

## RGS EXECUTIVE COMMITTEE AGENDA

*Agenda materials may be viewed on the Agency's web site or by contacting the Executive Director prior to the meeting.*

**SPECIAL MEETING**  
**November 2, 2023**  
**3:00 p.m.**

**via Teleconference**

**Citrus Heights Water District**, Building A, General Manager's Office, 6230 Sylvan Rd, Citrus Heights, CA 95610  
**Larkspur City Hall**, City Manager's Office, 400 Magnolia Ave, Larkspur, CA 94939  
**Napa City Hall**, City Manager's Office Blue Room, 955 School St, Napa, CA 94559  
**Walnut Creek City Hall**, Office of the City Manager, 3<sup>rd</sup> Floor, 1666 North Main St, Walnut Creek, CA 94596  
**Yountville Town Hall**, Office of the City Manager, 6550 Yount Street, Yountville, CA 94599

The public may attend in person at any of the posted locations, or via RingCentral using the following link:  
<https://meetings.ringcentral.com/j/1476323528>, or by calling 1-650-242-4929 and entering the meeting ID#: 1476323528

### 1. CALL TO ORDER / ROLL CALL

### 2. PUBLIC COMMENT

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

### 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 **September 21, 2023** Minutes **Action**
- B. Approval of Regularly Scheduled Meetings Calendar
- C. Approval of Payments and Deposits made September 2023
- D. Approval of Investments Report through September 2023
- E. Receive and File Management Services Agreements Update
- F. Receive and File Municipal Dental Pool Update
- G. Receive and File Strategic Plan Update
- H. Receive and File Agency Bonus Awards

### 4. TREASURER'S REPORT

- A. Review of Prelim. FYTD Financial Reports & Business Development through August 2023 **Information**

### 5. OLD BUSINESS – None

### 6. NEW BUSINESS

**Recess to Closed Session**

**CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**

(Pursuant to Government Code Section 54956.9(d)(1))

Names of Cases: Abid-Cummings et al. v. Board of Administration of the California Public Employees' Retirement System, Sacramento County Superior Court Case No. 34-2022-80003798

Breeze v. Board of Administration of the California Public Employees' Retirement System, Sacramento County Superior Court Case No. 34-2022-80003799

Dowswell v. Board of Administration of the California Public Employees' Retirement System, Sacramento County Superior Court Case No. 34-2022-8000 800

Sandhu v. Board of Administration of the California Public Employees' Retirement System, Sacramento County Superior Court Case No. 34-2022-80003801

Souza et al. v. Board of Administration of the California Public Employees' Retirement System, Sacramento County Superior Court Case No. 34-2022-80003802

### **Recess to Open Session**

### **Possible Report Out of Closed Session Information**

### **7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS**

- A. Executive Director:
- B. Members:

### **8. ADJOURN MEETING**

**The next Regular Meeting will take place via teleconference on February 15, 2024**

**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) 587-7300. Notification in advance of the meeting will enable Agency to make reasonable arrangements to ensure accessibility.

**REGIONAL GOVERNMENT SERVICES AUTHORITY  
EXECUTIVE COMMITTEE MINUTES  
September 21, 2023**

The Regional Government Services Authority held a regular meeting of the Executive Committee on September 21, 2023 via teleconference. The meeting was called to order at 1:29 p.m.

**1. CALL TO ORDER / ROLL CALL**

Members Present: Hilary Straus, Vice Chair  
Liz Habkirk, Member  
Linda Smith, Member  
Celia King, Alternate Member  
Megan Hunter, Member attending in a non-voting capacity; non-posted location

Members Absent: Dan Buckshi, Chair  
Dan Schwarz, Member

Other Attendees: Sophia Selivanoff, Executive Director  
Rich Oppenheim, Administrative Services Manager  
Gina Schuchard, Interim Deputy CFO  
Lindsay Rice, Accounting Manager  
Deona Knight, HR Manager  
Tiffany Buraglio, Executive Assistant  
Sky Woodruff Authority Counsel

**1. CALL TO ORDER / ROLL CALL**

**2. PUBLIC COMMENT – None**

**3. APPROVAL OF CONSENT AGENDA**

**Staff requested item 3G be pulled from the consent agenda for discussion**

- A. Approval of **May 18, 2023** Minutes
- B. Approval of Regularly Scheduled Meetings Calendar
- C. Approval of Payments and Deposits made April through August 2023
- D. Approval of Investments Report through August 2023
- E. Receive and File Management Services Agreements Update
- F. Receive and File Municipal Dental Pool Update
- H. Receive and File Agency Bonus Awards Update

**G. Receive and File Strategic Plan Update**

Administrative Services Manager Oppenheim gave a brief presentation reviewing the Strategic Plan Values and Visions which were created at the May workshop as well as actions taken to make progress towards achieving those.

Members were interested in knowing how staff were planning to measure and advance the new values, particularly those which are difficult to quantify such as caring public service. Executive Director Selivanoff noted that the JPA does not have a toolkit in place right now to track, measure and report specific data right now, but a vision for that process will be covered in the closed session discussion at today's meeting. Administrative Services Manager Oppenheim clarified that the Values are more how staff implements the main 5 Goals and Objectives of the Strategic Plan, as opposed to being goals themselves.

Members were also interested in knowing how progress towards achieving the values and visions would be tracked and communicated back to the Executive Committee. Administrative Services Manager Oppenheim stated that he was seeking feedback on what the committee wanted and how they wanted to be presented with strategic plan updates. Members expressed wanting updates no

more frequently than on a quarterly basis and were not interested in seeing repeat updates which had not changed, but items which demonstrate progress. Direct email updates were suggested as a delivery method for updates. Offers were made to share strategic plan updates used by member agencies as possible templates. Some agencies' Strategic Plan annual updates serve to both review the past year as well as provide a preview for the upcoming year.

**Action:** Moved and seconded (Habkirk/King) to approve the Consent Agenda.  
**AYES:** Straus, Habkirk, Smith, King  
**NOES:** None  
**ABSTAIN:** None

#### **4. TREASURER'S REPORT**

- A. Review of Preliminary FYTD Financial Reports & Business Development through June 2023  
This is an informational item only. No action was taken.

Accounting Manager Rice reviewed the JPA's financial performance stating that net income over the fiscal year was \$510,840 on \$23.5 million in revenue. Revenue data was provided by service line as well as data detailing current levels of travel expenses compared to pre-COVID levels; a comparison which was requested by the committee at the May meeting. Members expressed their thanks for the follow-up on the travel expense detail.

A question was asked of Executive Director Selivanoff: is there were any major deviations in revenue line items that she felt the committee should be made aware of? Executive Director Selivanoff replied that she did not think so. She expanded on the details provided regarding the costs and revenue associated with the implementation phase of the CalSAWS project. She noted that although it could be interpreted that the CalSAWS book of business would be winding down in the near future, she projects there will be ongoing work with the project and RGS will always have a role to play in that work. An additional question asked if CalSAWS expenses were reimbursable by the client and Executive Director Selivanoff stated they absolutely were reimbursable.

#### **5. OLD BUSINESS - None**

#### **6. NEW BUSINESS**

- A. Approval of Write-Off and Remote Work Policies

Executive Director Selivanoff noted that while the JPA is in the process of revising several comprehensive policy and procedure packets, there were circumstances which made it necessary to bring two new policies to the committee.

Interim Deputy CFO Schuchard outlined the parameters of the Write-Off Policy and Executive Director Selivanoff added that the JPA does not have a frequent amount of uncollectable debt, but there also is no existing policy to deal with situations should they occur. Members expressed a desire to have updated policies with consistent levels of uniform authority for the Executive Director across all situations: expenditures, write-offs, settlements, etc. Executive Director Selivanoff agreed that although current JPA policy is not precise on defining levels of authority, it would be a good idea to incorporate that consistency when revising current policies.

