



# LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

*Providing Solutions to California Public Agencies*

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

## RGS EXECUTIVE COMMITTEE AGENDA

*Agenda materials may be viewed in the meeting location of the Association of Bay Area Governments' (ABAG) office and City of Larkspur's office prior to the meeting.*

**REGULAR MEETING**  
**Via Teleconference**  
**April 15, 2010**  
**9:45 a.m.**

**San Mateo County Transit District, Executive Conference Room, 3rd Floor**  
1250 San Carlos Ave., San Carlos, CA 94070  
**Association of Bay Area Governments (ABAG), Exec. Dir. Office**  
101 Eighth St., Oakland, CA 94604  
**Larkspur City Hall, Finance Director's Office**  
400 Magnolia Avenue, Larkspur, CA 94939

**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 **February 11, 2010** Minutes

Action

**4. TREASURER'S REPORT**

A. Review of Month-End Financial Reports through December 2009

Information

B. Approval of Payments and Deposits made January and February 2010

Action

C. Approval of Investments Report through March 2010

Action

**5. OLD BUSINESS**

Information

A. STARS Update

**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

D. Encore Program Funding

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: May 13<sup>th</sup> or June 10<sup>th</sup> at 10:30 a.m. Cavallo Point, Marin County.**

**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**

The Regional Government Services Joint Powers Authority held a regular committee meeting by teleconference on **February 11, 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; and Larkspur Fire Station 15, 2<sup>nd</sup> Floor Admin. Office, 420 Magnolia Avenue, Larkspur, CA 94939. The meeting was called to order at **10:50 a.m.**

**1. ROLL CALL**

- A. Members: Mike Garvey, RGS Chair  
Bob Sinnott, Member  
Herb Pike, Alternate 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 **December 10, 2009** Minutes.

**ACTION:** **M/S Sinnott/Pike** to approve the consent agenda item as presented.

**AYES:** Chair Garvey, Member Sinnott, Alternate Member Pike

**NOES:** None

**ABSTAIN:** None

**4. TREASURER'S REPORT**

- A. Review of month-end financial reports through December 2009. The Executive Director reviewed the financial reports and noted the FYTD and Retained Earnings financial success of the JPAs. Several cost areas are expected to dampen slightly financial performance. Those include increased IT costs, and future increases for insurance, financial services and accountant costs.
- B. Approval of Payments and Deposits made November and December 2009. The Executive Director noted that there were no new, non-routine significant expenditures.

**ACTION:** **M/S Pike/Sinnott** to approve the investments report as presented.

**AYES:** Chair Garvey, Member Sinnott, Alternate Member Pike

**NOES:** None

**ABSTAIN:** None

- C. Approval of Investments Report through December of 2009 and January 2010. The Executive Director viewed the report and noted that interest rate earnings are continuing to decrease, but at a slower pace. He also noted that attempts to use certificates of deposit had not been successful because most institutions that pay rates comparable to or higher than LAIF will not collateralize CDs for municipal clients, as called for in the California Code.

**ACTION:** **M/S Sinnott/Pike** to approve the investments report as presented.

**AYES:** Chair Garvey, Member Sinnott, Alternate Member Pike

**NOES:** None

**ABSTAIN:** None

- D. Financial Reserve Designation Policy. The Executive Director reviewed the report and answer Member questions about reserve designations.

**ACTION:** **M/S Pike/Sinnott** to approve the Reserve Designation Policy as presented.

**AYES:** Chair Garvey, Member Sinnott, Alternate Member Pike

**NOES:** None

**ABSTAIN:** None

**5. OLD BUSINESS**

- A. STARS update. The Executive Director updated the Committee on attempts to revive the STARS program, including his time spent on the program and on-going discussions with the TPA and Financial Advisor.

**6. NEW BUSINESS**

- A. Client and Prospective Client Update. The Committee requested the Executive Director to work with the agency's attorney to enable the agency to contribute to Member Agency training. Chair Garvey discussed CM Department meeting and the Range Riders, as well as the Encore Program. The Chair noted that

Encore is about to be a program of ICMA, and they may want a \$12,000 matching grant. Encore could help those looking for project and/or interim work.

- B. Regularly Scheduled Meetings – The Members reviewed the scheduled upcoming meeting, discussed and expressed a desire to cancel the March 11th meeting if no subsequent business required a meeting, with the next scheduled meeting date April 8th. This item was for discussion only, and no action was taken. . The meeting schedule was changed from November 11<sup>th</sup> (due to falling on a holiday) to November 18<sup>th</sup>

**7. PUBLIC COMMENT – None**

- 8. NEXT MEETING –** The March 11, 2010 meeting is cancelled if there are no items needing the Committee's attention. The next meeting would be April 8<sup>th</sup>, 2010 at 9:30 a.m. via teleconference.

- 9. ADJOURNED -** Meeting adjourned at 11:01 a.m.



# 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:** FINANCIAL REPORT ANALYSIS

**EC Meeting: 4-15-10**

**Item: 4A**

## **RECOMMENDATION**

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

## **P&L ANALYSIS**

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

- LGS net income equals \$290,153 for the fiscal-year-to-date (FYTD). The balance sheet shows Total Equity of \$914,618.
- RGS net income equals \$177,480 for the FYTD. The balance sheet shows Total Equity of \$237,213.
- Combined LGS/RGS net income equals \$467,633 for the 2010 FYTD. Combined Total Equity equals \$1,151,831.

Accruals for earned but not paid leave time have not been posted to the financials. This usually occurs at 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 are or could dampen future fiscal performance:

1. Loss of a major client (with 10 or more assigned staff) would negatively impact financial performance. No such loss is anticipated through the remainder of the current fiscal year. Consortium IV has already eliminated the need for one training position, with the remaining four positions scheduled for elimination in July 2010. The loss of C-IV staffing is expected to be offset by MEA staffing increases, if the agreement with MEA is approved and implemented.
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 that traditionally lag increases in services provided. Due to growth in clients and employees, support services cost increases are expected for Human Resources management, financial services and administrative support. These increases will remain well below client revenues, but are expected to moderate the high net gain shown to-date.
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 2009 through February 2010

