



LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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RGS EXECUTIVE COMMITTEE AGENDA

Agenda materials may be viewed prior to the meeting in the meeting locations of the Association of Bay Area Governments (ABAG), and the Cities of San Rafael and Larkspur.

REGULAR MEETING

Via Teleconference

October 14, 2010

4:15 p.m.

San Mateo County Transit District, Room 301

1250 San Carlos Ave., San Carlos, CA 94070

Association of Bay Area Governments (ABAG), Finance Dir. Office

101 Eighth St., Oakland, CA 94604

Larkspur City Hall, City Manager's Office

400 Magnolia Avenue, Larkspur, CA 94939

San Rafael City Hall, City Manager's Office, Room 203

1400 Fifth Avenue, San Rafael, CA 94901

1. ROLL CALL

2. CHANGES TO THE ORDER OF AGENDA

3. APPROVAL OF CONSENT AGENDA

Consent agenda items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Executive Committee, staff or public request specific items to be removed for separate action.

A. Approval of **August 12, 2010** Minutes

Action

4. TREASURER'S REPORT

A. Review of Month-End Financial Reports through August 2010

Information

B. Approval of Payments and Deposits made July & August 2010

Action

C. Approval of Investments Report through September 2010

Action

5. OLD BUSINESS

A. STARS Update

Information

6. NEW BUSINESS

A. Update on Clients and Prospective Members

Discussion

B. Regularly Scheduled Meetings Calendar

Discussion

C. Approval of new JPA member agency

Action

7. PUBLIC COMMENT

Each speaker is limited to two minutes. If you are addressing the Executive Committee on a non-agenda item, the Executive Committee may briefly respond to statements made or questions posed as allowed by the Brown Act (Government Code Section 54954.2). However, the Executive Committee's general policy is to refer items to staff for attention, or have a matter placed on a future Executive Committee agenda for a more comprehensive action or report.

8. NEXT MEETING: **November 18th or December 9th at 4:00 p.m. via teleconference.**

9. ADJOURN

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Richard Averett at (650) 587-7301. Notification in advance of the meeting will enable Agency to make reasonable arrangements to ensure accessibility.

**REGIONAL GOVERNMENT SERVICES
JOINT POWERS AUTHORITY
EXECUTIVE COMMITTEE MINUTES**

**DRAFT
ACTION MINUTES**

The Regional Government Services Joint Powers Authority held a regular committee meeting by teleconference on **August 12, 2010** at San Mateo County Transit District, Executive Conference Rm. 3rd Floor, 1250 San Carlos Ave., San Carlos, CA 94070; Association of Bay Area Governments, Executive Director's Office, 101 Eighth St., Oakland, CA 94604; Larkspur City Hall, City Manager's Office, 400 Magnolia Avenue, Larkspur, CA 94939; San Rafael City Hall, City Manager's Office, Room 203, 1400 Fifth Avenue, San Rafael, CA 94901; and Yountville Town Hall, Town Manager's Office, 6550 Yount Street, Yountville, CA 94599. The meeting was called to order at **4:31 p.m.**

1. ROLL CALL

- A. Members: Ken Nordhoff, RGS Vice-Chair – Chaired Meeting
Mike Garvey, RGS Chair
Herb Pike, Alternate Member
Dan Schwarz, Member
Steve Rogers, Member
Other Attendees: Richard Averett, RGS Executive Director/CFO

2. CHANGES TO THE ORDER OF AGENDA - None

3. APPROVAL OF CONSENT AGENDA

- A. Approval of **June 10, 2010** Minutes.
B. Approval of management services agreement with the City of Calistoga.
C. Approval of management services agreement with the City of Vallejo.
D. Approval of management services agreement with Silicon Valley Regional Interoperability Authority.

ACTION: **M/S Schwarz/Rogers** to approve the Consent Agenda as presented.

AYES: Chair Garvey, Vice-Chair Nordhoff, Alternate Member Pike, and Members Rogers and Schwarz

NOES: None

ABSTAIN: None

4. TREASURER'S REPORT

- A. Review of month-end financial reports through June 2010. The Executive Director reviewed the financial reports and noted that leave accruals and other fiscal-year-end adjustments had not been included in the reports presented. Net additions to retained earnings are expected to meet or slightly exceed projections made two months ago, and so the JPAs would be able to fund reserves to meet future obligations and uncertainties at the previously projected levels. The reports were accepted as presented.
B. Approval of Payments and Deposits made May and June 2010.

ACTION: **M/S Schwarz/Garvey** to approve the payments and deposits as presented.

AYES: Chair Garvey, Vice-Chair Nordhoff, Alternate Member Pike, Members Rogers and Schwarz

NOES: None

ABSTAIN: None

- C. Approval of Investments Report through July 2010.

ACTION: **M/S Rogers/Schwarz** to approve the investments report as presented.

AYES: Chair Garvey, Vice-Chair Nordhoff, Alternate Member Pike, Members Rogers and Schwarz

NOES: None

ABSTAIN: None

5. OLD BUSINESS

- A. STARS defined contribution benefits plan update. The Executive Director updated the Committee on implementation at ABAG and the two JPAs, with participant kickoff meetings at all three agencies over the next few weeks. Contributions could be going to the new vendor next month.

6. NEW BUSINESS

- A. Client and Prospective Client Update. Several perspective member agencies were discussed, including the Cities of Concord, Dublin and Mountain View, and Counties of Marin and San Mateo. Vice-Chair Nordhoff will meet with Marin County tomorrow. Chair Garvey will meet with San Mateo County and Mountain View. The Chair Garvey and the Executive Director will meet with Dublin later this month. And the Executive Director will follow-up with Concord.

B. Regularly Scheduled Meetings – The Members reviewed the scheduled upcoming meeting, discussed and expressed a desire to cancel the September 9th meeting if no subsequent business required a meeting; with the next scheduled meeting date October 14th. This item was for discussion only, and no action was taken.

7. **PUBLIC COMMENT** – There was one member of the public in attendance at the San Rafael location, but no comment was received.
8. **NEXT MEETING** – The September 9th meeting is cancelled if there are no items needing the Committee's attention. The next meeting would be at 4:15 p.m. on October 14th 2010 via teleconference.
9. **ADJOURNED** - Meeting adjourned at 4:37 p.m.



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TO: EXECUTIVE COMMITTEE
FROM: RICHARD H. AVERETT, CFO/TREASURER
SUBJECT: FINANCIAL REPORT ANALYSIS

EC Meeting: 10-14-10
Item: 4A

RECOMMENDATION

No action is required of the Executive Committee. These are informational financial reports through August 2010 month-end, and are attached for review. All reports are draft and preliminary.

P&L ANALYSIS

Through August 2010, the net income for the JPAs was as follows:

- LGS net income equals \$457,431 for the fiscal-year-to-date (FYTD). The balance sheet shows Total Equity of \$1,081,896.
- RGS net income equals \$338,646 for the FYTD. The balance sheet shows Total Equity of \$398,646.
- Combined LGS/RGS net income equals \$796,343 for the 2010 FYTD. Combined Total Equity equals \$1,480,541.

Accruals for earned but not paid leave time have not been posted to the financials. This usually occurs after the conclusion of the fiscal year. The results shown are preliminary estimates. Combined financial performance has continued the positive trend begun March 2007. This increase is the result of increased client services revenue outstripping more modestly increasing support costs for accounting, technology and administrative services.

Several factors could dampen future financial performance:

1. Loss of a major client (with 10 or more assigned staff) would negatively impact financial performance. No such loss is anticipated. Consortium IV eliminated five training positions by the end of July 2010, and added one position in August 2010. The loss of C-IV staffing has been more than offset by MEA, MTC and TJPA staffing increases.
2. Several smaller client projects will be completed over the next several months. Normal attrition is expected to be replaced by new and repeat client project/interim work, as Executive Committee Members and staff continue to communicate to the public sector about JPA services.
3. Support services cost increases traditionally lag increases in client services provided. Due to growth in clients and employees, support services costs are or will increase for Human Resources management, financial services and administrative support. These increases will remain well below client revenues, but are expected to moderate the pace of net gain experienced in FY2010.
4. Historically low interest rates have reduced earnings, and are expected to remain depressed for some time.