Human Resources Manager Knight spoke to the timeliness of solidifying a Remote Work Policy because in order to fulfill the Department of Homeland Security I-9 verification requirement in a virtual manner, a formalized Remote Work Policy is necessary to utilize the DHS E-Verify system. Having such a policy also supports references to remote work which exist in other current policies. Executive Director Selivanoff added that there is a significant financial benefit to being able to perform the I-9 verification virtually.

**Action:** Moved and seconded (Smith/King) to approve Write-Off and Remote Work policies.  
**AYES:** Straus, Habkirk, Smith, King  
**NOES:** None  
**ABSTAIN:** None

**2:16 p.m. Recess to Closed Session**

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: Executive Director

**CONFERENCE WITH LABOR NEGOTIATORS**

Agency designated representatives: Ad Hoc Committee: Executive Committee Chair Buckshi and Immediate Past Executive Committee Chair Habkirk

Unrepresented employee: Executive Director

**CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**

(Pursuant to Government Code Section 54956.9(d)(1))

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Dowswell v. Board of Administration of the California Public Employees' Retirement System, Sacramento County Superior Court Case No. 34-2022-8000800

Sandhu v. Board of Administration of the California Public Employees' Retirement System, Sacramento County Superior Court Case No. 34-2022-80003801

Souza et al. v. Board of Administration of the California Public Employees' Retirement System, Sacramento County Superior Court Case No. 34-2022-80003802

**3:05 p.m. Reconvene Meeting**

**Report Out of Closed Session**

The Executive Committee Chair noted that no reportable action was taken in closed session.

**7. EXECUTIVE DIRECTOR, COMMITTEE AND MEMBER REPORTS**

A. Executive Director: none

B. Members: none

**8. ADJOURN** – The meeting adjourned at 5:06 p.m. The next regular meeting is scheduled for November 16, 2023, via teleconference.

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 11-02-2023**  
**FROM:** Tiffany Buraglio, Executive Assistant **Item: 3B**  
**SUBJECT:** EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS MEETINGS

**MEETING SCHEDULE**

The following are regularly scheduled meetings for the next 24 months, along with special topics to be discussed. Quarterly meetings are conducted on the Third Thursday of the month - at least twice a year telephonically and up to two in-person, with the May meeting being held on Thursday and Friday.

Date	EXEC COMM	BOARD	Special Topics	Location	Notes
<b>2023</b>					
November 2 (Thursday)	RGS		SPECIAL MEETING	Telephonic	3:00pm-4:30pm
November 16 (Thursday)	RGS		RGS service presentation	Telephonic	1:00pm-3:00pm
<b>2024</b>					
February 15 (Thursday)	RGS	RGS	Election of Officers (all), Appoint Members to Executive Committee, FY23 Audited Financial Statements (moved from Nov.)	Telephonic	1:00pm-3:00pm
May 16-17 (Thursday - Friday)	RGS	RGS	Budget, Conflict of Interest (even years); workshop	TBD	TBD
September 19	RGS		Meeting Schedule for 2025	Telephonic	1:00pm-3:00pm
November 21 (Thursday)	RGS		FY24 Audited Financial Statements, RGS service presentation	TBD	TBD
<b>2025</b>					
February 20 (Thursday)	RGS	RGS	Election of Officers (all), Appoint Members to Executive Committee	Telephonic	1:00pm – 3:00pm
May 16 (Thursday)	RGS	RGS	Budget, Conflict of Interest (even years); workshop	TBD	TBD
September 18 (Thursday)	RGS		Meeting Schedule for 2026	Telephonic	1:00pm – 3:00pm

**TO:** EXECUTIVE COMMITTEE  
**FROM:** LINDSAY RICE, Accounting Manager  
**SUBJECT:** PAYMENTS AND DEPOSITS – SEPTEMBER 2023

**EC Meeting: 11-02-2023**  
**Item: 3C**

**RECOMMENDATION**

Review and approve expenditures made by the JPA for the period indicated.

**BACKGROUND**

The Executive Committee reviews and approves expenditures made by the JPA on a quarterly basis. This approval process is a component of JPA internal controls. Deposit history is also included in the report.

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

1. Invoices are received by staff.
2. JPA staff review invoices for accuracy and assignment to correct general ledger accounts.
3. Executive Director or designee reviews and authorizes payments. Information provided includes date of transaction, amount, vendor or recipient, method of payment, identity of first and second staff approvers, and check or journal number.
4. All payments are brought to the next regular meeting of Executive Committee (or Board of Directors) 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 Five Star money market account. Staff always seeks to minimize bank charges.

The fiscal impact of approving the attached list of expenditures is included in the approved budget or in subsequent contractual obligations.

**Regional Government Services**  
**Payment and Deposits Report**  
 As of September 30, 2023

4:38 AM

10/20/2023

Accrual Basis

Type	Date	Num	Name	Memo	Amount	Balance
110090 · Community Bank of the Bay Chkg						<b>1,399,064.39</b>
Deposit	09/01/2023			Deposit	51,412.80	1,450,477.19
Deposit	09/01/2023			Deposit	2,100.00	1,452,577.19
Deposit	09/05/2023			Deposit	99.00	1,452,676.19
Deposit	09/05/2023			Deposit	1,050.00	1,453,726.19
General Journal	09/07/2023	4408		8/31/23 net pay	-486,669.19	967,057.00
Deposit	09/08/2023			Deposit	4,500.00	971,557.00
Deposit	09/11/2023			Deposit	15,802.50	987,359.50
Deposit	09/11/2023			Deposit	4,500.00	991,859.50
Bill Pmt -Check	09/12/2023	16291	Standard Insurance Company	Policy Number 160-760643	-1,755.51	990,103.99
Bill Pmt -Check	09/12/2023	16292	United States Treasury	VOID:	0.00	990,103.99
Bill Pmt -Check	09/12/2023	16293	WCF Insurance	VOID:	0.00	990,103.99
Bill Pmt -Check	09/12/2023	16294	United States Treasury	91-2144568 Form 720 Tax Period June 30, 2022	-112.55	989,991.44
Deposit	09/12/2023			Deposit	4,899.00	994,890.44
Deposit	09/14/2023			Deposit	4,236.25	999,126.69
Deposit	09/15/2023			Deposit	2,400.00	1,001,526.69
Bill Pmt -Check	09/15/2023	ACH	WCF Insurance		-13,524.75	988,001.94
Deposit	09/19/2023			Deposit	4,800.00	992,801.94
Deposit	09/20/2023			Deposit	30.75	992,832.69
Deposit	09/22/2023			Deposit	5,050.00	997,882.69
Bill Pmt -Check	09/25/2023	ACH	Cinnovx		-54,863.77	943,018.92
Bill Pmt -Check	09/25/2023	ACH	David Sodergren		-14,991.95	928,026.97
Bill Pmt -Check	09/25/2023	ACH	Mary E Uzupis		-24,876.93	903,150.04
Bill Pmt -Check	09/25/2023	ACH	Placesoft Inc.		-20,648.00	882,502.04
Bill Pmt -Check	09/25/2023	ACH	Quantum Consulting Services		-35,446.45	847,055.59
Bill Pmt -Check	09/25/2023	ACH	Soconus, Inc		-156,957.50	690,098.09
Bill Pmt -Check	09/25/2023	ACH	Xtrategi, Inc		-24,090.00	666,008.09
Bill Pmt -Check	09/25/2023	ACH	City of Ridgecrest		-300.00	665,708.09
Bill Pmt -Check	09/25/2023	ACH	US Bank		-36,820.18	628,887.91
Deposit	09/25/2023			Deposit	3,450.00	632,337.91
Deposit	09/29/2023			Deposit	300.00	632,637.91
Deposit	09/29/2023			Deposit	2,400.00	635,037.91
Total 110090 · Community Bank of the Bay Chkg						<b>-764,026.48</b>
<b>TOTAL</b>						<b>635,037.91</b>



**TO:** EXECUTIVE COMMITTEE  
**FROM:** LINDSAY RICE, Accounting Manager  
**SUBJECT:** INVESTMENT REPORT

**EC Meeting: 11-02-2023**  
**Item: 3D**

**RECOMMENDATION**

Review and accept JPA investments made through September 2023.