	<u>Admin - JPAs</u>	<u>Belvedere</u>	<u>C - IV</u>	<u>Larkspur</u>	<u>LGS - TAM</u>	<u>Marin Transit District</u>	<u>Menlo Park FPD</u>
<b>Ordinary Income/Expense</b>							
Income							
440301 • Client Billings	0.00	94,318.54	486,532.28	13,351.00	0.00	125,256.15	128,545.00
440400 • LGS - Admin. Services	186,076.72	0.00	0.00	0.00	25,359.89	0.00	0.00
440410 • Client Administration Fees	0.00	0.00	-56,581.27	0.00	0.00	0.00	0.00
480000 • Miscellaneous Income	15,119.97	0.00	195.00	0.00	0.00	325.12	0.00
<b>Total Income</b>	<b>201,196.69</b>	<b>94,318.54</b>	<b>430,146.01</b>	<b>13,351.00</b>	<b>25,359.89</b>	<b>125,581.27</b>	<b>128,545.00</b>
Expense							
511010 • Salaries - Regular	190,102.13	72,179.50	179,035.83	9,784.16	21,566.96	89,101.72	95,917.12
512002 • Medicare Employer Expense	2,767.86	1,046.59	2,623.32	142.45	314.83	1,307.42	1,381.03
512003 • Workers' Comp Exp clerical	29,629.84	0.00	0.00	0.00	0.00	0.00	0.00
512004 • Employee Assistance Program	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00
512005 • Health Insurance Expense	5,409.43	0.00	6,113.40	0.00	0.00	-1.03	0.00
512006 • Dental Insurance Expense	771.20	0.00	1,104.66	0.00	113.11	441.30	881.90
512007 • Vision Insurance Expense	159.85	0.00	373.05	1.67	22.16	119.45	169.19
512008 • Life Insurance Expense	404.61	0.00	717.62	5.04	35.68	273.84	86.93
512009 • Long Term Disability Expense	622.90	0.00	758.68	8.67	61.50	468.48	174.63
512010 • Stars 457 Expense	-0.02	0.00	0.00	0.00	0.00	0.00	0.00
512011 • Stars 401A Expense	23,374.77	7,217.99	15,852.08	1,044.05	3,070.05	8,195.15	9,247.53
512012 • Calpers Retirement Expense	-4,005.87	0.00	0.00	0.00	0.00	0.00	0.00
512014 • Short Term Disability Expense	451.76	0.00	893.48	7.14	59.60	464.96	123.82
512018 • FSA Health & Day Care Expense	985.87	0.00	0.00	0.00	0.00	0.00	0.00
520104 • Telephone/Internet	1,495.05	0.00	0.00	0.00	0.00	0.00	0.00
520105 • Cell Phones	1,089.35	0.00	150.00	0.00	0.00	0.00	0.00
520107 • ADP Payroll Fees	8,512.50	0.00	0.00	0.00	0.00	0.00	0.00
520201 • Office Supplies	77.95	0.00	0.00	0.00	0.00	0.00	0.00
520202 • Bank Fees & Services	3,738.57	0.00	0.00	0.00	0.00	0.00	0.00
520204 • Printing & Postage	615.44	0.00	0.00	0.00	0.00	0.00	0.00
520301 • Audit Services	850.00	0.00	0.00	0.00	0.00	0.00	0.00
520302 • Legal Services	6,899.05	0.00	195.00	0.00	116.00	0.00	310.00
520314 • Administrative Services	1,895.00	0.00	0.00	0.00	0.00	0.00	0.00
520320 • Professional Services	63,236.92	0.00	0.00	0.00	0.00	0.00	0.00
520501 • Professional Dues & Membership	447.15	0.00	0.00	0.00	0.00	0.00	0.00
520503 • Conferences & Meetings	9,579.40	0.00	6,813.24	0.00	0.00	0.00	0.00
520504 • Publications	122.47	0.00	0.00	0.00	0.00	0.00	0.00
520701 • General Liability Insurance Exp	35,810.16	0.00	0.00	0.00	0.00	0.00	0.00
520750 • Interest Expense	8.16	0.00	0.00	0.00	0.00	0.00	0.00
520801 • Mileage Reimbursement	1,582.75	0.00	9,968.65	0.00	0.00	182.85	0.00
520803 • Travel Reimbursement	246.37	0.00	21,683.08	0.00	0.00	0.00	0.00
520805 • Supplies & Meals Reimbursement	324.40	0.00	3,288.69	0.00	0.00	20.27	0.00
520904 • Computer Install & Maintenance	7,246.12	0.00	0.00	0.00	0.00	0.00	0.00
522798 • Miscellaneous Expense	0.01	0.00	0.00	0.00	0.00	0.00	0.00
570100 • Equipment Purchase	2,413.26	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>398,864.41</b>	<b>80,444.08</b>	<b>249,570.78</b>	<b>10,993.18</b>	<b>25,359.89</b>	<b>100,574.41</b>	<b>108,292.15</b>
<b>Net Ordinary Income</b>	<b>-197,667.72</b>	<b>13,874.46</b>	<b>180,575.23</b>	<b>2,357.82</b>	<b>0.00</b>	<b>25,006.86</b>	<b>20,252.85</b>
<b>Other Income/Expense</b>							
Other Expense							
529997 • Unallocated Admin. Svcs - RGS	-197,667.72	0.00	0.00	0.00	0.00	0.00	0.00
529999 • Allocated Unbillable Expenses	0.00	10,378.30	47,330.93	1,469.07	0.00	13,818.28	14,144.39
<b>Total Other Expense</b>	<b>-197,667.72</b>	<b>10,378.30</b>	<b>47,330.93</b>	<b>1,469.07</b>	<b>0.00</b>	<b>13,818.28</b>	<b>14,144.39</b>
<b>Net Other Income</b>	<b>197,667.72</b>	<b>-10,378.30</b>	<b>-47,330.93</b>	<b>-1,469.07</b>	<b>0.00</b>	<b>-13,818.28</b>	<b>-14,144.39</b>
<b>Net Income</b>	<b>0.00</b>	<b>3,496.16</b>	<b>133,244.30</b>	<b>888.75</b>	<b>0.00</b>	<b>11,188.58</b>	<b>6,108.46</b>

**Regional Government Services**  
**Profit & Loss by Class**  
July 2009 through February 2010

	Menlo Park US&R	MERA	MGSA	MTC	San Rafael	Sausalito	(SBWMA)
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
440301 • Client Billings	84,950.00	51,000.00	114,682.72	78.75	281,446.16	120,666.64	0.00
440400 • LGS - Admin. Services	0.00	0.00	0.00	7,795.13	0.00	0.00	0.00
440410 • Client Administration Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
480000 • Miscellaneous Income	0.00	0.00	2,359.40	0.00	653.63	0.00	0.00
<b>Total Income</b>	<b>84,950.00</b>	<b>51,000.00</b>	<b>117,042.12</b>	<b>7,873.88</b>	<b>282,099.79</b>	<b>120,666.64</b>	<b>0.00</b>
<b>Expense</b>							
511010 • Salaries - Regular	68,520.00	39,971.76	90,636.90	3,269.16	205,940.30	94,580.00	0.00
512002 • Medicare Employer Expense	969.38	579.56	1,314.27	47.39	3,000.40	1,392.69	0.00
512003 • Workers' Comp Exp clerical	0.00	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	0.00
512005 • Health Insurance Expense	0.00	0.00	0.00	0.00	4,133.40	0.00	0.00
512006 • Dental Insurance Expense	0.00	0.00	0.00	0.00	437.10	441.10	0.00
512007 • Vision Insurance Expense	0.00	0.00	0.00	0.00	325.45	104.75	0.00
512008 • Life Insurance Expense	0.00	0.00	0.00	0.00	681.83	313.28	0.00
512009 • Long Term Disability Expense	0.00	0.00	0.00	0.00	1,171.48	540.00	0.00
512010 • Stars 457 Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
512011 • Stars 401A Expense	6,852.00	3,997.20	9,063.58	326.63	23,797.37	9,018.00	0.00
512012 • Calpers Retirement Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
512014 • Short Term Disability Expense	0.00	0.00	0.00	0.00	1,066.46	476.80	0.00
512018 • FSA Health & Day Care Expense	0.00	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	0.00
520105 • Cell Phones	0.00	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	0.00
520201 • Office Supplies	0.00	0.00	50.89	0.00	0.00	0.00	0.00
520202 • Bank Fees & Services	0.00	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	0.00
520301 • Audit Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520302 • Legal Services	0.00	0.00	0.00	128.00	0.00	0.00	0.00
520314 • Administrative Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520320 • Professional Services	0.00	0.00	0.00	3,949.90	0.00	0.00	0.00
520501 • Professional Dues & Membership	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520503 • Conferences & Meetings	0.00	0.00	375.12	77.00	-662.30	0.00	0.00
520504 • Publications	0.00	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	0.00
520750 • Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520801 • Mileage Reimbursement	0.00	0.00	886.20	75.80	0.00	0.00	0.00
520803 • Travel Reimbursement	0.00	0.00	446.98	0.00	2,433.52	0.00	0.00
520805 • Supplies & Meals Reimbursement	0.00	0.00	541.32	0.00	5.48	0.00	0.00
520904 • Computer Install & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
522798 • Miscellaneous Expense	0.00	0.00	0.00	0.00	-52.52	0.00	0.00
570100 • Equipment Purchase	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>76,341.38</b>	<b>44,548.52</b>	<b>103,315.26</b>	<b>7,873.88</b>	<b>242,277.97</b>	<b>106,866.62</b>	<b>0.00</b>
<b>Net Ordinary Income</b>	<b>8,608.62</b>	<b>6,451.48</b>	<b>13,726.86</b>	<b>0.00</b>	<b>39,821.82</b>	<b>13,800.02</b>	<b>0.00</b>
<b>Other Income/Expense</b>							
<b>Other Expense</b>							
529997 • Unallocated Admin. Svcs - RGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
529999 • Allocated Unbillable Expenses	9,347.44	5,611.76	12,878.68	8.67	31,040.73	13,277.50	348.00
<b>Total Other Expense</b>	<b>9,347.44</b>	<b>5,611.76</b>	<b>12,878.68</b>	<b>8.67</b>	<b>31,040.73</b>	<b>13,277.50</b>	<b>348.00</b>
<b>Net Other Income</b>	<b>-9,347.44</b>	<b>-5,611.76</b>	<b>-12,878.68</b>	<b>-8.67</b>	<b>-31,040.73</b>	<b>-13,277.50</b>	<b>-348.00</b>
<b>Net Income</b>	<b>-738.82</b>	<b>839.72</b>	<b>848.18</b>	<b>-8.67</b>	<b>8,781.09</b>	<b>522.52</b>	<b>-348.00</b>

