 9419 | ON-SITE PRINTER MAINTENANCE | 20,000 | 6,992 | (13,008) |
| 9424 | EQUIP MAINT - UPS - SERVER ROOM | 170,000 | 127,086 | (42,914) |
| 9436 | EQUIP MAINT - AIR CONDITIONING | 30,000 | 42,451 | 12,451 |
| 9438 | AUDIOVISUAL ENHANCEMENTS | 25,000 | 26,653 | 1,653 |
| 9439 | SURVEILLANCE SYSTEM | 5,000 | 0 | (5,000) |
| 9442 | FIRE SUPPRESSION SYSTEM | 5,000 | 0 | (5,000) |
| 9443 | GENERATOR SYSTEM | 10,000 | 23,777 | 13,777 |
| | TOTAL | <u>405,000</u> | <u>415,215</u> | <u>10,215</u> |

FISCAL YEAR 2022-2023

SYSTEMS DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|---|--------------------|--------------------|--------------------------------|
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9502 | EDP CHARGES - ISD | \$199,500 | \$214,273 | \$14,773 |
| 9509 | AUDITOR CONTROLLER - PAYROLL SERVICES | 106,100 | 42,000 | (64,100) |
| 9550 | ADVANCED WORKFLOW CONCEPTS | 140,000 | 79,329 | (60,671) |
| 9574 | KNOWLEDGE & DOC MGMT PROJECTS | 300,000 | 215,700 | (84,300) |
| 9680 | IRON MOUNTAIN MEDIA STORAGE | 30,000 | 23,591 | (6,409) |
| 9681 | RETIREE PAYROLL PRINTING | 244,000 | 414,087 | 170,087 |
| 9692 | HOTSITE SERVICES | 20,000 | 20,701 | 701 |
| 9717 | CLOUD MIGRATION | 200,000 | 123,608 | (76,392) |
| 9722 | MAINFRAME SERVICES | 120,000 | 121,986 | 1,986 |
| | TOTAL | 1,359,600 | 1,255,275 | (104,325) |
| COMPUTER SERVICES & SUPPORT | | | | |
| 9831 | LAN SOFTWARE & LIC - NEW | 1,365,000 | 1,335,366 | (29,634) |
| 9832 | LAN SOFTWARE & LIC - EXISTING | 1,854,600 | 2,136,675 | 282,075 |
| 9833 | MAINFRAME SOFTWARE & LIC - EXISTING | 1,100,000 | 1,058,490 | (41,510) |
| 9843 | LAN NETWORK HARDWARE - NEW | 150,000 | 148,961 | (1,039) |
| 9879 | CO-LOCATION | 200,000 | 97,520 | (102,480) |
| 9882 | BOARDROOM OPERATION MGMT SYSTEMS (I & II) | 100,000 | 73,726 | (26,274) |
| 9923 | PUBLIC BROADCAST AND/OR STREAMING | 30,000 | 25,987 | (4,013) |
| 9930 | TELEPHONE SYSTEM UPDATES | 250,000 | 112,782 | (137,218) |
| | TOTAL | 5,049,600 | 4,989,506 | (60,094) |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 1,500 | 150 | (1,350) |
| 9962 | REGISTRATION FEES | 30,000 | 11,362 | (18,639) |
| 9963 | EDUCATIONAL MATERIALS | 5,000 | 4,830 | (170) |
| | TOTAL | 36,500 | 16,342 | (20,159) |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 500 | 221 | (279) |
| | TOTAL | 500 | 221 | (279) |
| GRAND TOTAL | | \$8,249,400 | \$7,984,901 | (\$264,499) |

*All amounts rounded to the nearest dollar.

APPENDIX B

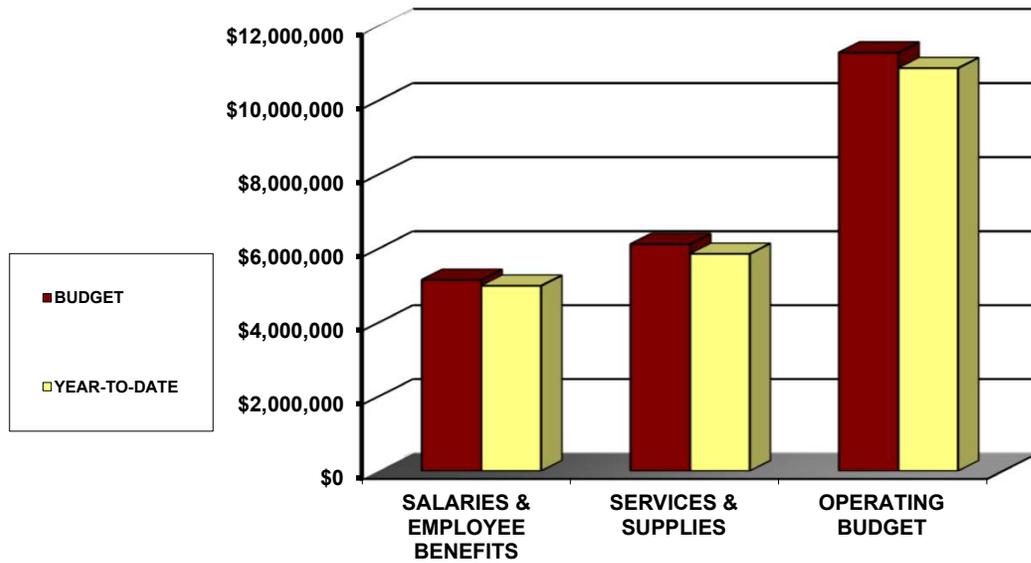
**FISCAL YEAR 2022-2023
RETIREE HEALTHCARE BENEFITS PROGRAM
BUDGET CONTROL REPORT
BASED ON EXPENDITURES AS OF
JUNE 30, 2023**

RETIREE HEALTHCARE BENEFITS PROGRAM

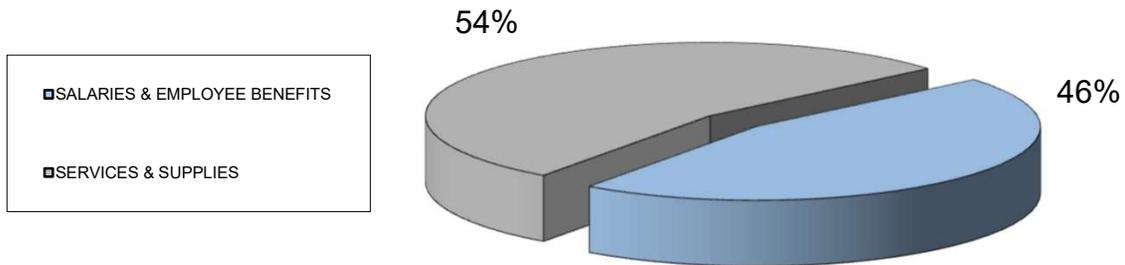
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|---------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$5,172,923 | \$5,015,298 | (\$157,625) |
| SERVICES & SUPPLIES | \$6,140,699 | \$5,877,827 | (\$262,872) |
| OPERATING BUDGET | \$11,313,622 | \$10,893,125 | (\$420,497) |

Budgeted Positions 37
Filled Positions 34



Total Expenditures by Category



FISCAL YEAR 2022-2023

RETIREE HEALTH CARE BENEFITS PROGRAM

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|--------------------|------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$3,006,805 | \$3,040,866 | \$34,061 |
| AGENCY TEMPORARY | 149,800 | 155,507 | 5,707 |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 121,800 | 140,072 | 18,272 |
| BILINGUAL BONUS | 4,800 | 3,600 | (1,200) |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 3,600 | 0 | (3,600) |
| SICKLEAVE BUYBACK | 10,000 | 10,163 | 163 |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$3,296,805 | \$3,350,208 | \$53,403 |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 702,460 | 621,778 | (80,682) |
| FICA CONTRIBUTION | 42,868 | 42,719 | (149) |
| COUNTY SUBSIDY - INSURANCE | 77,259 | 40,891 | (36,368) |
| OPTIONS PLAN | 480,282 | 457,083 | (23,199) |
| LIFE INSURANCE | 1,571 | 2,180 | 609 |
| HEALTH INSURANCE TEMPS | 121,229 | 50,061 | (71,168) |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 111,791 | 87,640 | (24,151) |
| SAVINGS PLAN | 43,690 | 28,292 | (15,398) |
| PENSION SAVINGS PLAN | 47,226 | 7,747 | (39,479) |
| MEGAFLEX | 146,891 | 125,564 | (21,327) |
| TOTAL VARIABLE BENEFITS | \$1,775,266 | \$1,463,955 | (\$311,311) |
| OPEB CONTRIBUTION | 100,853 | 100,283 | (570) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 100,853 | 100,853 |
| OTHER BENEFITS | 0 | 0 | 0 |
| TOTAL EMPLOYEE BENEFITS | \$1,876,120 | \$1,665,091 | (\$211,029) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$5,172,923 | \$5,015,298 | (\$157,625) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

RETIREE HEALTH CARE BENEFITS PROGRAM

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|-----------------------------|---------------------------|---------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$1,500 | \$2,086 | \$586 |
| 9182 | TRAVEL | 23,200 | 37,324 | 14,124 |
| | TOTAL | <u>24,700</u> | <u>\$39,409</u> | <u>\$14,709</u> |
| POSTAGE | | | | |
| 9212 | SPECIAL RETIREE MAILINGS | 300,000 | 269,969 | (30,031) |
| | TOTAL | <u>300,000</u> | <u>269,969</u> | <u>(30,031)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 4,500 | 836 | (3,664) |
| | TOTAL | <u>4,500</u> | <u>836</u> | <u>(3,664)</u> |
| OPERATIONAL COSTS | | | | |
| 9482 | RENT | 203,800 | 205,113 | 1,313 |
| 9483 | DEPARTMENTAL OVERHEAD | 4,337,199 | 4,153,627 | (183,572) |
| | TOTAL | <u>4,540,999</u> | <u>4,358,739</u> | <u>(182,260)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9541 | AUDITS | 141,100 | 51,475 | (89,625) |
| 9545 | HEALTH CARE CONSULTING | 750,000 | 741,600 | (8,400) |
| 9573 | OPEB VALUATION | 338,300 | 355,277 | 16,977 |
| | TOTAL | <u>1,229,400</u> | <u>1,148,352</u> | <u>(81,048)</u> |
| BANK SERVICES | | | | |
| 9753 | BANK CHARGES - STATE STREET | 21,500 | 18,021 | (3,479) |
| | TOTAL | <u>21,500</u> | <u>18,021</u> | <u>(3,479)</u> |
| LEGAL FEES AND SERVICES | | | | |
| 9772 | OUTSIDE LEGAL COUNSEL | 0 | 15,684 | 15,684 |
| | TOTAL | <u>0</u> | <u>15,684</u> | <u>15,684</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 4,000 | 1,801 | (2,199) |
| 9962 | REGISTRATION FEES | 15,000 | 25,015 | 10,015 |
| 9963 | EDUCATIONAL MATERIALS | 300 | 0 | (300) |
| | TOTAL | <u>19,300</u> | <u>26,816</u> | <u>7,516</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 300 | 0 | (300) |
| | TOTAL | <u>300</u> | <u>0</u> | <u>(300)</u> |
| | GRAND TOTAL | <u>\$6,140,699</u> | <u>\$5,877,827</u> | <u>(\$262,872)</u> |

*All amounts rounded to the nearest dollar.

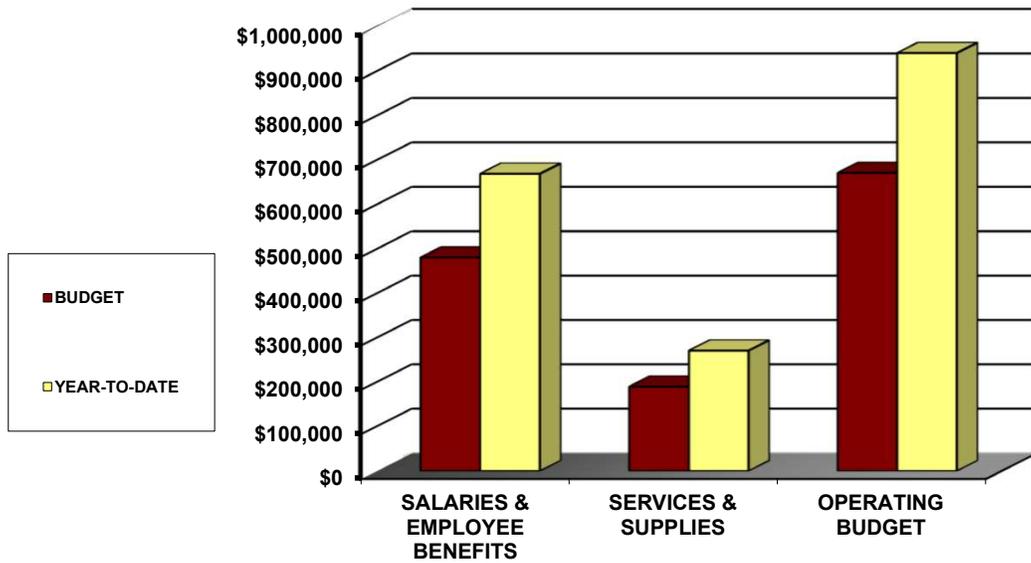
APPENDIX C

**FISCAL YEAR 2022-2023
OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST
BUDGET CONTROL REPORT
BASED ON EXPENDITURES AS OF
JUNE 30, 2023**

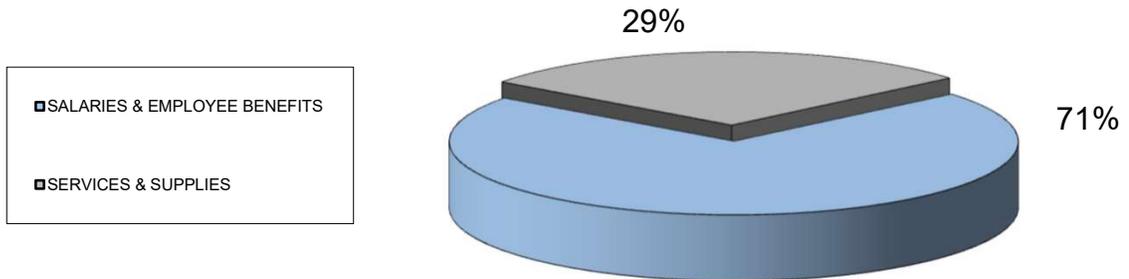
OTHER POST-EMPLOYMENT BENEFITS TRUST

BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$481,543 | \$669,971 | \$188,428 |
| SERVICES & SUPPLIES | \$190,304 | \$271,639 | \$81,335 |
| OPERATING BUDGET | \$671,847 | \$941,610 | \$269,763 |



Total Expenditures by Category





FISCAL YEAR 2022-2023

FINAL BUDGET CONTROL REPORT

BASED ON EXPENDITURES AS OF JUNE 30, 2023

ADMINISTRATIVE BUDGET

RETIREE HEALTHCARE BENEFITS PROGRAM (RHCBP) BUDGET

OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST BUDGET

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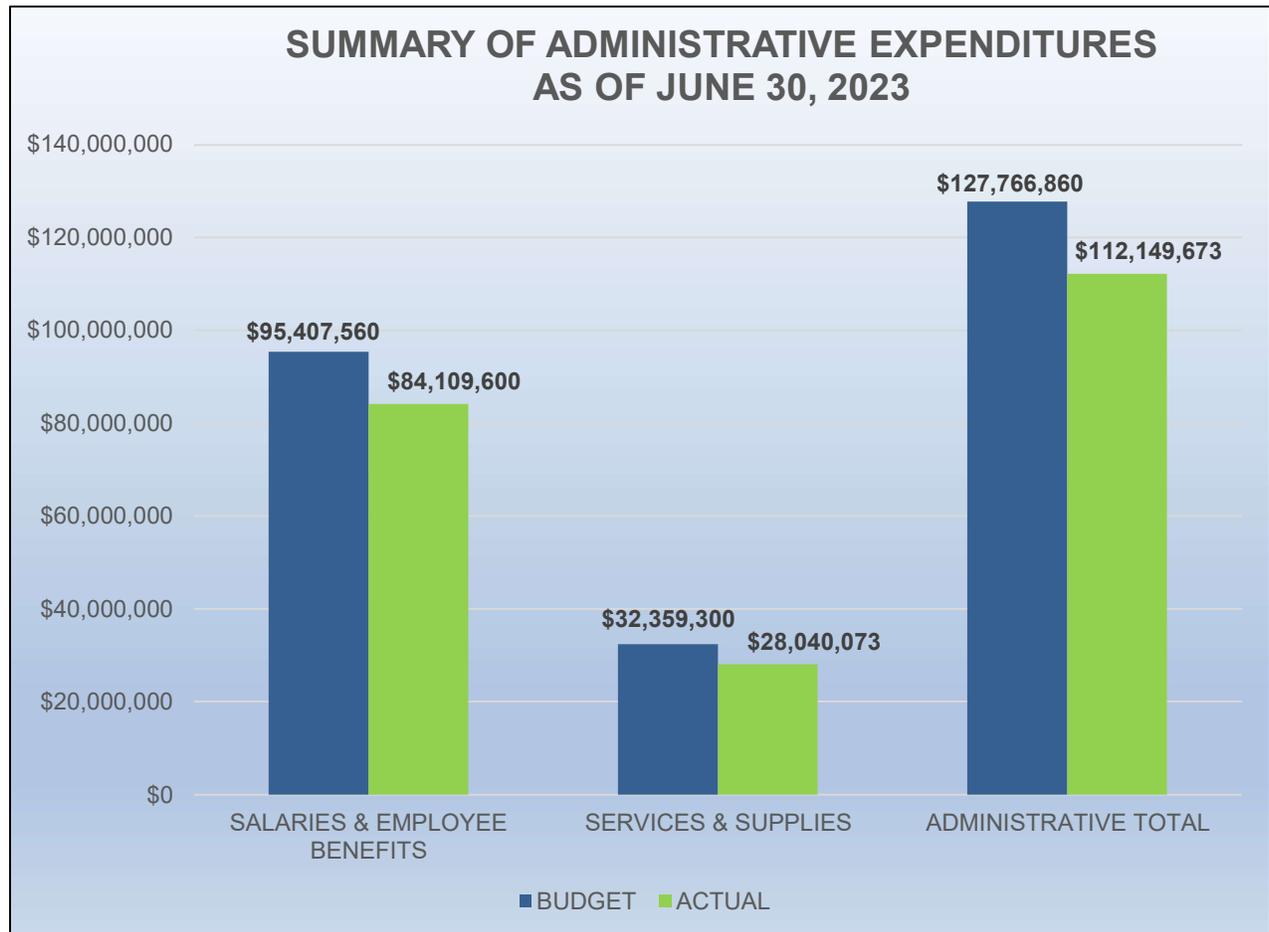
| | |
|---|----|
| Section I – LACERA Administrative Final Summary | 1 |
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| Section III – Other Post-Employment Benefits Trust Final Summary | 9 |
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| Appendix C – Other Post-Employment Benefits Trust Summary Details | 65 |

SECTION I - ADMINISTRATIVE BUDGET SUMMARY

LACERA’s Fiscal Year 2022-2023 ended June 30, 2023, with actual administrative expenses of \$112,149,673 or 87.8% of the \$127,766,860 administrative approved budget. This represents an under expenditure of \$15,617,187 or 12.2% of the \$127,766,860 administrative approved budget.

| SUMMARY OF ADMINISTRATIVE EXPENDITURES AS OF JUNE 30, 2023 | | | | | |
|---|----------------------|----------------------|--------------------------------|-----------------------|---------------------------------|
| ADMINISTRATIVE EXPENSES | BUDGET | ACTUAL | OVER/(UNDER) BUDGET | % UTILIZED | % OVER/ (UNUTILIZED) |
| SALARIES & EMPLOYEE BENEFITS | \$95,407,560 | \$84,109,600 | (\$11,297,960) | 88.2% | (11.8%) |
| SERVICES & SUPPLIES | \$32,359,300 | \$28,040,073 | (\$4,319,227) | 86.7% | (13.3%) |
| ADMINISTRATIVE TOTAL | \$127,766,860 | \$112,149,673 | (\$15,617,187) | 87.8% | (12.2%) |

* All amounts rounded to the nearest dollar.