Regional Government Services
Profit & Loss by Class
July through August 2010

	<u>Admin - JPAs</u>	<u>Belvedere</u>	<u>C - IV</u>	<u>Calistoga</u>	<u>Larkspur</u>	<u>LGS - TAM</u>
Ordinary Income/Expense						
Income						
440301 · Client Billings	0.00	30,783.43	55,492.77	5,210.00	0.00	0.00
440400 · LGS - Admin. Services	132,978.88	0.00	0.00	0.00	0.00	40,786.35
440410 · Client Administration Fees	0.00	0.00	-19,256.17	0.00	0.00	0.00
440420 · Finance Charges	0.00	0.00	0.00	0.00	0.00	0.00
480000 · Miscellaneous Income	9,534.50	0.00	0.00	0.00	0.00	0.00
Total Income	<u>142,513.38</u>	<u>30,783.43</u>	<u>36,236.60</u>	<u>5,210.00</u>	<u>0.00</u>	<u>40,786.35</u>
Expense						
511010 · Salaries - Regular	65,842.20	23,557.75	34,429.12	3,067.50	0.00	35,284.92
512002 · Medicare Employer Expense	960.26	341.58	503.64	44.48	0.00	516.94
512003 · Workers' Comp Exp clerical	10,182.44	0.00	0.00	0.00	0.00	0.00
512004 · Employee Assistance Program	500.00	0.00	0.00	0.00	0.00	0.00
512005 · Health Insurance Expense	2,231.27	0.00	460.42	0.00	0.00	0.00
512006 · Dental Insurance Expense	392.93	0.00	226.25	0.00	0.00	226.22
512007 · Vision Insurance Expense	59.84	0.00	52.72	0.00	0.00	44.32
512008 · Life Insurance Expense	99.71	0.00	78.47	0.00	0.00	71.36
512009 · Long Term Disability Expense	165.47	0.00	134.30	0.00	0.00	122.80
512011 · Stars 401A Expense	8,801.48	2,355.78	3,277.20	306.75	0.00	4,400.59
512014 · Short Term Disability Expense	109.57	0.00	133.30	0.00	0.00	119.20
512018 · FSA Health & Day Care Expense	211.00	0.00	0.00	0.00	0.00	0.00
520104 · Telephone/Internet	412.46	0.00	0.00	0.00	0.00	0.00
520107 · ADP Payroll Fees	2,109.65	0.00	0.00	0.00	0.00	0.00
520202 · Bank Fees & Services	779.45	0.00	0.00	0.00	0.00	0.00
520204 · Printing & Postage	86.93	0.00	0.00	0.00	0.00	0.00
520302 · Legal Services	4,735.84	0.00	0.00	0.00	0.00	0.00
520320 · Professional Services	9,726.07	0.00	0.00	0.00	0.00	0.00
520501 · Professional Dues & Membership	160.00	0.00	0.00	0.00	0.00	0.00
520503 · Conferences & Meetings	4,221.82	0.00	4,719.19	0.00	3,500.00	0.00
520504 · Publications	14,002.54	0.00	0.00	0.00	0.00	0.00
520701 · General Liability Insurance Exp	19,407.34	0.00	0.00	0.00	0.00	0.00
520801 · Mileage Reimbursement	367.00	0.00	0.00	0.00	0.00	0.00
520803 · Travel Reimbursement	125.00	0.00	0.00	0.00	0.00	0.00
520805 · Supplies & Meals Reimbursement	1,350.35	0.00	1,492.88	0.00	0.00	0.00
520904 · Computer Install & Maintenance	1,191.27	0.00	0.00	0.00	0.00	0.00
Total Expense	<u>148,231.89</u>	<u>26,255.11</u>	<u>45,507.49</u>	<u>3,418.73</u>	<u>3,500.00</u>	<u>40,786.35</u>
Net Ordinary Income	-5,718.51	4,528.32	-9,270.89	1,791.27	-3,500.00	0.00
Other Income/Expense						
Other Expense						
529997 · Unallocated Admin. Svcs - RGS	-5,718.51	0.00	0.00	0.00	0.00	0.00
529999 · Allocated Unbillable Expenses	0.00	380.43	447.82	64.39	0.00	0.00
Total Other Expense	<u>-5,718.51</u>	<u>380.43</u>	<u>447.82</u>	<u>64.39</u>	<u>0.00</u>	<u>0.00</u>
Net Other Income	<u>5,718.51</u>	<u>-380.43</u>	<u>-447.82</u>	<u>-64.39</u>	<u>0.00</u>	<u>0.00</u>
Net Income	<u><u>0.00</u></u>	<u><u>4,147.89</u></u>	<u><u>-9,718.71</u></u>	<u><u>1,726.88</u></u>	<u><u>-3,500.00</u></u>	<u><u>0.00</u></u>

Regional Government Services
Profit & Loss by Class
July through August 2010

	<u>Marin Transit</u>	<u>MEA</u>	<u>Menlo Park FPD</u>	<u>Menlo Park US&R</u>	<u>MERA</u>	<u>MGSA</u>
Ordinary Income/Expense						
Income						
440301 · Client Billings	70,179.70	88,439.33	19,000.00	7,750.00	15,000.00	33,825.22
440400 · LGS - Admin. Services	0.00	0.00	0.00	0.00	0.00	0.00
440410 · Client Administration Fees	-22,585.72	-36,348.36	0.00	0.00	0.00	0.00
440420 · Finance Charges	0.00	0.00	0.00	0.00	0.00	0.00
480000 · Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	<u>47,593.98</u>	<u>52,090.97</u>	<u>19,000.00</u>	<u>7,750.00</u>	<u>15,000.00</u>	<u>33,825.22</u>
Expense						
511010 · Salaries - Regular	35,172.38	18,893.76	14,535.00	6,200.00	11,756.40	34,569.36
512002 · Medicare Employer Expense	515.00	276.92	210.76	89.90	170.48	503.72
512003 · Workers' Comp Exp clerical	0.00	0.00	0.00	0.00	0.00	0.00
512004 · Employee Assistance Program	0.00	0.00	0.00	0.00	0.00	0.00
512005 · Health Insurance Expense	534.96	1,069.92	0.00	0.00	0.00	1,069.92
512006 · Dental Insurance Expense	169.71	339.36	0.00	0.00	0.00	113.14
512007 · Vision Insurance Expense	45.84	74.88	0.00	0.00	0.00	30.56
512008 · Life Insurance Expense	90.78	58.60	0.00	0.00	0.00	41.76
512009 · Long Term Disability Expense	155.20	99.90	0.00	0.00	0.00	71.24
512011 · Stars 401A Expense	3,352.23	2,290.22	1,453.50	620.00	1,175.64	3,456.92
512014 · Short Term Disability Expense	154.02	99.14	0.00	0.00	0.00	70.72
512018 · FSA Health & Day Care Expense	0.00	0.00	0.00	0.00	0.00	0.00
520104 · Telephone/Internet	0.00	0.00	0.00	0.00	0.00	0.00
520107 · ADP Payroll Fees	0.00	0.00	0.00	0.00	0.00	0.00
520202 · Bank Fees & Services	0.00	0.00	0.00	0.00	0.00	0.00
520204 · Printing & Postage	0.00	0.00	0.00	0.00	0.00	0.00
520302 · Legal Services	0.00	0.00	0.00	0.00	0.00	0.00
520320 · Professional Services	0.00	0.00	0.00	0.00	0.00	0.00
520501 · Professional Dues & Membership	0.00	0.00	0.00	0.00	0.00	0.00
520503 · Conferences & Meetings	0.00	0.00	0.00	0.00	0.00	0.00
520504 · Publications	0.00	0.00	0.00	0.00	0.00	0.00
520701 · General Liability Insurance Exp	0.00	0.00	0.00	0.00	0.00	0.00
520801 · Mileage Reimbursement	0.00	0.00	0.00	0.00	0.00	181.06
520803 · Travel Reimbursement	0.00	0.00	0.00	0.00	0.00	290.41
520805 · Supplies & Meals Reimbursement	0.00	0.00	53.95	0.00	0.00	271.99
520904 · Computer Install & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	<u>40,190.12</u>	<u>23,202.70</u>	<u>16,253.21</u>	<u>6,909.90</u>	<u>13,102.52</u>	<u>40,670.80</u>
Net Ordinary Income	<u>7,403.86</u>	<u>28,888.27</u>	<u>2,746.79</u>	<u>840.10</u>	<u>1,897.48</u>	<u>-6,845.58</u>
Other Income/Expense						
Other Expense						
529997 · Unallocated Admin. Svcs - RGS	0.00	0.00	0.00	0.00	0.00	0.00
529999 · Allocated Unbillable Expenses	588.17	643.75	234.80	95.78	185.37	418.02
Total Other Expense	<u>588.17</u>	<u>643.75</u>	<u>234.80</u>	<u>95.78</u>	<u>185.37</u>	<u>418.02</u>
Net Other Income	<u>-588.17</u>	<u>-643.75</u>	<u>-234.80</u>	<u>-95.78</u>	<u>-185.37</u>	<u>-418.02</u>
Net Income	<u>6,815.69</u>	<u>28,244.52</u>	<u>2,511.99</u>	<u>744.32</u>	<u>1,712.11</u>	<u>-7,263.60</u>