**Regional Government Services**  
**Profit & Loss by Class**  
July 2009 through February 2010

	(SBWMA)	Total SBWMA	SFHA	Stars	Stockton	TJPA	Twin Cities Police Auth	Vallejo
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
440301 • Client Billings	3,162.60	3,162.60	637.50	0.00	29,641.80	0.00	7,213.75	50,275.40
440400 • LGS - Admin. Services	0.00	0.00	0.00	0.00	0.00	68,968.26	0.00	0.00
440410 • Client Administration Fees	0.00	0.00	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	0.00	111,493.00
<b>Total Income</b>	<b>3,162.60</b>	<b>3,162.60</b>	<b>637.50</b>	<b>0.00</b>	<b>29,641.80</b>	<b>68,968.26</b>	<b>7,213.75</b>	<b>161,768.40</b>
<b>Expense</b>								
511010 • Salaries - Regular	943.06	943.06	318.75	11,433.51	24,217.89	60,368.75	4,298.07	63,771.25
512002 • Medicare Employer Expense	13.68	13.68	4.62	166.77	353.53	886.07	62.33	917.27
512003 • Workers' Comp Exp clerical	0.00	0.00	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	0.00	0.00
512005 • Health Insurance Expense	0.00	0.00	0.00	696.79	0.00	0.00	0.00	0.00
512006 • Dental Insurance Expense	0.00	0.00	0.00	66.92	0.00	0.00	0.00	0.00
512007 • Vision Insurance Expense	0.00	0.00	0.00	13.33	0.00	0.00	0.00	0.00
512008 • Life Insurance Expense	0.00	0.00	0.00	39.87	42.06	0.00	0.00	0.00
512009 • Long Term Disability Expense	0.00	0.00	0.00	66.18	72.50	0.00	0.00	0.00
512010 • Stars 457 Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
512011 • Stars 401A Expense	93.75	93.75	31.88	1,709.73	2,311.78	7,217.72	429.81	5,816.15
512012 • Calpers Retirement Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
512014 • Short Term Disability Expense	0.00	0.00	0.00	43.85	59.60	0.00	0.00	0.00
512018 • FSA Health & Day Care Expense	0.00	0.00	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	0.00	0.00
520105 • Cell Phones	0.00	0.00	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	0.00	0.00
520201 • Office Supplies	0.00	0.00	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	0.00	0.00
520204 • Printing & Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520301 • Audit Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520302 • Legal Services	0.00	0.00	0.00	1,312.50	146.00	495.72	0.00	0.00
520314 • Administrative Services	0.00	0.00	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	0.00	83,019.07
520501 • Professional Dues & Membership	0.00	0.00	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	0.00	0.00
520504 • Publications	0.00	0.00	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	0.00	0.00
520750 • Interest Expense	0.00	0.00	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	0.00	0.00
520803 • Travel Reimbursement	0.00	0.00	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	0.00	0.00
520904 • Computer Install & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
522798 • Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
570100 • Equipment Purchase	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<b>1,050.49</b>	<b>1,050.49</b>	<b>355.25</b>	<b>15,549.45</b>	<b>27,203.36</b>	<b>68,968.26</b>	<b>4,790.21</b>	<b>153,523.74</b>
<b>Net Ordinary Income</b>	<b>2,112.11</b>	<b>2,112.11</b>	<b>282.25</b>	<b>-15,549.45</b>	<b>2,438.44</b>	<b>0.00</b>	<b>2,423.54</b>	<b>8,244.66</b>
<b>Other Income/Expense</b>								
<b>Other Expense</b>								
529997 • Unallocated Admin. Svcs - RGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
529999 • Allocated Unbillable Expenses	0.00	348.00	70.15	0.00	3,261.62	0.00	0.00	17,800.11
<b>Total Other Expense</b>	<b>0.00</b>	<b>348.00</b>	<b>70.15</b>	<b>0.00</b>	<b>3,261.62</b>	<b>0.00</b>	<b>0.00</b>	<b>17,800.11</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-348.00</b>	<b>-70.15</b>	<b>0.00</b>	<b>-3,261.62</b>	<b>0.00</b>	<b>0.00</b>	<b>-17,800.11</b>
<b>Net Income</b>	<b>2,112.11</b>	<b>1,764.11</b>	<b>212.10</b>	<b>-15,549.45</b>	<b>-823.18</b>	<b>0.00</b>	<b>2,423.54</b>	<b>-9,555.45</b>

**Regional Government Services**  
**Profit & Loss by Class**  
July 2009 through February 2010

	<u>Vallejo Housing</u>	<u>Vallejo Water</u>	<u>VCTC1</u>	<u>VCTC2</u>	<u>Yountville</u>	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
440301 · Client Billings	11,325.00	24,480.00	7,725.00	26,175.00	83,351.50	1,744,814.79
440400 · LGS - Admin. Services	0.00	0.00	0.00	0.00	0.00	288,200.00
440410 · Client Administration Fees	0.00	0.00	0.00	0.00	0.00	-56,581.27
480000 · Miscellaneous Income	0.00	0.00	0.00	369.00	0.00	130,515.12
<b>Total Income</b>	<b>11,325.00</b>	<b>24,480.00</b>	<b>7,725.00</b>	<b>26,544.00</b>	<b>83,351.50</b>	<b>2,106,948.64</b>
<b>Expense</b>						
511010 · Salaries - Regular	0.00	0.00	5,080.16	20,370.37	66,543.75	1,417,951.10
512002 · Medicare Employer Expense	0.00	0.00	73.66	290.19	964.90	20,620.21
512003 · Workers' Comp Exp clerical	0.00	0.00	0.00	0.00	0.00	29,629.84
512004 · Employee Assistance Program	0.00	0.00	0.00	0.00	0.00	2,000.00
512005 · Health Insurance Expense	0.00	0.00	0.00	0.00	0.00	16,351.99
512006 · Dental Insurance Expense	0.00	0.00	0.00	0.00	0.00	4,257.29
512007 · Vision Insurance Expense	0.00	0.00	0.00	0.00	0.00	1,288.90
512008 · Life Insurance Expense	0.00	0.00	0.00	0.00	0.00	2,600.76
512009 · Long Term Disability Expense	0.00	0.00	0.00	0.00	0.00	3,945.02
512010 · Stars 457 Expense	0.00	0.00	0.00	0.00	0.00	-0.02
512011 · Stars 401A Expense	0.00	0.00	596.27	1,728.98	6,654.41	147,646.88
512012 · Calpers Retirement Expense	0.00	0.00	0.00	0.00	0.00	-4,005.87
512014 · Short Term Disability Expense	0.00	0.00	0.00	0.00	0.00	3,647.47
512018 · FSA Health & Day Care Expense	0.00	0.00	0.00	0.00	0.00	985.87
520104 · Telephone/Internet	0.00	0.00	0.00	0.00	0.00	1,495.05
520105 · Cell Phones	0.00	0.00	0.00	0.00	0.00	1,239.35
520107 · ADP Payroll Fees	0.00	0.00	0.00	0.00	0.00	8,512.50
520201 · Office Supplies	0.00	0.00	0.00	0.00	0.00	128.84
520202 · Bank Fees & Services	0.00	0.00	0.00	0.00	0.00	3,738.57
520204 · Printing & Postage	0.00	0.00	43.96	0.00	0.00	659.40
520301 · Audit Services	0.00	0.00	0.00	0.00	0.00	850.00
520302 · Legal Services	0.00	0.00	0.00	0.00	159.00	9,761.27
520314 · Administrative Services	0.00	0.00	0.00	0.00	0.00	1,895.00
520320 · Professional Services	0.00	0.00	0.00	0.00	0.00	150,205.89
520501 · Professional Dues & Membership	0.00	0.00	0.00	0.00	0.00	447.15
520503 · Conferences & Meetings	0.00	0.00	0.00	0.00	0.00	16,182.46
520504 · Publications	0.00	0.00	0.00	0.00	0.00	122.47
520701 · General Liability Insurance Exp	0.00	0.00	0.00	0.00	0.00	35,810.16
520750 · Interest Expense	0.00	0.00	0.00	0.00	0.00	8.16
520801 · Mileage Reimbursement	0.00	0.00	0.00	90.72	0.00	12,786.97
520803 · Travel Reimbursement	0.00	0.00	0.00	109.32	0.00	24,919.27
520805 · Supplies & Meals Reimbursement	0.00	0.00	0.00	0.00	0.00	4,180.16
520904 · Computer Install & Maintenance	0.00	0.00	0.00	0.00	0.00	7,246.12
522798 · Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	-52.51
570100 · Equipment Purchase	0.00	0.00	0.00	0.00	0.00	2,413.26
<b>Total Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>5,794.05</b>	<b>22,589.58</b>	<b>74,322.06</b>	<b>1,929,468.98</b>
<b>Net Ordinary Income</b>	<b>11,325.00</b>	<b>24,480.00</b>	<b>1,930.95</b>	<b>3,954.42</b>	<b>9,029.44</b>	<b>177,479.66</b>
<b>Other Income/Expense</b>						
<b>Other Expense</b>						
529997 · Unallocated Admin. Svcs - RGS	0.00	0.00	0.00	0.00	0.00	-197,667.72
529999 · Allocated Unbillable Expenses	1,246.14	2,693.65	850.02	2,920.76	9,171.52	197,667.72
<b>Total Other Expense</b>	<b>1,246.14</b>	<b>2,693.65</b>	<b>850.02</b>	<b>2,920.76</b>	<b>9,171.52</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>-1,246.14</b>	<b>-2,693.65</b>	<b>-850.02</b>	<b>-2,920.76</b>	<b>-9,171.52</b>	<b>0.00</b>
<b>Net Income</b>	<b>10,078.86</b>	<b>21,786.35</b>	<b>1,080.93</b>	<b>1,033.66</b>	<b>-142.08</b>	<b>177,479.66</b>