Salaries and Employee Benefits (S&EB)

Salaries and Employee Benefits (S&EB) costs incurred as of June 30, 2023, were \$84,109,600 or 88.2% of the \$95,407,560 approved budget. This represents an under expenditure of \$11,297,960 or 11.8% of the \$95,407,560 administrative approved budget for this category. A summary of all S&EB expenses and explanations of significant variances are provided below.

| SUMMARY OF SALARIES AND EMPLOYEE BENEFITS BASED ON EXPENDITURES FOR AS OF JUNE 30, 2023 | | | | | |
|--|---------------------|---------------------|--------------------------------|-----------------------|---------------------------------|
| | BUDGET | ACTUAL | OVER/(UNDER) BUDGET | % UTILIZED | % OVER/ (UNUTILIZED) |
| <u>SALARIES & OTHER PAY</u> | | | | | |
| Permanent / County Temporary | \$49,928,206 | \$46,926,075 | (\$3,002,131) | 94.0% | (6.0%) |
| Agency Temporary | 7,685,300 | 5,244,040 | (2,441,260) | 68.2% | (31.8%) |
| LACERA Intern Program | 288,000 | 7,646 | (280,354) | 2.7% | (97.3%) |
| Stipends | 65,000 | 47,574 | (17,426) | 73.2% | (26.8%) |
| Overtime | 1,088,800 | 1,303,073 | 214,273 | 119.7% | 19.7% |
| Bilingual Bonus | 22,800 | 13,100 | (9,700) | 57.5% | (42.5%) |
| Transportation Allowance | 7,200 | 22,800 | 15,600 | 316.7% | 216.7% |
| Rideshare Allowance | 70,300 | 4,620 | (65,680) | 6.6% | (93.4%) |
| Sickleave Buyback | 68,800 | 65,713 | (3,087) | 95.5% | (4.5%) |
| TOTAL SALARIES & OTHER PAY | \$59,224,406 | \$53,634,641 | (\$5,589,765) | 90.6% | (9.4%) |
| <u>VARIABLE BENEFITS</u> | | | | | |
| Retirement | 12,027,511 | 9,785,886 | (2,241,625) | 81.4% | (18.6%) |
| FICA Contribution | 892,955 | 759,458 | (133,497) | 85.0% | (15.0%) |
| County Subsidy - Insurance | 3,309,795 | 2,129,919 | (1,179,876) | 64.4% | (35.6%) |
| Options Plan | 4,736,909 | 3,905,326 | (831,583) | 82.4% | (17.6%) |
| Life Insurance | 22,679 | 20,916 | (1,763) | 92.2% | (7.8%) |
| Health Insurance Temps | 325,317 | 180,439 | (144,878) | 55.5% | (44.5%) |
| Flexible Benefit Plan | 10,868 | 16,179 | 5,311 | 148.9% | 48.9% |
| Thrift Plan / Horizons | 2,021,290 | 1,436,310 | (584,980) | 71.1% | (28.9%) |
| Savings Plan | 1,519,048 | 974,947 | (544,101) | 64.2% | (35.8%) |
| Pension Savings Plan | 36,645 | 22,040 | (14,605) | 60.1% | (39.9%) |
| Megaflex | 6,159,991 | 4,671,336 | (1,488,655) | 75.8% | (24.2%) |
| TOTAL VARIABLE BENEFITS | \$31,063,007 | \$23,902,757 | (\$7,160,250) | 76.9% | (23.1%) |
| OPEB CONTRIBUTION | \$1,775,147 | \$1,763,717 | (\$11,430) | 99.4% | (0.6%) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | \$0 | \$1,775,147 | \$1,775,147 | N/A | N/A |
| OTHER BENEFITS | \$3,345,000 | \$3,033,339 | (\$311,661) | 90.7% | (9.3%) |
| TOTAL EMPLOYEE BENEFITS | \$36,183,155 | \$30,474,959 | (\$5,708,196) | 84.2% | (15.8%) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$95,407,560 | \$84,109,600 | (\$11,297,960) | 88.2% | (11.8%) |

* All amounts rounded to the nearest dollar.

Permanent Salaries & Variable Benefits

Permanent Salaries expenditures were \$46,926,075 or 94.0% of the approved Permanent Salaries budget of \$49,928,206. This represents an under expenditure of \$3,002,131. This variance is the result of recruitment delays, hiring plan changes and unplanned vacancies.

Variable Benefit expenditures were \$23,902,757 or 76.9% of the approved Variable Benefits budget of \$31,063,007. This represents an under expenditure of \$7,160,250. These expenditures were lower than anticipated due to vacancies that correlate to reduced benefit costs.

At the end of the year, the status of vacant positions is reflected in the difference between budget and actual S&EB. Vacant positions are budgeted at the first step and the estimated time of the year the position will be filled. Salary savings are calculated by reducing the salary cost by the number of months it takes to hire against the position beyond what was budgeted. Vacancies are budgeted at six months unless otherwise specified. Positions are hired at various stages or remain vacant for the entire year. This is reflected in the gap between budget and actual S&EB.

See table on page 4 for details related to vacant positions.

Other Variances

Agency Temporary

Agency Temporary staff expenditures were \$5,244,040 or 68.2% of the adopted budget of \$7,685,300. This represents an under expenditure of \$2,441,260. The majority of this variance relates to the delay and challenges in recruiting for agency temporary staff because the agencies do not have a wide selection/candidate pool. In addition, a few divisions were able to fill some permanent positions during the year, therefore there are lower than anticipated costs for this category.

Overtime

Overtime expenditures were \$1,303,073 or 119.7% of the approved budget of \$1,088,800. This represents an over expenditure of \$214,273. Overtime was used to support ongoing systems maintenance and upgrades conducted after business hours, as well as extended weekday and weekend hours to support member-facing operations. These included March Rush, and critical projects such as the COLA accumulation correction, the Alameda Court Decision projects and Superior Court Pay Code Update Project.

LACERA Intern Program

LACERA Intern Program expenditures were \$7,646 or 2.7% of the approved budget of \$288,000. This represents an under expenditure of \$280,354. There was a total of six interns who were recruited during this fiscal year. Three of the six interns were funded by

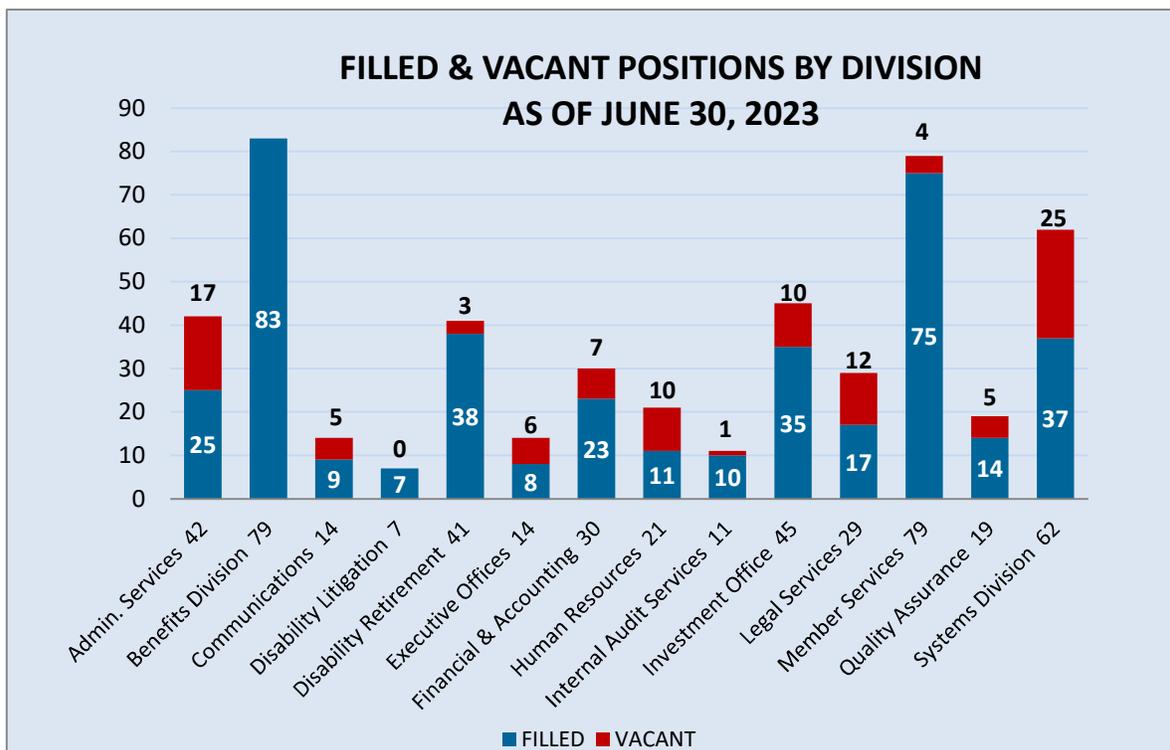
LACERA, whereas the other three were funded by outside agencies which resulted in this program being 97.3% under budget. Although the recruitment occurred in the fourth quarter of FY 2022-2023, the majority of the time worked occurred in FY 2023-2024.

OPEB Contribution (Budget Surplus)

OPEB Contribution (Budget Surplus) of \$1,775,147 against the budget of \$0 was due to the adoption of LACERA’s revised Budget Policy by the Board of Retirement and Board of Investments in June 2022. The revised policy allows LACERA’s Chief Executive Officer (CEO), at his discretion, to utilize budgetary savings to prefund or make additional OPEB contributions to LACERA’s OPEB Trust by June 30 of the year in which the funds were budgeted. Such additional OPEB contributions may be up to but not exceed that year’s budgeted OPEB contribution.

Vacancies

The LACERA Management Team is dedicated and committed to filling every vacant position. To address this critical need, LACERA greatly expanded outreach and utilized outside recruiters to fill specialized vacancies primarily in the Investments Division, expending \$471,883 on recruitment. We began the fiscal year with 117 staff vacancies out of 493 budgeted positions for a vacancy rate of 23.7%. Great strides were made throughout the year with hiring staff. However, the cumulative impact of resignations, retirements, and recruitment delays minimized the effect of improving the vacancy rate. LACERA ended the fiscal year as of June 30, 2023, with 101 vacancies and a resulting vacancy rate of 20.5%.



Services and Supplies (S&S)

Services and Supplies (S&S) costs incurred as of June 30, 2023, were \$28,040,073 or 86.7% of the \$32,359,300 administrative approved budget representing an under expenditure of \$4,319,227 or 13.3% for this category. A summary of all S&S expenses and explanations of significant variances are provided below.

SUMMARY OF SERVICES AND SUPPLIES BASED ON EXPENDITURES FOR AS OF JUNE 30, 2023

| S&S CATEGORY | BUDGET | ACTUAL | OVER/(UNDER) BUDGET | % UTILIZED | % OVER/ (UNUTILIZED) |
|-------------------------------------|---------------------|---------------------|------------------------|---------------|-------------------------|
| Auto Expenses | \$133,500 | (\$38,449) | (\$171,949) | (28.8%) | (128.8%) |
| Communications | 535,000 | 507,934 | (27,066) | 94.9% | (5.1%) |
| Transportation & Travel | 656,200 | 391,723 | (264,477) | 59.7% | (40.3%) |
| Postage | 1,069,400 | 708,909 | (360,491) | 66.3% | (33.7%) |
| Stationery & Forms | 808,300 | 664,082 | (144,218) | 82.2% | (17.8%) |
| Office Supplies & Equipment | 845,700 | 999,020 | 153,320 | 118.1% | 18.1% |
| Insurance | 1,120,600 | 976,329 | (144,271) | 87.1% | (12.9%) |
| Equipment Maintenance | 408,300 | 417,659 | 9,359 | 102.3% | 2.3% |
| Equipment Rents & Leases | 287,000 | 199,499 | (87,501) | 69.5% | (30.5%) |
| Building Costs | 7,961,300 | 6,124,765 | (1,836,535) | 76.9% | (23.1%) |
| Parking Fees | 437,000 | 456,055 | 19,055 | 104.4% | 4.4% |
| Professional & Specialized Services | 4,531,500 | 3,453,051 | (1,078,449) | 76.2% | (23.8%) |
| Bank Services | 200,500 | 177,789 | (22,711) | 88.7% | (11.3%) |
| Legal Fees & Services | 3,071,000 | 3,555,309 | 484,309 | 115.8% | 15.8% |
| Disability Fees & Services | 3,145,300 | 3,052,189 | (93,111) | 97.0% | (3.0%) |
| Computer Services & Support | 5,118,600 | 5,072,012 | (46,588) | 99.1% | (0.9%) |
| Educational Expenses | 1,253,000 | 655,891 | (597,109) | 52.3% | (47.7%) |
| Miscellaneous | 777,100 | 666,304 | (110,796) | 85.7% | (14.3%) |
| TOTAL | \$32,359,300 | \$28,040,073 | (\$4,319,227) | 86.7% | (13.3%) |

* All amounts rounded to the nearest dollar.

- Building Costs expenditures were \$6,124,765 or 76.9% of the annual budget of \$7,961,300. This under expenditure of \$1,836,535 or 23.1% of the approved budget is primarily due to lower than anticipated expenditures for Renovation Projects due to supply chain issues and construction delays for the 7th floor project, pushing approximately 67.3% of the costs, or \$1,008,861, into FY 2023-2024.
- Professional & Specialized Services expenditures were \$3,453,051 or 76.2% of the annual budget in this category of \$4,531,500. This under expenditure of \$1,078,449 or 23.8% of the approved budget. Significant variances in this category are outlined below:
 - Under expenditure of \$218,386 for Audits because the KPMG Operational Due Diligence (ODD) Engagement was not completed until September 2023, so the final payment was made against the FY 2023-2024 budget resulting in an under expenditure for FY 2022-2023.

- Under expenditure of \$172,035 for Organizational Programs due to the cancellation of required COVID-testing during this fiscal year.
 - Over expenditure of \$170,087 for Retiree Payroll Printing for monthly retiree check mailing allocated to retiree payroll printing.
 - Under expenditure of \$120,456 for Software Subscriptions. The Information Security Office (ISO) uses various software tools and monitoring services to keep LACERA cyber secure. In FY 2022-2023, the ISO assessed a number of new tools and was able to utilize new strategies to deploy these tools resulting in reduced costs for software subscriptions.
- Educational Expenses were \$655,891 or 52.3% of the annual budget of \$1,253,000. This under expenditure of \$597,109 is mainly due to lower than anticipated costs for registration fees, and departmental training. The COVID-19 pandemic and travel restrictions in place throughout much of the year resulted in multiple in-person seminar/training/conference cancellations, postponements, or virtual events, resulting in one-time budgetary savings.
 - Legal Fees & Services expenditures were \$3,555,309 or 115.8% of the annual budget of \$3,071,000. This over expenditure of \$484,309 is due to higher than anticipated costs for outside legal consulting related to litigation, investigations, and tax matters.
 - Postage expenditures were \$708,909 or 66.3% of the annual budget of \$1,069,400. This under expenditure of \$360,491 or 33.7% is mainly due to the allocation of the monthly retiree check mailing to retiree payroll printing and the vendor covers the costs for both postage and printing services, resulting in an over expenditure in retiree payroll printing. Combined, the cost to print and mail retiree payroll checks came in at \$414,087 or approximately \$220,000 below budget.
 - Transportation & Travel expenditures were \$391,723 or 59.7% of the annual budget of \$656,200. This under expenditure of \$264,477 or 40.3 is mainly due to reduced travel costs as a result of multiple in-person training and conferences cancellations, postponements, or transitioned to virtual meetings.

Information Technology Projects

LACERA management and staff are committed to continuously improving our operating efficiency and service to our members. In support of that commitment LACERA made significant progress on several key projects, including the first phase of our member case management system (SOL), our budget management solution (Questica Budget), our Information Technology Service Management tool (Service Now), our Hardware Asset Management System (HAM), and our automated accounts payable and purchasing system (Certify), expending \$1,335,366 or 97.8% of the \$1,365,000 budget for new software licenses.

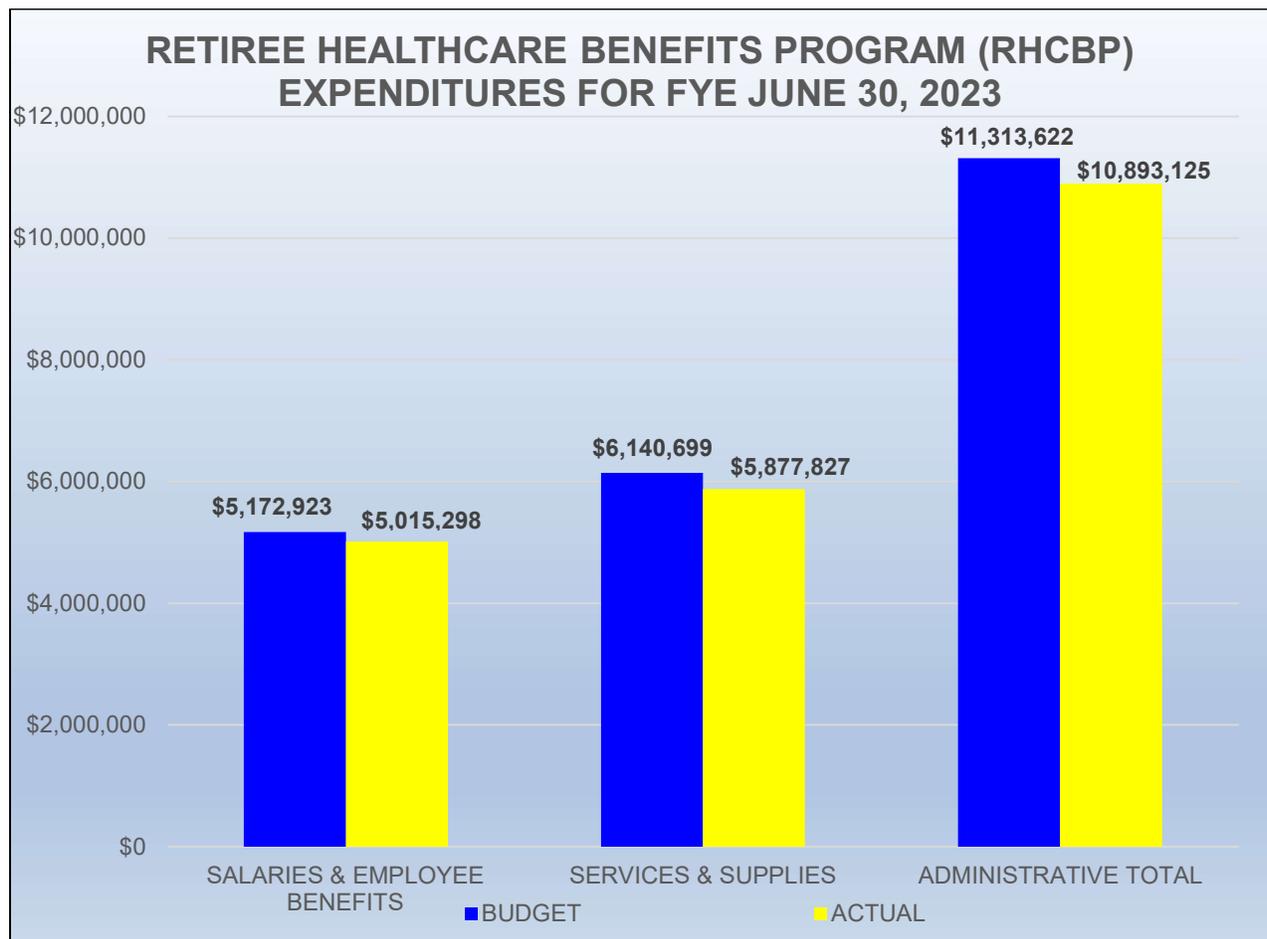
For additional details on LACERA expenses see Appendix A.

SECTION II - RETIREE HEALTHCARE BENEFITS BUDGET SUMMARY

Following is a summary of the Retiree Healthcare Benefits Program Final Budget Control Report for Fiscal Year 2022-2023 for the period ending June 30, 2023. The total program administrative expenses were \$10,893,125 or 96.3% of the \$11,313,622 approved administrative budget. This represents an under expenditure of \$420,497 or 3.7% of the approved budget.

| RETIREE HEALTHCARE BENEFITS PROGRAM (RHCBP) SUMMARY OF ADMINISTRATIVE EXPENDITURES AS OF JUNE 30, 2023 | | | | | |
|--|---------------------|---------------------|------------------------|---------------|-------------------------|
| RHCBP | BUDGET | ACTUAL | OVER/(UNDER) BUDGET | % UTILIZED | % OVER/ (UNUTILIZED) |
| SALARIES & EMPLOYEE BENEFITS | \$5,172,923 | \$5,015,298 | (\$157,625) | 97.0% | (3.0%) |
| SERVICES & SUPPLIES | \$6,140,699 | \$5,877,827 | (\$262,872) | 95.7% | (4.3%) |
| ADMINISTRATIVE TOTAL | \$11,313,622 | \$10,893,125 | (\$420,497) | 96.3% | (3.7%) |

*All amounts rounded to the nearest dollar.



Salaries & Employee Benefits (S&EB):

Salaries & Employee Benefits costs were \$5,015,298 or 97.0% of the \$5,172,923 approved administrative budget. This represents an under expenditure of \$157,625 or 3.0% of the approved budget. This variance is primarily attributed to lower than anticipated costs for variable benefits.

Services & Supplies (S&S):

Services & Supplies costs were \$5,877,827 or 95.7% of the \$6,140,699 approved administrative budget. This represents an under expenditure of \$262,872 or 4.3% of the \$6,140,699 approved budget and is primarily due to the following factors:

- Operational Costs of \$4,358,739 results in an under expenditure of \$182,260 or 4.2% of the approved budget of \$4,540,999. This is due to lower than anticipated costs for Departmental Overhead. The overhead amount represents costs incurred by other LACERA Divisions to support the RHC mission. For FY 2022-2023, the RHC Departmental Overhead cost was lower than anticipated and is directly related to LACERA's overall under-expenditures in both S&EB and S&S.
- Professional & Specialized Services costs of \$1,148,352 results in an under expenditure of \$81,048 or 6.6% of the approved budget of \$1,229,400 and is due to lower than anticipated costs for Audits of \$51,475, an under expenditure of \$89,625 or 63.5% under the approved budget of \$141,100. This is due to late invoices/bills and expenses that were not received and captured prior to the accrual deadline.
- Legal Fees and Services of \$15,684 is an over expenditure of \$15,684 for outside legal counsel services related to a potential Tier 3. RHC did not anticipate the need for any legal services for FY 2022-2023.
- Transportation & Travel of \$39,409 includes an over expenditure of \$14,709 for higher than anticipated costs for transportation and travel for staff to attend conferences and training.