Regional Government Services
Profit & Loss by Class
July through August 2010

	<u>MTA</u>	<u>MTC</u>	<u>Rohnert Park</u>	<u>San Rafael</u>	<u>Sausalito</u>	<u>SMARTD</u>
Ordinary Income/Expense						
Income						
440301 · Client Billings	11,260.90	0.00	15,020.00	46,868.24	30,166.66	6,400.00
440400 · LGS - Admin. Services	0.00	2,711.65	0.00	0.00	0.00	0.00
440410 · Client Administration Fees	0.00	0.00	0.00	0.00	0.00	0.00
440420 · Finance Charges	0.00	0.00	0.00	0.00	0.00	0.00
480000 · Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	<u>11,260.90</u>	<u>2,711.65</u>	<u>15,020.00</u>	<u>46,868.24</u>	<u>30,166.66</u>	<u>6,400.00</u>
Expense						
511010 · Salaries - Regular	0.00	2,431.96	8,025.00	36,020.40	23,600.00	4,590.80
512002 · Medicare Employer Expense	0.00	35.26	116.49	528.80	347.52	66.84
512003 · Workers' Comp Exp clerical	0.00	0.00	0.00	0.00	0.00	0.00
512004 · Employee Assistance Program	0.00	0.00	0.00	0.00	0.00	0.00
512005 · Health Insurance Expense	0.00	0.58	0.00	1,069.92	0.00	0.00
512006 · Dental Insurance Expense	0.00	0.57	0.00	113.14	113.14	0.00
512007 · Vision Insurance Expense	0.00	0.15	0.00	76.26	30.56	0.00
512008 · Life Insurance Expense	0.00	0.00	0.00	114.28	78.32	0.00
512009 · Long Term Disability Expense	0.00	0.00	0.00	196.56	135.00	0.00
512011 · Stars 401A Expense	0.00	243.13	802.50	4,522.20	2,250.00	459.07
512014 · Short Term Disability Expense	0.00	0.00	0.00	170.68	119.20	0.00
512018 · FSA Health & Day Care Expense	0.00	0.00	0.00	0.00	0.00	0.00
520104 · Telephone/Internet	0.00	0.00	0.00	0.00	0.00	0.00
520107 · ADP Payroll Fees	0.00	0.00	0.00	0.00	0.00	0.00
520202 · Bank Fees & Services	0.00	0.00	0.00	0.00	0.00	0.00
520204 · Printing & Postage	0.00	0.00	0.00	0.00	0.00	0.00
520302 · Legal Services	0.00	0.00	0.00	0.00	0.00	0.00
520320 · Professional Services	0.00	0.00	0.00	0.00	0.00	0.00
520501 · Professional Dues & Membership	0.00	0.00	0.00	0.00	0.00	0.00
520503 · Conferences & Meetings	0.00	0.00	0.00	7,093.41	0.00	0.00
520504 · Publications	0.00	0.00	0.00	0.00	0.00	0.00
520701 · General Liability Insurance Exp	0.00	0.00	0.00	0.00	0.00	0.00
520801 · Mileage Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
520803 · Travel Reimbursement	0.00	0.00	0.00	186.82	0.00	0.00
520805 · Supplies & Meals Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
520904 · Computer Install & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	<u>0.00</u>	<u>2,711.65</u>	<u>8,943.99</u>	<u>50,092.47</u>	<u>26,673.74</u>	<u>5,116.71</u>
Net Ordinary Income	11,260.90	0.00	6,076.01	-3,224.23	3,492.92	1,283.29
Other Income/Expense						
Other Expense						
529997 · Unallocated Admin. Svcs - RGS	0.00	0.00	0.00	0.00	0.00	0.00
529999 · Allocated Unbillable Expenses	139.16	0.00	185.62	579.20	372.80	79.09
Total Other Expense	<u>139.16</u>	<u>0.00</u>	<u>185.62</u>	<u>579.20</u>	<u>372.80</u>	<u>79.09</u>
Net Other Income	<u>-139.16</u>	<u>0.00</u>	<u>-185.62</u>	<u>-579.20</u>	<u>-372.80</u>	<u>-79.09</u>
Net Income	<u>11,121.74</u>	<u>0.00</u>	<u>5,890.39</u>	<u>-3,803.43</u>	<u>3,120.12</u>	<u>1,204.20</u>

Regional Government Services
Profit & Loss by Class
July through August 2010

	<u>Stars</u>	<u>Stockton</u>	<u>TJPA</u>	<u>Twin Cities</u>	<u>Vallejo</u>	<u>VCOHS</u>
Ordinary Income/Expense						
Income						
440301 · Client Billings	0.00	31,120.00	0.00	0.00	46,295.00	23,833.14
440400 · LGS - Admin. Services	0.00	0.00	3,523.12	0.00	0.00	0.00
440410 · Client Administration Fees	0.00	0.00	0.00	0.00	0.00	0.00
440420 · Finance Charges	0.00	0.00	0.00	0.00	0.00	28.16
480000 · Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	<u>0.00</u>	<u>31,120.00</u>	<u>3,523.12</u>	<u>0.00</u>	<u>46,295.00</u>	<u>23,861.30</u>
Expense						
511010 · Salaries - Regular	4,836.66	25,166.88	3,174.81	0.00	6,637.50	13,662.71
512002 · Medicare Employer Expense	70.61	370.56	46.50	0.00	96.25	198.11
512003 · Workers' Comp Exp clerical	0.00	0.00	0.00	0.00	0.00	0.00
512004 · Employee Assistance Program	0.00	0.00	0.00	0.00	0.00	0.00
512005 · Health Insurance Expense	159.73	0.00	0.00	0.00	0.00	30.47
512006 · Dental Insurance Expense	14.14	0.00	0.00	0.00	0.00	30.31
512007 · Vision Insurance Expense	2.77	0.00	0.00	0.00	0.00	8.19
512008 · Life Insurance Expense	8.76	84.12	0.00	0.00	0.00	0.00
512009 · Long Term Disability Expense	14.54	144.40	0.00	0.00	0.00	0.00
512011 · Stars 401A Expense	724.19	2,406.68	301.81	0.00	663.76	1,362.52
512014 · Short Term Disability Expense	9.62	119.20	0.00	0.00	0.00	0.00
512018 · FSA Health & Day Care Expense	0.00	0.00	0.00	0.00	0.00	0.00
520104 · Telephone/Internet	0.00	0.00	0.00	0.00	0.00	0.00
520107 · ADP Payroll Fees	0.00	0.00	0.00	0.00	0.00	0.00
520202 · Bank Fees & Services	0.00	0.00	0.00	0.00	0.00	0.00
520204 · Printing & Postage	0.00	0.00	0.00	0.00	0.00	0.00
520302 · Legal Services	0.00	0.00	0.00	0.00	0.00	0.00
520320 · Professional Services	0.00	0.00	0.00	0.00	23,825.87	0.00
520501 · Professional Dues & Membership	0.00	0.00	0.00	0.00	0.00	0.00
520503 · Conferences & Meetings	0.00	0.00	0.00	3,500.00	0.00	0.00
520504 · Publications	0.00	0.00	0.00	0.00	0.00	725.00
520701 · General Liability Insurance Exp	0.00	0.00	0.00	0.00	0.00	0.00
520801 · Mileage Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
520803 · Travel Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
520805 · Supplies & Meals Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00
520904 · Computer Install & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	<u>5,841.02</u>	<u>28,291.84</u>	<u>3,523.12</u>	<u>3,500.00</u>	<u>31,223.38</u>	<u>16,017.31</u>
Net Ordinary Income	-5,841.02	2,828.16	0.00	-3,500.00	15,071.62	7,843.99
Other Income/Expense						
Other Expense						
529997 · Unallocated Admin. Svcs - RGS	0.00	0.00	0.00	0.00	0.00	0.00
529999 · Allocated Unbillable Expenses	0.00	384.59	0.00	0.00	572.12	294.88
Total Other Expense	<u>0.00</u>	<u>384.59</u>	<u>0.00</u>	<u>0.00</u>	<u>572.12</u>	<u>294.88</u>
Net Other Income	<u>0.00</u>	<u>-384.59</u>	<u>0.00</u>	<u>0.00</u>	<u>-572.12</u>	<u>-294.88</u>
Net Income	<u><u>-5,841.02</u></u>	<u><u>2,443.57</u></u>	<u><u>0.00</u></u>	<u><u>-3,500.00</u></u>	<u><u>14,499.50</u></u>	<u><u>7,549.11</u></u>

Regional Government Services
Profit & Loss by Class
July through August 2010

	<u>VCTC1</u>	<u>VCTC2</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
440301 · Client Billings	0.00	4,250.00	540,894.39
440400 · LGS - Admin. Services	0.00	0.00	180,000.00
440410 · Client Administration Fees	0.00	0.00	-78,190.25
440420 · Finance Charges	0.00	0.00	28.16
480000 · Miscellaneous Income	0.00	0.00	9,534.50
Total Income	<u>0.00</u>	<u>4,250.00</u>	<u>652,266.80</u>
Expense			
511010 · Salaries - Regular	693.75	3,243.53	415,392.39
512002 · Medicare Employer Expense	10.06	47.03	6,067.71
512003 · Workers' Comp Exp clerical	0.00	0.00	10,182.44
512004 · Employee Assistance Program	0.00	0.00	500.00
512005 · Health Insurance Expense	0.00	9.79	6,636.98
512006 · Dental Insurance Expense	9.75	4.78	1,753.44
512007 · Vision Insurance Expense	2.63	1.29	430.01
512008 · Life Insurance Expense	0.00	0.00	726.16
512009 · Long Term Disability Expense	0.00	0.00	1,239.41
512011 · Stars 401A Expense	165.00	231.75	45,622.92
512014 · Short Term Disability Expense	0.00	0.00	1,104.65
512018 · FSA Health & Day Care Expense	0.00	0.00	211.00
520104 · Telephone/Internet	0.00	0.00	412.46
520107 · ADP Payroll Fees	0.00	0.00	2,109.65
520202 · Bank Fees & Services	0.00	0.00	779.45
520204 · Printing & Postage	0.00	0.00	86.93
520302 · Legal Services	0.00	0.00	4,735.84
520320 · Professional Services	0.00	0.00	33,551.94
520501 · Professional Dues & Membership	0.00	0.00	160.00
520503 · Conferences & Meetings	0.00	0.00	23,034.42
520504 · Publications	0.00	0.00	14,727.54
520701 · General Liability Insurance Exp	0.00	0.00	19,407.34
520801 · Mileage Reimbursement	0.00	0.00	548.06
520803 · Travel Reimbursement	0.00	0.00	602.23
520805 · Supplies & Meals Reimbursement	0.00	0.00	3,169.17
520904 · Computer Install & Maintenance	0.00	0.00	1,191.27
Total Expense	<u>881.19</u>	<u>3,538.17</u>	<u>594,383.41</u>
Net Ordinary Income	-881.19	711.83	57,883.39
Other Income/Expense			
Other Expense			
529997 · Unallocated Admin. Svcs - RGS	0.00	0.00	-5,718.51
529999 · Allocated Unbillable Expenses	0.00	52.52	5,718.51
Total Other Expense	<u>0.00</u>	<u>52.52</u>	<u>0.00</u>
Net Other Income	<u>0.00</u>	<u>-52.52</u>	<u>0.00</u>
Net Income	<u><u>-881.19</u></u>	<u><u>659.31</u></u>	<u><u>57,883.39</u></u>