**Regional Government Services**  
**Balance Sheet**  
**As of February 28, 2010**

	<u>Feb 28, 10</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
110010 · Wells Fargo - Cash	-12,840.55
110030 · LAIF Account	708,012.03
110040 · CalTRUST	766,098.61
<b>Total Checking/Savings</b>	<u>1,461,270.09</u>
<b>Accounts Receivable</b>	
131130 · Accounts Receivable	531,199.22
131345 · Accounts Receivable - LGS	49,623.47
<b>Total Accounts Receivable</b>	<u>580,822.69</u>
<b>Other Current Assets</b>	
120010 · Prepaid Insurance	33,149.00
131131 · Accounts Receivable - Misc	1,589.68
<b>Total Other Current Assets</b>	<u>34,738.68</u>
<b>Total Current Assets</b>	<u>2,076,831.46</u>
<b>TOTAL ASSETS</b>	<u><u>2,076,831.46</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
214060 · Due to LGS	1,357,721.14
220012 · Accounts Payable - Misc.	5,028.33
221003 · 457/401A Retirement Liab	16,339.16
221006 · FSA Liability	2,383.26
221015 · Health Insurance Liability	111.88
221016 · Long Term Disability Liability	-507.10
221017 · Short Term Disability Liability	-454.36
221023 · Dental Insurance Liability	-642.47
221024 · Vision Insurance Liability	66.93
221025 · Life Insurance/ AD&D Liability	-297.44
230060 · Accrued Salaries, Wages & Taxes	94,461.80
240010 · Deferred Revenue	231,225.83
240011 · Refundable Deposits	20,000.00
250001 · Accrued Vacation, Sick, Admin	114,181.21
<b>Total Other Current Liabilities</b>	<u>1,839,618.17</u>
<b>Total Current Liabilities</b>	<u>1,839,618.17</u>
<b>Total Liabilities</b>	1,839,618.17
<b>Equity</b>	
370000 · Fund Bal Unreserved/Unrestrictd	114,297.13
3900 · Retained Earnings	-54,563.50
Net Income	177,479.66
<b>Total Equity</b>	<u>237,213.29</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2,076,831.46</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 **EC Meeting: 4-15-10**  
**FROM:** RICHARD H. AVERETT, CFO/Treasurer **Item: 4B**  
**SUBJECT: PAYMENTS MADE IN JANUARY AND FEBRUARY 2010**

## **RECOMMENDATION**

Review and approve expenditures made by the JPA for the months of January and February 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 January 31, 2010

110010 - Wells Fargo - Cash

Type	Date	Num	Name	Memo	Clr	Amount	Balance
							<b>4,022.41</b>
Check	01/04/2010	2047	CalPERS	Jan premium H2010017563000	√	-2,506.04	1,516.37
Payment	01/05/2010	270955	San Rafael		√	7,279.60	8,795.97
Payment	01/05/2010	688834	Vallejo		√	32,271.00	41,066.97
Check	01/05/2010	EFT	LGS	ZBA transfer	√	-4,050.00	37,016.97
Transfer	01/07/2010			Funds Transfer	√	228,000.00	265,016.97
Check	01/07/2010	EFT	LGS	ZBA transfer	√	-168,645.61	96,371.36
Check	01/07/2010	EFT	ADP Net Checks	12/31 Payroll	√	-54,682.20	41,689.16
Check	01/07/2010	EFT	ADP FWH/SWH/MED	12/31 Payroll Taxes	√	-17,196.96	24,492.20
Check	01/08/2010	EFT	LGS	ZBA transfer	√	-9,433.46	15,058.74
Check	01/08/2010	EFT	AIG Retirement	RGS 12/31 401 wire	√	-8,234.52	6,824.22
Check	01/08/2010	EFT	AIG Retirement	RGS 12/31 457 wire	√	-6,252.30	571.92
Payment	01/12/2010	126343	Sausalito		√	15,083.33	15,655.25
Deposit	01/12/2010			Deposit	√	117,000.00	132,655.25
Check	01/12/2010	EFT	LGS	ZBA transfer	√	-174.39	132,480.86
Transfer	01/13/2010			Funds Transfer	√	-132,000.00	480.86
Check	01/15/2010	2051	Maureen Teater	January Travel Advance	√	-885.00	-404.14
Deposit	01/15/2010			Deposit	√	14,000.00	13,595.86
Check	01/15/2010	EFT	LGS	ZBA transfer	√	-265.65	13,330.21
Check	01/15/2010	EFT	ADP Fees	RGS 12/31/09 ADP Fees	√	-197.60	13,132.61
Bill Pmt -Check	01/18/2010	2049	Toconis	Dec Invoice 4229 for 12/21 through 12/31	√	-5,157.75	7,974.86
Deposit	01/19/2010			Deposit	√	110,000.00	117,974.86
Bill Pmt -Check	01/20/2010	2050	Toconis	Jan invoice 4243 1/1 through 1/15	√	-5,013.90	112,960.96
Bill Pmt -Check	01/20/2010	2059	McGilloway, Ray, Brown & Kaufman	Dec Inv.45396 RGS	√	-4,389.25	108,571.71
Bill Pmt -Check	01/20/2010	2060	McGilloway, Ray, Brown & Kaufman	Dec Inv.45394 LGS	√	-3,515.40	105,056.31
Bill Pmt -Check	01/20/2010	2061	California JPIA		√	-200.00	104,856.31
Bill Pmt -Check	01/20/2010	2062	Christopher Nelson	RGS0000020	√	-32.50	104,823.81
Bill Pmt -Check	01/20/2010	2063	Employment Research Services	ERS17614 Account 1200-01	√	-141.00	104,682.81
Bill Pmt -Check	01/20/2010	2064	Meyers Nave	Dec 31 invoice 2009120172	√	-2,559.60	102,123.21
Bill Pmt -Check	01/20/2010	2065	Success Concepts International, Inc	bill 430	√	-360.44	101,762.77
Bill Pmt -Check	01/20/2010	2066	Tiffany Buraglio	Dec 3-31 Services	√	-165.00	101,597.77
Bill Pmt -Check	01/20/2010	2067	US Postmaster	Annual Renewal for P.O. Box 1350 Carmel Valley CA 93924	√	-100.00	101,497.77
Payment	01/20/2010	27196	VCTC2		√	4,528.28	106,026.05
Check	01/20/2010	EFT	LGS	ZBA transfer	√	-209.00	105,817.05
Check	01/20/2010	EFT	Wells Fargo Bank	Service Charge	√	-201.45	105,615.60
Check	01/21/2010	2052	Jeff Rawles	Dec reimbursement	√	-166.39	105,449.21
Check	01/21/2010	2053	Karen Roach	Dec Expenses	√	-2,310.49	103,138.72
Check	01/21/2010	2054	Philomena Kipp	Dec Travel Expenses	√	-2,024.91	101,113.81
Check	01/21/2010	2055	Paul Branson	Expenses 10/12-12/3	√	-32.80	101,081.01