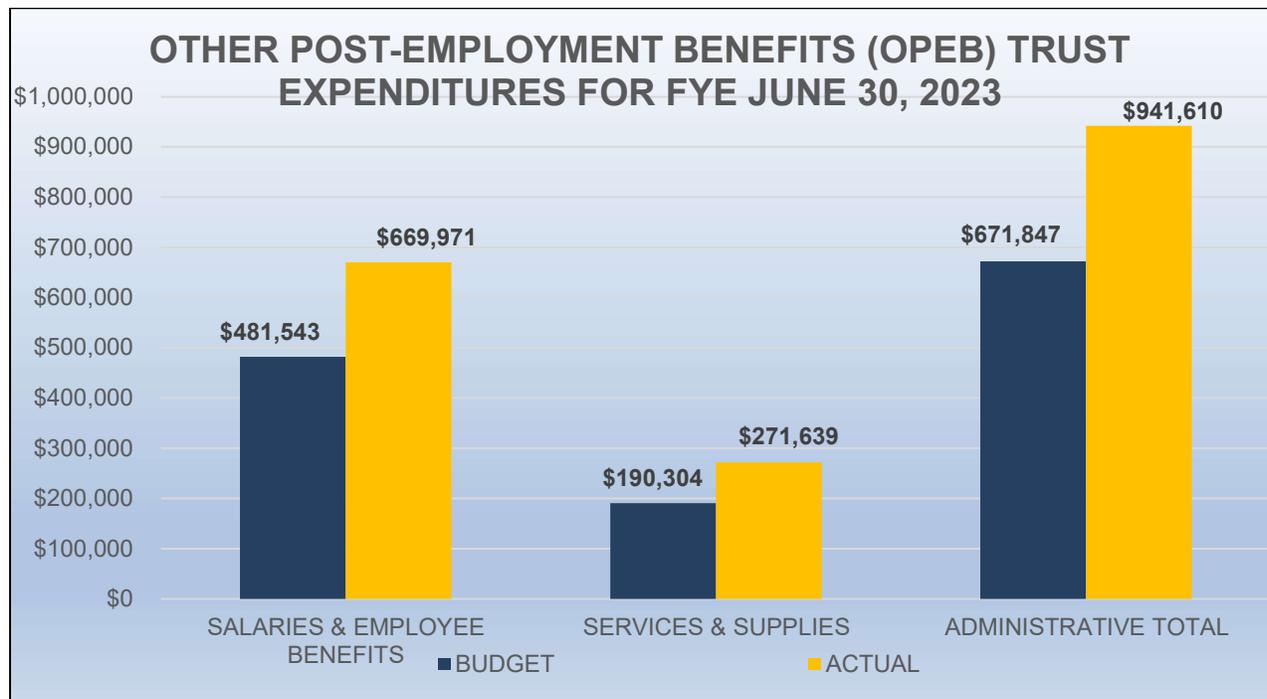
For additional details on RHCBP expenses see Appendix B.

SECTION III - OTHER POST-EMPLOYMENT BENEFITS BUDGET SUMMARY

Following is a summary of the Final Budget Control Report for Other Post-Employment Benefits (OPEB) Trust for the period ending June 30, 2023. The total OPEB Trust administrative expenses were \$941,610 or 140.2% of the \$671,847 approved administrative budget. This represents an over expenditure of \$269,762 or 40.2% of the approved budget.

| OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST SUMMARY OF ADMINISTRATIVE EXPENDITURES AS OF JUNE 30, 2023 | | | | | |
|---|------------------|------------------|--------------------------------|-----------------------|---------------------------------|
| OPEB TRUST | BUDGET | ACTUAL | OVER/(UNDER) BUDGET | % UTILIZED | % OVER/ (UNUTILIZED) |
| SALARIES & EMPLOYEE BENEFITS | \$481,543 | \$669,971 | \$188,427 | 139.1% | 39.1% |
| SERVICES & SUPPLIES | \$190,304 | \$271,639 | \$81,335 | 142.7% | 42.7% |
| ADMINISTRATIVE TOTAL | \$671,847 | \$941,610 | \$269,762 | 140.2% | 40.2% |

* All amounts rounded to the nearest dollar.



- The over expenditure is attributed to higher than anticipated costs for salaries and employee benefits for additional staff and time needed for special projects (e.g., The change in the unitization structure of the OPEB Master Trust, Public Markets OPEB search conducted as an RFP, SOC RFP, etc.), and late invoices received for audit services from previous years for fiscal year ending June 30, 2022.

For additional details on OPEB Trust expenses see Appendix C.

APPENDIX A

FISCAL YEAR 2022-2023

**LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION
(LACERA)**

BUDGET CONTROL REPORT

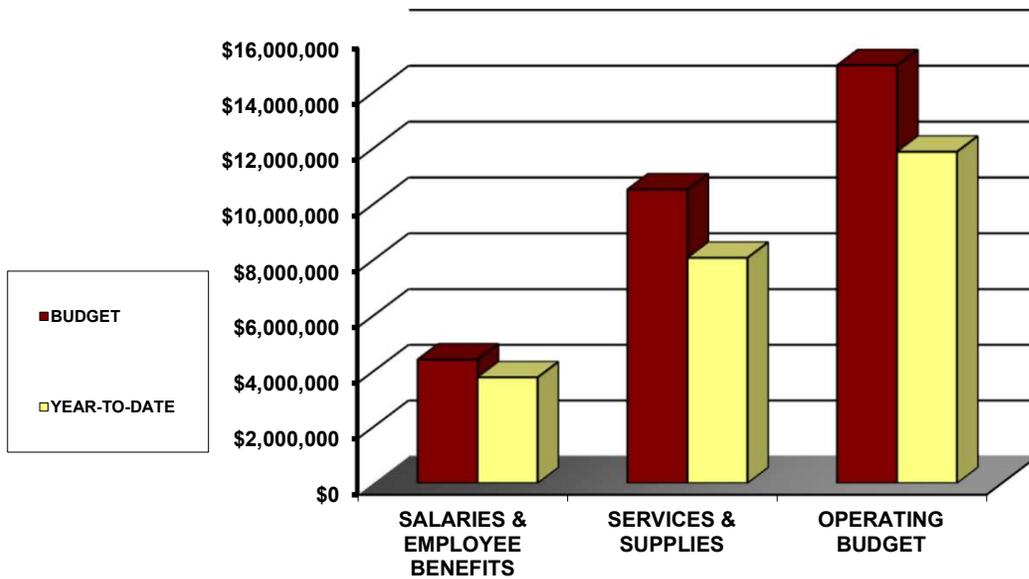
**BASED ON EXPENDITURES AS OF
JUNE 30, 2023**

ADMINISTRATIVE SERVICES

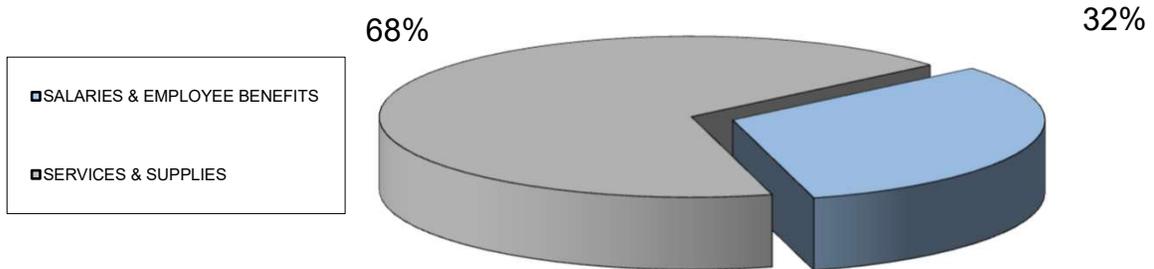
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|---------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$4,442,976 | \$3,799,576 | (\$643,400) |
| SERVICES & SUPPLIES | \$10,546,900 | \$8,094,760 | (\$2,452,140) |
| OPERATING BUDGET | \$14,989,876 | \$11,894,337 | (\$3,095,539) |

Budgeted Positions 42
Filled Positions 25



Total Expenditures by Category



FISCAL YEAR 2022-2023

ADMINISTRATIVE SERVICES

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|--------------------|------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$2,223,984 | \$2,030,036 | (\$193,948) |
| AGENCY TEMPORARY | 473,400 | 282,409 | (190,991) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 49,400 | 9,935 | (39,465) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 6,900 | 4,540 | (2,360) |
| SICKLEAVE BUYBACK | 7,300 | 7,799 | 499 |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$2,760,984 | \$2,334,719 | (\$426,265) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 524,174 | 451,530 | (72,644) |
| FICA CONTRIBUTION | 35,822 | 31,468 | (4,354) |
| COUNTY SUBSIDY - INSURANCE | 74,378 | 55,315 | (19,063) |
| OPTIONS PLAN | 621,131 | 444,105 | (177,026) |
| LIFE INSURANCE | 1,702 | 1,435 | (267) |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 10,868 | 5,580 | (5,288) |
| THRIFT PLAN / HORIZONS | 75,146 | 57,480 | (17,666) |
| SAVINGS PLAN | 23,899 | 17,249 | (6,650) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 59,605 | 73,337 | 13,732 |
| TOTAL VARIABLE BENEFITS | \$1,426,725 | \$1,137,500 | (\$289,225) |
| OPEB CONTRIBUTION | 88,501 | 87,935 | (566) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 88,501 | 88,501 |
| OTHER BENEFITS | 166,766 | 150,922 | (15,844) |
| TOTAL EMPLOYEE BENEFITS | \$1,681,992 | \$1,464,858 | (\$217,134) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$4,442,976 | \$3,799,576 | (\$643,400) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

ADMINISTRATIVE SERVICES DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|------------------|-------------------|--------------------------------|
| AUTO EXPENSES | | | |
| 9102 AUTO MAINTENANCE/REPAIR | \$10,000 | \$4,886 | (\$5,114) |
| 9103 GAS | 1,000 | 954 | (46) |
| 9105 LICENSE FEES | 500 | 23 | (477) |
| 9106 SPECIAL ORDER - AUTOMOBILE | 100,000 | (53,767) | (153,767) |
| TOTAL | <u>111,500</u> | <u>(47,904)</u> | <u>(159,404)</u> |
| TRANSPORTATION AND TRAVEL | | | |
| 9181 TRANSPORTATION | 1,100 | 128 | (972) |
| 9182 TRAVEL | 6,900 | 2,240 | (4,660) |
| TOTAL | <u>8,000</u> | <u>2,369</u> | <u>(5,631)</u> |
| POSTAGE | | | |
| 9201 POSTAGE METER | 330,000 | 330,000 | 0 |
| 9204 CALLER BOX SERVICE ANNUAL FEE | 1,400 | 1,423 | 23 |
| TOTAL | <u>331,400</u> | <u>331,423</u> | <u>23</u> |
| STATIONERY AND FORMS | | | |
| 9264 MISC STATIONERY & FORMS | 3,800 | 0 | (3,800) |
| TOTAL | <u>3,800</u> | <u>0</u> | <u>(3,800)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | |
| 9302 SPECIAL ORDERS/MINOR EQUIP | 26,000 | 22,107 | (3,893) |
| 9305 SAFETY AND HEALTH SUPPLIES | 50,000 | 6,873 | (43,127) |
| 9306 COMPUTER SUPPLIES | 75,000 | 73,085 | (1,915) |
| 9307 STANDARD STOCK | 125,000 | 48,487 | (76,513) |
| 9337 OFFICE FURNISHINGS | 50,000 | 26,120 | (23,880) |
| 9352 ERGONOMIC ITEMS | 1,000 | 1,232 | 232 |
| TOTAL | <u>327,000</u> | <u>177,905</u> | <u>(149,095)</u> |
| INSURANCE | | | |
| 9381 FIDUCIARY INSURANCE | 396,800 | 287,704 | (109,096) |
| 9382 UMBRELLA POLICY | 16,200 | 16,106 | (94) |
| 9384 EARTHQUAKE/FLOOD | 76,300 | 76,204 | (96) |
| 9386 CRIME INSURANCE POLICY | 21,800 | 16,244 | (5,557) |
| 9387 BUSINESS PACKAGE | 51,700 | 54,828 | 3,128 |
| 9388 EMPLOYMENT PRACTICE LIABILITY INSURANCE | 149,800 | 222,213 | 72,413 |
| 9390 CYBER LIABILITY INSURANCE | 399,500 | 295,058 | (104,442) |
| 9391 TERRORISM INSURANCE | 8,500 | 7,973 | (527) |
| TOTAL | <u>1,120,600</u> | <u>976,329</u> | <u>(144,271)</u> |

FISCAL YEAR 2022-2023

ADMINISTRATIVE SERVICES DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|----------------------------|---------------------------|--------------------------------|
| EQUIPMENT MAINTENANCE | | | |
| 9401 FAX MACHINES | \$1,000 | \$1,543 | \$543 |
| 9423 TIME CLOCK MAINTENANCE | 300 | 0 | (300) |
| 9426 SECURITY SYSTEM (PANIC BUTTONS) | 2,000 | 900 | (1,100) |
| TOTAL | <u>3,300</u> | <u>2,443</u> | <u>(857)</u> |
| EQUIPMENT RENTS AND LEASES | | | |
| 9452 MAILING EQUIPMENT | 42,000 | 38,209 | (3,791) |
| 9463 PRODUCTION COPIERS - LEASES | 245,000 | 161,290 | (83,710) |
| TOTAL | <u>287,000</u> | <u>199,499</u> | <u>(87,501)</u> |
| BUILDING COSTS | | | |
| 9476 BUILDING OPERATIONAL COSTS | 6,151,300 | 5,485,152 | (666,148) |
| 9477 OVERTIME HVAC/LIGHTING | 135,000 | 73,531 | (61,469) |
| 9480 FACILITIES MAINTENANCE | 175,000 | 74,944 | (100,056) |
| 9481 RENOVATION PROJECTS | 1,500,000 | 491,139 | (1,008,861) |
| TOTAL | <u>7,961,300</u> | <u>6,124,765</u> | <u>(1,836,535)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | |
| 9552 BUSINESS CONTINUITY SERVICES | 50,000 | 17,100 | (32,900) |
| 9553 ARCHIVE/ OFF-SITE STORAGE | 50,000 | 77,984 | 27,984 |
| 9677 SHREDDING SERVICE | 25,000 | 45,478 | 20,478 |
| 9685 COURIER SERVICE | 25,000 | 10,189 | (14,811) |
| 9686 FURNITURE OFF-SITE STORAGE | 18,000 | 28,167 | 10,167 |
| 9688 UNIVERSAL MAIL DELIVERY SERVICE | 8,000 | 8,668 | 668 |
| 9689 NEXT DAY MAIL DELIVERY SERVICE | 65,000 | 28,740 | (36,260) |
| 9723 BROKERAGE SERVICES FEE | 125,000 | 92,000 | (33,000) |
| TOTAL | <u>366,000</u> | <u>308,326</u> | <u>(57,674)</u> |
| EDUCATIONAL EXPENSES | | | |
| 9961 MEMBERSHIPS | 3,000 | 3,084 | 84 |
| 9962 REGISTRATION FEES | 10,000 | 5,226 | (4,774) |
| 9963 EDUCATIONAL MATERIALS | 500 | 248 | (252) |
| TOTAL | <u>13,500</u> | <u>8,558</u> | <u>(4,942)</u> |
| MISCELLANEOUS | | | |
| 9986 MISCELLANEOUS | 10,000 | 11,047 | 1,047 |
| 9990 RIDESHARE | 3,500 | 0 | (3,500) |
| TOTAL | <u>13,500</u> | <u>11,047</u> | <u>(2,453)</u> |
| GRAND TOTAL | <u>\$10,546,900</u> | <u>\$8,094,760</u> | <u>(\$2,452,140)</u> |

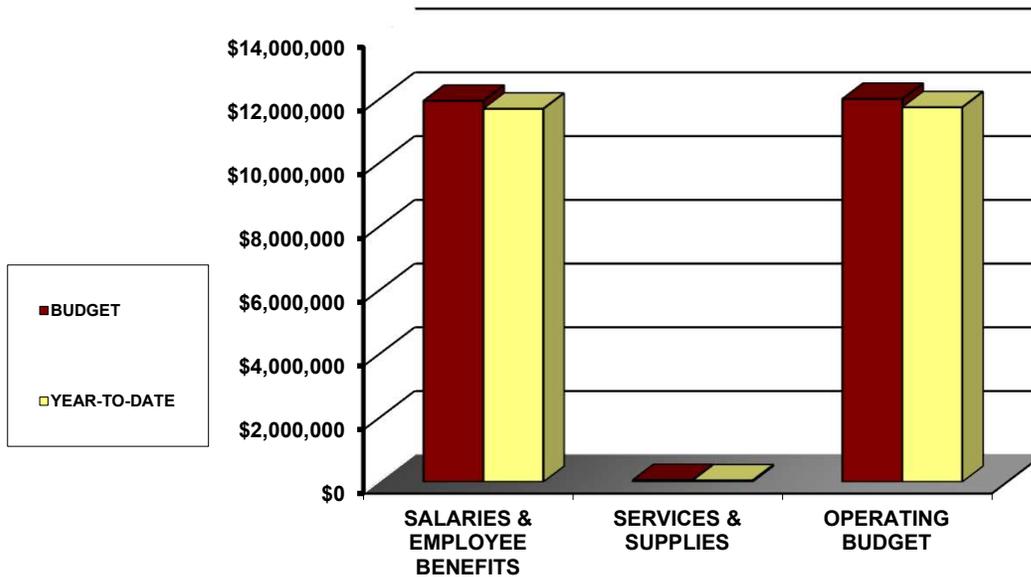
*All amounts rounded to the nearest dollar.

BENEFITS DIVISION

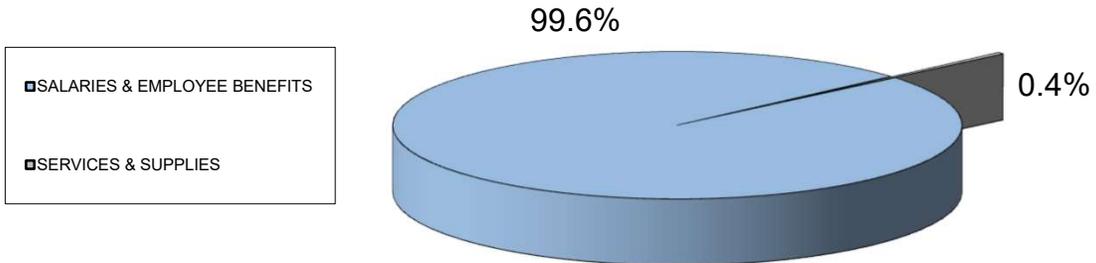
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|---------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$11,960,086 | \$11,710,642 | (\$249,444) |
| SERVICES & SUPPLIES | \$59,300 | \$47,401 | (\$11,899) |
| OPERATING BUDGET | \$12,019,386 | \$11,758,043 | (\$261,343) |

Budgeted Positions 79
Filled Positions 83



Total Expenditures by Category



FISCAL YEAR 2022-2023

BENEFITS DIVISION

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|---------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$6,706,995 | \$6,787,742 | \$80,747 |
| AGENCY TEMPORARY | 154,900 | 92,043 | (62,857) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 398,100 | 580,501 | 182,401 |
| BILINGUAL BONUS | 3,600 | 3,600 | 0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 16,300 | 0 | (16,300) |
| SICKLEAVE BUYBACK | 12,000 | 12,891 | 891 |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$7,291,895 | \$7,476,777 | \$184,882 |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 1,642,863 | \$1,449,020 | (\$193,843) |
| FICA CONTRIBUTION | 115,549 | 112,373 | (3,176) |
| COUNTY SUBSIDY - INSURANCE | 170,239 | 96,807 | (73,432) |
| OPTIONS PLAN | 1,396,465 | 1,272,033 | (124,432) |
| LIFE INSURANCE | 8,257 | 7,927 | (330) |
| HEALTH INSURANCE TEMPS | 175,669 | 83,681 | (91,988) |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 241,475 | 214,891 | (26,584) |
| SAVINGS PLAN | 49,184 | 27,491 | (21,693) |
| PENSION SAVINGS PLAN | 18,302 | 10,191 | (8,111) |
| MEGAFLEX | 201,319 | 121,897 | (79,422) |
| TOTAL VARIABLE BENEFITS | \$4,019,322 | \$3,396,311 | (\$623,011) |
| OPEB CONTRIBUTION | 224,962 | 223,523 | (1,439) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 224,962 | 224,962 |
| OTHER BENEFITS | 423,908 | 389,069 | (34,839) |
| TOTAL EMPLOYEE BENEFITS | \$4,668,192 | \$4,233,866 | (\$434,326) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$11,960,086 | \$11,710,642 | (\$249,444) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

BENEFITS DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|-----------------------------|-----------------|-------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$1,300 | \$794 | (\$506) |
| 9182 | TRAVEL | 5,200 | 4,706 | (494) |
| | TOTAL | 6,500 | 5,501 | (999) |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 3,400 | 1,881 | (1,519) |
| | TOTAL | 3,400 | 1,881 | (1,519) |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9516 | RECORD SEARCHES | 1,000 | 0 | (1,000) |
| 9572 | PENSION BENEFIT INFORMATION | 15,000 | 11,048 | (3,952) |
| 9674 | MEMBER VERIFICATION | 25,000 | 20,826 | (4,174) |
| | TOTAL | 41,000 | 31,874 | (9,126) |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 2,400 | 620 | (1,780) |
| 9962 | REGISTRATION FEES | 5,000 | 6,725 | 1,725 |
| 9963 | EDUCATIONAL MATERIALS | 200 | 0 | (200) |
| | TOTAL | 7,600 | 7,345 | (255) |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 800 | 800 | 0 |
| | TOTAL | 800 | 800 | 0 |
| GRAND TOTAL | | \$59,300 | \$47,401 | (\$11,899) |

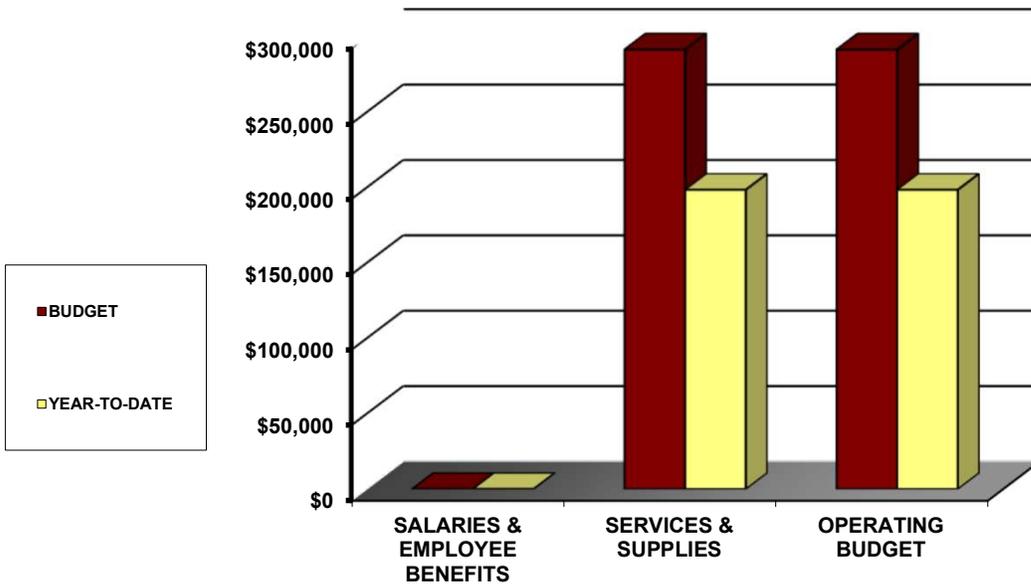
*All amounts rounded to the nearest dollar.