**BACKGROUND**

The Investment Policy, approved February 7, 2020, will be brought to the Executive Committee when changes are necessitated in accordance with California code. The Investment policy shall be reviewed internally at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity, and yield. There are no applicable updates required to the policy at this time. The investment policy enables the agency to invest in bank sweep, money market and Certificate of Deposit (CD) accounts, the Local Agency Investment Fund (LAIF), Treasury and Municipal debt instruments, and the California Investment Trust pool (CalTrust). The JPA is also authorized to make cash flow loans to other public agencies. Currently the JPA has no such 'alternative' investments. RGS has money market accounts at the Five Star Bank, Community Bank of the Bay, a LAIF account and CalTrust Short-term and Medium-term accounts. Investment activity for the current period is summarized in the attached material.

**FISCAL IMPACT**

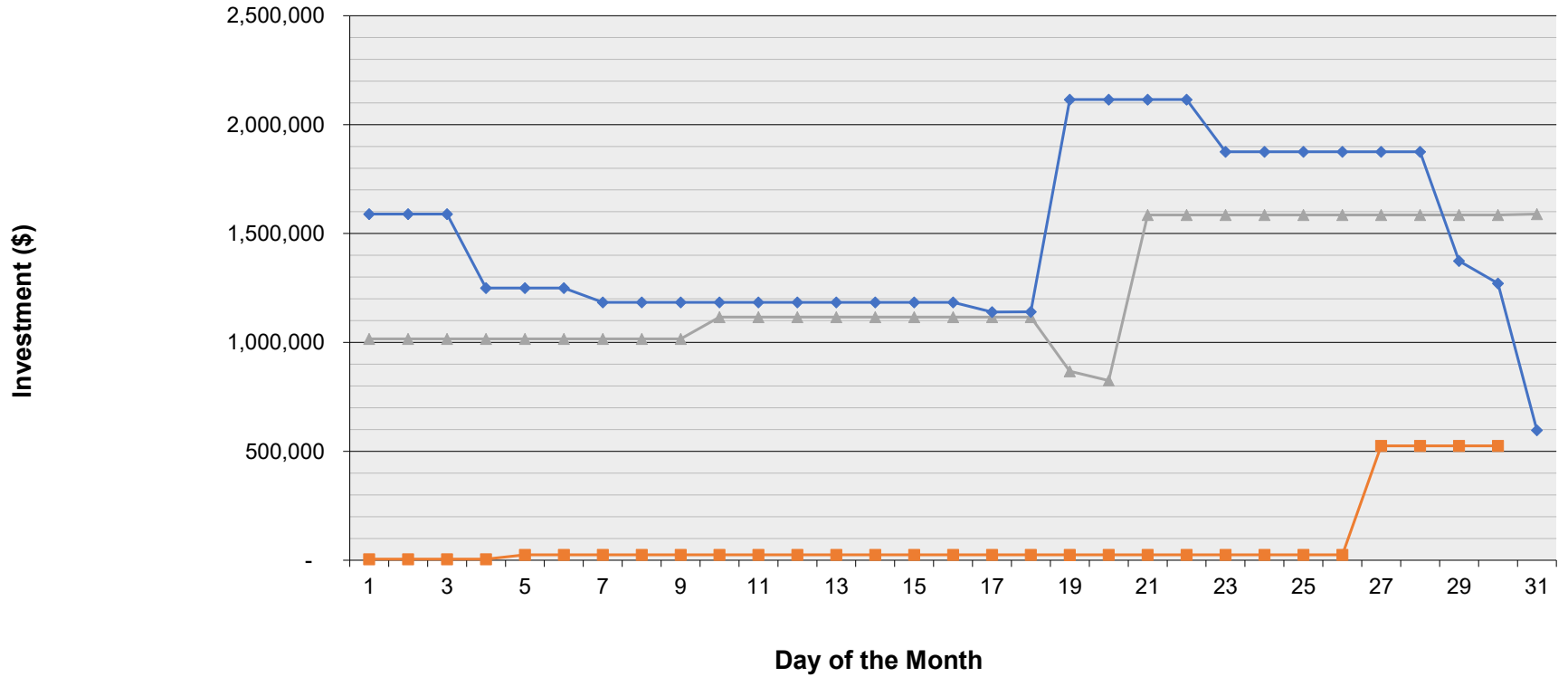
As of September 1, 2023 the JPA has undergone a banking transition from Community Bank of the Bay (CBB) to Five Star Bank (FSB). With this transition, and the first settlement payment due to CJPIA of \$512,739.73 on September 1, all investment funds were transferred into readily available cash at FSB and the line of credit was not accessed.

As of September 31, the JPA is utilizing an annual percentage yield earning of 3.82% with an FSB Money Market account. Five Star Bank has additional investment vehicles that will be considered over the next few months.