Regional Government Services
Balance Sheet
As of August 31, 2010

	<u>Aug 31, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
110010 - Wells Fargo - Cash	37,018.50
110030 - LAIF Account	266,778.39
110040 - CalTRUST	<u>1,334,209.84</u>
Total Checking/Savings	<u>1,638,006.73</u>
Accounts Receivable	
131130 - Accounts Receivable	<u>419,859.83</u>
Total Accounts Receivable	<u>419,859.83</u>
Other Current Assets	
120010 - Prepaid Insurance	244,204.22
131131 - Accounts Receivable - Misc	<u>1,865.49</u>
Total Other Current Assets	<u>246,069.71</u>
Total Current Assets	<u>2,303,936.27</u>
TOTAL ASSETS	<u><u>2,303,936.27</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
220010 - Accounts Payable	<u>1,480.55</u>
Total Accounts Payable	<u>1,480.55</u>
Other Current Liabilities	
214060 - Due to LGS	1,376,059.16
220012 - Accounts Payable - Misc.	818.60
221003 - 457/401A Retirement Liab	16,842.33
221015 - Health Insurance Liability	-1,871.52
221016 - Long Term Disability Liability	-679.13
221017 - Short Term Disability Liability	-611.25
221023 - Dental Insurance Liability	-509.10
221024 - Vision Insurance Liability	-143.02
221025 - Life Insurance/ AD&D Liability	-397.58
230060 - Accrued Salaries, Wages & Taxes	86,067.47
240010 - Deferred Revenue	244,689.66
240011 - Refundable Deposits	20,000.00
250001 - Accrued Vacation, Sick, Admin	<u>152,918.44</u>
Total Other Current Liabilities	<u>1,893,184.06</u>
Total Current Liabilities	<u>1,894,664.61</u>
Total Liabilities	1,894,664.61
Equity	
370000 - Fund Bal Unreserved/Unrestrictd	59,733.63
3900 - Retained Earnings	291,654.64
Net Income	<u>57,883.39</u>
Total Equity	<u>409,271.66</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,303,936.27</u></u>



LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

Providing Solutions to California Public Agencies

P.O. Box 1350 · Carmel Valley, CA 93924 · 650.587.7300

TO: EXECUTIVE COMMITTEE
FROM: RICHARD H. AVERETT, CFO/Treasurer
SUBJECT: PAYMENTS MADE IN JULY AND AUGUST 2010

EC Meeting: 10-14-10

Item: 4B

RECOMMENDATION

Review and approve expenditures made by the JPA for the months of July and August 2010.

BACKGROUND

The Executive Committee reviews and approves expenditures made by the JPA on a monthly basis. This approval process is a component of the JPA's internal controls.

The following procedures are being implemented to maintain effective internal controls.

1. Invoices are received by the JPA fiscal agent, McGilloway Ray Brown & Kaufman Accounting and Consulting (MRBK);
2. The fiscal agent reviews for accuracy, including reviewing payments for employee benefits against payroll and employee census data, and prepares checks and supporting documentation for Executive Director;
3. The Executive Director reviews and signs/authorizes the check or electronic payment;
4. MRBK prepares and submits to our bank, Wells Fargo, a wire transfer record, and the Executive Director electronically reviews and approves each wire; and
5. All payments are brought to the next Executive Committee meeting for review and approval.

FISCAL IMPACT

The net impact of all payments and deposits made this period maintains a minimal bank cash balance consistent with meeting funding obligations, while maximizing interest earnings in the Local Agency Investment Fund (LAIF) and CalTrust medium term investment pool. Note that any apparent negative balances at the end of a month are due to timing of expenses consistent with accrual accounting. Staff seeks to minimize bank charges at all times.

The fiscal impact of approving the attached list of expenditures is included in the approved FY2010 budget or in subsequently approved action by the Executive Committee.

Regional Government Services
Account QuickReport
As of July 31, 2010

Type	Date	Num	Name	Memo	Clr	Amount	Balance
110010 - Wells Fargo - Cash							-82,856.00
Payment	07/02/2010	016760	Belvedere		√	12,754.26	-70,101.74
Check	07/02/2010	EFT	LGS	ZBA Transfer	√	-125.00	-70,226.74
Payment	07/06/2010	274538	San Rafael		√	361.20	-69,865.54
Payment	07/06/2010	6634	Menlo Park FPD		√	9,070.00	-60,795.54
Payment	07/06/2010	6566	Menlo Park US&R		√	15,200.00	-45,595.54
Payment	07/06/2010	1085104	Stockton		√	15,560.00	-30,035.54
Check	07/06/2010	EFT	LGS	ZBA Transfer	√	-4,402.50	-34,438.04
Payment	07/07/2010	693413	Vallejo		√	39,384.00	4,945.96
Transfer	07/07/2010			Funds Transfer	√	179,000.00	183,945.96
Check	07/07/2010	EFT	LGS	ZBA Transfer	√	-154,564.79	29,381.17
Check	07/07/2010	EFT	ADP Net Checks	06/30 Payroll	√	-78,918.63	-49,537.46
Check	07/07/2010	EFT	ADP FWH/SWH/MED	06/30 Payroll Taxes	√	-29,615.55	-79,153.01
Deposit	07/08/2010			Deposit	√	220,000.00	140,846.99
Check	07/08/2010	EFT	LGS	ZBA Transfer	√	-8,245.55	132,601.44
Check	07/08/2010	EFT	AIG Retirement	RGS 06/30 401 wire	√	-12,539.20	120,062.24
Check	07/08/2010	EFT	AIG Retirement	RGS 06/30 457 wire	√	-8,351.04	111,711.20
Check	07/09/2010	EFT	LGS	ZBA Transfer	√	-945.26	110,765.94
Transfer	07/09/2010			Funds Transfer	√	-100,000.00	10,765.94
Payment	07/12/2010	2000294411	MTA		√	5,630.45	16,396.39
Payment	07/12/2010	2000294411	MGSA		√	16,746.72	33,143.11
Deposit	07/12/2010			Deposit	√	6,000.00	39,143.11
Check	07/12/2010	EFT	LGS	ZBA Transfer	√	-29,111.66	10,031.45
Check	07/12/2010	EFT	Wells Fargo Bank	Service Charge	√	-207.62	9,823.83
Payment	07/13/2010	693522	Vallejo		√	47,751.00	57,574.83
Payment	07/13/2010	127782	Sausalito		√	15,083.33	72,658.16
Deposit	07/16/2010			Deposit	√	13,875.00	86,533.16
Check	07/16/2010	EFT	LGS	ZBA Transfer	√	-25,662.45	60,870.71
Check	07/16/2010	EFT	ADP Fees	RGS 6/30 PR Fees	√	-226.60	60,644.11
Payment	07/19/2010	6735	Menlo Park FPD		√	18,000.00	78,644.11
Payment	07/19/2010	1085917	Stockton		√	15,560.00	94,204.11
Payment	07/20/2010	2000296668	MTA		√	5,630.45	99,834.56
Payment	07/20/2010	2000296668	MGSA		√	16,746.72	116,581.28
Bill Pmt -Check	07/20/2010	2250	Executive & Intl Programs	Prof Seminar J.Shirk,D.Schwarz, N.Mansourian,K.	√	-14,000.00	102,581.28
Check	07/20/2010	EFT	LGS	ZBA Transfer	√	-3,500.00	99,081.28
Deposit	07/21/2010			Deposit	√	66,662.77	165,744.05
Transfer	07/21/2010			Funds Transfer	√	112,000.00	277,744.05
Check	07/21/2010	EFT	LGS	ZBA Transfer	√	-164,592.25	113,151.80