BOARD OF RETIREMENT

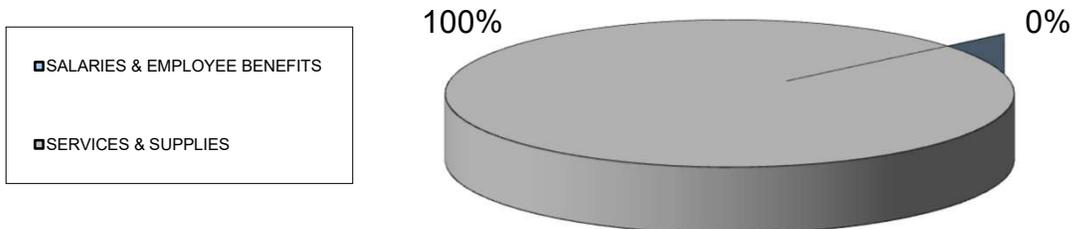
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$0 | \$0 | \$0 |
| SERVICES & SUPPLIES | \$291,500 | \$198,496 | (\$93,004) |
| OPERATING BUDGET | \$291,500 | \$198,496 | (\$93,004) |

Board of Retirement 12



Total Expenditures by Category



FISCAL YEAR 2022-2023

BOARD OF RETIREMENT

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | <u>BUDGET</u> | <u>YTD ACTUAL</u> | <u>OVER/(UNDER) BUDGET</u> |
|----------------------------------|--------------------------------|-------------------------|-------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$11,000 | \$6,621 | (\$4,379) |
| 9182 | TRAVEL | 82,500 | 45,499 | (37,001) |
| | TOTAL | <u>93,500</u> | <u>52,121</u> | <u>(41,379)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 44,000 | 35,495 | (8,505) |
| 9962 | REGISTRATION FEES | 30,000 | 11,991 | (18,009) |
| 9963 | EDUCATIONAL MATERIALS | 12,000 | 10,503 | (1,497) |
| | TOTAL | <u>86,000</u> | <u>57,989</u> | <u>(28,011)</u> |
| MISCELLANEOUS | | | | |
| 9983 | OFF-SITE BOARD MEETING EXPENSE | 100,000 | 82,897 | (17,103) |
| 9984 | FOOD/BEVERAGES | 12,000 | 5,489 | (6,511) |
| | TOTAL | <u>112,000</u> | <u>88,386</u> | <u>(23,614)</u> |
| GRAND TOTAL | | <u>\$291,500</u> | <u>\$198,496</u> | <u>(\$93,004)</u> |

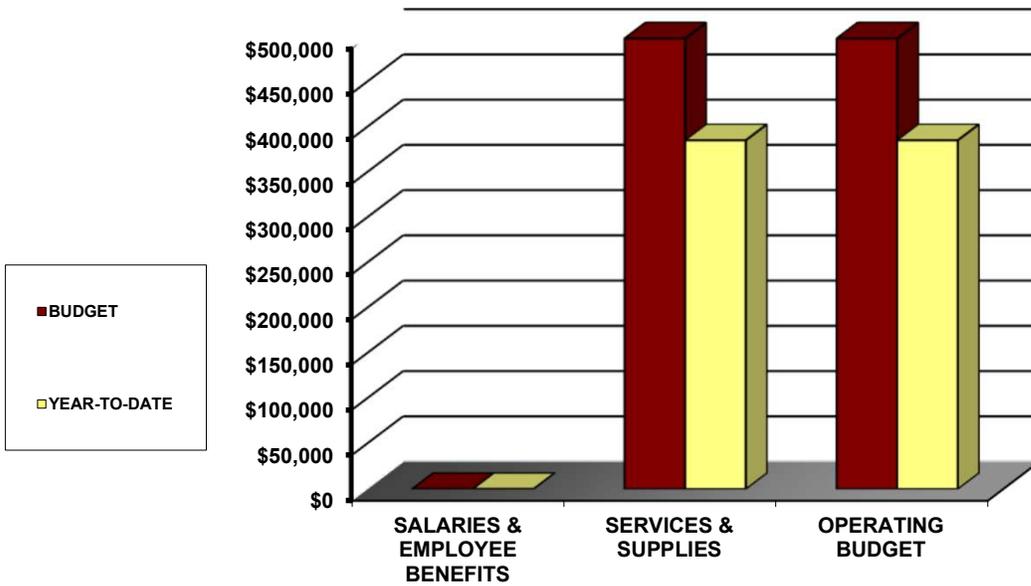
*All amounts rounded to the nearest dollar.

BOARD OF INVESTMENTS

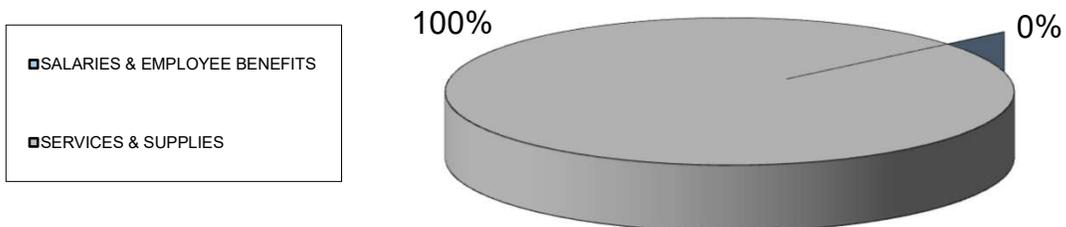
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$0 | \$0 | \$0 |
| SERVICES & SUPPLIES | \$498,000 | \$385,504 | (\$112,496) |
| OPERATING BUDGET | \$498,000 | \$385,504 | (\$112,496) |

Board of Investment 10



Total Expenditures by Category



FISCAL YEAR 2022-2023

BOARD OF INVESTMENTS

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | <u>BUDGET</u> | <u>YTD ACTUAL</u> | <u>OVER/(UNDER) BUDGET</u> |
|----------------------------------|--------------------------------|-------------------------|-------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$22,000 | \$10,890 | -\$11,110 |
| 9182 | TRAVEL | 220,000 | 147,417 | (72,583) |
| | TOTAL | <u>242,000</u> | <u>158,306</u> | <u>(83,694)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 85,000 | 55,420 | (29,580) |
| 9962 | REGISTRATION FEES | 60,000 | 88,343 | 28,343 |
| 9963 | EDUCATIONAL MATERIALS | 5,000 | 3,356 | (1,644) |
| | TOTAL | <u>150,000</u> | <u>147,119</u> | <u>(2,881)</u> |
| MISCELLANEOUS | | | | |
| 9983 | OFF-SITE BOARD MEETING EXPENSE | 100,000 | 76,594 | (23,406) |
| 9984 | FOOD/BEVERAGES | 6,000 | 3,485 | (2,515) |
| | TOTAL | <u>106,000</u> | <u>80,079</u> | <u>(25,921)</u> |
| GRAND TOTAL | | <u>\$498,000</u> | <u>\$385,504</u> | <u>(\$112,496)</u> |

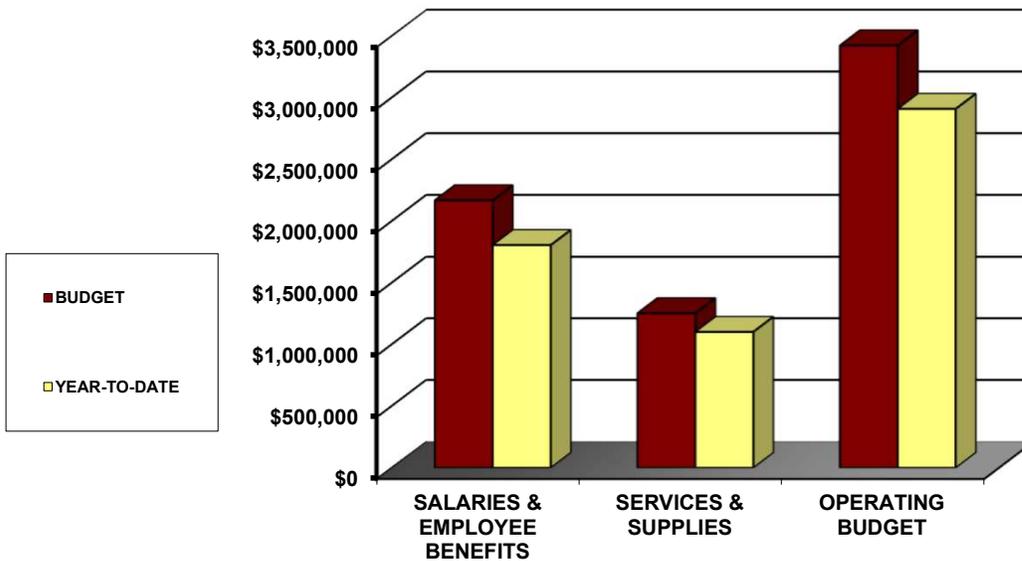
*All amounts rounded to the nearest dollar.

COMMUNICATIONS

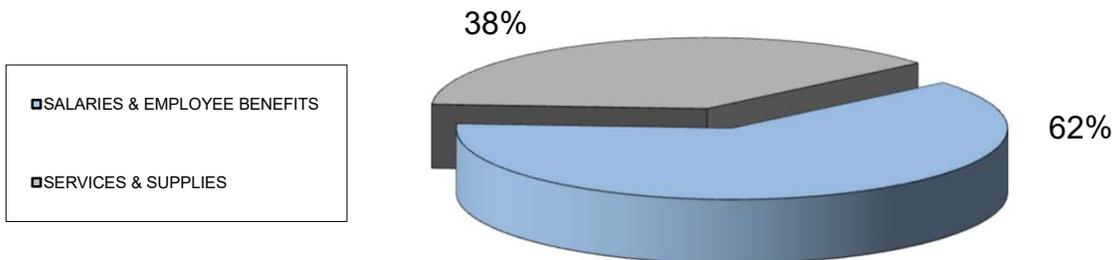
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|--------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$2,168,975 | \$1,806,645 | (\$362,330) |
| SERVICES & SUPPLIES | \$1,254,000 | \$1,102,728 | (\$151,272) |
| OPERATING BUDGET | \$3,422,975 | \$2,909,373 | (\$513,602) |

Budgeted Positions 14
Filled Positions 9



Total Expenditures by Category



FISCAL YEAR 2022-2023

COMMUNICATIONS

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|--------------------|------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$1,242,896 | \$1,057,213 | (\$185,683) |
| AGENCY TEMPORARY | 56,200 | 41,983 | (14,217) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 4,800 | 2,721 | (2,079) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 1,000 | 0 | (1,000) |
| SICKLEAVE BUYBACK | 3,500 | 1,207 | (2,293) |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$1,308,396 | \$1,103,124 | (\$205,272) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 311,053 | 231,308 | (79,745) |
| FICA CONTRIBUTION | 19,751 | 16,220 | (3,531) |
| COUNTY SUBSIDY - INSURANCE | 88,526 | 49,815 | (38,711) |
| OPTIONS PLAN | 140,031 | 131,570 | (8,461) |
| LIFE INSURANCE | 190 | 279 | 89 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 37,263 | 19,571 | (17,692) |
| SAVINGS PLAN | 26,079 | 16,152 | (9,927) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 117,440 | 84,145 | (33,295) |
| TOTAL VARIABLE BENEFITS | \$740,334 | \$549,060 | (\$191,274) |
| OPEB CONTRIBUTION | 41,689 | 41,422 | (267) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 41,689 | 41,689 |
| OTHER BENEFITS | 78,556 | 71,350 | (7,206) |
| TOTAL EMPLOYEE BENEFITS | \$860,578 | \$703,521 | (\$157,057) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$2,168,975 | \$1,806,645 | (\$362,330) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

COMMUNICATIONS

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|----------------------------------|------------------------------------|---------------|-------------------|--------------------------------|
| | | <hr/> | <hr/> | <hr/> |
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$500 | \$593 | \$93 |
| 9182 | TRAVEL | 4,000 | 2,459 | (1,541) |
| | TOTAL | <hr/> 4,500 | <hr/> 3,053 | <hr/> (1,447) |
| POSTAGE | | | | |
| 9205 | NEWSLETTER POSTAGE | 185,000 | 210,312 | 25,312 |
| 9207 | ANNUAL BENEFITS STATEMENT POSTAGE | 90,000 | 97,262 | 7,262 |
| 9210 | MISCELLANEOUS MAILINGS | 73,000 | 69,912 | (3,088) |
| | TOTAL | <hr/> 348,000 | <hr/> 377,486 | <hr/> 29,486 |
| STATIONERY AND FORMS | | | | |
| 9233 | DISABILITY RETIREMENT APPEAL | 5,000 | 0 | (5,000) |
| 9235 | PLANS BROCHURES | 80,000 | 16,059 | (63,941) |
| 9237 | SURVIVOR - BROCHURES | 2,500 | 0 | (2,500) |
| 9239 | WITHDRAWAL/RECIPROCITY - BROCHURES | 3,500 | 9,371 | 5,871 |
| 9240 | ANNUAL REPORT | 55,000 | 52,938 | (2,062) |
| 9242 | ANNUAL BENEFITS STATEMENT | 110,000 | 97,726 | (12,274) |
| 9246 | FORMS | 25,000 | 36,850 | 11,850 |
| 9249 | LACERA CALENDARS | 8,000 | 8,820 | 820 |
| 9253 | NEW MEMBER WELCOME PACKAGE | 10,000 | 14,994 | 4,994 |
| 9255 | PRE-RET GUIDE | 25,000 | 25,462 | 462 |
| 9256 | POSTSCRIPT PRINTING | 80,000 | 128,199 | 48,199 |
| 9259 | RETIREEES - INSERTS | 6,000 | 6,703 | 703 |
| 9261 | SPOTLIGHT PRINTING | 90,000 | 83,401 | (6,599) |
| 9262 | SURVEY | 1,500 | 0 | (1,500) |
| 9263 | UNANTICIPATED PROJECTS | 36,000 | 34,423 | (1,577) |
| 9265 | SPECIALIZED MAILINGS | 68,000 | 50,017 | (17,984) |
| 9266 | DIRECT DEPOSIT BROCHURES | 3,000 | 3,249 | 249 |
| 9267 | Q & A BROCHURES | 7,000 | 12,548 | 5,548 |
| 9268 | TRANSFER BROCHURES | 3,000 | 0 | (3,000) |
| 9269 | DISABILITY RETIREMENT PACKETS | 15,000 | 0 | (15,000) |
| 9274 | STATIONERY | 40,000 | 56,803 | 16,803 |
| 9280 | ANNUAL BENEFIT STATEMENT PDF/CD'S | 16,000 | 14,484 | (1,516) |
| 9281 | ESTIMATE PACKAGE | 2,000 | 0 | (2,000) |
| 9282 | NEW RETIREE PACKAGE | 3,000 | 4,300 | 1,300 |
| 9283 | POWER OF ATTORNEY | 15,000 | 5,417 | (9,583) |
| 9285 | RETIREMENT UNIVERSITY | 90,000 | 1,500 | (88,500) |
| 9286 | COMMUNITY PROPERTY GUIDE | 5,000 | 819 | (4,181) |
| | TOTAL | <hr/> 804,500 | <hr/> 664,082 | <hr/> (140,418) |

FISCAL YEAR 2022-2023

COMMUNICATIONS

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|--------------------------------|---------------------------|---------------------------|--------------------------------|
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | \$6,000 | \$14,465 | \$8,465 |
| | TOTAL | <u>6,000</u> | <u>14,465</u> | <u>8,465</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9627 | NEWSLETTER MAILINGS | 30,000 | 27,156 | (2,844) |
| 9628 | HR CONFERENCE/FORUM | 2,000 | 0 | (2,000) |
| 9719 | CAMPAIGNS | 10,000 | 6,190 | (3,810) |
| 9720 | REBRANDING | 5,000 | 0 | (5,000) |
| | TOTAL | <u>47,000</u> | <u>33,346</u> | <u>(13,654)</u> |
| COMPUTER SERVICES & SUPPORT | | | | |
| 9837 | MACINTOSH CONSULTING & SUPPORT | 2,500 | 670 | (1,830) |
| 9840 | MACINTOSH SOFTWARE PACKAGE | 1,500 | 2,400 | 900 |
| 9855 | MACINTOSH EQUIPMENT | 10,000 | 4,262 | (5,738) |
| | TOTAL | <u>14,000</u> | <u>7,331</u> | <u>(6,669)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 400 | 0 | (400) |
| 9962 | REGISTRATION FEES | 25,000 | 1,939 | (23,061) |
| 9963 | EDUCATIONAL MATERIALS | 4,000 | 600 | (3,400) |
| | TOTAL | <u>29,400</u> | <u>2,539</u> | <u>(26,861)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 600 | 426 | (174) |
| | TOTAL | <u>600</u> | <u>426</u> | <u>(174)</u> |
| | GRAND TOTAL | <u>\$1,254,000</u> | <u>\$1,102,728</u> | <u>(\$151,272)</u> |

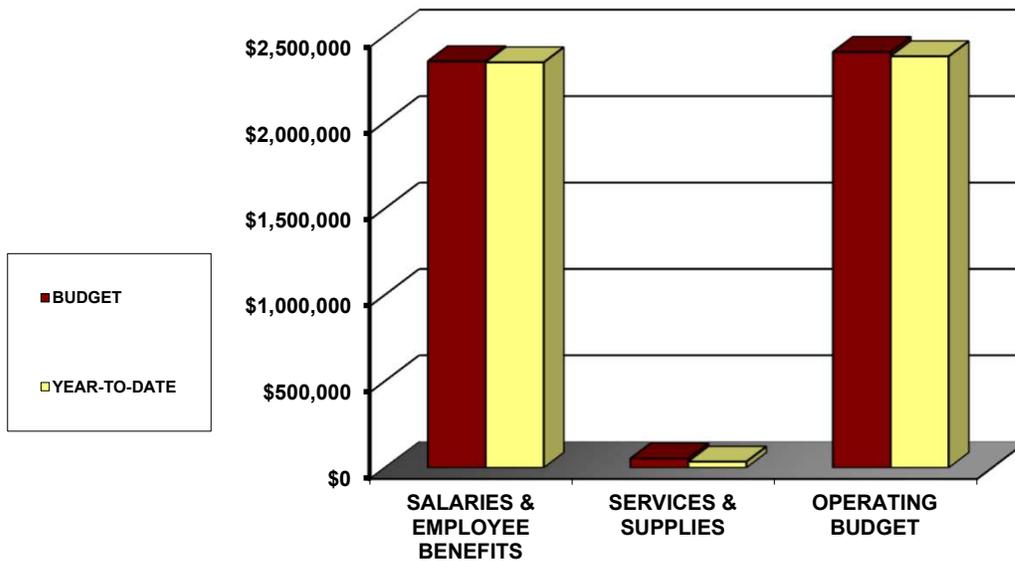
*All amounts rounded to the nearest dollar.