**Regional Government Services**  
**Account QuickReport**  
As of January 31, 2010

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Check	01/21/2010	2056	Elizabeth Lopez	Dec Mileage	√	-5.37	101,075.64
Check	01/21/2010	2057	Jennifer Bower	Dec reimbursement	√	-62.48	101,013.16
Check	01/21/2010	2058	Richard Averett	Nov/Dec reimbursable expense	√	-366.28	100,646.88
Check	01/21/2010	2068	Flex-Plan Services Inc	Jan 15 premiums	√	-1,525.05	99,121.83
Check	01/21/2010	2072	Allied Administrators	Feb premium	√	-565.64	98,556.19
Payment	01/21/2010	2000258587	MGSA		√	14,333.67	112,889.86
Transfer	01/21/2010			Funds Transfer	√	158,000.00	270,889.86
Check	01/21/2010	EFT	LGS	ZBA transfer	√	-163,762.34	107,127.52
Check	01/21/2010	EFT	ADP Net Checks	01/15 Payroll	√	-71,918.40	35,209.12
Check	01/21/2010	EFT	ADP FWH/SWH/MED	01/15 Payroll Taxes	√	-25,917.26	9,291.86
Check	01/22/2010	2074	Vision Service Plan	Jan premiums 12 275218 0002	√	-165.30	9,126.56
Check	01/22/2010	2075	Reliance	Feb premiums	√	-1,259.41	7,867.15
Payment	01/22/2010	271393	San Rafael		√	23,791.62	31,658.77
Payment	01/22/2010	7003000143	MERA		√	7,500.00	39,158.77
Check	01/22/2010	EFT	LGS	ZBA transfer	√	-9,241.78	29,916.99
Check	01/22/2010	EFT	AIG Retirement	RGS 01/15 401 wire	√	-10,814.60	19,102.39
Check	01/22/2010	EFT	AIG Retirement	RGS 01/15 457 wire	√	-4,770.81	14,331.58
Check	01/22/2010	EFT	ADP Fees	RGS 12/31/09 ADP Fees	√	-7.00	14,324.58
Deposit	01/25/2010			Deposit	√	174,549.11	188,873.69
Payment	01/26/2010	49387	Larkspur		√	2,133.00	191,006.69
Payment	01/26/2010	49387	Twin Cities Police Authority		√	1,385.04	192,391.73
Deposit	01/26/2010			Deposit	√	8,043.50	200,435.23
Check	01/26/2010	EFT	LGS	ZBA transfer	√	-3,511.40	196,923.83
Transfer	01/26/2010			Funds Transfer	√	-188,000.00	8,923.83
Check	01/27/2010	EFT	LGS	ZBA transfer	√	-3,005.88	5,917.95
Check	01/28/2010	EFT	LGS	ZBA transfer	√	-196.10	5,721.85
Payment	01/29/2010	8273155	Consortium IV		√	60,006.83	65,728.68
Bill Pmt -Check	01/29/2010	2080	Jill Taylor Word Processing	Invoice 8507		-35.00	65,693.68
Payment	01/29/2010	271575	San Rafael		√	9,910.40	75,604.08
Payment	01/29/2010	016229	Belvedere		√	10,628.55	86,232.63
Payment	01/29/2010	005569	Menlo Park FPD		√	23,450.00	109,682.63
Deposit	01/29/2010			Deposit	√	116,000.00	225,682.63
Check	01/29/2010	EFT	LGS	ZBA transfer	√	-29,602.73	196,079.90
Check	01/29/2010	EFT	ADP Fees	RGS 01/15/10 ADP Fees	√	-202.90	195,877.00
Total 110010 - Wells Fargo - Cash						<u>191,854.59</u>	<u>195,877.00</u>
<b>TOTAL</b>						<u><b>191,854.59</b></u>	<u><b>195,877.00</b></u>

**Regional Government Services**  
**Account QuickReport**  
As of February 28, 2010

110010 - Wells Fargo - Cash

Type	Date	Num	Name	Memo	Clr	Amount	Balance
							<b>195,877.00</b>
Deposit	02/01/2010			Deposit	√	110,000.00	305,877.00
Transfer	02/01/2010			Funds Transfer	√	-305,000.00	877.00
Payment	02/02/2010	005516	Menlo Park US&R		√	10,200.00	11,077.00
Deposit	02/02/2010			Deposit	√	10,447.08	21,524.08
Bill Pmt -Check	02/04/2010	2076	Claremont	Feb EAP Bill 21184	√	-250.00	21,274.08
Bill Pmt -Check	02/04/2010	2077	Toconis	Jan invoice 4249 1/18 through 1/29	√	-5,771.25	15,502.83
Bill Pmt -Check	02/04/2010	2078	US Bank	Dec 7 statement	√	-926.10	14,576.73
Check	02/04/2010	2079	CalPERS	Feb premium H2010027563000	√	-2,506.04	12,070.69
Transfer	02/04/2010			Funds Transfer	√	223,000.00	235,070.69
Check	02/04/2010	EFT	LGS	ZBA transfer	√	-127,086.66	107,984.03
Check	02/04/2010	EFT	ADP Net Checks	01/31 Payroll	√	-67,883.41	40,100.62
Check	02/04/2010	EFT	ADP FWH/SWH/MED	01/31 Payroll Taxes	√	-23,879.94	16,220.68
Check	02/05/2010	EFT	LGS	ZBA transfer	√	-8,605.54	7,615.14
Check	02/05/2010	EFT	Wells Fargo Bank	Service Charge	√	-109.90	7,505.24
Check	02/05/2010	EFT	Wells Fargo Bank	Service Charge	√	-29.16	7,476.08
Check	02/05/2010	EFT	AIG Retirement	RGS 01/31 401 wire	√	-10,345.00	-2,868.92
Check	02/05/2010	EFT	AIG Retirement	RGS 01/31 457 wire	√	-5,009.74	-7,878.66
Payment	02/08/2010	1000231846	Marin Transit District		√	9,000.00	1,121.34
Payment	02/08/2010	1000231845	Marin Transit District		√	7,454.00	8,575.34
Payment	02/08/2010	126586	Sausalito		√	15,083.33	23,658.67
Payment	02/08/2010	34257	Yountville		√	11,444.50	35,103.17
Deposit	02/08/2010			Deposit	√	116,000.00	151,103.17
Transfer	02/09/2010			Funds Transfer	√	-121,000.00	30,103.17
Payment	02/11/2010	1077447	Stockton		√	14,081.80	44,184.97
Check	02/11/2010	EFT	LGS	ZBA transfer	√	-28,404.41	15,780.56
Check	02/12/2010	2081	Sophia Selivanoff	mileage expense of January	√	-75.00	15,705.56
Check	02/12/2010	2082	Jeff Rawles	Jan reimbursement	√	-433.77	15,271.79
Check	02/12/2010	2083	Karen Roach	Jan Expenses	√	-2,130.86	13,140.93
Check	02/12/2010	2084	Philomena Kipp	Jan Travel Expenses	√	-3,016.72	10,124.21
Check	02/12/2010	2085	Michael Crechriou	Reimburse Jan Exp per J/E of 1/31	√	-402.91	9,721.30
Check	02/12/2010	2086	Jennifer Bower	Jan reimbursement	√	-507.23	9,214.07
Payment	02/12/2010	40318	MTC		√	78.75	9,292.82
Deposit	02/12/2010			Deposit	√	8,690.80	17,983.62
Deposit	02/12/2010			Deposit	√	13,875.00	31,858.62
Check	02/12/2010	EFT	LGS	ZBA transfer	√	-265.65	31,592.97
Check	02/12/2010	EFT	ADP Fees	RGS 01/31/10 ADP Fees	√	-205.55	31,387.42
Payment	02/17/2010	5654	Menlo Park FPD		√	9,000.00	40,387.42
Payment	02/18/2010	2000263900	Marin Transit District		√	1,746.40	42,133.82
Transfer	02/19/2010			Funds Transfer	√	232,000.00	274,133.82