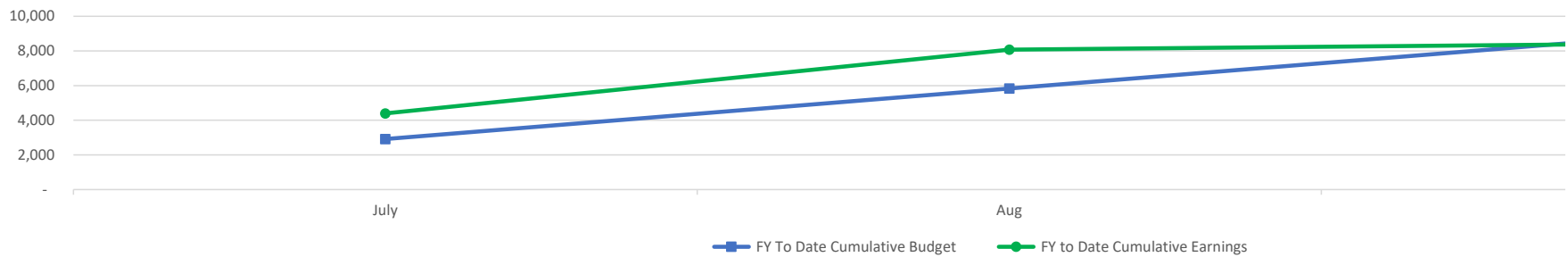
**INVESTMENT REPORT  
FY 2023-2024**

Date	Jul				Aug				Sep			
	<u>Money Mkt</u> <u>Accounts</u>	<u>CalTrust</u> <u>Short &amp;</u> <u>Medium</u>	<u>LAIF</u>	<u>Combined</u>	<u>Money Mkt</u> <u>Accounts</u>	<u>CalTrust</u> <u>Short &amp;</u> <u>Medium</u>	<u>LAIF</u>	<u>Combined</u>	<u>Money Mkt</u> <u>Accounts</u>	<u>CalTrust</u> <u>Short &amp;</u> <u>Medium</u>	<u>LAIF</u>	<u>Combined</u>
1	153,002	760,691	102,257	1,015,950	765,664	721,426	102,257	1,589,347	5,000	(0)	60	5,060
2	153,002	760,691	102,257	1,015,950	765,664	721,426	102,257	1,589,347	5,000	(0)	60	5,060
3	153,002	760,691	102,257	1,015,950	765,664	721,426	102,257	1,589,347	5,000	(0)	60	5,060
4	153,002	760,691	102,257	1,015,950	425,664	721,426	102,257	1,249,347	5,000	(0)	60	5,060
5	153,002	760,691	102,257	1,015,950	425,664	721,426	102,257	1,249,347	25,015	(0)	60	25,075
6	153,002	760,691	102,257	1,015,950	425,664	721,426	102,257	1,249,347	25,015	(0)	60	25,075
7	153,002	760,691	102,257	1,015,950	360,664	721,426	102,257	1,184,347	25,015	(0)	60	25,075
8	153,002	760,691	102,257	1,015,950	360,664	721,426	102,257	1,184,347	25,015	(0)	60	25,075
9	153,002	760,691	102,257	1,015,950	360,664	721,426	102,257	1,184,347	25,015	(0)	60	25,075
10	253,002	760,691	102,257	1,115,950	360,664	721,426	102,257	1,184,347	25,015	(0)	60	25,075
11	253,002	760,691	102,257	1,115,950	360,664	721,426	102,257	1,184,347	25,015	(0)	60	25,075
12	253,002	760,691	102,257	1,115,950	360,664	721,426	102,257	1,184,347	25,015	(0)	60	25,075
13	253,002	760,691	102,257	1,115,950	360,664	721,426	102,257	1,184,347	25,015	(0)	60	25,075
14	253,002	760,691	102,257	1,115,950	360,664	721,426	102,257	1,184,347	25,015	(0)	60	25,075
15	253,002	760,691	102,257	1,115,950	360,664	721,426	102,257	1,184,347	25,015	(0)	60	25,075
16	253,002	760,691	102,257	1,115,950	360,664	721,426	102,257	1,184,347	25,015	(0)	60	25,075
17	253,002	760,691	102,257	1,115,950	360,664	676,478	102,257	1,139,400	25,015	(0)	60	25,075
18	253,002	760,691	102,257	1,115,950	360,664	676,472	103,060	1,140,196	25,015	(0)	60	25,075
19	5,002	760,691	102,257	867,950	1,335,664	676,472	103,060	2,115,196	25,015	(0)	60	25,075
20	5,002	717,691	102,257	824,950	1,335,664	676,472	103,060	2,115,196	25,015	(0)	60	25,075
21	765,002	717,691	102,257	1,584,950	1,335,664	676,472	103,060	2,115,196	25,015	(0)	60	25,075
22	765,002	717,691	102,257	1,584,950	1,335,664	676,472	103,060	2,115,196	25,015	(0)	60	25,075
23	765,002	717,691	102,257	1,584,950	1,095,664	676,472	103,060	1,875,196	25,015	(0)	60	25,075
24	765,002	717,691	102,257	1,584,950	1,095,664	676,472	103,060	1,875,196	25,015	(0)	60	25,075
25	765,002	717,691	102,257	1,584,950	1,095,664	676,472	103,060	1,875,196	25,015	(0)	60	25,075
26	765,002	717,691	102,257	1,584,950	1,095,664	676,472	103,060	1,875,196	25,015	(0)	60	25,075
27	765,002	717,691	102,257	1,584,950	1,095,664	676,472	103,060	1,875,196	525,015	(0)	60	525,075
28	765,002	717,691	102,257	1,584,950	1,095,664	676,472	103,060	1,875,196	525,015	(0)	60	525,075
29	765,002	717,691	102,257	1,584,950	595,664	675,791	103,060	1,374,515	525,015	(0)	60	525,075
30	765,002	717,691	102,257	1,584,950	595,664	675,657	60	1,271,381	525,015	(0)	60	525,075
31	765,664	721,426	102,257	1,589,347	596,823	(0)	60	596,883				

## COMBINED INVESTMENTS



## Investment Earnings



**Management Services Agreement Report**

Agency Name	Services Provided	Type	Service Group	Service Span	Agreement Date	Agreement Expiration Terms	Contract Amount
Akron Regional Transit Authority	NEOGOV Implementation	Agreement	HR	Project	13 Mar 2023	N/A	\$ 85,800
Alliance of Pest Control Districts	On Call HR Srvs Amend #1	Amend	HR	On Call	18 Feb 2021	12/31/2025	\$ 30,000
Anderson Springs Community Srvs District	Finance Srvs	Agreement	Finance	Project	19 Sep 2023	6/30/2024	\$ 6,000
Auburn	Planning Phase 2	Agreement	Planning	Project	13 Mar 2023	9/30/2024	\$ 150,000
Bakersfield	NEOGov Support	Agreement	HR	Project	10 Jul 2023	6/30/2024	\$ 40,000
Belmont	Finance & Payroll (Amend #1)	Amend	Finance	Continuous	18 Aug 2023	N/A to NTE	\$ 140,000
Belvedere	Transparent Govt (Amend #3)	Amend	Transparent Govt	Project	17 Oct 2022	N/A	\$ 105,000
Best Best & Krieger	Santa Ynez River WCD Governance and Outreach Srvs	Agreement	Outreach,Transparent Govt	Project	12 Jun 2023	5/31/2024	no NTE
Byron - Brentwood - Knightsen Union Cemetery District	On Call HR Srvs (Amend #2)	Amend	HR	On Call	26 Jul 2021	N/A	\$ 20,000
CalSAWS	Mgmt and Admin Srvs (Amend # 36)	Amend	Contract Staffing	Continuous	17 Feb 2009	N/A	no NTE
Cameron Park Community Srvs District	Recruit Srvs	Agreement	HR	Project	22 May 2023	12/1/23	\$ 15,000
Capitola	Total Comp Study	Agreement	HR	Project	01 Sep 2023	N/A to NTE	\$ 28,500
Carmel Valley Recreation & Parks District	Grant Asst	Agreement	Finance	Project	06 Apr 2022	6/30/2024	\$ 62,500
Carpinteria	HR Srvs (Amend #1)	Amend	HR,Recruit	Continuous	25 Jul 2022	N/A	\$ 160,000
Castro Valley Sanitary District	HR & Finance Srvs (Amend #1)	Agreement	HR	Continuous	14 Dec 2021	12/31/2024	\$ 90,000
Central Coast Marketing Team	ED & Recruit - (Amend #2)	Amend	ED,Recruit	Continuous	01 May 2021	N/A	\$ 109,200