DISABILITY LITIGATION

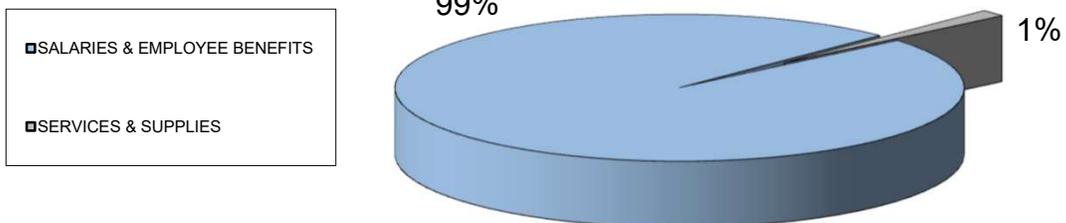
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|--------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$2,353,917 | \$2,347,003 | (\$6,914) |
| SERVICES & SUPPLIES | \$53,900 | \$35,245 | (\$18,655) |
| OPERATING BUDGET | \$2,407,817 | \$2,382,248 | (\$25,569) |

Budgeted Positions 7
Filled Positions 7



Total Expenditures by Category



FISCAL YEAR 2022-2023

DISABILITY LITIGATION

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|--------------------|---------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$1,371,867 | \$1,433,087 | \$61,220 |
| AGENCY TEMPORARY | 9,800 | \$0 | (\$9,800) |
| LACERA INTERN PROGRAM | 0 | \$0 | \$0 |
| STIPENDS | 0 | \$0 | \$0 |
| OVERTIME | 6,600 | 1,058 | (5,542) |
| BILINGUAL BONUS | 0 | \$0 | \$0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | \$0 | \$0 |
| TRANSPORTATION ALLOWANCE | 0 | \$0 | \$0 |
| RIDESHARE ALLOWANCE | 900 | \$0 | (\$900) |
| SICKLEAVE BUYBACK | 0 | \$0 | \$0 |
| RESERVE FOR REMUNERATION | 0 | \$0 | \$0 |
| TOTAL SALARIES & OTHER PAYS | \$1,389,167 | \$1,434,145 | \$44,978 |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 335,810 | \$303,993 | (\$31,817) |
| FICA CONTRIBUTION | 22,636 | 21,528 | (1,108) |
| COUNTY SUBSIDY - INSURANCE | 96,904 | 81,102 | (15,802) |
| OPTIONS PLAN | 0 | 0 | 0 |
| LIFE INSURANCE | 0 | 0 | 0 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 67,188 | 47,861 | (19,327) |
| SAVINGS PLAN | 74,414 | 61,116 | (13,298) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 235,076 | 227,307 | (7,769) |
| TOTAL VARIABLE BENEFITS | \$832,028 | \$742,907 | (\$89,121) |
| OPEB CONTRIBUTION | 46,014 | 45,720 | (294) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 46,014 | 46,014 |
| OTHER BENEFITS | 86,707 | 78,217 | (8,490) |
| TOTAL EMPLOYEE BENEFITS | \$964,749 | \$912,858 | (\$51,891) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$2,353,917 | \$2,347,003 | (\$6,914) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

DISABILITY LITIGATION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | <u>BUDGET</u> | <u>YTD ACTUAL</u> | <u>OVER/(UNDER) BUDGET</u> |
|--------------------------------------|----------------------------|------------------------|------------------------|--------------------------------|
| AUTO EXPENSES | | | | |
| 9102 | AUTO MAINTENANCE/REPAIR | \$1,100 | \$108 | (\$992) |
| 9103 | GAS | 1,500 | 467 | (1,033) |
| 9105 | LICENSE FEES | 300 | 0 | (300) |
| | TOTAL | <u>2,900</u> | <u>575</u> | <u>(2,325)</u> |
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | 1,100 | 107 | (994) |
| 9182 | TRAVEL | 5,400 | 1,919 | (3,481) |
| | TOTAL | <u>6,500</u> | <u>2,026</u> | <u>(4,474)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 2,000 | 351 | (1,649) |
| | TOTAL | <u>2,000</u> | <u>351</u> | <u>(1,649)</u> |
| LEGAL FEES AND SERVICES | | | | |
| 9772 | OUTSIDE LEGAL COUNSEL | 5,000 | 0 | (5,000) |
| 9777 | LITIGATION SUPPORT | 500 | 0 | (500) |
| | TOTAL | <u>5,500</u> | <u>0</u> | <u>(5,500)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 3,500 | 2,248 | (1,252) |
| 9962 | REGISTRATION FEES | 3,000 | 4,759 | 1,759 |
| 9963 | EDUCATIONAL MATERIALS | 30,000 | 25,286 | (4,714) |
| | TOTAL | <u>36,500</u> | <u>32,293</u> | <u>(4,207)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 500 | 0 | (500) |
| | TOTAL | <u>500</u> | <u>0</u> | <u>(500)</u> |
| | GRAND TOTAL | <u>\$53,900</u> | <u>\$35,245</u> | <u>(\$18,655)</u> |

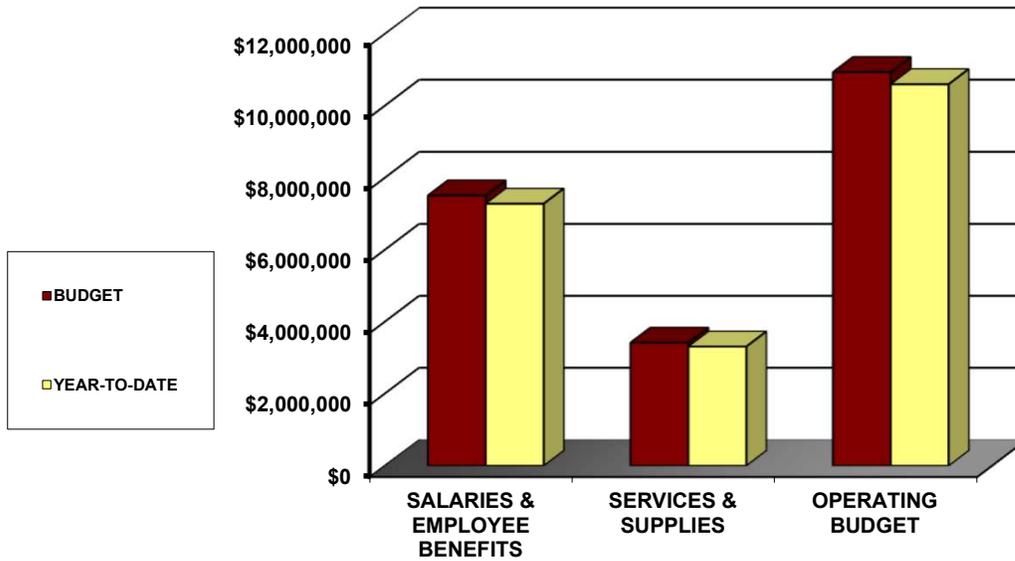
*All amounts rounded to the nearest dollar.

DISABILITY RETIREMENT

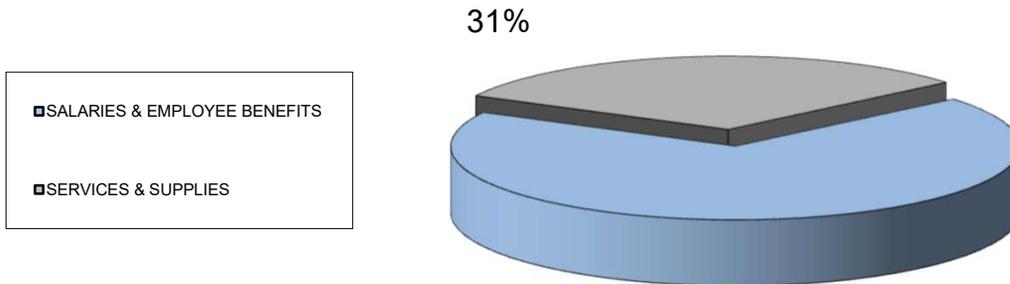
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|---------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$7,514,693 | \$7,289,456 | (\$225,237) |
| SERVICES & SUPPLIES | \$3,425,100 | \$3,316,352 | (\$108,748) |
| OPERATING BUDGET | \$10,939,793 | \$10,605,809 | (\$333,984) |

Budgeted Positions 41
Filled Positions 38



Total Expenditures by Category



FISCAL YEAR 2022-2023

DISABILITY RETIREMENT

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|--------------------|------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$4,134,839 | \$4,223,905 | \$89,066 |
| AGENCY TEMPORARY | 129,000 | 52,858 | (76,142) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 165,300 | 120,189 | (45,111) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 4,500 | 0 | (4,500) |
| SICKLEAVE BUYBACK | 6,000 | 2,810 | (3,190) |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$4,439,639 | \$4,399,763 | (\$39,876) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 1,104,267 | 955,486 | (148,781) |
| FICA CONTRIBUTION | 69,674 | 68,166 | (1,508) |
| COUNTY SUBSIDY - INSURANCE | 443,933 | 344,717 | (99,216) |
| OPTIONS PLAN | 290,522 | 245,407 | (45,115) |
| LIFE INSURANCE | 1,504 | 1,257 | (247) |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 136,789 | 120,181 | (16,608) |
| SAVINGS PLAN | 106,042 | 94,516 | (11,526) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 522,297 | 546,753 | 24,456 |
| TOTAL VARIABLE BENEFITS | \$2,675,028 | \$2,376,485 | (\$298,543) |
| OPEB CONTRIBUTION | 138,688 | 137,801 | (887) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 138,688 | 138,688 |
| OTHER BENEFITS | 261,338 | 236,719 | (24,619) |
| TOTAL EMPLOYEE BENEFITS | \$3,075,054 | \$2,889,693 | (\$185,361) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$7,514,693 | \$7,289,456 | (\$225,237) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

DISABILITY RETIREMENT

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|----------------------------|---------------------------|---------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$1,500 | \$477 | (\$1,023) |
| 9182 | TRAVEL | 6,500 | 4,633 | (1,867) |
| | TOTAL | <u>8,000</u> | <u>5,110</u> | <u>(2,890)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 5,800 | 580 | (5,220) |
| | TOTAL | <u>5,800</u> | <u>580</u> | <u>(5,220)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9673 | PHOTOCOPIES OF DOCUMENTS | 215,000 | 226,206 | 11,206 |
| 9695 | JOB ANALYST | 15,000 | 24,478 | 9,478 |
| | TOTAL | <u>230,000</u> | <u>250,684</u> | <u>20,684</u> |
| LEGAL FEES AND SERVICES | | | | |
| 9772 | OUTSIDE LEGAL COUNSEL | 25,000 | 5,260 | (19,740) |
| | TOTAL | <u>25,000</u> | <u>5,260</u> | <u>(19,740)</u> |
| DISABILITY FEES AND SERVICES | | | | |
| 9802 | HEARING OFFICER FEES | 150,000 | 87,624 | (62,376) |
| 9803 | MEDICAL FEES | 2,800,000 | 2,943,049 | 143,049 |
| 9804 | COURT REPORTER | 25,000 | 14,750 | (10,250) |
| 9805 | INVESTIGATIVE SERVICES | 20,000 | 6,286 | (13,714) |
| 9806 | DATABASE SEARCHES | 300 | 480 | 180 |
| 9807 | MEDICAL ADVISOR | 150,000 | 0 | (150,000) |
| | TOTAL | <u>3,145,300</u> | <u>3,052,189</u> | <u>(93,111)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 200 | 0 | (200) |
| 9962 | REGISTRATION FEES | 10,000 | 1,905 | (8,095) |
| 9963 | EDUCATIONAL MATERIALS | 500 | 100 | (400) |
| | TOTAL | <u>10,700</u> | <u>2,005</u> | <u>(8,695)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 300 | 525 | 225 |
| | TOTAL | <u>300</u> | <u>525</u> | <u>225</u> |
| | GRAND TOTAL | <u>\$3,425,100</u> | <u>\$3,316,352</u> | <u>(\$108,748)</u> |

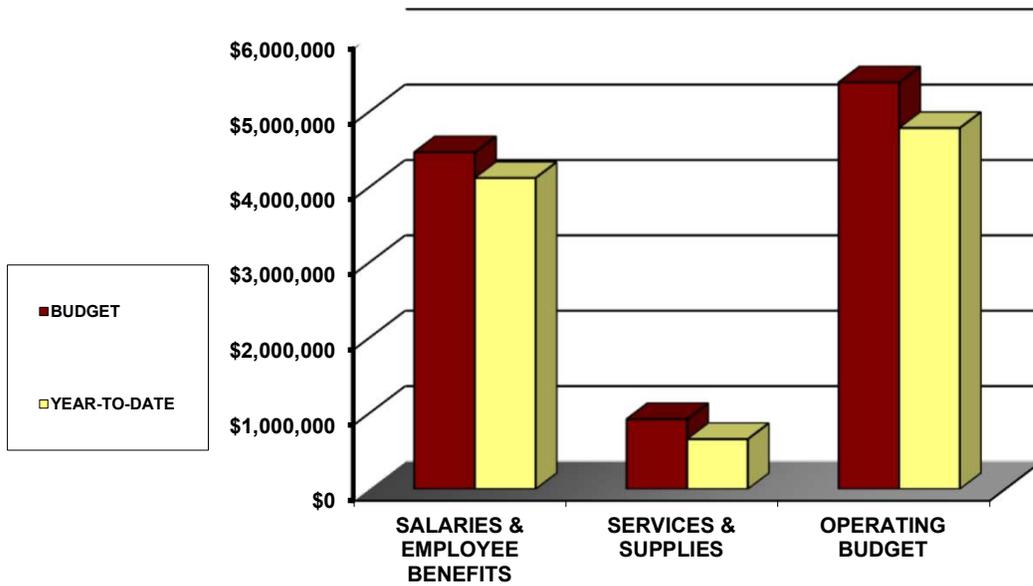
*All amounts rounded to the nearest dollar.

EXECUTIVE OFFICE

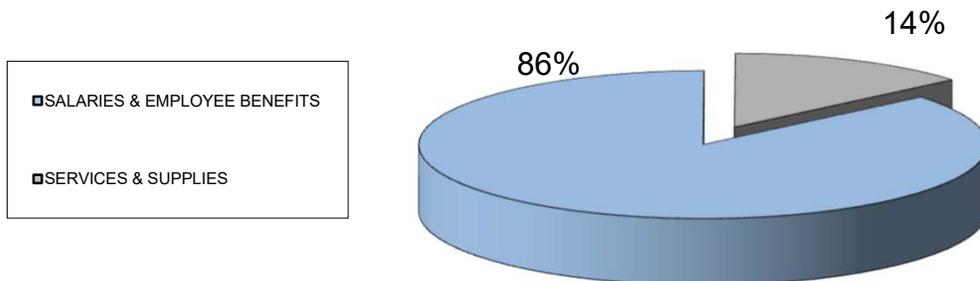
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|--------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$4,467,051 | \$4,126,195 | (\$340,856) |
| SERVICES & SUPPLIES | \$927,100 | \$662,537 | (\$264,563) |
| OPERATING BUDGET | \$5,394,151 | \$4,788,732 | (\$605,419) |

Budgeted Positions 14
Filled Positions 8



Total Expenditures by Category



FISCAL YEAR 2022-2023

EXECUTIVE OFFICE

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|--------------------|------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$1,939,134 | \$1,757,755 | (\$181,379) |
| AGENCY TEMPORARY | 1,129,700 | 1,077,533 | (52,168) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 65,000 | 47,574 | (17,426) |
| OVERTIME | 25,600 | 17,850 | (7,751) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 15,600 | 15,600 |
| RIDESHARE ALLOWANCE | 1,400 | 0 | (1,400) |
| SICKLEAVE BUYBACK | 0 | 0 | 0 |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$3,160,834 | \$2,916,311 | (\$244,523) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 415,591 | 369,341 | (46,250) |
| FICA CONTRIBUTION | 34,729 | 30,094 | (4,635) |
| COUNTY SUBSIDY - INSURANCE | 170,297 | 120,858 | (49,439) |
| OPTIONS PLAN | 0 | 0 | 0 |
| LIFE INSURANCE | 0 | 0 | 0 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 57,178 | 51,252 | (5,926) |
| SAVINGS PLAN | 80,965 | 69,163 | (11,802) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 347,599 | 313,257 | (34,342) |
| TOTAL VARIABLE BENEFITS | \$1,106,359 | \$953,964 | (\$152,395) |
| OPEB CONTRIBUTION | 69,290 | 68,847 | (443) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 69,290 | 69,290 |
| OTHER BENEFITS | 130,567 | 117,782 | (12,785) |
| TOTAL EMPLOYEE BENEFITS | \$1,306,216 | \$1,209,884 | (\$96,332) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$4,467,051 | \$4,126,195 | (\$340,856) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

EXECUTIVE OFFICE

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | <u>BUDGET</u> | <u>YTD ACTUAL</u> | <u>OVER/(UNDER) BUDGET</u> |
|--|-------------------------|-------------------------|--------------------------------|
| AUTO EXPENSES | | | |
| 9102 | \$4,000 | \$1,887 | (\$2,113) |
| 9103 | 6,500 | 4,617 | (1,883) |
| 9105 | 1,800 | 1,308 | (492) |
| | <u>12,300</u> | <u>7,813</u> | <u>(4,487)</u> |
| TRANSPORTATION AND TRAVEL | | | |
| 9181 | 3,000 | 1,235 | (1,765) |
| 9182 | 19,000 | 8,857 | (10,143) |
| | <u>22,000</u> | <u>10,093</u> | <u>(11,907)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | |
| 9302 | 3,500 | 782 | (2,718) |
| | <u>3,500</u> | <u>782</u> | <u>(2,718)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | |
| 9672 | 80,000 | 0 | (80,000) |
| 9714 | 98,800 | 98,800 | 0 |
| 9716 | 125,000 | 45,253 | (79,747) |
| 9724 | 321,000 | 360,003 | 39,003 |
| 9725 | 210,000 | 89,544 | (120,456) |
| | <u>834,800</u> | <u>593,599</u> | <u>(241,201)</u> |
| EDUCATIONAL EXPENSES | | | |
| 9961 | 15,000 | 19,227 | 4,227 |
| 9962 | 24,000 | 16,872 | (7,128) |
| 9963 | 5,000 | 8,850 | 3,850 |
| | <u>44,000</u> | <u>44,949</u> | <u>949</u> |
| MISCELLANEOUS | | | |
| 9982 | 2,000 | 1,600 | (400) |
| 9984 | 2,500 | 2,956 | 456 |
| 9986 | 6,000 | 745 | (5,255) |
| | <u>10,500</u> | <u>5,301</u> | <u>(5,199)</u> |
| GRAND TOTAL | <u>\$927,100</u> | <u>\$662,537</u> | <u>(\$264,563)</u> |

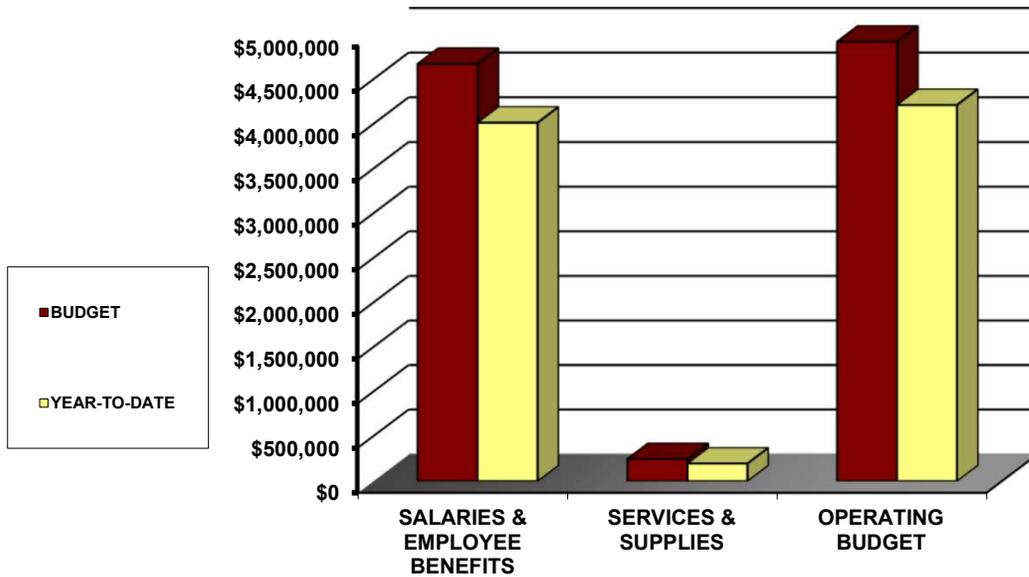
*All amounts rounded to the nearest dollar.

FINANCIAL AND ACCOUNTING SERVICES

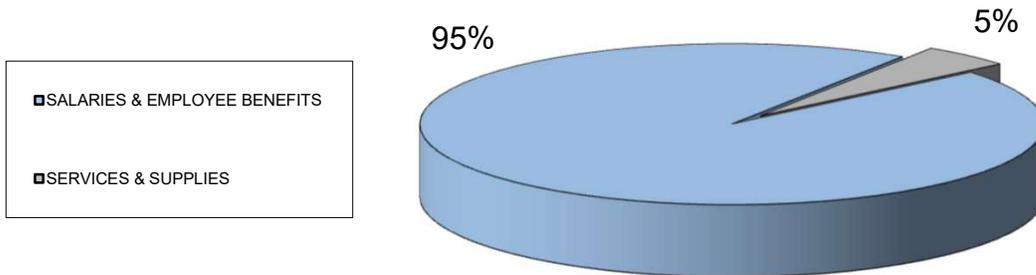
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|--------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$4,677,178 | \$4,019,988 | (\$657,190) |
| SERVICES & SUPPLIES | \$249,300 | \$197,806 | (\$51,494) |
| OPERATING BUDGET | \$4,926,478 | \$4,217,794 | (\$708,684) |

Budgeted Positions 30
Filled Positions 23



Total Expenditures by Category



FISCAL YEAR 2022-2023

FINANCIAL AND ACCOUNTING SERVICES DIVISION

**SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|-----------------------|--------------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$2,220,717 | \$2,113,087 | (\$107,630) |
| AGENCY TEMPORARY | 778,100 | 485,257 | (292,843) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 65,300 | 45,783 | (19,517) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 7,500 | 80 | (7,420) |
| SICKLEAVE BUYBACK | 12,000 | 6,200 | (5,800) |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$3,083,617 | \$2,650,407 | (\$433,210) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 543,238 | 478,454 | (64,784) |
| FICA CONTRIBUTION | 39,435 | 32,802 | (6,633) |
| COUNTY SUBSIDY - INSURANCE | 52,826 | 29,262 | (23,564) |
| OPTIONS PLAN | 537,138 | 415,314 | (121,824) |
| LIFE INSURANCE | 1,841 | 1,596 | (245) |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 117,405 | 74,444 | (42,961) |
| SAVINGS PLAN | 16,009 | 9,667 | (6,342) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 58,642 | 35,654 | (22,988) |
| TOTAL VARIABLE BENEFITS | \$1,366,535 | \$1,077,192 | (\$289,343) |
| OPEB CONTRIBUTION | 78,710 | 78,207 | (503) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 78,710 | 78,710 |
| OTHER BENEFITS | 148,317 | 135,473 | (12,844) |
| TOTAL EMPLOYEE BENEFITS | \$1,593,561 | \$1,369,581 | (\$223,980) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$4,677,178 | \$4,019,988 | (\$657,190) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

FINANCIAL AND ACCOUNTING SERVICES DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--------------------------------------|-------------------------|-------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | |
| 9181 | \$3,200 | \$591 | (\$2,609) |
| 9182 | 18,600 | 6,883 | (11,717) |
| TOTAL | <u>21,800</u> | <u>\$7,473</u> | <u>(\$14,327)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | |
| 9302 | 5,000 | 2,338 | (2,662) |
| TOTAL | <u>5,000</u> | <u>\$2,338</u> | <u>(\$2,662)</u> |
| BANK SERVICES | | | |
| 9753 | 200,500 | 177,789 | (22,711) |
| TOTAL | <u>200,500</u> | <u>\$177,789</u> | <u>(\$22,711)</u> |
| EDUCATIONAL EXPENSES | | | |
| 9961 | 6,500 | 6,205 | (295) |
| 9962 | 10,000 | 3,180 | (6,820) |
| 9963 | 2,500 | 820 | (1,680) |
| TOTAL | <u>19,000</u> | <u>10,205</u> | <u>(8,795)</u> |
| MISCELLANEOUS | | | |
| 9986 | 3,000 | 0 | (3,000) |
| TOTAL | <u>3,000</u> | <u>0</u> | <u>(3,000)</u> |
| GRAND TOTAL | <u>\$249,300</u> | <u>\$197,806</u> | <u>(\$51,494)</u> |

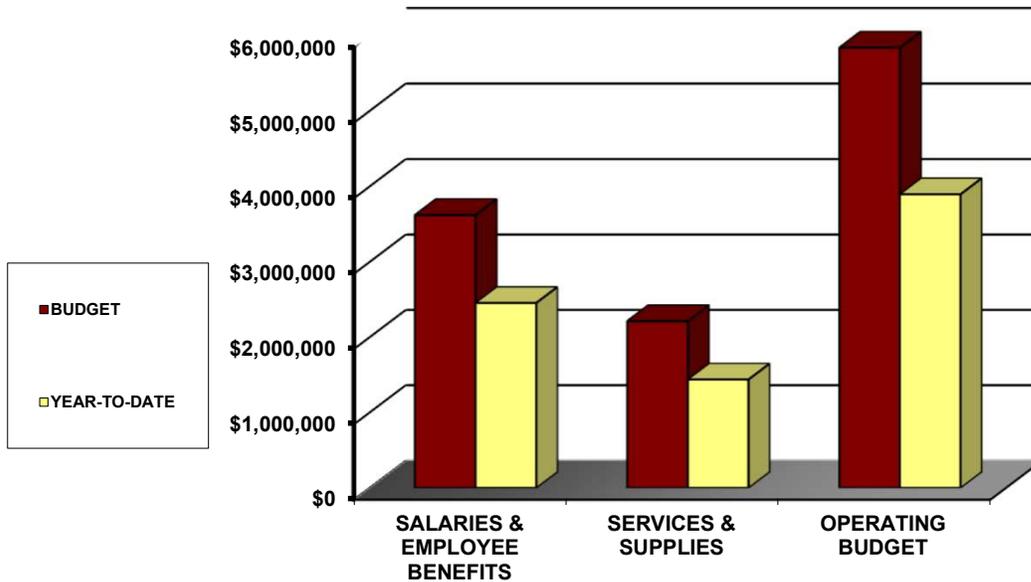
*All amounts rounded to the nearest dollar.