Regional Government Services
Account QuickReport
As of July 31, 2010

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Check	07/21/2010	EFT	ADP Net Checks	07/15 Payroll	√	-72,055.29	41,096.51
Check	07/21/2010	EFT	ADP FWH/SWH/MED	07/15 Payroll Taxes	√	-27,074.61	14,021.90
Payment	07/22/2010	27704	VCTC2		√	3,545.80	17,567.70
Payment	07/22/2010	1140058	SMARTD		√	1,850.00	19,417.70
Deposit	07/23/2010			Deposit	√	110,000.00	129,417.70
Check	07/23/2010	EFT	ADP Fees	RGS 7/15 PR Fees	√	-7.30	129,410.40
Payment	07/26/2010	010913	Calistoga		√	320.00	129,730.40
Payment	07/26/2010	193782	Rohnert Park		√	6,360.00	136,090.40
Payment	07/26/2010	35044	Yountville		√	6,180.50	142,270.90
Payment	07/26/2010	1070	Marin Energy Authority		√	26,645.05	168,915.95
Check	07/26/2010	EFT	LGS	ZBA Transfer	√	-8,531.07	160,384.88
Check	07/26/2010	EFT	AIG Retirement	RGS 07/15 401 wire	√	-11,289.64	149,095.24
Check	07/26/2010	EFT	AIG Retirement	RGS 07/15 457 wire	√	-7,628.94	141,466.30
Transfer	07/26/2010			Funds Transfer	√	-115,000.00	26,466.30
Payment	07/27/2010	2000298297	Marin Transit District		√	577.50	27,043.80
Deposit	07/27/2010			Deposit	√	18,334.83	45,378.63
Deposit	07/27/2010			Deposit	√	169,927.18	215,305.81
Transfer	07/27/2010			Funds Transfer	√	-228,000.00	-12,694.19
Check	07/29/2010	2235	Allied Administrators	Aug Premium	√	-622.24	-13,316.43
Check	07/29/2010	2236	Reliance	Aug Prepay	√	-1,646.65	-14,963.08
Check	07/29/2010	2237	Michael Crechriou	June Travel Expenses	√	-240.55	-15,203.63
Check	07/29/2010	2238	Maribeth Linhart	July reimbursement	√	-53.95	-15,257.58
Bill Pmt -Check	07/29/2010	2239	Claremont	Aug EAP Bill 22363	√	-250.00	-15,507.58
Bill Pmt -Check	07/29/2010	2240	Covad	Jul invoice 46742301	√	-206.23	-15,713.81
Bill Pmt -Check	07/29/2010	2241	McGilloway, Ray, Brown & Kaufman		√	-8,060.28	-23,774.09
Bill Pmt -Check	07/29/2010	2242	Meyers Nave	June 30 LGS invoice 2010060799	√	-1,428.84	-25,202.93
Bill Pmt -Check	07/29/2010	2243	SHRM	10/1/10-09/30/11 Membership J.Bower	√	-160.00	-25,362.93
Bill Pmt -Check	07/29/2010	2244	Toconis		√	-4,416.25	-29,779.18
Bill Pmt -Check	07/29/2010	2245	Your New Desktop.Com	July 1 invoice #324	√	-100.00	-29,879.18
Check	07/29/2010	2246	Flex-Plan Services Inc	Jun 30 contributions	√	-1,525.01	-31,404.19
Bill Pmt -Check	07/29/2010	2247	US Bank	July 6th statement for June Expenses	√	-8,030.01	-39,434.20
Check	07/29/2010	2248	Vision Service Plan	Aug premiums 12 275218 0002	√	-188.72	-39,622.92
Payment	07/29/2010	6766	Menlo Park FPD		√	2,450.00	-37,172.92
Deposit	07/29/2010			Deposit	√	2,291.89	-34,881.03
Check	07/30/2010	2249	CalPERS	Aug premium H2010087563000	√	-3,053.94	-37,934.97
Bill Pmt -Check	07/30/2010	2251	Jefferson Kise	Invoice 201002 for 7/30	√	-922.50	-38,857.47
Payment	07/30/2010	16871	Belvedere		√	14,879.97	-23,977.50
Payment	07/30/2010	275186	San Rafael		√	23,021.20	-956.30

Regional Government Services
Account QuickReport
As of July 31, 2010

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	07/30/2010			Deposit	√	27,829.01	26,872.71
Transfer	07/30/2010			Funds Transfer	√	35,000.00	61,872.71
Check	07/30/2010	EFT	LGS	ZBA Transfer	√	-6,107.98	55,764.73
Check	07/30/2010	EFT	ADP Fees	RGS 7/30 PR Fees	√	-260.10	55,504.63
Total 110010 - Wells Fargo - Cash						<u>138,360.63</u>	<u>55,504.63</u>
TOTAL						<u>138,360.63</u>	<u>55,504.63</u>

Regional Government Services
Account QuickReport
As of August 31, 2010

	Type	Date	Num	Name	Memo	Clr	Amount	Balance
110010 - Wells Fargo - Cash								55,504.63
	Payment	08/02/2010	694128	Vallejo		√	31,400.00	86,904.63
	Payment	08/02/2010	194002	Rohnert Park		√	12,144.80	99,049.43
	Bill Pmt -Check	08/02/2010	2253	Toconis		√	-6,531.00	92,518.43
	Deposit	08/02/2010			Deposit	√	12,323.40	104,841.83
	Deposit	08/02/2010			Deposit	√	32,403.61	137,245.44
	Check	08/02/2010	EFT	LGS	ZBA Transfer	√	-2,886.68	134,358.76
	Payment	08/03/2010	2000299950	Marin Transit District		√	2,312.00	136,670.76
	Check	08/03/2010	EFT	LGS	ZBA Transfer	√	-27,649.72	109,021.04
	Deposit	08/04/2010			Deposit	√	600.00	109,621.04
	Payment	08/04/2010	6813	Menlo Park US&R		√	16,650.00	126,271.04
	Payment	08/05/2010	43706	MTC		√	1,982.50	128,253.54
	Payment	08/05/2010	2000300601	Marin Transit District		√	4,759.46	133,013.00
	Transfer	08/05/2010			Funds Transfer	√	196,000.00	329,013.00
	Check	08/05/2010	EFT	LGS	ZBA Transfer	√	-164,384.14	164,628.86
	Check	08/05/2010	EFT	ADP Net Checks	07/31 Payroll	√	-84,137.16	80,491.70
	Check	08/05/2010	EFT	ADP FWH/SWH/MED	07/31 Payroll Taxes	√	-37,401.75	43,089.95
	Payment	08/06/2010	7003000273	MERA		√	7,500.00	50,589.95
	Check	08/06/2010	EFT	LGS	ZBA Transfer	√	-9,156.14	41,433.81
	Check	08/06/2010	EFT	AIG Retirement	RGS 07/31 401 wire	√	-14,558.36	26,875.45
	Check	08/06/2010	EFT	AIG Retirement	RGS 07/31 457 wire	√	-8,145.75	18,729.70
	Check	08/06/2010	EFT	ADP Fees	RGS 7/31 PR Fees	√	-18.00	18,711.70
	Payment	08/10/2010	128013	Sausalito		√	15,083.33	33,795.03
	Check	08/10/2010	EFT	LGS	ZBA Transfer	√	-29,645.06	4,149.97
	Bill Pmt -Check	08/11/2010	2252	McGilloway, Ray, Brown & Kaufman		√	-8,091.03	-3,941.06
	Deposit	08/11/2010			Deposit	√	1,433.66	-2,507.40
	Deposit	08/11/2010			Deposit	√	1,288.11	-1,219.29
	Check	08/11/2010	EFT	Sean Hedgpeth	WIRE Trsfr to replace lost check	√	-1,288.11	-2,507.40
	Check	08/11/2010	EFT	Wells Fargo Bank	Service Charge	√	-204.29	-2,711.69
	Check	08/12/2010	EFT	LGS	ZBA Transfer	√	-1,627.85	-4,339.54
	Deposit	08/13/2010			Deposit	√	13,875.00	9,535.46
	Check	08/13/2010	EFT	LGS	ZBA Transfer	√	-294.35	9,241.11
	Check	08/13/2010	EFT	ADP Fees	RGS 7/31 PR Fees	√	-218.35	9,022.76
	Payment	08/16/2010	6901	Menlo Park FPD		√	9,000.00	18,022.76
	Payment	08/17/2010	2000302803	MTA		√	5,630.45	23,653.21
	Payment	08/18/2010	2000302978	MGSA		√	16,911.05	40,564.26
	Bill Pmt -Check	08/19/2010	2254	Blue Shield of California	Grp #0P0H0001-052F Subscriber #J04626640-9-T	√	-344.47	40,219.79