Central Contra Costa Sanitary District	Risk Mgmt Asmt	Agreement	Risk Mgmt	Project	20 Jun 2023	12/31/2023	\$ 7,800
Chester Public Utility District	HR Srvs	Agreement	HR	Project	17 Jul 2023	6/30/2025	\$ 50,000
Citrus Heights Water District	Comm & Eng (TO 2023-01)	TO	Outreach	Continuous	17 May 2017	12/31/23	no NTE
Citrus Heights Water District	Finance Srvs (TO 2023-03 Audit)	TO	Finance	Continuous	17 May 2017	N/A	no NTE
Citrus Heights Water District	Finance Srvs (TO 2023-04 CIP)	TO	Finance	Continuous	17 May 2017	N/A	no NTE
Citrus Heights Water District	Finance Srvs (TO 2023-05 Grant App & Admin)	TO	Finance	Continuous	17 May 2017	N/A	no NTE
Citrus Heights Water District	Finance Srvs (TO 2023-06 Operations)	TO	Finance	Continuous	17 May 2017	N/A	no NTE
Citrus Heights Water District	Finance Srvs (TO 2023-07 Special Projects)	TO	Finance	Continuous	17 May 2017	N/A	no NTE
Citrus Heights Water District	Finance Srvs (TO 2023-08 Monthly Financial Reports)	TO	Finance	Continuous	17 May 2017	N/A	no NTE
Clayton	Transparent Govt & Recruit Srvs (Amend #1)	Amend	HR	Project	01 Jul 2023	12/31/2024	\$ 21,000
Clear Creek Community Srvs District	General HR Srvs	Agreement	HR	Continuous	01 May 2023	6/30/2024	\$ 15,000
Clearlake	Finance Srvs 2023	Agreement	Finance	Continuous	01 Mar 2023	N/A	\$ 20,000
Colusa Groundwater Authority	Program Admin (Amend #1)	Amend	Contract Staffing	Continuous	25 May 2022	N/A	\$ 175,000
Community Medical Centers	Emergency Grant Asst (Amend #2)	Amend	Emergency Srvs	Continuous	11 Nov 2020	12/31/2023	\$ 70,000
Contra Costa Mosquito and Vector Control District	Board Training	Short Form	Training	Project	30 Oct 2023	5/30/2024	\$ 9,840
Contra Costa Transportation Authority	HR Mgmt Srvs	Agreement	HR	On Call	01 Jul 2022	6/30/2024	\$ 60,000
Del Paso Manor Water District	Governance Support	Agreement	HR	Continuous	03 Jul 2023	6/30/24	\$ 30,000
Del Rey Oaks	Financial Srvs Master Agreement (Amend #1)	Amend	Finance	Continuous	01 Aug 2022	6/30/2024	\$ 207,900
Desert Water Agency	Communication & Eng	Agreement	Outreach	Project	01 Dec 2022	12/31/2023	\$ 210,000
Diablo Water District	DLM & Payroll Srvs	Agreement	HR	Project	01 Sep 2023	6/30/2024	\$ 50,000
Dublin San Ramon Srvs District	In House Academy Training	Agreement	Training	Project	10 Aug 2023	6/30/2024	no NTE
Dublin San Ramon Srvs District	Outreach Srvs	Agreement	Outreach	On Call	12 Jun 2023	12/31/2024	\$ 72,600
Durham Irrigation District	Payroll Reporting Assitance	Agreement	HR	Project	16 May 2023	12/31/23	\$ 5,000
El Centro	Finance Srvs (Confidential)	Agreement	Finance	Project	17 Apr 2023	6/30/2024	\$ 50,000
Emeryville	Finance Srvs Amend #3 (HR Srvs)	Amend	HR	Continuous	02 Sep 2022	12/31/2024	\$ 142,000
Fairfield	HR Mgmt Srvs (Amend #1)	Amend	HR	On Call	25 Nov 2020	6/30/2024	\$ 100,000
Feather River Air Quality Mgmt District	HR Srvs Amend #1	Agreement	HR	Continuous	01 Jul 2021	12/31/2023	\$ 70,000
Folsom	Finance & Payroll Srvs	Agreement	Finance	Continuous	12 Oct 2022	N/A	no NTE
Fort Ord Reuse Authority (FORA) (Monterey County)	Dissolution Asst (Amend #5)	Amend	ED	Continuous	29 Jun 2020	6/30/2025	\$ 200,000
Foster City	Levee Project Mgmt (Amend #2)	Amend	Public Works	Continuous	03 Jan 2021	12/31/2023	\$ 334,620
Golden Hills Community Srvs District	GM Admin Srvs - Amend 1	Amend	Training	On Call	21 Sep 2017	N/A	no NTE
Greenfield	Project Asmt (Amend #2)	Amend	Public Works	Continuous	20 Dec 2021	6/30/2024	\$ 105,000
Hercules	HR Srvs (Special Projects)	Agreement	HR	On Call	01 Jun 2023	N/A	\$ 15,470
Hercules	HR Support (Amend #1)	Amend	HR	Continuous	17 Jan 2023	N/A	\$ 115,000
Hollister	Finance and HR Srvs	Agreement	Multiple	Project	17 Apr 2023	6/30/2024	\$ 75,000
Indian Wells Valley Groundwater Authority	Admin Srvs 2023	Agreement	HR	Continuous	03 Jan 2023	12/31/2024	no NTE
Ironhouse Sanitary District	Human Resources Mgmt Srvs (Amend #1)	Amend	HR	Continuous	05 Apr 2016	N/A	no NTE
James Irvine Foundation	Grant Advisement Srvs	Agreement	ED	Project	01 Jul 2022	N/A	\$ 25,000
Kern County Employee's Retirement System	Total Comp Study	Agreement	HR	Project	18 Jul 2023	N/A to NTE	\$ 14,300
Kuna Firefighters Local 4165	Finance Srvs	Agreement	Finance	Project	27 Jul 2023	12/31/2024	\$ 5,000
Larkspur	Governance Support Srvs (TO 2023-01)	Agreement	Transparent Govt	Project	16 Aug 2023	3/31/2024	\$ 50,000
Larkspur	OD Srvs (TO 2023-02)	TO	Organizational Development	Project	16 Aug 2023	N/A	\$ 4,950
Las Gallinas Valley Sanitary District	Finance & HR Srvs (Amend #3)	Amend	Finance,HR	On Call	04 Dec 2020	6/30/2024	\$ 190,500
Los Altos Hills	Recruit Srvs	Agreement	HR	Project	15 Sep 2023	6/30/2024	\$ 15,000
Los Vaqueros Reservoir JPA	Transparent Govt Srvs	Agreement	Transparent Govt	Continuous	08 Mar 2023	12/31/2023	\$ 25,000
Madera County Mosquito & Vector Control District	HR Support Srvs	Agreement	HR,Organizational Development	Project	17 Oct 2023	6/30/2024	no NTE
Marin County	HR & RV Relocation Srvs	Agreement	Planning	Project	01 Sep 2023	6/30/2024	\$ 50,000
Marin Emergency Radio Authority	Admin Srvs	Agreement	Contract Staffing	Continuous	01 Jul 2023	6/30/2025	no NTE
Marin Municipal Water District	Class/Comp & Recruit Srvs (Amend #2)	Amend	HR	Continuous	10 Dec 2021	12/31/2026	\$ 300,000