HUMAN RESOURCES

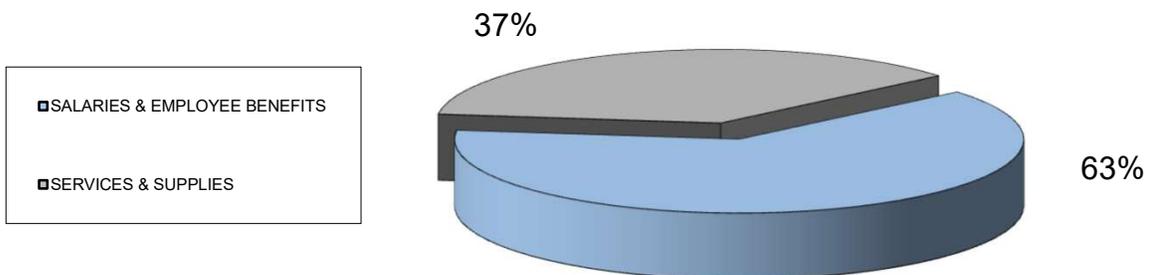
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|--------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$3,623,337 | \$2,457,988 | (\$1,165,349) |
| SERVICES & SUPPLIES | \$2,216,200 | \$1,440,287 | (\$775,913) |
| OPERATING BUDGET | \$5,839,537 | \$3,898,275 | (\$1,941,263) |

Budgeted Positions 21
Filled Positions 11



Total Expenditures by Category



FISCAL YEAR 2022-2023

HUMAN RESOURCES

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|--------------------|------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$1,797,569 | \$1,268,276 | (\$529,293) |
| AGENCY TEMPORARY | 144,300 | 137,617 | (6,683) |
| LACERA INTERN PROGRAM | 288,000 | 7,646 | (280,354) |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 3,800 | 18,840 | 15,040 |
| BILINGUAL BONUS | 0 | 0 | 0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 1,700 | 0 | (1,700) |
| SICKLEAVE BUYBACK | 0 | 0 | 0 |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$2,235,369 | \$1,432,379 | (\$802,990) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 464,031 | 331,800 | (132,231) |
| FICA CONTRIBUTION | 28,920 | 20,495 | (8,425) |
| COUNTY SUBSIDY - INSURANCE | 195,116 | 122,694 | (72,422) |
| OPTIONS PLAN | 0 | 1,066 | 1,066 |
| LIFE INSURANCE | 0 | 0 | 0 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 65,927 | 43,866 | (22,061) |
| SAVINGS PLAN | 82,964 | 49,393 | (33,571) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 362,517 | 214,929 | (147,588) |
| TOTAL VARIABLE BENEFITS | \$1,199,476 | \$784,243 | (\$415,233) |
| OPEB CONTRIBUTION | 65,350 | 64,932 | (418) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 65,350 | 65,350 |
| OTHER BENEFITS | 123,142 | 111,084 | (12,058) |
| TOTAL EMPLOYEE BENEFITS | \$1,387,967 | \$1,025,609 | (\$362,358) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$3,623,337 | \$2,457,988 | (\$1,165,349) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

HUMAN RESOURCES

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|-----------------------------------|----------------|-------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$1,200 | \$790 | (\$410) |
| 9182 | TRAVEL | 8,200 | 5,231 | (2,969) |
| | TOTAL | <u>9,400</u> | <u>6,021</u> | <u>(3,379)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 7,000 | 3,533 | (3,467) |
| | TOTAL | <u>7,000</u> | <u>3,533</u> | <u>(3,467)</u> |
| PARKING FEES | | | | |
| 9491 | GATEWAY PLAZA | 435,000 | 456,055 | 21,055 |
| 9492 | MUSIC CENTER | 2,000 | 0 | (2,000) |
| | TOTAL | <u>437,000</u> | <u>456,055</u> | <u>19,055</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9504 | PAYROLL SERVICES | 200,000 | 147,673 | (52,327) |
| 9510 | FINGERPRINTING SERVICES | 3,000 | 4,765 | 1,765 |
| 9511 | SECURITY SERVICES - SHERIFF | 16,000 | 8,057 | (7,943) |
| 9512 | PAYROLL ENV, DUPLICATE W2'S - AUD | 300 | 10,029 | 9,729 |
| 9513 | PERSONNEL SRVCS - HUMAN RESOURCES | 45,000 | 30,660 | (14,340) |
| 9547 | HUMAN RESOURCES CONSULTING | 125,000 | 48,715 | (76,285) |
| 9694 | BACKGROUND CHECKS | 3,000 | 7,103 | 4,103 |
| 9700 | OHS PHYSICALS | 1,000 | 0 | (1,000) |
| 9711 | REQUEST FOR ACCOMMODATIONS | 35,000 | 23,551 | (11,449) |
| 9718 | LEAVE CASE MANAGEMENT PROGRAM | 47,500 | 20,720 | (26,780) |
| 9721 | ORGANIZATIONAL PROGRAMS | 200,000 | 27,965 | (172,035) |
| | TOTAL | <u>675,800</u> | <u>329,238</u> | <u>(346,562)</u> |
| COMPUTER SERVICES & SUPPORT | | | | |
| 9838 | MISC SOFTWARE PACKAGES | 55,000 | 75,175 | 20,175 |
| | TOTAL | <u>55,000</u> | <u>75,175</u> | <u>20,175</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 6,000 | 10,031 | 4,031 |
| 9962 | REGISTRATION FEES | 15,000 | 9,838 | (5,162) |
| 9963 | EDUCATIONAL MATERIALS | 6,000 | 1,311 | (4,689) |
| 9966 | DEPARTMENTAL TRAINING | 250,000 | (840) | (250,840) |
| 9967 | TUITION REIMBURSEMENT PROGRAM | 75,000 | 47,480 | (27,520) |
| 9968 | MOU TRAINING ALLOCATION | 100,000 | 11,271 | (88,729) |
| 9969 | MENTORING PROGRAM | 35,000 | 16,929 | (18,072) |
| 9970 | FORUM | 22,000 | 0 | (22,000) |
| | TOTAL | <u>509,000</u> | <u>96,019</u> | <u>(412,981)</u> |

FISCAL YEAR 2022-2023

HUMAN RESOURCES

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|----------------------|--------------------|---------------------------|---------------------------|--------------------------------|
| MISCELLANEOUS | | | | |
| 9981 | RECRUITMENT | \$490,000 | \$471,883 | (\$18,117) |
| 9986 | MISCELLANEOUS | 2,500 | 55 | (2,445) |
| 9989 | WEB DAY | 5,500 | 2,307 | (3,193) |
| 9991 | MANAGEMENT OFFSITE | 25,000 | 0 | (25,000) |
| | TOTAL | <u>523,000</u> | <u>474,245</u> | <u>(48,755)</u> |
| GRAND TOTAL | | <u>\$2,216,200</u> | <u>\$1,440,287</u> | <u>(\$775,913)</u> |

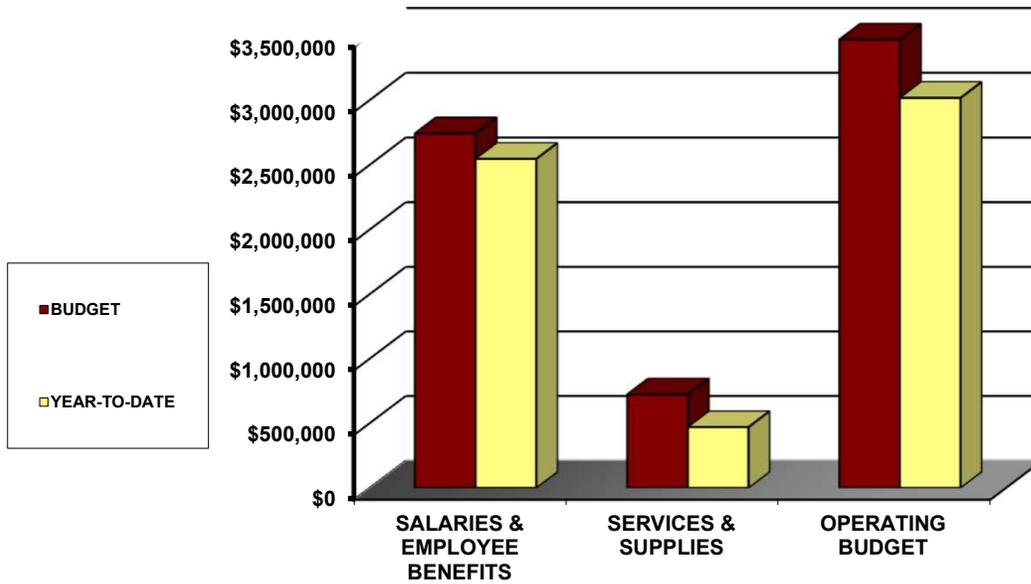
*All amounts rounded to the nearest dollar.

INTERNAL AUDIT SERVICES

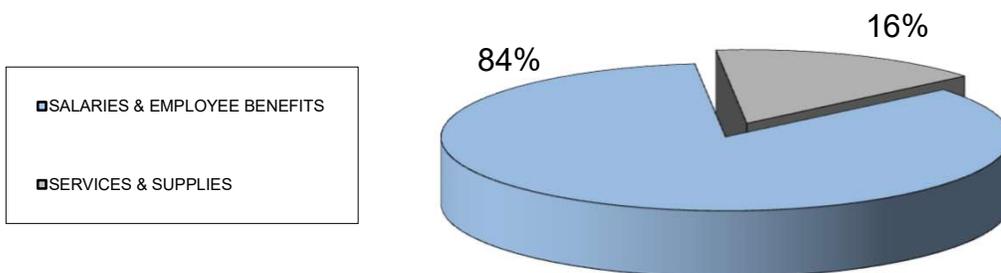
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|--------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$2,743,995 | \$2,547,148 | (\$196,847) |
| SERVICES & SUPPLIES | \$724,500 | \$471,312 | (\$253,188) |
| OPERATING BUDGET | \$3,468,495 | \$3,018,459 | (\$450,036) |

Budgeted Positions 11
Filled Positions 10



Total Expenditures by Category



FISCAL YEAR 2022-2023

INTERNAL AUDIT SERVICES

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|--------------------|---------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$1,590,417 | \$1,529,699 | (\$60,718) |
| AGENCY TEMPORARY | 0 | 0 | 0 |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 5,000 | 928 | (4,072) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 1,500 | 0 | (1,500) |
| SICKLEAVE BUYBACK | 0 | 0 | 0 |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$1,596,917 | \$1,530,626 | (\$66,291) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 393,629 | 357,582 | (36,047) |
| FICA CONTRIBUTION | 27,771 | 26,054 | (1,717) |
| COUNTY SUBSIDY - INSURANCE | 114,657 | 89,803 | (24,854) |
| OPTIONS PLAN | 0 | 0 | 0 |
| LIFE INSURANCE | 0 | 9 | 9 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 10,599 | 10,599 |
| THRIFT PLAN / HORIZONS | 80,799 | 49,669 | (31,130) |
| SAVINGS PLAN | 82,887 | 61,146 | (21,741) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 303,510 | 237,489 | (66,021) |
| TOTAL VARIABLE BENEFITS | \$1,003,252 | \$832,350 | (\$170,902) |
| OPEB CONTRIBUTION | 49,864 | 49,546 | (318) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 49,864 | 49,864 |
| OTHER BENEFITS | 93,962 | 84,761 | (9,201) |
| TOTAL EMPLOYEE BENEFITS | \$1,147,079 | \$1,016,521 | (\$130,558) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$2,743,995 | \$2,547,148 | (\$196,847) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

INTERNAL AUDIT SERVICES

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|-------------------------|-------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | |
| 9181 | \$2,000 | \$769 | (\$1,231) |
| 9182 | 15,000 | 4,990 | (10,010) |
| TOTAL | <u>17,000</u> | <u>\$5,759</u> | <u>(\$11,241)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | |
| 9302 | 1,500 | 388 | (1,112) |
| TOTAL | <u>1,500</u> | <u>\$388</u> | <u>(\$1,112)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | |
| 9541 | 650,000 | 431,614 | (218,386) |
| 9702 | 25,000 | 7,367 | (17,633) |
| TOTAL | <u>675,000</u> | <u>\$438,980</u> | <u>(\$236,020)</u> |
| EDUCATIONAL EXPENSES | | | |
| 9961 | 8,000 | 4,509 | (3,491) |
| 9962 | 20,000 | 20,382 | 382 |
| 9963 | 2,500 | 1,294 | (1,206) |
| TOTAL | <u>30,500</u> | <u>\$26,185</u> | <u>(\$4,315)</u> |
| MISCELLANEOUS | | | |
| 9986 | 500 | 0 | (500) |
| TOTAL | <u>500</u> | <u>0</u> | <u>(500)</u> |
| GRAND TOTAL | <u>\$724,500</u> | <u>\$471,312</u> | <u>(\$253,188)</u> |

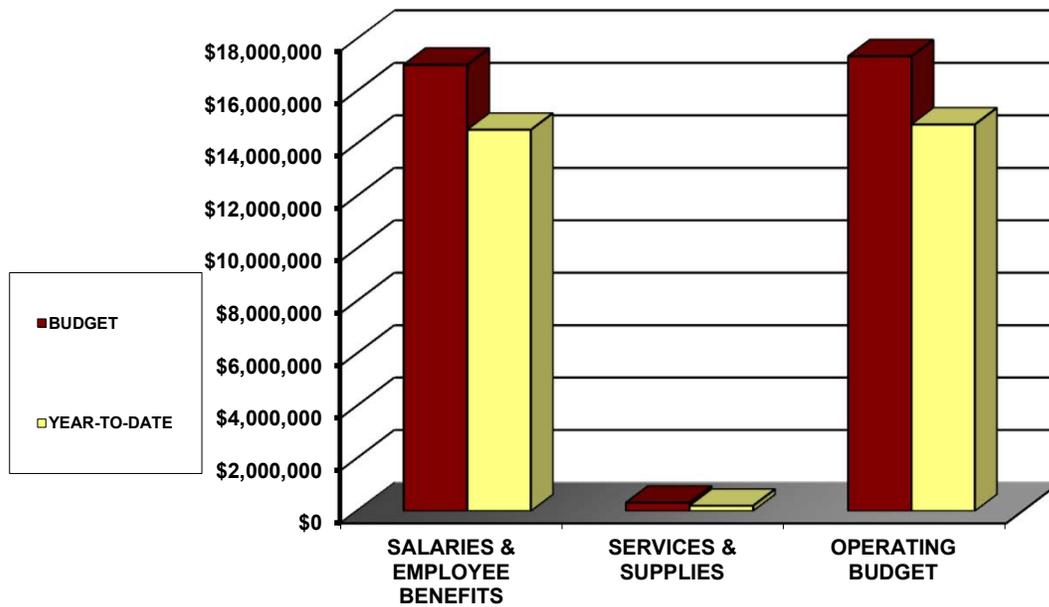
*All amounts rounded to the nearest dollar.

INVESTMENT OFFICE

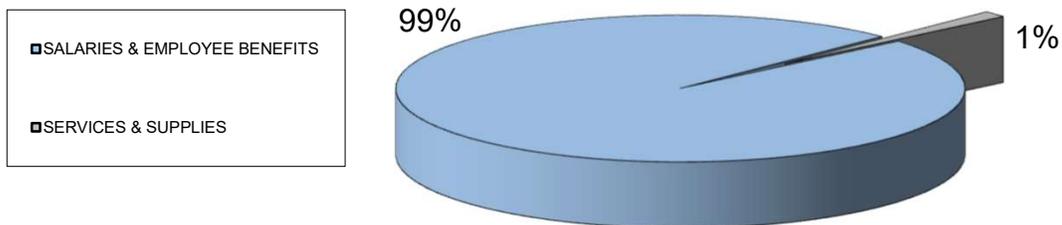
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|---------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$17,020,288 | \$14,543,556 | (\$2,476,732) |
| SERVICES & SUPPLIES | \$321,900 | \$203,177 | (\$118,723) |
| OPERATING BUDGET | \$17,342,188 | \$14,746,733 | (\$2,595,455) |

Budgeted Positions 45
Filled Positions 35



Total Expenditures by Category



FISCAL YEAR 2022-2023

INVESTMENT OFFICE

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|---------------------|---------------------|------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$9,730,713 | \$9,126,350 | (\$604,363) |
| AGENCY TEMPORARY | 0 | 0 | 0 |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 1,000 | 0 | (1,000) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 7,200 | 7,200 | 0 |
| RIDESHARE ALLOWANCE | 5,000 | 0 | (5,000) |
| SICKLEAVE BUYBACK | 0 | 0 | 0 |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$9,743,913 | \$9,133,550 | (\$610,363) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 2,075,582 | 1,521,645 | (553,937) |
| FICA CONTRIBUTION | 199,181 | 148,201 | (50,980) |
| COUNTY SUBSIDY - INSURANCE | 840,614 | 460,322 | (380,292) |
| OPTIONS PLAN | 0 | 0 | 0 |
| LIFE INSURANCE | 0 | 0 | 0 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 444,680 | 266,187 | (178,493) |
| SAVINGS PLAN | 569,072 | 282,746 | (286,326) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 2,148,346 | 1,451,882 | (696,464) |
| TOTAL VARIABLE BENEFITS | \$6,277,477 | \$4,130,984 | (\$2,146,493) |
| OPEB CONTRIBUTION | 346,317 | 344,025 | (2,292) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 346,317 | 346,317 |
| OTHER BENEFITS | 652,582 | 588,681 | (63,901) |
| TOTAL EMPLOYEE BENEFITS | \$7,276,374 | \$5,410,006 | (\$1,866,368) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$17,020,288 | \$14,543,556 | (\$2,476,732) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

INVESTMENT OFFICE

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--------------------------------------|----------------------------|-------------------------|-------------------------|--------------------------------|
| AUTO EXPENSES | | | | |
| 9102 | AUTO MAINTENANCE/REPAIR | \$1,000 | \$0 | (\$1,000) |
| 9103 | GAS | 1,000 | 0 | (1,000) |
| 9105 | LICENSE FEES | 400 | 0 | (400) |
| | TOTAL | <u>2,400</u> | <u>0</u> | <u>(2,400)</u> |
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | 23,000 | 15,752 | (7,248) |
| 9182 | TRAVEL | 152,000 | 90,028 | (61,972) |
| | TOTAL | <u>175,000</u> | <u>105,780</u> | <u>(69,220)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 3,500 | 159 | (3,341) |
| | TOTAL | <u>3,500</u> | <u>159</u> | <u>(3,341)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 100,000 | 74,564 | (25,436) |
| 9962 | REGISTRATION FEES | 20,000 | 6,008 | (13,992) |
| 9963 | EDUCATIONAL MATERIALS | 20,000 | 13,041 | (6,959) |
| | TOTAL | <u>140,000</u> | <u>93,613</u> | <u>(46,387)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 1,000 | 3,625 | 2,625 |
| | TOTAL | <u>1,000</u> | <u>3,625</u> | <u>2,625</u> |
| GRAND TOTAL | | <u>\$321,900</u> | <u>\$203,177</u> | <u>(\$118,723)</u> |

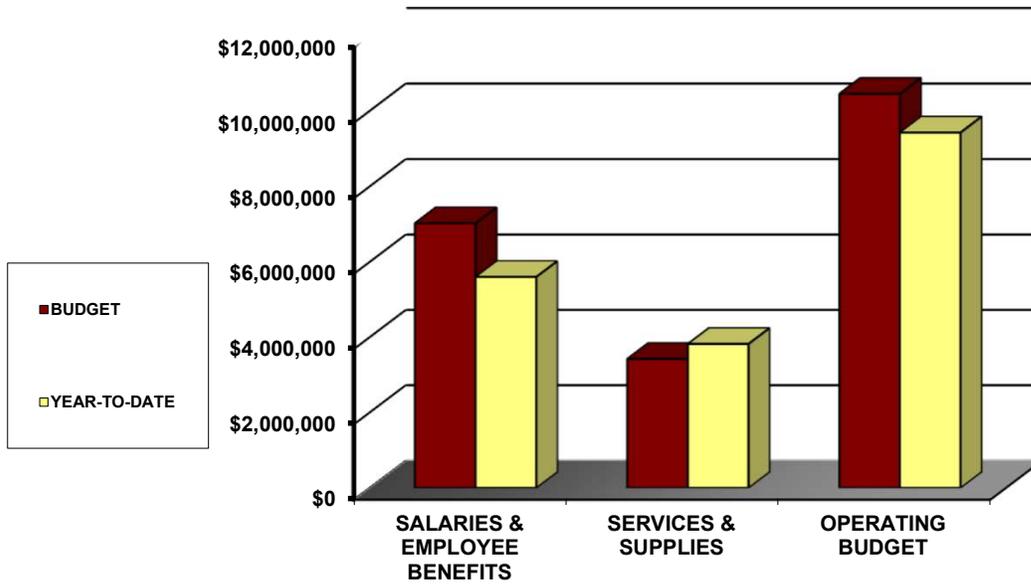
*All amounts rounded to the nearest dollar.