**Regional Government Services**  
**Account QuickReport**  
**As of February 28, 2010**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Check	02/19/2010	EFT	LGS	ZBA transfer	√	-167,066.80	107,067.02
Check	02/19/2010	EFT	ADP Net Checks	02/15 Payroll	√	-60,955.98	46,111.04
Check	02/19/2010	EFT	ADP FWH/SWH/MED	02/15 Payroll Taxes	√	-21,541.57	24,569.47
Check	02/19/2010	EFT	ADP Fees	RGS 02/15/10 ADP Fees	√	-7.00	24,562.47
Payment	02/22/2010	27282	VCTC2		√	8,775.00	33,337.47
Deposit	02/22/2010			Deposit	√	3,853.87	37,191.34
Check	02/22/2010	EFT	LGS	ZBA transfer	√	-8,813.44	28,377.90
Check	02/22/2010	EFT	Wells Fargo Bank	Service Charge	√	-208.18	28,169.72
Check	02/22/2010	EFT	AIG Retirement	RGS 02/15 401 wire	√	-9,352.93	18,816.79
Check	02/22/2010	EFT	AIG Retirement	RGS 02/15 457 wire	√	-5,051.80	13,764.99
Check	02/23/2010	2087	Vision Service Plan	Feb premiums 12 275218 0002	√	-151.02	13,613.97
Check	02/23/2010	2088	Flex-Plan Services Inc	Feb 15 premiums		-1,525.05	12,088.92
Check	02/23/2010	2089	Allied Administrators	Mar premium	√	-791.86	11,297.06
Check	02/23/2010	2090	Reliance	Mar premiums		-1,589.93	9,707.13
Check	02/23/2010	2091	Elizabeth Lopez	Mileage 1/6-2/12		-7.32	9,699.81
Bill Pmt -Check	02/23/2010	2092	Christopher Nelson	RGS000021	√	-32.50	9,667.31
Bill Pmt -Check	02/23/2010	2093	Claremont	Mar EAP Bill 21386	√	-250.00	9,417.31
Bill Pmt -Check	02/23/2010	2094	Covad	Feb 46464478 acct 542755	√	-206.85	9,210.46
Bill Pmt -Check	02/23/2010	2095	Employment Research Services	ERS18003 Dec 31 Account 1200-01	√	-420.00	8,790.46
Bill Pmt -Check	02/23/2010	2096	Federal Express	inv9-506-71517 acct 2594-1610-8		-12.05	8,778.41
Bill Pmt -Check	02/23/2010	2097	Flex-Plan Services, Inc.	Jan 31 Invoice 150652 fo annual plan admin fees		-798.20	7,980.21
Bill Pmt -Check	02/23/2010	2098	McGilloway, Ray, Brown & Kaufman			-8,103.72	-123.51
Bill Pmt -Check	02/23/2010	2099	Meyers Nave	Jan 31 invoice 2010010208	√	-379.08	-502.59
Bill Pmt -Check	02/23/2010	2100	Tiffany Buraglio	Jan 3-31 services		-172.50	-675.09
Bill Pmt -Check	02/23/2010	2101	Toconis		√	-8,325.75	-9,000.84
Bill Pmt -Check	02/23/2010	2102	US Bank	Dec 7 statement		-435.04	-9,435.88
Payment	02/23/2010	49613	Larkspur		√	4,187.00	-5,248.88
Check	02/25/2010	EFT	LGS	ZBA transfer	√	-5,405.77	-10,654.65
Check	02/25/2010	EFT	ADP Fees	RGS ADP Fees-W2 Processing/Period End	√	-299.25	-10,953.90
Payment	02/26/2010	232378	Marin Transit District		√	3,483.28	-7,470.62
Check	02/26/2010	EFT	LGS	ZBA transfer	√	-235.95	-7,706.57
Check	02/26/2010	EFT	ADP Fees	RGS 2/15 PR Fees	√	-227.30	-7,933.87
Check	02/28/2010	2106	Philomena Kipp	Feb Travel Expenses		-3,200.51	-11,134.38
Check	02/28/2010	2107	Michael Crechriou	February Travel Expenses		-1,248.21	-12,382.59
Check	02/28/2010	2108	Jeff Rawles	Feb reimbursement		-241.55	-12,624.14
Check	02/28/2010	2109	Maureen Teater	February Travel Expenses less advance		-216.41	-12,840.55
Total 110010 - Wells Fargo - Cash						-208,717.55	-12,840.55
<b>TOTAL</b>						<b>-208,717.55</b>	<b>-12,840.55</b>



# LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

*Providing Solutions to California Public Agencies*

P.O. Box 1350 · Carmel Valley, CA 93924 · 831.308.1508

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

**EC Meeting: 4-15-10**  
**Item: 4C**

## **RECOMMENDATION**

Review and accept JPA investments made through March 2010.

## **BACKGROUND**

The JPA Board of Directors approved an updated investment policy June 10, 2009, enabling the agency to invest in four vehicles: 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 quarter is shown in the attached table and chart.

## **FISCAL IMPACT**

The impact of JPA LAIF and CalTrust investment activity this period is projected to yield approximately \$1,200 to \$1,500 per month. Budgeted investment earnings are \$1,375 per month. Fiscal year 2010 earnings are expected to end the year about \$1,000 to \$1,500 below the budgeted amount of \$16,500 primarily because of declining interest earnings, partially offset by positive cash flow, close management of cash and additional funds invested March 1, 2010 in CalTrust. We are also continuing to invest the maximum cash available, by leaving only the minimum checking account balances needed to cover obligations.

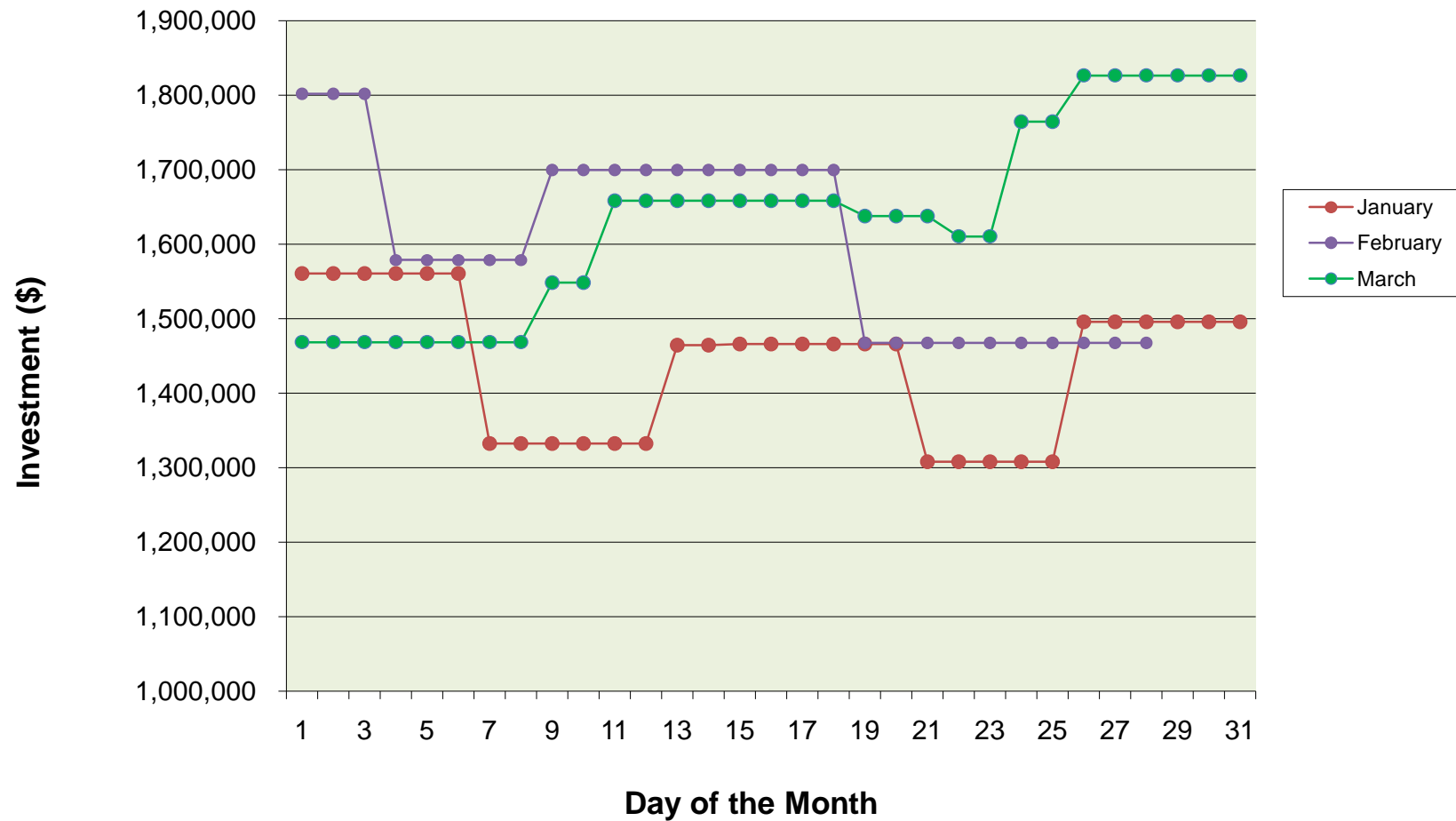
Interest rate declines are moderating, and no appreciable increase is foreseen on the near-term. CalTrust medium term investments are currently yielding 80 to 110 basis points more than LAIF. The near-term strategy is to increase Caltrust medium term investments and continue researching safe alternative investment vehicles. The Board of Directors annually reviews the investment policy at their June meetings. Staff anticipates recommending an amendment to the policy allowing investment 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, and are currently yielding four to six times LAIF's current yield.