**Management Services Agreement Report**

Agency Name	Services Provided	Type	Service Group	Service Span	Agreement Date	Agreement Expiration	Terms	Contract Amount
Marin Sonoma Mosquito and Vector Control District	HR Svcs (Amend #1)	Amend	HR	Continuous	01 Apr 2023	6/30/2024		\$ 30,000
Marin Wildfire Prevention Authority	Recruit Svcs	Agreement	HR	Project	17 May 2023	6/30/2024		\$ 10,000
Marina	Class, Comp & Recruit	Agreement	HR	Project	13 Feb 2023		N/A	\$ 25,000
Marina	HR Svcs Recruit (2023)	Agreement	HR,Recruit	Project	06 Jan 2023		N/A	\$ 15,000
Marina	Planning Projects	Agreement	Planning	Project	30 Sep 2020		N/A	no NTE
Marina Coast Water District	HR Svcs Amend #1	Amend	HR	Continuous	15 May 2023		N/A	\$ 99,000
Marina Coast Water District	Class & Comp Study	Agreement	HR	Project	01 May 2023	6/30/2024		\$ 42,600
Marina Coast Water District	Financial Analysis & Reporting	Agreement	Finance	Project	15 Feb 2023		N/A	\$ 49,000
Marysville	General HR Support	Master Agreement	HR	On Call	19 Jun 2019		N/A	\$ 60,000
Mendocino County	Fiscal System Review (Amend #1)	Amend	Finance	Project	07 Oct 2022	12/31/23		\$ 38,000
Mill Valley	HR Planning Scope (Amend #1)	Amend	HR	On Call	16 Aug 2018		N/A	no NTE
Monterey County Convention and Visitors Bureau	Recruit Svcs	Agreement	HR	Project	09 May 2023	12/31/23		\$ 19,500
Monterey Peninsula Regional Park District	Project Mgmt, Grants, Permitting (FY2022-2023)	Agreement	Multiple	Continuous	01 Aug 2022		N/A	\$ 115,000
Monterey Peninsula Regional Park District	Finance Svcs	Agreement	Finance	On Call	10 Nov 2021		N/A	\$ 40,000
Monterey Peninsula Water Mgmt District	HR Svcs (Amend #7)	Agreement	HR	Continuous	20 Dec 2016	6/30/2024		\$ 130,000
Mountain View	Revenue Enhancement Project (Amend #1)	Agreement	Finance	Continuous	01 Jul 2023	6/30/2024		\$ 26,000
Nevada County Consolidated Fire District	HR Support (Amend #1)	Amend	HR	On Call	01 May 2023	6/30/2024		\$ 17,000
Novato	OD Svcs	Agreement	HR	Project	11 Aug 2023	6/30/2024		\$ 10,000
Novato	Finance Projects (Amend #2)	Agreement	Finance	Continuous	29 Jun 2020		N/A	\$ 108,000
Oakland	HR Comp Svcs PO	HR (PO)	HR	Project	07 Jun 2023		N/A	\$ 8,600
Pacifica	Finance Svcs - (Amend #1)	Amend	Finance	Continuous	01 Jan 2022		N/A	\$ 100,000
Pajaro Regional Flood Mgmt Agency	Fin & HR/Recruit	Agreement	Multiple	Project	02 Jun 2023	5/31/2024		\$ 50,000
Peninsula Clean Energy	HR Svcs (Amend #1)	Amend	HR	Project	24 Apr 2019	6/30/2024		no NTE
Placer Mosquito and Vector Control District	HR Svcs (Amend #1)	Amend	HR	On Call	01 Aug 2021		N/A	\$ 60,000
Pleasanton	HR Svcs (DLM)	Agreement	HR	Project	09 Jul 2023	6/30/2024		\$ 60,000
Pleasanton	NeoGov Insight & OHC Optimization	Agreement	HR	Project	05 May 2023		N/A	\$ 15,000
Redwood Empire School's Insurance Group	OD Svcs	Agreement	Other	Project	18 Jul 2023	12/31/2023		\$ 11,275
Regional Water Authority	Recruit Svcs	Agreement	Recruit	Project	18 Oct 2023	6/30/2024		\$ 10,000
Regional Water Authority	Recruit Svcs (Amend #1)	Amend	Recruit	Project	25 May 2022		N/A	\$ 34,000
Richardson Bay Regional Agency	Executive Mgmt	Agreement	Contract Staffing	Continuous	15 Oct 2021		N/A	no NTE
Richmond	Finance & HR Support (Amend #2)	Agreement	Multiple	Continuous	01 Mar 2022	6/30/2024		\$ 700,000
Sacramento Metropolitan Cable Television Commission	Class & Comp Study	Agreement	HR	Project	09 May 2023	11/10/2023		\$ 30,600
Sacramento Regional County Sanitation District/Sacramento Area Sewer District	HR Svcs	Agreement	HR	Project	04 Apr 2023	12/31/2023		\$ 110,400
Salinas	Finance Projects	Agreement	Finance	Project	06 Mar 2023	6/30/2024		\$ 100,000
Salinas	Recruit and Class with General HR	Agreement	HR,Recruit	Project	19 Jul 2021		N/A	no NTE
Salinas Valley Basin Groundwater Sustainability Agency	Mgmt Svcs (Amend #5)	Amend	Contract Staffing	Continuous	01 Aug 2017		N/A	no NTE
San Diego Local Agency Formation Commission	HR Svcs	Agreement	HR	Continuous	04 Nov 2022	June 30, 2024		\$ 100,000
San Juan Bautista	Procurement Asst	Agreement	Finance	Project	15 Apr 2022		N/A	\$ 50,000
San Juan Bautista	HR Svcs (Amend #1)	Amend	HR	Project	20 Dec 2021		N/A	\$ 50,000
San Lorenzo Valley Water District	Finance Svcs	Agreement	Finance	Project	16 Oct 2023	6/30/2024		\$ 30,000
San Luis Obispo County Air Pollution Control District	Payroll Consulting Svcs	Agreement	HR	On Call	14 Apr 2023	12/31/23		\$ 10,000
San Miguel Community Svcs District GSA	Communications Training & Class/Comp	Agreement	Training	Project	29 Jul 2023		Term by letter by either party	\$ 21,776
San Ramon Valley Fire Protection District	Payroll Svcs	Agreement	HR	Continuous	01 Aug 2023	6/12/2025		\$ 75,000
San Simeon Community Svcs District	Finance Support (Amend #1)	Amend	Finance	Continuous	01 Jun 2023	6/30/2024		\$ 59,000
Sand City	Finance & HR Support (Amend #1)	Amend	Finance,HR	Continuous	16 Feb 2023	6/30/2024		\$ 220,700
Santa Barbara County	HR Svcs FY23-24	Master Agreement	HR	Continuous	16 May 2023	6/30/2024		\$ 250,000
Santa Cruz County Regional Transportation Commission	OD Svcs (Amend #2)	Amend	Organizational Development	Continuous	10 May 2021	6/30/2024		\$ 43,920
Santa Cruz Regional 9-1-1	Classification Study	Agreement	HR	Project	27 Jul 2023	12/31/2023		\$ 25,300
Santa Rosa	Strategic Planning (Amend #1)	Amend	Organizational Development	Project	23 Aug 2022	12/31/25		\$ 9,144
Santa Ynez River Water Conservation District, ID #1	Recruit Svcs	Agreement	Recruit	Project	12 Oct 2023	6/30/2024		\$ 34,000
Sausalito-Marín City Sanitary District	Procurement Training	Short Form	Finance	Project	12 Oct 2023	12/31/2023		\$ 2,500
Scotts Valley	Payroll Audit Svcs	Agreement	HR	Project	17 Aug 2023	12/31/2023		\$ 56,850
Scotts Valley	Community Development Projects	Agreement	Planning	Continuous	15 Dec 2016		N/A	no NTE
Self-Directed Tax-Advantaged Retirement System	Fiscal and Admin Support (Amend #1)	Amend	Contract Staffing	Continuous	13 Dec 2016		N/A	no NTE
Solano County Mosquito Abatement District	Recruit Svcs	Agreement	HR	Project	09 May 2023	12/31/23		\$ 17,500
Solano County Water Agency	HR & Financial Svcs (Amend #2)	Amend	Finance,HR	On Call	01 Jul 2020	6/30/2024		\$ 150,000
Soledad	Recruit Svcs (Amend #1)	Amend	Recruit	On Call	15 Apr 2023	6/30/2024		\$ 30,000
Sonoma County	Class & Comp Study	Master Agreement	HR	On Call	14 Dec 2020	11/20/2023		\$ 100,000
Sonoma Mendocino ED District	Mgmt Svcs (Amend #1)	Agreement	ED	Continuous	14 Nov 2022		N/A	\$ 240,000
Sonora	Compensation Study Amend #1	Amend	HR	Project	06 Feb 2023	7/31/2023		\$ 33,500
South Lake Tahoe	Parks and Rec Dept Asmt	Agreement	HR	Project	10 May 2023		N/A	\$ 26,400
St Helena	Financial Svcs (Amend #1)	Amend	Finance	Continuous	09 Aug 2022		N/A	\$ 50,000
St Helena	HR NEOGOV Svcs (Amend #2)	Amend	HR	Continuous	05 Aug 2022		N/A	\$ 116,200
St Helena	HR Svcs (Amend #3)	Amend	HR	Continuous	05 Aug 2022		N/A	\$ 166,200
Stanislaus Consolidated Fire Protection District	HR and Clerk Svcs (Payroll)	Agreement	Clerk Svcs,HR	On Call	29 Apr 2021		N/A	no NTE