Regional Government Services
Account QuickReport
As of August 31, 2010

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Bill Pmt -Check	08/19/2010	2255	Brian Rowlett	bill #111	√	-100.00	40,119.79
Bill Pmt -Check	08/19/2010	2256	Christopher Nelson	RGS000025	√	-276.25	39,843.54
Bill Pmt -Check	08/19/2010	2257	Covad	Aug invoice 46797897	√	-206.23	39,637.31
Bill Pmt -Check	08/19/2010	2258	Employment Research Services	ERS20063 July 31 Account 1200-01	√	-904.00	38,733.31
Bill Pmt -Check	08/19/2010	2259	Flex-Plan Services Inc	Jul 31 Invoice #160131 Bene Cards	√	-105.50	38,627.81
Bill Pmt -Check	08/19/2010	2260	Jefferson Kise	Invoice 201003 for 8/4-8/19	√	-236.25	38,391.56
Bill Pmt -Check	08/19/2010	2261	Meyers Nave	July 31 invoice 2010070394	√	-1,433.70	36,957.86
Bill Pmt -Check	08/19/2010	2262	Toconis		√	-5,884.14	31,073.72
Bill Pmt -Check	08/19/2010	2263	US Bank	Aug 6th statement for July Expenses	√	-9,194.02	21,879.70
Bill Pmt -Check	08/19/2010	2264	US Postmaster	Annual Renewal for P.O. Box 1077 Camarillo, CA 9	√	-70.00	21,809.70
Bill Pmt -Check	08/19/2010	2265	Your New Desktop.Com	July 31 Invoice #344	√	-325.00	21,484.70
Check	08/19/2010	2266	Karen Roach	Jul Expenses		-2,452.24	19,032.46
Check	08/19/2010	2267	Jeff Rawles	Jul exp reimbursement	√	-290.41	18,742.05
Check	08/19/2010	2268	Philomena Kipp	Jul Travel Expenses-Final	√	-3,519.28	15,222.77
Check	08/19/2010	2269	Jennifer Bower	Jul Expenses		-533.94	14,688.83
Check	08/19/2010	2270	Leslie Loomis	Lodging July		-93.41	14,595.42
Check	08/19/2010	2275	Allied Administrators	Sep Premium	√	-848.43	13,746.99
Transfer	08/19/2010			Funds Transfer	√	260,000.00	273,746.99
Deposit	08/19/2010			Deposit	√	50.00	273,796.99
Check	08/19/2010	EFT	LGS	ZBA Transfer	√	-185,187.99	88,609.00
Check	08/19/2010	EFT	LGS	ZBA Transfer	√	-9,498.74	79,110.26
Check	08/19/2010	EFT	ADP Net Checks	08/15 Payroll	√	-62,631.91	16,478.35
Check	08/19/2010	EFT	ADP FWH/SWH/MED	08/15 Payroll Taxes	√	-23,033.80	-6,555.45
Deposit	08/20/2010			Deposit	√	2,181.24	-4,374.21
Deposit	08/20/2010			Deposit	√	9,621.12	5,246.91
Deposit	08/20/2010			Deposit	√	166,822.87	172,069.78
Check	08/20/2010	EFT	AIG Retirement	RGS 08/15 401 wire	√	-9,904.46	162,165.32
Check	08/20/2010	EFT	AIG Retirement	RGS 08/15 457 wire	√	-6,306.73	155,858.59
Check	08/20/2010	EFT	ADP Fees	RGS 7/31 PR Fees	√	-7.30	155,851.29
Payment	08/23/2010	2000303821	Marin Transit District		√	595.00	156,446.29
Payment	08/23/2010	2000303823	Marin Transit District		√	5,147.58	161,593.87
Payment	08/23/2010	2000303822	Marin Transit District		√	32,000.00	193,593.87
Payment	08/23/2010	35181	Yountville		√	10,058.00	203,651.87
Bill Pmt -Check	08/24/2010	2271	California JPIA	Prepaid Gen Liab Ins deposits FY2011 RGS	√	-60,178.00	143,473.87
Bill Pmt -Check	08/24/2010	2272	California JPIA	Prepaid Work Comp Ins deposits FY2011 RGS	√	-1,541.00	141,932.87
Transfer	08/24/2010			Funds Transfer	√	-198,000.00	-56,067.13
Check	08/25/2010	EFT	LGS	ZBA Transfer	√	-4,368.50	-60,435.63

Regional Government Services
Account QuickReport
As of August 31, 2010

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Payment	08/27/2010	194460	Rohnert Park		√	7,600.00	-52,835.63
Payment	08/27/2010	275853	San Rafael		√	22,660.00	-30,175.63
Payment	08/27/2010	7003000282	MERA		√	7,500.00	-22,675.63
Deposit	08/27/2010			Deposit	√	218.44	-22,457.19
Deposit	08/27/2010			Deposit	√	591.74	-21,865.45
Deposit	08/27/2010			Deposit	√	12,144.80	-9,720.65
Check	08/27/2010	EFT	LGS	ZBA Transfer	√	-216.35	-9,937.00
Check	08/27/2010	EFT	ADP Fees	RGS 8/15 PR Fees	√	-246.35	-10,183.35
Payment	08/30/2010	1087770	Stockton		√	15,560.00	5,376.65
Payment	08/30/2010	694903	Vallejo		√	19,687.00	25,063.65
Payment	08/30/2010	2000305144	Marin Transit District		√	30,000.00	55,063.65
Deposit	08/30/2010			Deposit	√	116,000.00	171,063.65
Check	08/30/2010	EFT	LGS	ZBA Transfer	√	-82,664.00	88,399.65
Check	08/31/2010	2276	CalPERS	Sep premium H2010097563000		-2,593.60	85,806.05
Check	08/31/2010	2277	Richard Averett	Jul reimbursable expense		-447.41	85,358.64
Check	08/31/2010	2278	Leslie Loomis	Lodging July & Aug		-186.82	85,171.82
Bill Pmt -Check	08/31/2010	2279	City of San Rafael	Berkeley Exec Seminar Aug 2010		-2,139.09	83,032.73
Bill Pmt -Check	08/31/2010	2280	Claremont	Sep EAP Bill 22556		-250.00	82,782.73
Bill Pmt -Check	08/31/2010	2281	Flex-Plan Services Inc	Aug 31 Invoice #161709 Bene Cards		-105.50	82,677.23
Bill Pmt -Check	08/31/2010	2282	Jefferson Kise	Invoice 201004 for 8/20-8/29		-213.75	82,463.48
Bill Pmt -Check	08/31/2010	2283	McGilloway, Ray, Brown & Kaufman			-8,567.32	73,896.16
Bill Pmt -Check	08/31/2010	2284	Nader Mansourian	Berkeley Exec Seminar Aug 2010		-129.19	73,766.97
Bill Pmt -Check	08/31/2010	2285	Toconis			-6,994.48	66,772.49
Check	08/31/2010	2273	Reliance	Sep Prepay		-1,505.85	65,266.64
Check	08/31/2010	2274	Vision Service Plan	Sep premiums 12 275218 0002		-195.60	65,071.04
General Journal	08/31/2010	Adj Cash		Adj to actual at 8/31	√	0.06	65,071.10
Check	08/31/2010	EFT	LGS	ZBA Transfer	√	-28,052.60	37,018.50
Total 110010 - Wells Fargo - Cash						<u>-18,486.13</u>	<u>37,018.50</u>
TOTAL						<u>-18,486.13</u>	<u>37,018.50</u>



LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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TO: EXECUTIVE COMMITTEE
FROM: RICHARD H. AVERETT, CFO/Treasurer
SUBJECT: INVESTMENT REPORT

EC Meeting: 10-14-10
Item: 4C

RECOMMENDATION

Review and accept JPA investments made through September 2010.

BACKGROUND

The JPA Board of Directors approved an updated investment policy June 10, 2010, authorizing investments in Federal Treasures and Agency Notes, as well as allowing cash-flow loans to other public agencies. Federal notes can be for up to five years maturity in accordance with CA Code. The Board had previously approved an updated investment policy on June 10, 2009, enabling the agency to invest in bank sweep accounts, the Local Agency Investment Fund (LAIF), timed deposits such as Certificates of Deposit (CDs), and the California Investment Trust pool (CalTrust). RGS and LGS LAIF and CalTrust investment activity has been consolidated into a RGS LAIF account and a RGS CalTrust account.

Investments in LAIF began in June 22, 2007, and investments in CalTrust began in late-January 2009. Investment activity for the current period is summarized in the attached material.

Loans and advances to other public agencies began in first quarter of fiscal year 2011. Three agencies are currently participating: Ventura County Health (VCHOS), Consortium IV (C-IV) and California Joint Powers Insurance Authority (CJPIA). VCHOS is a new JPA and will receive revenue for services until early 2011. RGS is providing support and staffing services, and charging five percent on advances made. C-IV's ability to pay for RGS services is affected by the State's inability to pass a budget. RGS is charging one percent per month after a forty-five day invoice-to-payment cycle. CJPIA approved an aggregate retrospective deposit repayment plan that permitted member agencies to prepay retrospective deposits and receive a discount of two percent per year. LGS and RGS prepaid the full obligations (\$135,095), saving \$9,288.