# INVESTMENT REPORT FY2010

<u>Date</u>	<u>Other</u>	<u>JANUARY</u>			<u>Other</u>	<u>FEBRUARY</u>			<u>Other</u>	<u>MARCH</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	-	758,497	801,918	1,560,415		759,406	1,042,012	1,801,419		1,060,346	408,012	1,468,358
2	-	758,497	801,918	1,560,415		759,406	1,042,012	1,801,419		1,060,346	408,012	1,468,358
3	-	758,497	801,918	1,560,415		759,406	1,042,012	1,801,419		1,060,346	408,012	1,468,358
4	-	758,497	801,918	1,560,415		759,406	819,012	1,578,419		1,060,346	408,012	1,468,358
5	-	758,497	801,918	1,560,415		759,406	819,012	1,578,419		1,060,346	408,012	1,468,358
6	-	758,497	801,918	1,560,415		759,406	819,012	1,578,419		1,060,346	408,012	1,468,358
7	-	758,497	573,918	1,332,415		759,406	819,012	1,578,419		1,060,346	408,012	1,468,358
8	-	758,497	573,918	1,332,415		759,406	819,012	1,578,419		1,060,346	408,012	1,468,358
9	-	758,497	573,918	1,332,415		759,406	940,012	1,699,419		1,060,346	488,012	1,548,358
10	-	758,497	573,918	1,332,415		759,406	940,012	1,699,419		1,060,346	488,012	1,548,358
11	-	758,497	573,918	1,332,415		759,406	940,012	1,699,419		1,060,346	598,012	1,658,358
12	-	758,497	573,918	1,332,415		759,406	940,012	1,699,419		1,060,346	598,012	1,658,358
13	-	758,497	705,918	1,464,415		759,406	940,012	1,699,419		1,060,346	598,012	1,658,358
14	-	758,497	705,918	1,464,415		759,406	940,012	1,699,419		1,060,346	598,012	1,658,358
15	-	758,497	707,012	1,465,509		759,406	940,012	1,699,419		1,060,346	598,012	1,658,358
16	-	758,497	707,012	1,465,509		759,406	940,012	1,699,419		1,060,346	598,012	1,658,358
17	-	758,497	707,012	1,465,509		759,406	940,012	1,699,419		1,060,346	598,012	1,658,358
18	-	758,497	707,012	1,465,509		759,406	940,012	1,699,419		1,060,346	598,012	1,658,358
19	-	758,497	707,012	1,465,509		759,406	708,012	1,467,419		1,060,346	577,012	1,637,358
20	-	758,497	707,012	1,465,509		759,406	708,012	1,467,419		1,060,346	577,012	1,637,358
21	-	758,497	549,012	1,307,509		759,406	708,012	1,467,419		1,060,346	577,012	1,637,358
22	-	758,497	549,012	1,307,509		759,406	708,012	1,467,419		1,060,346	550,012	1,610,358
23	-	758,497	549,012	1,307,509		759,406	708,012	1,467,419		1,060,346	550,012	1,610,358
24	-	758,497	549,012	1,307,509		759,406	708,012	1,467,419		1,060,346	704,012	1,764,358
25	-	758,497	549,012	1,307,509		759,406	708,012	1,467,419		1,060,346	704,012	1,764,358
26	-	758,497	737,012	1,495,509		759,406	708,012	1,467,419		1,060,346	766,012	1,826,358
27	-	758,497	737,012	1,495,509		759,406	708,012	1,467,419		1,060,346	766,012	1,826,358
28	-	758,497	737,012	1,495,509		759,406	708,012	1,467,419		1,060,346	766,012	1,826,358
29	-	758,497	737,012	1,495,509						1,060,346	766,012	1,826,358
30	-	758,497	737,012	1,495,509						1,060,346	766,012	1,826,358
31	-	758,497	737,012	1,495,509						1,060,346	766,012	1,826,358
Market Value-Gain (Loss)		765,189	737,012	6,692	Market Value	766,099	708,012	6,692	Market Value	1,064,913	766,012	4,567
	<b>BUDGETED</b>	<b>Proj'd CT</b>	<b>Proj'd LAIF</b>	<b>CUMULATIVE</b>	<b>BUDGETED</b>	<b>Proj'd CT</b>	<b>Proj'd LAIF</b>	<b>CUMULATIVE</b>	<b>BUDGETED</b>	<b>Proj'd CT</b>	<b>Proj'd LAIF</b>	<b>CUMULATIVE</b>
	<b>EARNINGS</b>	<b>mo. Int.</b>	<b>mo. Int.</b>	<b>Budget/Proj'd</b>	<b>EARNINGS</b>	<b>mo. Int.</b>	<b>mo. Int.</b>	<b>Budget/Proj'd</b>	<b>EARNINGS</b>	<b>mo. Int.</b>	<b>mo. Int.</b>	<b>Budget/Proj'd</b>
<b>Budget</b>	\$1,375			\$9,625	\$1,375			\$11,000	\$1,375			\$12,375
<b>Est. Earn.</b>		\$910	\$326	\$8,119	\$0	940	356	\$9,414		1,297	264	\$10,975



## COMBINED INVESTMENTS





# 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:** CLIENT AND MEMBERSHIP REPORT

**EC Meeting: 4-15-10**  
**Item: 6A**

## **CURRENT CLIENTS:**

The following is a listing of LGS and RGS current clients. LGS has 36 positions supporting clients and RGS has 30 positions supporting clients and JPA administration.

### **Cities**

Belvedere  
San Rafael  
Stockton  
Yountville

Larkspur  
Sausalito  
Vallejo

### **Other Agencies**

Consortium IV	Marin Emergency Radio Authority
Marin General Services Authority	Marin Telecommunications Authority
Menlo Park Fire Protection District	Metropolitan Transportation Commission
South Bayside Waste Management Authority	
Transbay Joint Powers Authority	Transportation Authority of Marin
Twin Cities Police Authority	Ventura County Transportation Commission

## **POTENTIAL CLIENTS AND CHANGES TO CURRENT CLIENT SERVICES:**

Staff are in discussions with the Marin County's IT Department to form a collaboration other county's IT Departments for shared programs. An introductory meeting of seven to eight county IT Directors is scheduled for later this month.

Staff is also in discussions with Management Partners to provide HR services to two Alameda County Transportation agencies.