### Management Services Agreement Report

Agency Name	Services Provided	Type	Service Group	Service Span	Agreement Date	Agreement Expiration Terms	Contract Amount
Sunnyvale	Payroll Srvs	Agreement	HR	Project	20 Dec 2022	12/31/2024	\$ 100,000
The University Corporation at Monterey Bay	DART Initiative (Amend #1)	Agreement	ED	Project	29 Jul 2022	9/30/2023	\$ 404,000
Town of Tiburon	Finance & OD Srvs - Amend #1	Amend	Finance	Project	07 Jun 2023	6/30/2024	\$ 115,000
Tri-Valley San Joaquin Valley Regional Rail Authority	On Call HR Srvs	Agreement	HR	On Call	25 Oct 2021	N/A to NTE	\$ 40,000
University of California Santa Cruz	ED UCMBEST - Amend #3	Amend	ED	Continuous	01 Oct 2020	6/30/2024	\$ 119,930
Valley Water	Training Academies	Agreement	Training	Project	01 Jul 2023	6/30/2024	\$ 15,000
Valley Water	Property Rights Negotiations	Agreement	Planning	Project	15 Apr 2023	12/31/2025	\$ 225,000
Valley Water	Emergency Response Procedures	Agreement	Emergency Srvs	Continuous	01 Feb 2023	12/31/2023	\$ 225,000
Ventura County Department of Airports	Strategic Planning	Agreement	Organizational Development	Project	13 Mar 2023	6/30/2024	\$ 9,990
Walnut Creek	Budget Project (TO 2023-01)	TO	Finance	Continuous	01 Jan 2022	N/A	no NTE
Walnut Creek	Master Agreement (Amend #1)	Amend	HR	Continuous	01 Jan 2022	N/A	\$ 775,000
Walnut Creek	Master Agreement (TO 2022-01)	TO	Emergency Srvs	Project	01 Jan 2022	N/A	no NTE
Walnut Creek	Master Agreement (TO 2022-02)	TO	Planning	Project	01 Jan 2022	N/A	no NTE
Walnut Creek	Master Agreement (TO 2022-03)	TO	Recruit	Project	01 Jan 2022	N/A	\$ 50,000
West Business Development Center	Communications & Public Affairs	Agreement	Outreach	Project	20 Jun 2023	12/31/2023	\$ 11,900
West County Wastewater	HR & Finance Srvs (FY 2023-2024) Amend #2	Amend	Multiple	Continuous	01 Jul 2022	6/30/2024	\$ 110,000
West Valley Sanitation District	HR Srvs PO 7660	POs (PO)	HR	Continuous	01 Jul 2023	6/30/2024	\$ 30,000
Westlake Village	Finanical Srvs	Agreement	Finance	Continuous	12 Apr 2023	4/11/2024	\$ 10,000
Wildomar	Council Meeting Support	Agreement	HR	Continuous	08 Feb 2023	N/A	\$ 21,000
Willows	HR Payroll Srvs (Amend #1)	Agreement	Finance	Continuous	01 Jul 2022	12/31/2024	\$ 30,000
Woodside	CEQA Asst (Amend #1)	Amend	Planning	Project	19 Apr 2023	12/31/23	\$ 33,015
Yountville	TO 2023-01 (Fin Svcs)	TO	Finance	Project	01 Aug 2023	N/A	no NTE
Yountville	TO 2023-01 (Fin Svcs)	TO	HR	Project	01 Aug 2023	12/31/23	\$ 10,000
Yountville	TO 2023-03 (Comm & Engage Srvs)	TO	Outreach	Project	01 Aug 2023	12/31/23	\$ 5,000
Yountville	TO 2023-04 (Class & Comp Srvs)	TO	HR	Project	01 Aug 2023	12/31/2023	\$ 5,500

**Service Span Key**

- **Yellow Highlights** - New Contracts/Amendments since last Board Meeting.
- **On-Call** - agency calls us to provide service periodically when they need it.
- **Project Specific** – the work involves a specific project to be completed and then contract is done.
- **Continuous Services** – we are always there and provide continuous services.

**TO:** EXECUTIVE COMMITTEE **EC Meeting: 11- 02-2023**  
**FROM:** TIFFANY BURAGLIO, Executive Assistant **Item: 3F**  
**SUBJECT: RECEIVE AND FILE MUNICIPAL DENTAL POOL UPDATE**

**RECOMMENDATION**

Receive and file this Municipal Dental Pool update.

**BACKGROUND**

At the November 22, 2019, Executive Committee meeting, authority was granted for the Executive Director to approve new RGS Dental Pool Associate Memberships. Keenan & Associates administers the pool and RGS provides financial oversight services.

Thirty-two agencies currently participate in the RGS Dental Pool as Associate Members. These agencies represent approximately 5,000 subscribers.

City of Alhambra	City of Laguna Niguel
City of Azusa	City of Larkspur
City of Baldwin Park	City of Lynwood
City of Bellflower	City of Oxnard
City of Bishop	City of Pico Rivera
City of Brea	City of Santa Ana
City of Chino	City of Upland
City of Claremont	Town of Corte Madera
City of Dana Point	Town of Woodside
City of Desert Hot Springs	Central Marin Fire Authority
City of Firebaugh	Central Marin Police Authority
City of Folsom	County of Kings Superior Court of CA
City of Fountain Valley	Phelan Pinon Hills CSD
City of Glendora	Regional Government Services
City of Hawaiian Gardens	Sacramento Area Council of Governments
City of Jurupa Valley	Metropolitan Transportation Commission

**REVIEW FOR THIS MEETING**

There are no updates to report since the update provided at the last regular meeting.

Effective January 1, 2024, two additional agencies are scheduled to join the pool: Greater Los Angeles County Vector Control District and the City of Yucca Valley. Keenan is in talks with a few other agencies who have asked for rate quotes and may join the pool as of that date as well. The Town of Woodside is scheduled to leave the pool as of January 1, 2024.

Renewal rates for the pool will be an overall 3% increase for 2024. The pool is performing well compared to Delta Dental's overall trend which shows a 9% increase this year.

**FISCAL IMPACT**

Adding new Associate Members will stabilize monthly premiums paid into the pool after the loss of Mendocino County. RGS' administrative fee is 1 percent of premiums paid. For FY 2022-2023, MDP administrative fee revenue was 118.3% over budget with a total of \$73,370 collected.



**TO:** EXECUTIVE COMMITTEE  
**FROM:** RICHARD OPPENHEIM, Administrative Services Manager  
**SUBJECT:** RECEIVE AND FILE STRATEGIC PLAN UPDATE

**EC Meeting: 11-02-2023**  
**Item: 3G**

### **RECOMMENDATION**

Receive and file report on strategic plan update.

### **STRATEGIC PLAN UPDATES**

There are no strategic plan updates for this meeting. Staff will use feedback from the Executive Committee to create a new update format for the next meeting.

### **BACKGROUND**

In February 2020, the Executive Committee approved RGS' 5-Year strategic plan. The strategic plan identified the following goals:

- Goal 1: Outstanding Service.** Build and strengthen service lines to provide the highest level of services to meet evolving client/partner needs.
- Goal 2: Leadership, Staffing, and Teamwork.** Recruit, develop, and retain top-notch, team-oriented Advisors and support staff.
- Goal 3: Financial and Risk Management.** Ensure continued financial stability and growth with effective risk management.
- Goal 4: RGS Growth.** Develop and promote the RGS story, building on core values and strengths that serve local government.
- Goal 5: Industry Leadership.** Earn a reputation in the local government industry as a leader for collaborative efforts and as a thought leader for public policy and governance issues.

During the September 2023 meeting, staff asked the Executive Committee what information they were looking to receive in strategic plan updates and how often they wanted to receive it. Members wanted updates no more frequently than a quarterly basis. They indicated they were not interested in seeing repeat updates which had not changed, but items that demonstrated progress toward strategic goals.

### **FISCAL IMPACT**

There is no fiscal impact for approving the updates.

**TO:** EXECUTIVE COMMITTEE  
**FROM:** DEONA KNIGHT, HR Manager  
**SUBJECT:** AGENCY BONUS AWARDS UPDATE

**EC Meeting: 11-02-2023**  
**Item: 3H**

**RECOMMENDATION**

Receive and file agency bonus awards update.

**BACKGROUND**

At the September 15, 2022 meeting, the Executive Committee approved a Pay for Performance Program which included a request of staff to report on a regular basis to the Executive Committee the number of recipients and total amount of agency bonus awards.

**REVIEW FOR THIS MEETING**

During the period of September 2, 2023 through November 1, 2023 no bonuses were proposed.

**FISCAL IMPACT**

No fiscal impact.



TO: EXECUTIVE COMMITTEE
FROM: LINDSAY RICE, Accounting Manager
SUBJECT: PRELIMINARY FINANCIAL PERFORMANCE

EC Meeting: 11-02-2023
Item: 4A

RECOMMENDATION

Review preliminary financial reports for FY23-24 through August 2023.

REPORT NOTATIONS

All reports are draft and unaudited. Accruals for earned but not paid vacation leave time are posted to the financials monthly. When cash is received on an advanced billing, it is posted to the deferred revenue liability account. Upon invoicing for services rendered the deferred revenue is adjusted and revenue is recognized. There is no impact on net position of the agency.

FISCAL YEAR 23-24

For the month of August 2023, the JPA had a net gain of \$105,402 bringing the year-to-date net income to \$93,679. A banking transition the JPA has undergone from Community Bank of the Bay to Five Star Bank (FSB) as of September 1, 2023, has also allowed for the JPA to acquire a line of credit for future cash needs as is necessary. With this transition, the first of four annual settlement payments was due on September 1 to CJPIA of \$512,739.73. All investment funds were transferred into readily available cash at FSB at the end of August.