LEGAL SERVICES

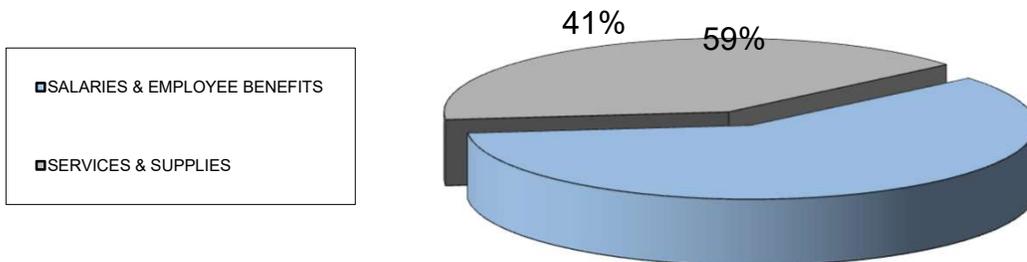
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|---------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$7,029,695 | \$5,605,930 | (\$1,423,765) |
| SERVICES & SUPPLIES | \$3,427,500 | \$3,826,054 | \$398,554 |
| OPERATING BUDGET | \$10,457,195 | \$9,431,984 | (\$1,025,211) |

Budgeted Positions 29
Filled Positions 17



Total Expenditures by Category



FISCAL YEAR 2022-2023

LEGAL SERVICES

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|--------------------|----------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$3,853,589 | \$3,233,961 | (\$619,628) |
| AGENCY TEMPORARY | 196,600 | 132,911 | (63,689) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 18,400 | 20,668 | 2,268 |
| BILINGUAL BONUS | 2,400 | 0 | (2,400) |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 2,500 | 0 | (2,500) |
| SICKLEAVE BUYBACK | 0 | 0 | 0 |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$4,073,489 | \$3,387,540 | (\$685,949) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 917,046 | 671,622 | (245,424) |
| FICA CONTRIBUTION | 70,332 | 51,884 | (18,448) |
| COUNTY SUBSIDY - INSURANCE | 514,522 | 290,846 | (223,676) |
| OPTIONS PLAN | 0 | 0 | 0 |
| LIFE INSURANCE | 0 | 0 | 0 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 147,579 | 94,174 | (53,405) |
| SAVINGS PLAN | 155,063 | 100,615 | (54,448) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 750,759 | 495,884 | (254,875) |
| TOTAL VARIABLE BENEFITS | \$2,555,301 | \$1,705,027 | (\$850,274) |
| OPEB CONTRIBUTION | 138,993 | 138,104 | (889) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 138,993 | 138,993 |
| OTHER BENEFITS | 261,912 | 236,266 | (25,646) |
| TOTAL EMPLOYEE BENEFITS | \$2,956,206 | \$2,218,390 | (\$737,816) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$7,029,695 | \$5,605,930 | (\$1,423,765) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

LEGAL SERVICES

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|----------------------------------|---------------------------|---------------------------|--------------------------------|
| AUTO EXPENSES | | | | |
| 9102 | AUTO MAINTENANCE/REPAIR | \$2,000 | \$0 | (\$2,000) |
| 9103 | GAS | 2,000 | 1,067 | (933) |
| 9105 | LICENSE FEES | 400 | 0 | (400) |
| | TOTAL | <u>4,400</u> | <u>1,067</u> | <u>(3,333)</u> |
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | 4,800 | 2,133 | (2,667) |
| 9182 | TRAVEL | 13,000 | 8,970 | (4,030) |
| | TOTAL | <u>17,800</u> | <u>11,103</u> | <u>(6,697)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 6,000 | 1,772 | (4,228) |
| | TOTAL | <u>6,000</u> | <u>1,772</u> | <u>(4,228)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9543 | LEGISLATIVE CONSULTING | 252,000 | 156,500 | (95,500) |
| 9673 | PHOTOCOPIES OF DOCUMENTS | 300 | 229 | (71) |
| | TOTAL | <u>252,300</u> | <u>156,729</u> | <u>(95,571)</u> |
| LEGAL FEES AND SERVICES | | | | |
| 9771 | ATTORNEY FEES AWARDS/SETTLEMENTS | 40,000 | 1,202 | (38,798) |
| 9772 | OUTSIDE LEGAL COUNSEL | 3,000,000 | 3,548,847 | 548,847 |
| 9777 | LITIGATION SUPPORT | 500 | 0 | (500) |
| | TOTAL | <u>3,040,500</u> | <u>3,550,049</u> | <u>509,549</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 15,000 | 14,516 | (484) |
| 9962 | REGISTRATION FEES | 19,000 | 20,176 | 1,176 |
| 9963 | EDUCATIONAL MATERIALS | 70,500 | 69,885 | (615) |
| | TOTAL | <u>104,500</u> | <u>104,577</u> | <u>77</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 2,000 | 756 | (1,244) |
| | TOTAL | <u>2,000</u> | <u>756</u> | <u>(1,244)</u> |
| | GRAND TOTAL | <u>\$3,427,500</u> | <u>\$3,826,054</u> | <u>\$398,554</u> |

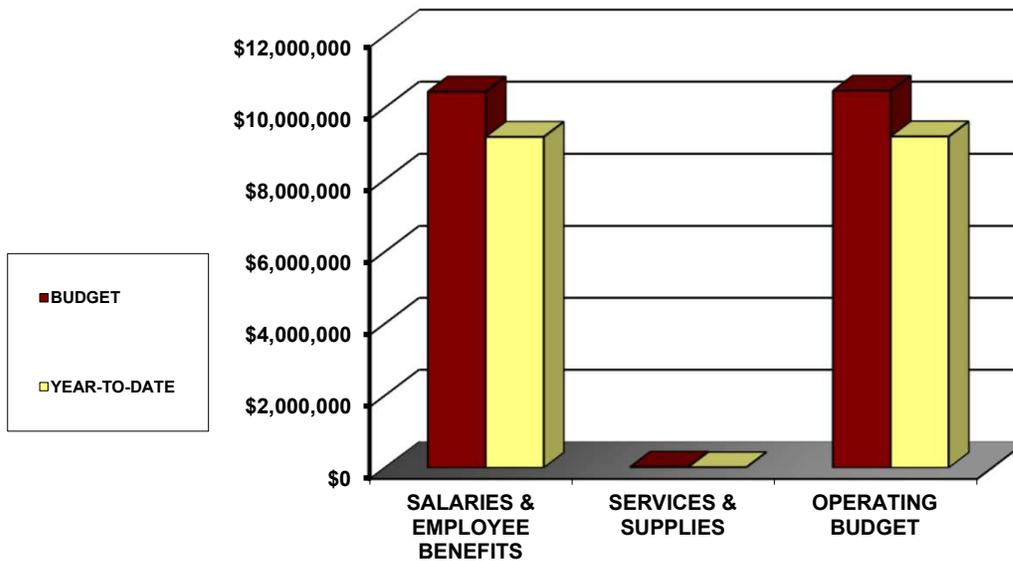
*All amounts rounded to the nearest dollar.

MEMBER SERVICES

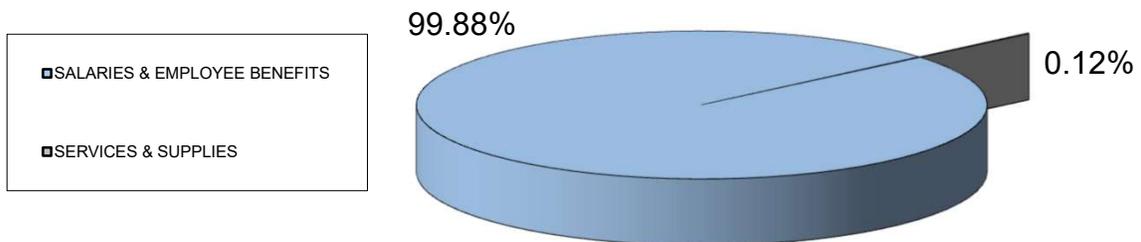
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|---------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$10,452,614 | \$9,197,120 | (\$1,255,494) |
| SERVICES & SUPPLIES | \$26,800 | \$11,441 | (\$15,359) |
| OPERATING BUDGET | \$10,479,414 | \$9,208,561 | (\$1,270,853) |

Budgeted Positions 79
Filled Positions 75



Total Expenditures by Category



FISCAL YEAR 2022-2023

MEMBER SERVICES

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|---------------------|--------------------|------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$5,973,287 | \$5,442,189 | (\$531,098) |
| AGENCY TEMPORARY | 37,000 | 0 | (37,000) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 174,000 | 268,449 | 94,449 |
| BILINGUAL BONUS | 16,800 | 9,500 | (7,300) |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 10,000 | 0 | (10,000) |
| SICKLEAVE BUYBACK | 15,000 | 17,636 | 2,636 |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$6,226,087 | \$5,737,774 | (\$488,313) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 1,567,673 | 1,172,852 | (394,821) |
| FICA CONTRIBUTION | 101,702 | 87,334 | (14,368) |
| COUNTY SUBSIDY - INSURANCE | 102,742 | 56,815 | (45,927) |
| OPTIONS PLAN | 1,288,795 | 995,687 | (293,108) |
| LIFE INSURANCE | 6,956 | 5,778 | (1,178) |
| HEALTH INSURANCE TEMPS | 149,648 | 96,758 | (52,890) |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 258,956 | 171,232 | (87,724) |
| SAVINGS PLAN | 29,635 | 19,343 | (10,292) |
| PENSION SAVINGS PLAN | 16,628 | 7,044 | (9,584) |
| MEGAFLEX | 117,164 | 90,219 | (26,945) |
| TOTAL VARIABLE BENEFITS | \$3,639,900 | \$2,703,061 | (\$936,839) |
| OPEB CONTRIBUTION | 203,383 | 202,082 | (1,301) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 203,383 | 203,383 |
| OTHER BENEFITS | 383,245 | 350,820 | (32,425) |
| TOTAL EMPLOYEE BENEFITS | \$4,226,527 | \$3,459,346 | (\$767,181) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$10,452,614 | \$9,197,120 | (\$1,255,494) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

MEMBER SERVICES

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--------------------------------------|------------------------|------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | |
| 9181 | \$3,500 | \$1,576 | (\$1,924) |
| 9182 | 4,500 | 5,957 | 1,457 |
| TOTAL | <u>8,000</u> | <u>\$7,533</u> | <u>(\$467)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | |
| 9302 | 5,000 | \$1,650 | (\$3,350) |
| TOTAL | <u>5,000</u> | <u>\$1,650</u> | <u>(\$3,350)</u> |
| EDUCATIONAL EXPENSES | | | |
| 9961 | 1,200 | \$0 | (\$1,200) |
| 9962 | 10,000 | \$1,365 | (\$8,635) |
| 9963 | 100 | \$0 | (\$100) |
| TOTAL | <u>11,300</u> | <u>\$1,365</u> | <u>(\$9,935)</u> |
| MISCELLANEOUS | | | |
| 9986 | 1,500 | \$893 | (\$607) |
| 9992 | 1,000 | \$0 | (\$1,000) |
| TOTAL | <u>2,500</u> | <u>\$893</u> | <u>(\$1,607)</u> |
| GRAND TOTAL | <u>\$26,800</u> | <u>\$11,441</u> | <u>(\$15,359)</u> |

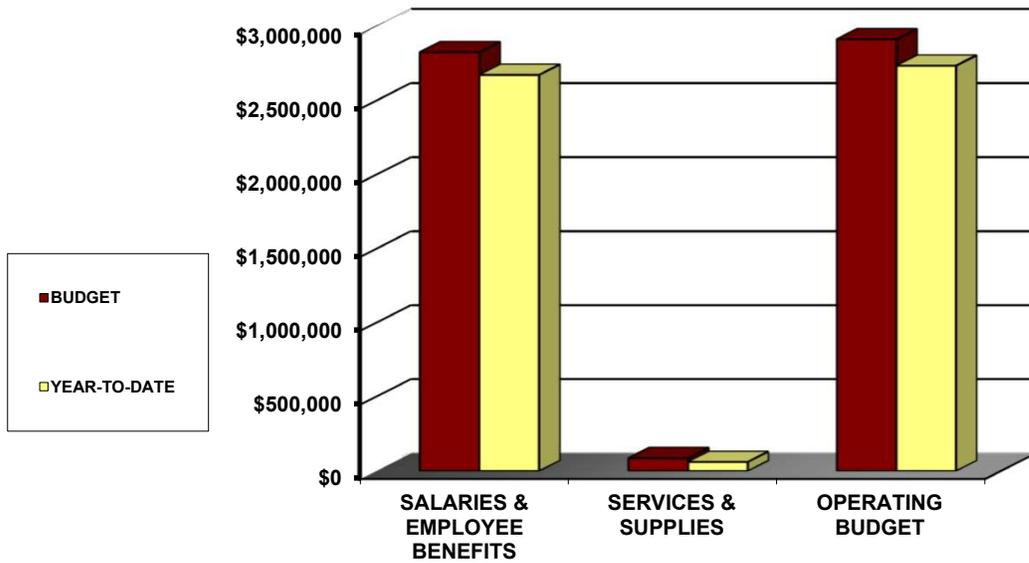
*All amounts rounded to the nearest dollar.

QUALITY ASSURANCE

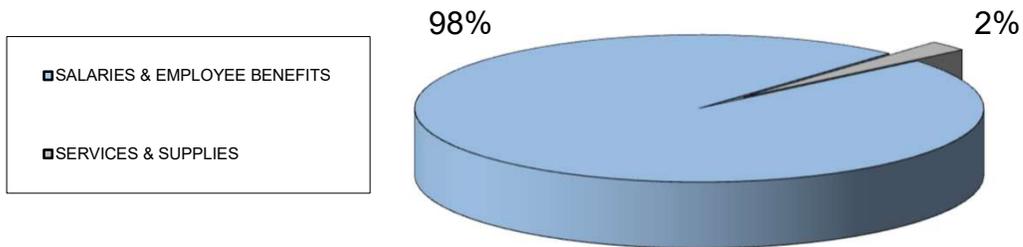
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|--------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$2,830,468 | \$2,677,444 | (\$153,024) |
| SERVICES & SUPPLIES | \$87,900 | \$62,072 | (\$25,828) |
| OPERATING BUDGET | \$2,918,368 | \$2,739,515 | (\$178,853) |

Budgeted Positions 19
Filled Positions 14



Total Expenditures by Category



FISCAL YEAR 2022-2023

QUALITY ASSURANCE

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|--------------------|------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$1,607,869 | \$1,548,769 | (\$59,100) |
| AGENCY TEMPORARY | 0 | 0 | 0 |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 21,500 | 803 | (20,697) |
| BILINGUAL BONUS | 0 | 0 | 0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 2,200 | 0 | (2,200) |
| SICKLEAVE BUYBACK | 1,000 | 0 | (1,000) |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$1,632,569 | \$1,549,572 | (\$82,997) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 420,715 | 380,050 | (40,665) |
| FICA CONTRIBUTION | 30,085 | 25,004 | (5,081) |
| COUNTY SUBSIDY - INSURANCE | 105,493 | 107,254 | 1,761 |
| OPTIONS PLAN | 26,858 | 7,317 | (19,541) |
| LIFE INSURANCE | 222 | 125 | (97) |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 58,081 | 46,886 | (11,195) |
| SAVINGS PLAN | 60,977 | 56,306 | (4,671) |
| PENSION SAVINGS PLAN | 0 | 0 | 0 |
| MEGAFLEX | 306,586 | 263,064 | (43,522) |
| TOTAL VARIABLE BENEFITS | \$1,009,017 | \$886,007 | (\$123,010) |
| OPEB CONTRIBUTION | 65,485 | 65,066 | (419) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 65,485 | 65,485 |
| OTHER BENEFITS | 123,397 | 111,314 | (12,084) |
| TOTAL EMPLOYEE BENEFITS | \$1,197,899 | \$1,127,872 | (\$70,027) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$2,830,468 | \$2,677,444 | (\$153,024) |

FISCAL YEAR 2022-2023

QUALITY ASSURANCE

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

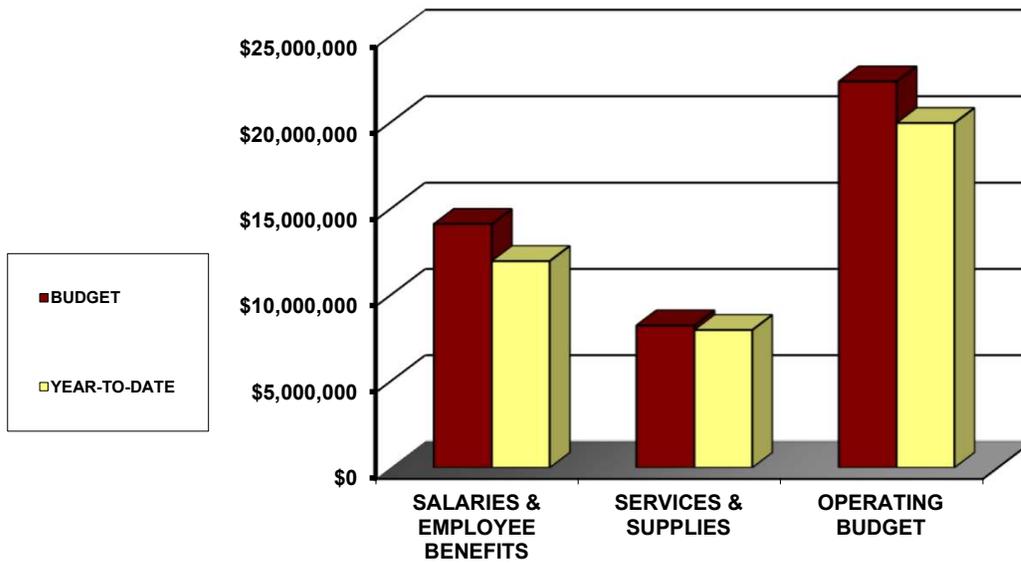
| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|---------------------------------|------------------------|------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$2,500 | \$262 | (\$2,238) |
| 9182 | TRAVEL | 9,500 | 1,755 | (7,745) |
| | TOTAL | <u>12,000</u> | <u>2,017</u> | <u>(9,983)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 1,000 | 268 | (732) |
| | TOTAL | <u>1,000</u> | <u>268</u> | <u>(732)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9715 | COST EFFECTIVE MANAGEMENT (CEM) | 50,000 | 55,000 | 5,000 |
| | TOTAL | <u>50,000</u> | <u>55,000</u> | <u>5,000</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 9,000 | 2,895 | (6,105) |
| 9962 | REGISTRATION FEES | 15,000 | 1,892 | (13,108) |
| 9963 | EDUCATIONAL MATERIALS | 500 | 0 | (500) |
| | TOTAL | <u>24,500</u> | <u>4,787</u> | <u>(19,713)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 400 | 0 | (400) |
| | TOTAL | <u>400</u> | <u>0</u> | <u>(400)</u> |
| | GRAND TOTAL | <u>\$87,900</u> | <u>\$62,072</u> | <u>(\$25,828)</u> |

SYSTEMS DIVISION

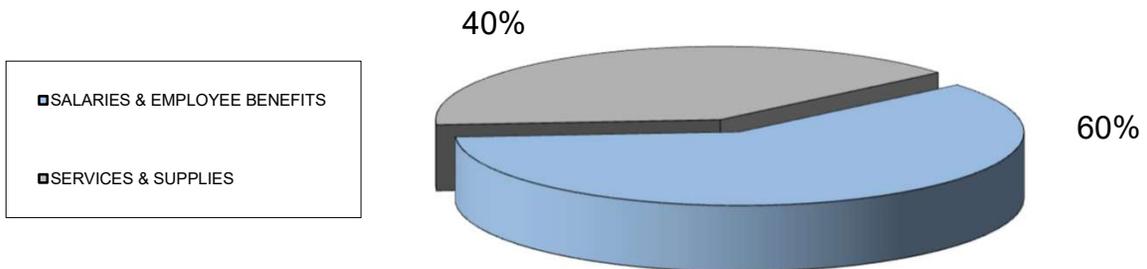
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|---------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$14,122,286 | \$11,980,909 | (\$2,141,377) |
| SERVICES & SUPPLIES | \$8,249,400 | \$7,984,901 | (\$264,499) |
| OPERATING BUDGET | \$22,371,686 | \$19,965,810 | (\$2,405,876) |