FISCAL IMPACT

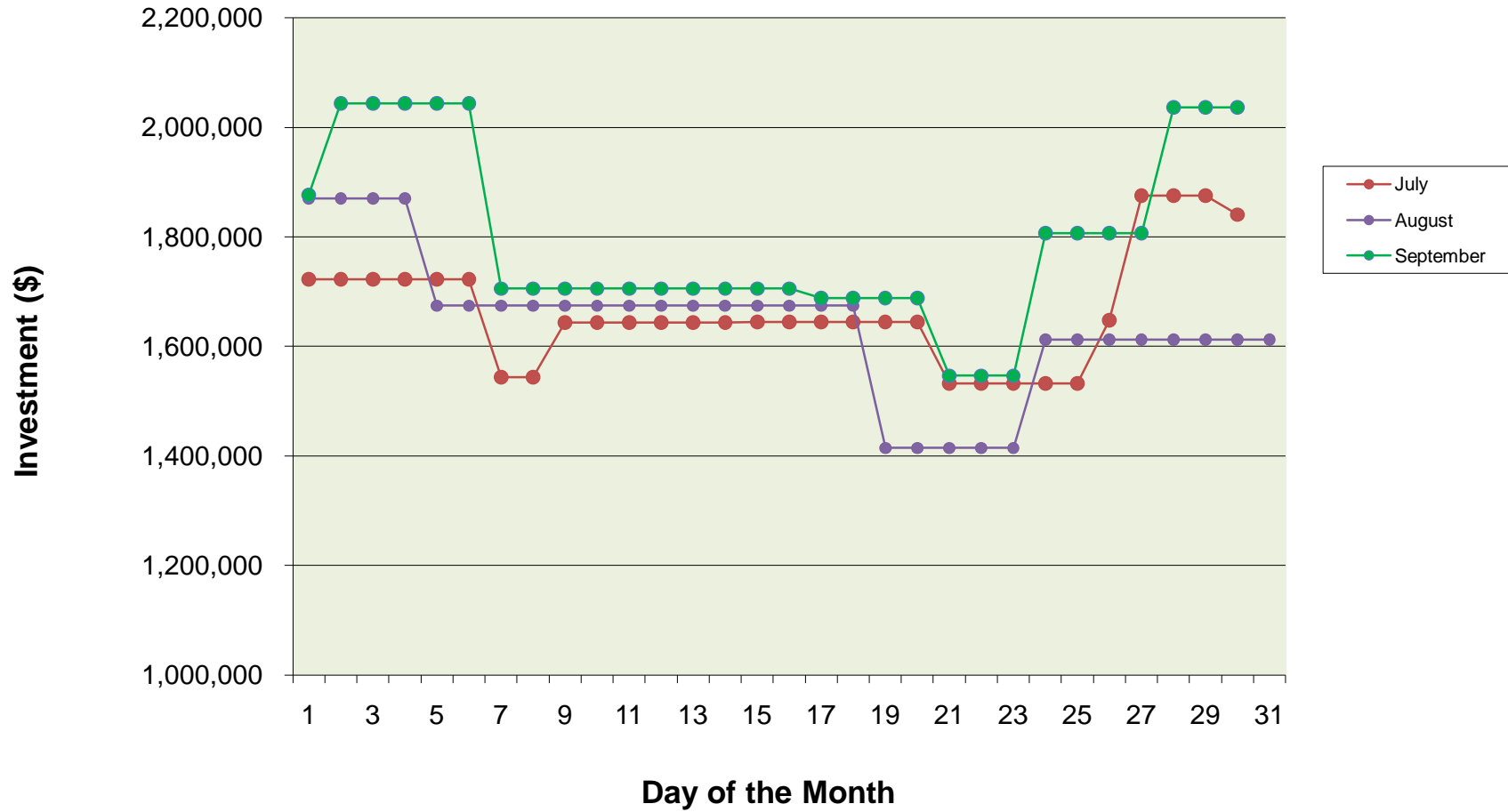
The impact of investment activity with Other Agencies, LAIF and CalTrust this period is projected to yield approximately \$1,700 per month. Fiscal year 2011 budgeted earnings are \$15,000 and the first quarter's preliminary earnings are \$5,109. We are continuing to invest the maximum cash available, leaving only the minimum checking account balances needed to cover obligations.

LAIF and CalTrust interest rates have resumed their moderate declines. CalTrust medium term investments are currently yielding approximately 75 basis points more than LAIF, with CalTrust paying 124 basis points and LAIF paying 49 basis points. The Board of Directors annually reviews the investment policy at their June meetings.

INVESTMENT REPORT FY2011

<u>Date</u>	<u>Other</u>	<u>JULY</u>			<u>Other</u>	<u>AUGUST</u>			<u>JPIA.COHS.CIV</u>	<u>SEPTEMBER</u>		
		<u>CalTrust</u>	<u>LAIF</u>	<u>Combined</u>		<u>CalTrust</u>	<u>LAIF</u>	<u>Combined</u>		<u>CalTrust</u>	<u>LAIF</u>	<u>Combined</u>
1		1,315,988	406,968	1,722,957	28,064	1,317,565	524,778	1,870,408	230,705	1,319,039	326,778	1,876,523
2		1,315,988	406,968	1,722,957	28,064	1,317,565	524,778	1,870,408	230,705	1,319,039	493,778	2,043,523
3		1,315,988	406,968	1,722,957	28,064	1,317,565	524,778	1,870,408	230,705	1,319,039	493,778	2,043,523
4		1,315,988	406,968	1,722,957	28,064	1,317,565	524,778	1,870,408	230,705	1,319,039	493,778	2,043,523
5		1,315,988	406,968	1,722,957	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	493,778	2,043,523
6		1,315,988	406,968	1,722,957	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	493,778	2,043,523
7		1,315,988	227,968	1,543,957	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	155,778	1,705,523
8		1,315,988	227,968	1,543,957	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	155,778	1,705,523
9		1,315,988	327,968	1,643,957	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	155,778	1,705,523
10		1,315,988	327,968	1,643,957	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	155,778	1,705,523
11		1,315,988	327,968	1,643,957	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	155,778	1,705,523
12		1,315,988	327,968	1,643,957	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	155,778	1,705,523
13		1,315,988	327,968	1,643,957	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	155,778	1,705,523
14		1,315,988	327,968	1,643,957	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	155,778	1,705,523
15		1,315,988	328,778	1,644,767	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	155,778	1,705,523
16		1,315,988	328,778	1,644,767	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	155,778	1,705,523
17		1,315,988	328,778	1,644,767	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	138,778	1,688,523
18		1,315,988	328,778	1,644,767	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	138,778	1,688,523
19		1,315,988	328,778	1,644,767	28,064	1,317,565	68,778	1,414,408	230,705	1,319,039	138,778	1,688,523
20		1,315,988	328,778	1,644,767	28,064	1,317,565	68,778	1,414,408	230,705	1,319,039	138,778	1,688,523
21		1,315,988	216,778	1,532,767	28,064	1,317,565	68,778	1,414,408	230,705	1,219,039	96,778	1,546,523
22		1,315,988	216,778	1,532,767	28,064	1,317,565	68,778	1,414,408	230,705	1,219,039	96,778	1,546,523
23		1,315,988	216,778	1,532,767	28,064	1,317,565	68,778	1,414,408	230,705	1,219,039	96,778	1,546,523
24		1,315,988	216,778	1,532,767	28,064	1,317,565	266,778	1,612,408	230,705	1,219,039	356,778	1,806,523
25		1,315,988	216,778	1,532,767	28,064	1,317,565	266,778	1,612,408	230,705	1,219,039	356,778	1,806,523
26		1,315,988	331,778	1,647,767	28,064	1,317,565	266,778	1,612,408	230,705	1,219,039	356,778	1,806,523
27		1,315,988	559,778	1,875,767	28,064	1,317,565	266,778	1,612,408	230,705	1,219,039	356,778	1,806,523
28		1,315,988	559,778	1,875,767	28,064	1,317,565	266,778	1,612,408	230,705	1,219,039	586,778	2,036,523
29		1,315,988	559,778	1,875,767	28,064	1,317,565	266,778	1,612,408	230,705	1,219,039	586,778	2,036,523
30		1,315,988	524,778	1,840,767	28,064	1,317,565	266,778	1,612,408	230,705	1,219,039	586,778	2,036,523
31		1,315,988	524,778	1,840,767	28,064	1,317,565	266,778	1,612,408				
									Market Value	1,236,901		
	<u>BUDGETED EARNINGS</u>	<u>Proj'd CT mo. Int.</u>	<u>Proj'd LAIF mo. Int.</u>	<u>CUMULATIVE Budget/Proj'd</u>	<u>BUDGETED EARNINGS</u>	<u>Proj'd CT mo. Int.</u>	<u>Proj'd LAIF mo. Int.</u>	<u>CUMULATIVE Budget/Proj'd</u>	<u>BUDGETED EARNINGS</u>	<u>Proj'd CT mo. Int.</u>	<u>Proj'd LAIF mo. Int.</u>	<u>CUMULATIVE Budget/Proj'd</u>
Budget	\$1,250			\$1,250	\$1,250			\$2,500	\$1,250			\$3,750
Est. Earn.		\$1,576	\$158	\$1,735	\$8	1474	132	\$3,349	\$284	1,362	114	\$5,109

COMBINED INVESTMENTS





LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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TO: EXECUTIVE COMMITTEE
FROM: RICHARD H. AVERETT, EXECUTIVE DIRECTOR
SUBJECT: CLIENT AND MEMBERSHIP REPORT

EC Meeting: 10-14-10

Item: 6A

CURRENT CLIENTS:

The following is a listing of LGS and RGS current clients. LGS has 43 positions supporting clients and RGS has 36 positions supporting clients and JPA administration.

Cities

Belvedere
Rohnert Park
Sausalito
Vallejo

Calistoga
San Rafael
Stockton

Other Agencies

Consortium IV
Marin Emergency Radio Authority
Marin General Services Authority
Menlo Park Fire Protection District
Sonoma-Marín Area Rail Transit District
Transbay Joint Powers Authority
Ventura Co. Medi-Cal Managed Care Comm.

Marin County Transit District
Marin Energy Authority
Marin Telecommunications Authority
Metropolitan Transportation Commission
South Bayside Waste Management Authority
Transportation Authority of Marin
Ventura County Transportation Commission

POTENTIAL CLIENTS AND CHANGES TO CURRENT CLIENT SERVICES:

Infrequent but on-going discussions have taken place with Southern Marin Sanitation District and the Marin Telecommunications Authority for RGS to hire a General Manager.