Infrequent but on-going discussions have taken place with Southern Marin Sanitation District, SMART and the Town of Ross.

C-IV is winding down the Training phase of their implementation program, with one position eliminated in late March and the remaining four to be eliminated in July. Discussions are underway to add an RGS manager to serve C-IV for a two-year period.

Marin Transit and RGS are discussing adding two additional staff to the two already provided by RGS. Marin Telecommunications Authority has requested that RGS hire a General Manager to head the MTA.

**MEMBER AGENCIES:**

<b>Agency</b>	<b>Contact</b>	<b>Contract</b>	
County of Marin	Matthew Hymel, County Administrator	Mona Miyasato, Chief Asst County Administrator	
City of San Rafael	Ken Nordhoff, City Manager	Jim Schutz, Asst City Manager	Joining 4/15/10
City of Albany	Beth Pollard, City Administrator		
Town of San Anselmo	Debbie Stutsman, Town Manager		
Town of Yountville	Steve Rogers, Town Manager		
City of Mission Viejo		Irwin Bornstein, Asst City Mgr/Dir. of Admin. Services	RHA: mild interest
City of Pleasanton	Nelson Fialho, City Manager		

**Regional Government Services  
Position Allocation Chart**

Contracting Organization RGS employee, FTE, and Position Title	Employee Name	RGS/LGS RGS	TAM RGS	TJPA RGS	Marin JPAs RGS	Belvedere RGS	C-IV RGS	MPFPD RGS	San Rafael RGS	Sausalito RGS	Yountville RGS	Marin Energy RGS	Marin Transit RGS	Stockton RGS	Twin Cities RGS	MTC RGS	Small Projects RGS	Total FTE	Total Position count
Administrative Analyst	Carla Overberger				1.00													1.00	1.00
Administrative Assistant	Dawn Vierra	0.20																0.20	1.00
Administrative Assistant	Jordis Weaver											0.75						0.75	1.00
Administrative Services Director	Charlie Francis									0.80								0.80	1.00
Associate Project Delivery Manager	Jit Pandher		1.00															1.00	1.00
Business Services Manager	JJ Nunes								1.00									1.00	1.00
Chief Financial Officer	Fred Clarke			0.70														0.70	1.00
Communications Specialist	Sharon Olson														0.50			0.50	1.00
Community Mobility Manager	Paul Branson												1.00					1.00	1.00
Director of Human Resources/HR Consultant	Jennifer Bower	0.50															0.10	0.60	2.00
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 - MGSA	Paul Berlant				0.50													0.50	1.00
Exec Ofcr, MERA	Maureen Cassingham				0.25													0.25	1.00
Executive Director/CFO	Richard Averett	1.00																1.00	1.00
Human Resources Consultant	Teresa Bryerton																0.25	0.25	1.00
Human Resources Consultant	Rich Oppenheim																0.10	0.10	1.00
Human Resources Consultant	Sophia Selivanoff																0.05	0.05	1.00
Human Resources Consultant	Pamela Toconis																0.25	0.25	1.00
Human Resources Director/consultant	Leslie Loomis								1.00								0.10	1.10	2.00
Human Resources Manager	Maribeth Linhart							0.50										0.50	1.00
Intern Assistant	Ayela Mujeep															0.10		0.10	1.00
Interim Department Director	Gus Duran													1.00				1.00	1.00
Parks and Recreation Director	John De Lorenzo										0.50							0.50	1.00
Plan Checker	Gary Skubal							0.75										0.75	1.00
Program Manager, AVAP	Jeff Rawles				0.57													0.57	1.00
Technical Site/Prep Coordinator	Michael Crechriou						1.00											1.00	1.00
Training Coordinator	Karen Roach						1.00											1.00	1.00
Training Coordinator	Cookie Kipp						1.00											1.00	1.00
Transportation Planner	Aviva Laurenti												1.00					1.00	1.00
Urban Search & Rescue Coordinator	Brian Kelly							0.75										0.75	1.00
<b>Total RGS FTE by Client</b>		<b>1.70</b>	<b>1.00</b>	<b>0.70</b>	<b>1.32</b>	<b>0.75</b>	<b>3.00</b>	<b>2.00</b>	<b>3.00</b>	<b>0.80</b>	<b>0.50</b>	<b>0.75</b>	<b>2.00</b>	<b>1.00</b>	<b>0.50</b>	<b>0.10</b>	<b>0.85</b>	<b>20.97</b>	<b>33.00</b>
<b>Total RGS Positions by Client</b>		<b>3</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>6</b>	<b>30</b>	

<b>Legend</b>	Yellow: Pending selection;	New clients (under small projects)
	Pink: Pending separation from employment	Clients/Employees Leaving
	Green: FTE counts/totals	Tangerine Position counts/totals



# 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 **EC Meeting: 4-15-10**  
**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 9:30 a.m. with the exception of the annual Budget Review and Adoption meeting, which will be conducted in person, on June 10 starting at 10 a.m.

Date	EXEC COMM	BOD	Special Topic	Location	Notes
March 11 (Thursday)	Yes			teleconference	cancelled
April 15 (Thursday)	Yes			teleconference	
May 13 (Thursday)	Yes			teleconference	recommend cancelling
June 10 (Thursday)	Yes		Election of Officers, FY11 Budget, Investment Policy, Rules & Regs	Cavallo Point, Marin County	
July 8 (Thursday)	Yes			teleconference	
August 12 (Thursday)	Yes			teleconference	
September 9 (Thursday)	Yes			teleconference	
October 14 (Thursday)	Yes			teleconference	
November 18 (Thursday)	Yes			teleconference	
December 9 (Thursday)	Yes			teleconference	
January 13 (Thursday)	Yes			teleconference	
February 10 (Thursday)	Yes			teleconference	



# 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 **EC Meeting: 4-15-10**  
**FROM:** RICHARD H. AVERETT, Executive Director **Item: 6C**  
**SUBJECT: APPROVING CITY OF SAN RAFAEL AS A BOARD MEMBER**

## **RECOMMENDATION**

Approve adding the City of San Rafael as a Regional Government Services Authority Board Member, effective April 15, 2010, and 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 San Rafael approved a resolution joining the JPA on March 15, 2010. If approved by the Executive Committee, San Rafael's membership status would be effective immediately. At the next Board meeting the Board could consider appointing the San Rafael 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 San Rafael enter into this Addendum to memorialize and acknowledge the addition of the City of San Rafael 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 San Rafael 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 SAN RAFAEL

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

**RESOLUTION NO. 12931**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL JOINING  
THE JOINT POWERS AGREEMENT WHICH ESTABLISHED THE REGIONAL  
GOVERNMENT SERVICES AUTHORITY**

---

**WHEREAS,** the City of San Rafael is a member of several Joint Powers Authorities (JPAs) in order to take advantage of economies of scale and improved efficiencies; and

**WHEREAS,** JPAs can and do provide a myriad of services for public agencies, including solid and hazardous waste disposal, recycling, wastewater treatment, workers' compensation and liability self insurance and other direct and support services; and

**WHEREAS,** recruitment and retention success would be enhanced by providing an effective means for sharing talented employees across organizations and providing a defined contribution retirement plan to add flexibility for both employees and the City; and

**WHEREAS,** the Regional Government Services Authority created by a Joint Powers Agreement, dated March 1, 2001, is an entity which provides such employment services; and

**WHEREAS,** the City Council finds it would be beneficial to the City to be a member of the Regional Government Services Authority.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN RAFAEL DOES  
RESOLVE, DETERMINE AND ORDER AS FOLLOWS:**

The City Manager is authorized to execute on behalf of the City, an agreement to join the Regional Government Services Authority to provide services for public agencies and other local government entities; and

**IT IS FURTHER RESOLVED** that the City Council of the City of San Rafael authorizes the City Manager to serve on the Board of Directors of the Regional Government Services Authority as needed to assist with the governance of the agency.

I, **Esther C. Beirne**, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of San Rafael, held on Monday, the 15th day of March, 2010, by the following vote, to wit:

<b>AYES:</b>	<b>Councilmembers:</b>	Brockbank, Connolly, Heller, Levine & Mayor Boro
<b>NOES:</b>	<b>Councilmembers:</b>	None
<b>ABSENT:</b>	<b>Councilmembers:</b>	None

  
Esther C. Beirne, City Clerk