Budgeted Positions 62
Filled Positions 37



Total Expenditures by Category



FISCAL YEAR 2022-2023

SYSTEMS DIVISION

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|---------------------|---------------------|------------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$5,534,330 | \$5,374,005 | (\$160,325) |
| AGENCY TEMPORARY | 4,576,300 | 2,941,429 | (1,634,871) |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 150,000 | 215,349 | 65,349 |
| BILINGUAL BONUS | 0 | 0 | 0 |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 8,900 | 0 | (8,900) |
| SICKLEAVE BUYBACK | 12,000 | 17,170 | 5,170 |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$10,281,530 | \$8,547,954 | (\$1,733,576) |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 1,311,836 | 1,111,203 | (200,633) |
| FICA CONTRIBUTION | 97,367 | 87,836 | (9,531) |
| COUNTY SUBSIDY - INSURANCE | 339,549 | 224,308 | (115,241) |
| OPTIONS PLAN | 435,969 | 392,827 | (43,142) |
| LIFE INSURANCE | 2,007 | 2,509 | 502 |
| HEALTH INSURANCE TEMPS | 0 | 0 | 0 |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 232,823 | 178,615 | (54,208) |
| SAVINGS PLAN | 161,857 | 110,044 | (51,813) |
| PENSION SAVINGS PLAN | 1,715 | 4,806 | 3,091 |
| MEGAFLEX | 629,129 | 515,519 | (113,610) |
| TOTAL VARIABLE BENEFITS | \$3,212,254 | \$2,627,666 | (\$584,588) |
| OPEB CONTRIBUTION | 217,901 | 216,507 | (1,394) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 217,901 | 217,901 |
| OTHER BENEFITS | 410,601 | 370,881 | (39,720) |
| TOTAL EMPLOYEE BENEFITS | \$3,840,754 | \$3,432,955 | (\$407,799) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$14,122,286 | \$11,980,909 | (\$2,141,377) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

SYSTEMS DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--------------------------------------|--|----------------|-------------------|--------------------------------|
| COMMUNICATIONS | | | | |
| 9121 | MOBILE DEVICES SERVICE & EQUIPMENT | \$150,000 | \$143,573 | (\$6,427) |
| 9124 | ENTERPRISE INTERNET CONNECTION | 165,000 | 120,592 | (44,408) |
| 9125 | TELEPHONE CONNECTION | 120,000 | 164,831 | 44,831 |
| 9130 | REMOTE SUPPORT | 15,000 | 0 | (15,000) |
| 9133 | TELEPHONE SYSTEM SUPPLIES & MODIFICATION | 15,000 | 2,863 | (12,137) |
| 9135 | TELEPHONE SYSTEM MAINTENANCE | 70,000 | 76,075 | 6,075 |
| | TOTAL | <u>535,000</u> | <u>507,934</u> | <u>(27,066)</u> |
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | 1,600 | 1,139 | (461) |
| 9182 | TRAVEL | 2,600 | 6,320 | 3,720 |
| | TOTAL | <u>4,200</u> | <u>7,459</u> | <u>3,259</u> |
| POSTAGE | | | | |
| 9208 | MONTHLY RETIREE CHECK MAILING | 390,000 | 0 | (390,000) |
| | TOTAL | <u>390,000</u> | <u>0</u> | <u>(390,000)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 11,000 | 13,692 | 2,692 |
| 9332 | COMPUTER MONITORS | 80,000 | 58,397 | (21,603) |
| 9336 | COMPUTER PRINTER | 10,000 | 8,731 | (1,269) |
| 9344 | COMPUTER ACCESSORIES | 13,000 | 12,229 | (771) |
| 9345 | COMPUTER PERIPHERALS | 30,000 | 30,080 | 80 |
| 9347 | STORAGE MEDIA | 15,000 | 17,735 | 2,735 |
| 9348 | BOARD MEMBER TECH SUPPORT | 50,000 | 50,820 | 820 |
| 9353 | DIVISIONAL IT SUPPLIES/EQUIPMENT | 130,000 | 116,699 | (13,301) |
| 9354 | REMOTE WORKFORCE EQUIPMENT | 130,000 | 484,566 | 354,566 |
| | TOTAL | <u>469,000</u> | <u>792,949</u> | <u>323,949</u> |
| EQUIPMENT MAINTENANCE | | | | |
| 9411 | AUDIOVISUAL MAINTENANCE | 40,000 | 78,185 | 38,185 |
| 9412 | KEY CARD SECURITY SYSTEM (DAS) | 25,000 | 24,334 | (667) |
| 9414 | LAN HARDWARE MAINTENANCE | 75,000 | 85,737 | 10,737 |
| 9419 | ON-SITE PRINTER MAINTENANCE | 20,000 | 6,992 | (13,008) |
| 9424 | EQUIP MAINT - UPS - SERVER ROOM | 170,000 | 127,086 | (42,914) |
| 9436 | EQUIP MAINT - AIR CONDITIONING | 30,000 | 42,451 | 12,451 |
| 9438 | AUDIOVISUAL ENHANCEMENTS | 25,000 | 26,653 | 1,653 |
| 9439 | SURVEILLANCE SYSTEM | 5,000 | 0 | (5,000) |
| 9442 | FIRE SUPPRESSION SYSTEM | 5,000 | 0 | (5,000) |
| 9443 | GENERATOR SYSTEM | 10,000 | 23,777 | 13,777 |
| | TOTAL | <u>405,000</u> | <u>415,215</u> | <u>10,215</u> |

FISCAL YEAR 2022-2023

SYSTEMS DIVISION

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|---|---------------------------|---------------------------|--------------------------------|
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9502 | EDP CHARGES - ISD | \$199,500 | \$214,273 | \$14,773 |
| 9509 | AUDITOR CONTROLLER - PAYROLL SERVICES | 106,100 | 42,000 | (64,100) |
| 9550 | ADVANCED WORKFLOW CONCEPTS | 140,000 | 79,329 | (60,671) |
| 9574 | KNOWLEDGE & DOC MGMT PROJECTS | 300,000 | 215,700 | (84,300) |
| 9680 | IRON MOUNTAIN MEDIA STORAGE | 30,000 | 23,591 | (6,409) |
| 9681 | RETIREE PAYROLL PRINTING | 244,000 | 414,087 | 170,087 |
| 9692 | HOTSITE SERVICES | 20,000 | 20,701 | 701 |
| 9717 | CLOUD MIGRATION | 200,000 | 123,608 | (76,392) |
| 9722 | MAINFRAME SERVICES | 120,000 | 121,986 | 1,986 |
| | TOTAL | <u>1,359,600</u> | <u>1,255,275</u> | <u>(104,325)</u> |
| COMPUTER SERVICES & SUPPORT | | | | |
| 9831 | LAN SOFTWARE & LIC - NEW | 1,365,000 | 1,335,366 | (29,634) |
| 9832 | LAN SOFTWARE & LIC - EXISTING | 1,854,600 | 2,136,675 | 282,075 |
| 9833 | MAINFRAME SOFTWARE & LIC - EXISTING | 1,100,000 | 1,058,490 | (41,510) |
| 9843 | LAN NETWORK HARDWARE - NEW | 150,000 | 148,961 | (1,039) |
| 9879 | CO-LOCATION | 200,000 | 97,520 | (102,480) |
| 9882 | BOARDROOM OPERATION MGMT SYSTEMS (I & II) | 100,000 | 73,726 | (26,274) |
| 9923 | PUBLIC BROADCAST AND/OR STREAMING | 30,000 | 25,987 | (4,013) |
| 9930 | TELEPHONE SYSTEM UPDATES | 250,000 | 112,782 | (137,218) |
| | TOTAL | <u>5,049,600</u> | <u>4,989,506</u> | <u>(60,094)</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 1,500 | 150 | (1,350) |
| 9962 | REGISTRATION FEES | 30,000 | 11,362 | (18,639) |
| 9963 | EDUCATIONAL MATERIALS | 5,000 | 4,830 | (170) |
| | TOTAL | <u>36,500</u> | <u>16,342</u> | <u>(20,159)</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 500 | 221 | (279) |
| | TOTAL | <u>500</u> | <u>221</u> | <u>(279)</u> |
| GRAND TOTAL | | <u>\$8,249,400</u> | <u>\$7,984,901</u> | <u>(\$264,499)</u> |

*All amounts rounded to the nearest dollar.

APPENDIX B

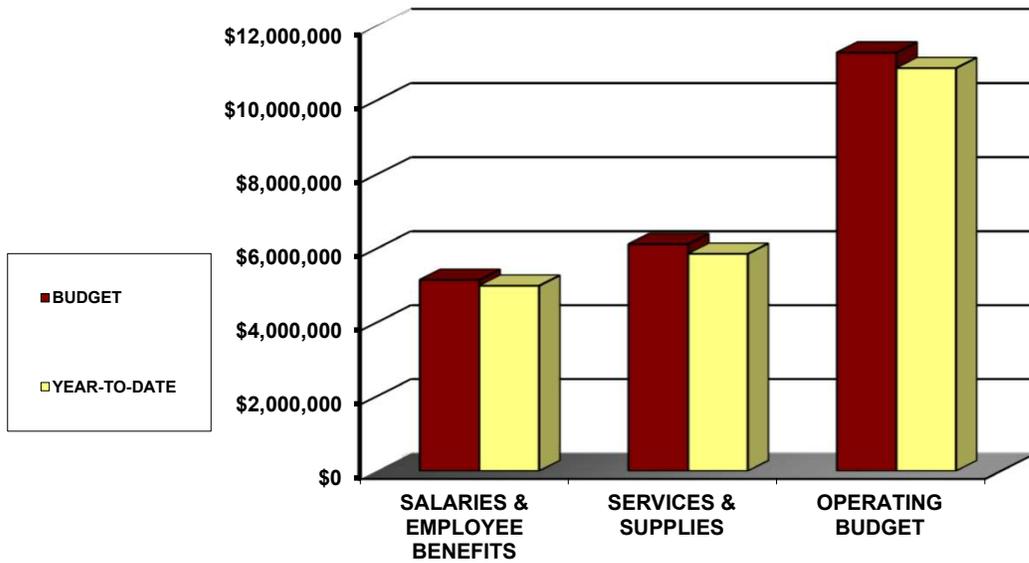
**FISCAL YEAR 2022-2023
RETIREE HEALTHCARE BENEFITS PROGRAM
BUDGET CONTROL REPORT
BASED ON EXPENDITURES AS OF
JUNE 30, 2023**

RETIREE HEALTHCARE BENEFITS PROGRAM

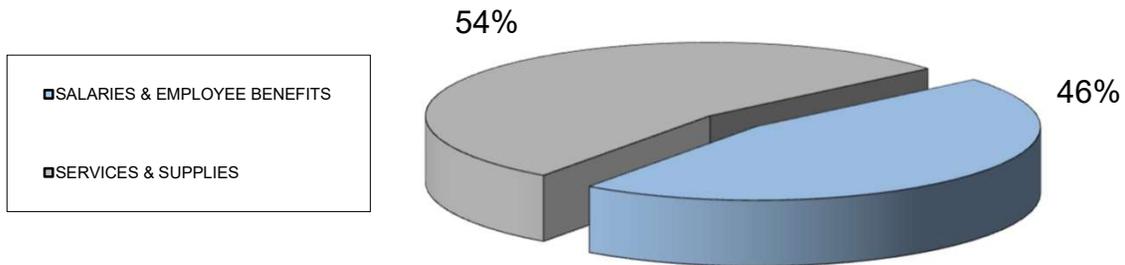
BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|---------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$5,172,923 | \$5,015,298 | (\$157,625) |
| SERVICES & SUPPLIES | \$6,140,699 | \$5,877,827 | (\$262,872) |
| OPERATING BUDGET | \$11,313,622 | \$10,893,125 | (\$420,497) |

Budgeted Positions 37
Filled Positions 34



Total Expenditures by Category



FISCAL YEAR 2022-2023

RETIREE HEALTH CARE BENEFITS PROGRAM

SUMMARY OF SALARIES AND EMPLOYEE BENEFITS
BASED ON EXPENDITURES AS OF JUNE 30, 2023

| | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|---|--------------------|--------------------|---------------------|
| SALARIES & OTHER PAYS | | | |
| PERMANENT / COUNTY TEMPORARY | \$3,006,805 | \$3,040,866 | \$34,061 |
| AGENCY TEMPORARY | 149,800 | 155,507 | 5,707 |
| LACERA INTERN PROGRAM | 0 | 0 | 0 |
| STIPENDS | 0 | 0 | 0 |
| OVERTIME | 121,800 | 140,072 | 18,272 |
| BILINGUAL BONUS | 4,800 | 3,600 | (1,200) |
| PAY IN LIEU OF SALARY REDUCTION | 0 | 0 | 0 |
| TRANSPORTATION ALLOWANCE | 0 | 0 | 0 |
| RIDESHARE ALLOWANCE | 3,600 | 0 | (3,600) |
| SICKLEAVE BUYBACK | 10,000 | 10,163 | 163 |
| RESERVE FOR REMUNERATION | 0 | 0 | 0 |
| TOTAL SALARIES & OTHER PAYS | \$3,296,805 | \$3,350,208 | \$53,403 |
| VARIABLE BENEFITS | | | |
| RETIREMENT | 702,460 | 621,778 | (80,682) |
| FICA CONTRIBUTION | 42,868 | 42,719 | (149) |
| COUNTY SUBSIDY - INSURANCE | 77,259 | 40,891 | (36,368) |
| OPTIONS PLAN | 480,282 | 457,083 | (23,199) |
| LIFE INSURANCE | 1,571 | 2,180 | 609 |
| HEALTH INSURANCE TEMPS | 121,229 | 50,061 | (71,168) |
| FLEXIBLE BENEFIT PLAN | 0 | 0 | 0 |
| THRIFT PLAN / HORIZONS | 111,791 | 87,640 | (24,151) |
| SAVINGS PLAN | 43,690 | 28,292 | (15,398) |
| PENSION SAVINGS PLAN | 47,226 | 7,747 | (39,479) |
| MEGAFLEX | 146,891 | 125,564 | (21,327) |
| TOTAL VARIABLE BENEFITS | \$1,775,266 | \$1,463,955 | (\$311,311) |
| OPEB CONTRIBUTION | 100,853 | 100,283 | (570) |
| OPEB CONTRIBUTION (BUDGET SURPLUS) | 0 | 100,853 | 100,853 |
| OTHER BENEFITS | 0 | 0 | 0 |
| TOTAL EMPLOYEE BENEFITS | \$1,876,120 | \$1,665,091 | (\$211,029) |
| TOTAL SALARIES & EMPLOYEE BENEFITS | \$5,172,923 | \$5,015,298 | (\$157,625) |

*All amounts rounded to the nearest dollar.

FISCAL YEAR 2022-2023

RETIREE HEALTH CARE BENEFITS PROGRAM

**DETAIL OF SERVICES AND SUPPLIES ACCOUNTS
BASED ON EXPENDITURES AS OF JUNE 30, 2023**

| | | BUDGET | YTD ACTUAL | OVER/(UNDER) BUDGET |
|--|-----------------------------|---------------------------|---------------------------|--------------------------------|
| TRANSPORTATION AND TRAVEL | | | | |
| 9181 | TRANSPORTATION | \$1,500 | \$2,086 | \$586 |
| 9182 | TRAVEL | 23,200 | 37,324 | 14,124 |
| | TOTAL | <u>24,700</u> | <u>\$39,409</u> | <u>\$14,709</u> |
| POSTAGE | | | | |
| 9212 | SPECIAL RETIREE MAILINGS | 300,000 | 269,969 | (30,031) |
| | TOTAL | <u>300,000</u> | <u>269,969</u> | <u>(30,031)</u> |
| OFFICE SUPPLIES AND EQUIPMENT | | | | |
| 9302 | SPECIAL ORDERS/MINOR EQUIP | 4,500 | 836 | (3,664) |
| | TOTAL | <u>4,500</u> | <u>836</u> | <u>(3,664)</u> |
| OPERATIONAL COSTS | | | | |
| 9482 | RENT | 203,800 | 205,113 | 1,313 |
| 9483 | DEPARTMENTAL OVERHEAD | 4,337,199 | 4,153,627 | (183,572) |
| | TOTAL | <u>4,540,999</u> | <u>4,358,739</u> | <u>(182,260)</u> |
| PROFESSIONAL AND SPECIALIZED SERVICES | | | | |
| 9541 | AUDITS | 141,100 | 51,475 | (89,625) |
| 9545 | HEALTH CARE CONSULTING | 750,000 | 741,600 | (8,400) |
| 9573 | OPEB VALUATION | 338,300 | 355,277 | 16,977 |
| | TOTAL | <u>1,229,400</u> | <u>1,148,352</u> | <u>(81,048)</u> |
| BANK SERVICES | | | | |
| 9753 | BANK CHARGES - STATE STREET | 21,500 | 18,021 | (3,479) |
| | TOTAL | <u>21,500</u> | <u>18,021</u> | <u>(3,479)</u> |
| LEGAL FEES AND SERVICES | | | | |
| 9772 | OUTSIDE LEGAL COUNSEL | 0 | 15,684 | 15,684 |
| | TOTAL | <u>0</u> | <u>15,684</u> | <u>15,684</u> |
| EDUCATIONAL EXPENSES | | | | |
| 9961 | MEMBERSHIPS | 4,000 | 1,801 | (2,199) |
| 9962 | REGISTRATION FEES | 15,000 | 25,015 | 10,015 |
| 9963 | EDUCATIONAL MATERIALS | 300 | 0 | (300) |
| | TOTAL | <u>19,300</u> | <u>26,816</u> | <u>7,516</u> |
| MISCELLANEOUS | | | | |
| 9986 | MISCELLANEOUS | 300 | 0 | (300) |
| | TOTAL | <u>300</u> | <u>0</u> | <u>(300)</u> |
| | GRAND TOTAL | <u>\$6,140,699</u> | <u>\$5,877,827</u> | <u>(\$262,872)</u> |

*All amounts rounded to the nearest dollar.

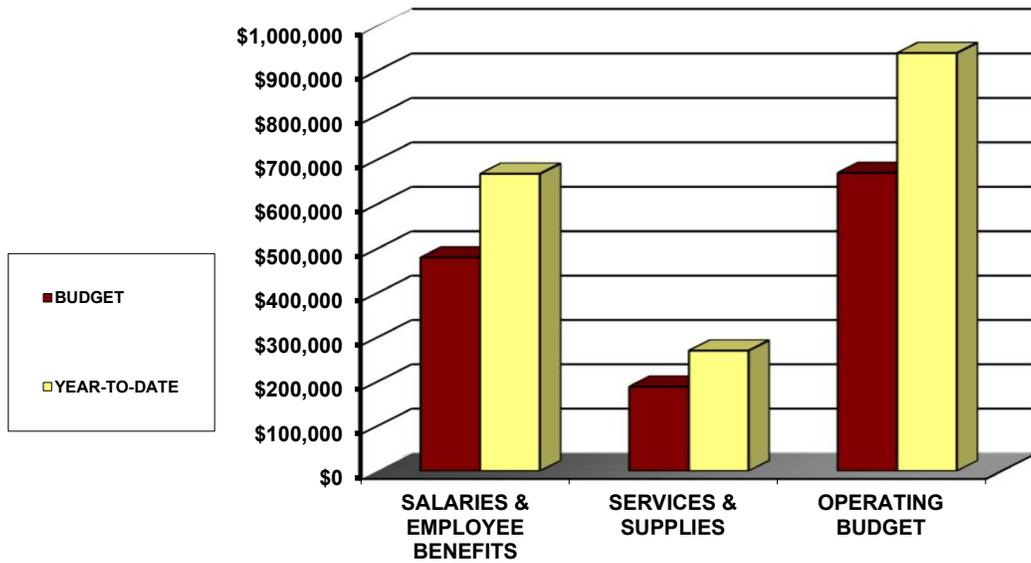
APPENDIX C

**FISCAL YEAR 2022-2023
OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST
BUDGET CONTROL REPORT
BASED ON EXPENDITURES AS OF
JUNE 30, 2023**

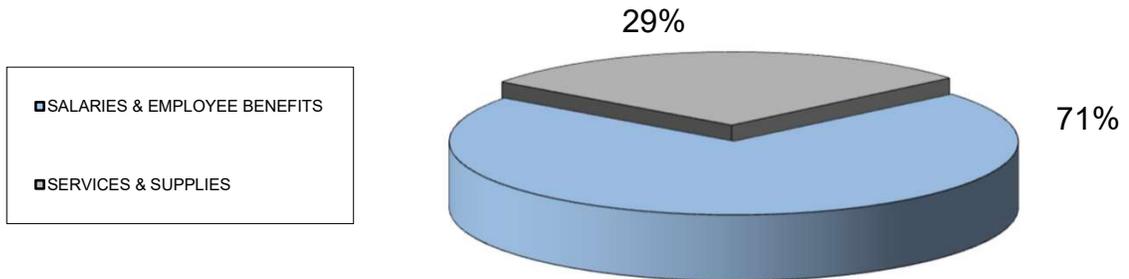
OTHER POST-EMPLOYMENT BENEFITS TRUST

BUDGET CONTROL REPORT - FISCAL YEAR 2022-2023 BASED ON EXPENDITURES AS OF JUNE 30, 2023

| <u>CATEGORY</u> | <u>BUDGET</u> | <u>YEAR-TO-DATE</u> | <u>OVER / (UNDER) BUDGET</u> |
|------------------------------|------------------|---------------------|----------------------------------|
| SALARIES & EMPLOYEE BENEFITS | \$481,543 | \$669,971 | \$188,428 |
| SERVICES & SUPPLIES | \$190,304 | \$271,639 | \$81,335 |
| OPERATING BUDGET | \$671,847 | \$941,610 | \$269,763 |



Total Expenditures by Category





Documents not attached are exempt from disclosure under the California Public Records Act and other legal authority.

**For further information, contact:
LACERA
Attention: Public Records Act Requests
300 N. Lake Ave., Suite 620
Pasadena, CA 91101**