Support staff has been added for the Ventura County Med-Cal program, and MTC is adding several positions to their LGS compliment of 15. Other existing clients have added additional positions to compliment their staffing.

POTENTIAL MEMBER AGENCIES:

Agency	Contact	Contact	
County of Marin	Matthew Hymel, County Administrator	Mona Miyasato, Chief Asst County Administrator	RHA: followed up with Dave Hill. Back in Matthew's court.
City of Albany	Beth Pollard, City Administrator		
Town of San Anselmo	Debbie Stutsman, Town Manager		
City of Mountain View			Mike: in discussions
City of Mission Viejo		Irwin Bornstein, Asst City Mgr/Dir. of Admin. Services	RHA: mild interest
City of Pleasanton	Nelson Fialho, City Manager		
City of Concord	Dan Keen, City Mgr		Ken discussed with Dan; RHA followed up as did Mike.

**Regional Government Services
Position Allocation Chart**

Contracting Organization Title	Employee Name	RGS/LGS RGS	TAM RGS	TJPA RGS	Marin JPAs RGS	Belvedere RGS	C-IV RGS	MPFPD RGS	MEA RGS	Marin Transit RGS	VCHOS RGS	Sausalito RGS	San Rafael RGS	Stockton RGS	Rohnert Park RGS	Twin Cities RGS	Vallejo RGS	Small Projects RGS	Total FTE	Total Position count
Administrative Analyst	Carla Overberger				1.00														1.00	1.00
Administrative Analyst	Sandra Sato																0.15		0.15	1.00
Administrative Assistant	Tiffany Buraglio	0.40																	0.40	1.00
Administrative Assistant	Mary Mayhew	0.25																	0.25	1.00
Administrative Assistant	Jordis Weaver								1.00										1.00	1.00
Administrative Services Director	Charlie Francis											0.85							0.85	1.00
Associate Project Delivery Manager	Jit Pandher		1.00																1.00	1.00
Chief Financial Officer	Fred Clarke			0.40															0.40	1.00
Clerk of the Board/Admin Assistant	Traci McGinley										0.25								0.25	1.00
Communications Specialist	Sharon Olson															0.25			0.25	1.00
Community Mobility Manager	Paul Branson									1.00									1.00	1.00
Director of Human Resources/HR Consul	Jennifer Bower	0.60									0.20							0.20	1.00	1.00
Emergency Services Coordinator	Angela Del Ponte												1.00						1.00	1.00
Engineering Project Manager	Robert Branz					0.75													0.75	1.00
Executive Director/CFO	Richard Averett	1.00																	1.00	1.00
Executive Director - MGSA	Paul Berlant				0.50														0.50	1.00
Executive Officer - MERA	Maureen Cassingham				0.25														0.25	1.00
Human Resources Consultant/Analyst	Rich Oppenheim																	0.10	0.10	1.00
Human Resources Consultant/Analyst	Kristine Humphries										0.15								0.15	1.00
Human Resources Consultant/Manager	Teresa Bryerton																0.60	0.05	0.65	1.00
Human Resources Consultant/Manager	Andrea Greenberg																	0.10	0.10	1.00
Human Resources Consultant/Manager	Candice Limousin										0.25								0.25	1.00
Human Resources Consultant/Manager	Maribeth Linhart							0.50											0.50	1.00
Human Resources Consultant/Manager	Anne Olliver																	0.15	0.15	1.00
Human Resources Consultant/Manager	Gail Papworth																	0.25	0.25	1.00
Human Resources Consultant/Manager	Pamela Toconis																0.60		0.60	1.00
Human Resources Consultant/Manager	Sophia Selivanoff														0.50			0.05	0.55	1.00
Human Resources Director	Leslie Loomis												1.00						1.00	1.00
Interim Department Director	Gus Duran													1.00					1.00	1.00
Intern/Assistant	Katrina Dikitanan																	0.50	0.50	1.00
Program Manager, AVAP	Jeff Rawles				0.57														0.57	1.00
Project Consultant	Paul Roberts										1.00								1.00	1.00
Project Manager	Beth Rasmussen								1.00										1.00	1.00
Senior Transportation Planner	Derek Toups									1.00									1.00	1.00
Technical Manager	Jon Burkett						1.00												1.00	1.00
Transportation Planner	Sean Heggpeth									1.00									1.00	1.00
Total RGS FTE by Client		2.25	1.00	0.40	2.32	0.75	1.00	0.50	2.00	3.00	1.85	0.85	2.00	1.00	0.50	0.25	1.35	1.40	22.42	
Total RGS Positions by Client		4	1	1	4	1	1	1	2	3	4	1	2	1	1	1	3	5	36.00	36.00
Legend	<div> <div>Yellow: Pending</div> <div>Pink: Pending separation from employment</div> <div>Green: FTE counts/totals</div> <div>New clients (under small projects)</div> <div>Clients/Employees Leaving</div> <div>Tangerine Position counts/totals</div> </div>																			



LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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TO: EXECUTIVE COMMITTEE **EC Meeting: 10-14-10**
FROM: RICHARD H. AVERETT, CFO/TREASURER **Item: 6B**
SUBJECT: EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS MEETINGS

Meeting Schedule for the next 12 Months

The following are regularly scheduled meetings for the upcoming year, along with special topics to be discussed. All meetings are conducted by teleconference on the second Thursday of each month, starting at 4:00 p.m. with the exception of the annual Budget Review and Adoption meeting, which will be conducted in person starting at 10 a.m.

Date	EXEC COMM	BOD	Special Topic	Location	Notes
October 14 (Thursday)	Yes			Teleconference	
November 18 (Thursday)	Yes			Teleconference	Recommend Cancelling
December 9 (Thursday)	Yes			Teleconference	
January 13 (Thursday)	Yes			Teleconference	
February 10 (Thursday)	Yes			Teleconference	
March 10 (Thursday)	Yes			Teleconference	
April 14 (Thursday)	Yes			Teleconference	
May 12 (Thursday)	Yes			Teleconference	
June 9 (Thursday)	Yes	Yes	Election of Officers, FY12 Budget, Investment Policy, Rules & Regs	To be confirmed: Cavallo Point, Marin County	
July 14 (Thursday)	Yes			Teleconference	
August 11 (Thursday)	Yes			Teleconference	
September 8 (Thursday)	Yes			Teleconference	



LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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TO: EXECUTIVE COMMITTEE **EC Meeting: 10-14-10**
FROM: RICHARD H. AVERETT, Executive Director **Item: 6C**
SUBJECT: APPROVING CITY OF DUBLIN AS A BOARD MEMBER

RECOMMENDATION

Approve adding the City of Dublin as a Regional Government Services Authority Board Member, effective immediately upon adoption by the Dublin City Council. Authorize the Chair to enter into a membership agreement by execution of the attached Addendum.

BACKGROUND

The Amended and Restated Joint Powers Agreement authorizes the Executive Committee to approve new members to the JPA Board of Directors. If the Executive Committee approves adding a new member it does so by executing an Addendum to the Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority, and authorizes the Chair to enter into a membership agreement by execution of the Addendum. A two-thirds vote of the Executive Committee is required.

The City of Dublin will discuss the resolution for joining the JPA at their City Council meeting on October 19, 2010. If approved by the Executive Committee and Dublin City Council, Dublin's membership status would be effective immediately. At the next Board meeting – to be scheduled immediately prior to the next Executive Committee meeting - the Board could consider appointing the Dublin City Manager to the Executive Committee.

FISCAL IMPACT

There is no fiscal impact of approving this Addendum.

**ADDENDUM
TO
AMENDED AND RESTATED JOINT POWERS AGREEMENT
CREATING THE REGIONAL GOVERNMENT SERVICES AUTHORITY**

RECITALS

WHEREAS, the Members entered into an Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority ("RGS"), effective January 27, 2005.

WHEREAS, Article II, Section 1 of said agreement provides that public entities may join as members of RGS if approved by two-thirds of the members of the Executive Committee of the RGS Board on terms and conditions approved by the Executive Committee.

WHEREAS, Article II, Section 1 further provides that new members shall be included within the term "members" following the execution of an addendum to the Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority.

WHEREAS, said addendum shall be executed by the new member and the Chair of the Executive Committee.

AGREEMENT

NOW, THEREFORE, RGS, through the Chair of its Executive Committee, and the City of Dublin enter into this Addendum to memorialize and acknowledge the addition of the City of Dublin as a member of RGS.

A complete copy of the Amended and Restated Joint Powers Agreement Creating the Regional Government Services Authority is available on the JPA's website, by email and by post.

The City of Dublin acknowledges it will be subject to the provisions of the Amended and Restated Joint Powers Agreement Creating the Joint Regional Government Services Authority following execution of this Addendum by both parties.

CITY OF DUBLIN

Dated: _____ By: _____
City Manager

REGIONAL GOVERNMENT SERVICES AUTHORITY

Dated: _____ By: _____
Chair of the Executive Committee

APPROVED AS TO FORM

Dated: _____ By: _____
Legal Counsel
REGIONAL GOVERNMENT SERVICES AUTHORITY