Client billing revenue is budgeted for \$18,260,233. Through two months, or 17% of the year, client billing revenue brought in \$260k over the year-to-date budget amount totaling \$3,305,000. Summer months are historically profitable for the JPA. Interest earnings grew by \$3,677 in August for a total of \$8,073. Though this is currently exceeding the YTD budgeted amount, investment funds were converted to cash as of August 31st noted above. Five Star Bank has additional investment vehicles that will be considered over the next few months.

PRELIMINARY FY23-24 SERVICE LINE REVENUE

Table with 4 columns: Service Line, Revenue, Service Line, Revenue. Rows include Contract Staff, HR, Finance, Economic Development, Agency Admin, Recruiting, Land Use Services, Comm & Engagement, Misc Billing, Public Works, Training, Transparent Gvt, Org Development, and Total Preliminary FY23-24 Service Line Revenue.

1 Agency Admin includes income from MSS, STARS, Municipal Dental Pool, purchasing card rebates, ERC refund, and the CJPIA adjustment.

2 Land Use Services was formerly known as Planning.

3 Misc Billing consists of the following services lines: Emergency Management, Public Safety, Risk Management, and Outreach

4 Transparent Gvt was formerly known as Clerk Services.

Expenses through August total \$4M which is only slightly over budget for the year at 18%. Contributing factors include, July and August together have two additional working days than the average month and vacation utilization exceeded the monthly accrual and therefore reduced the overall liability.

A conservative net gain of \$28,010 is projected for the fiscal year. The year-to-date net income of \$93,679 is 334% over the budgeted amount. An increase in clients, service lines, and training academies over the last fiscal year have put RGS in a position starting the year off strong. A new milestone for the JPA was hit in August when client billings passed \$ 1.7M. Total income is currently exceeding budgeted amounts, benefits are below budgeted amounts, and salaries are growing as budgeted.

Reserve balances are in the table below. FYTD the Claims and Bonus targets have been met, and Operating Reserve funding is 47% of target.

<b>RESERVES</b>	<b>FY23-24 Policy</b>	<b>FY22-23</b>	<b>FY23-24 Budget</b>	<b>FY23-24 To Date</b>
Operating	\$2,300,000	\$554,132	\$490,670	\$1,085,817
Claims	\$590,000	\$590,000	\$590,000	\$590,000
Bonus	\$590,400	\$590,400	\$590,400	\$590,400
<b>Total</b>	<b>\$3,480,400</b>	<b>\$1,734,532</b>	<b>\$1,671,070</b>	<b>\$2,266,217</b>

**Regional Government Services**  
**Profit & Loss Budget vs. Actual**  
 July through August 2023

4:28 AM  
 10/19/2023  
 Accrual Basis

	<u>Jul - Aug 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
440301 · Client Billings	3,304,958	18,260,233	(14,955,275)	18%
440400 · Admin Services				
440402 · MSS	2,000	5,000	(3,000)	40%
440403 · Municipal Dental Pool	12,000	62,000	(50,000)	19%
440404 · STARS	3,227	20,000	(16,773)	16%
<b>Total 440400 · Admin Services</b>	<b>17,227</b>	<b>87,000</b>	<b>(69,773)</b>	<b>20%</b>
480000 · Miscellaneous Income				
480100 · Client Expense Reimbursement	667,132	3,787,114	(3,119,982)	18%
480200 · Purchasing Card Rebate	-	5,000	(5,000)	0%
480900 · Other	1,497	0		
480000 · Miscellaneous Income - Other	1,561	0		
<b>Total 480000 · Miscellaneous Income</b>	<b>670,190</b>	<b>3,792,114</b>	<b>(3,121,924)</b>	<b>18%</b>
<b>Total Income</b>	<b>3,992,375</b>	<b>22,139,347</b>	<b>(18,146,972)</b>	<b>18%</b>
<b>Gross Profit</b>	<b>3,992,375</b>	<b>22,139,347</b>	<b>(18,146,972)</b>	<b>18%</b>
<b>Expense</b>				
511010 · Salaries - Regular	2,344,959	13,513,000	(11,168,041)	17%
511072 · Salaries - Nonbillable	5,507	128,000	(122,493)	4%
512002 · Medicare Employer Expense	33,802	198,000	(164,198)	17%
512004 · Employee Assistance Program	-	5,000	(5,000)	0%
512005 · Health Insurance Expense	278,085	1,934,300	(1,656,215)	14%
512006 · Dental Insurance Expense	24,070	138,000	(113,930)	17%
512007 · Vision Insurance Expense	3,347	20,000	(16,653)	17%
512008 · Life Insurance Expense	373	12,000	(11,627)	3%
512009 · Long Term Disability Expense	2,620	17,000	(14,380)	15%
512010 · Stars 457 Expense	-	27,500	(27,500)	0%
512011 · Stars 401A Expense	236,393	1,351,300	(1,114,907)	17%
512014 · Short Term Disability Expense	3,262	16,000	(12,738)	20%
512015 · Unemployment Expense	2,134	50,000	(47,866)	4%
512018 · FSA Health & Day Care Expense	561	4,000	(3,439)	14%
512019 · Employee Expense Allowances	29,607	168,000	(138,393)	18%
512020 · HRA Retirement Benefit Expense	41,757	203,000	(161,243)	21%
520107 · APS (ADP) Payroll Fees	3,571	25,000	(21,429)	14%
520108 · Communications - Agency Expense	753	5,000	(4,247)	15%
520201 · Office Supplies	52	1,000	(948)	5%
520202 · Bank Fees & Services	7,703	6,000	1,703	128%
520204 · Printing & Postage	1,850	11,000	(9,150)	17%
520301 · Audit Services	-	18,470	(18,470)	0%
520302 · Legal Services	6,573	30,000	(23,427)	22%

	<b>Jul - Aug 23</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
520303 · Legal - litigation	53,199	166,000	(112,801)	32%
520314 · Administrative Services	1,615	10,000	(8,385)	16%
520320 · Professional Services	1,495	35,000	(33,505)	4%
520501 · Professional Dues & Membership	10,244	70,300	(60,056)	15%
520502 · Training & Development	873	48,000	(47,127)	2%
520503 · Conferences & Outreach	17,890	55,000	(37,110)	33%
520504 · Publications	12,007	45,000	(32,993)	27%
520505 · Program Hosting Expenses	-	6,000	(6,000)	0%
520508 · Licenses & Fees	964	2,000	(1,036)	48%
520509 · Meeting Expenses	-	25,000	(25,000)	0%
520700 · Workers Comp Insurance Expense	6,606	17,000	(10,394)	39%
520701 · General Liability Insurance Exp	10,236	60,000	(49,764)	17%
520702 · Claims Expense	6,280	19,000	(12,720)	33%
520801 · Mileage Reimbursement	15,025	56,000	(40,975)	27%
520803 · Travel Reimbursement	85,853	219,000	(133,147)	39%
520805 · Supplies & Meals Reimbursement	13,053	36,000	(22,947)	36%
520904 · Technology, Licensing & Support	13,537	200,000	(186,463)	7%
520905 · Enterprise Software - RGS	1,970	0	1,970	100%
520920 · Enterprise Software - Client	1,360	0	1,360	100%
521001 · Pass through client expenses	627,584	3,186,467	(2,558,883)	20%
522798 · Miscellaneous Expense	-	2,000	(2,000)	0%
560100 · Service Group Admin costs	-	0		
570100 · Equipment Purchase	-	7,000	(7,000)	0%
<b>Total Expense</b>	<b>3,906,770</b>	<b>22,146,337</b>	<b>(18,239,567)</b>	<b>18%</b>
<b>Net Ordinary Income</b>	<b>85,605</b>	<b>(6,990)</b>	<b>92,595</b>	<b>-1225%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
520100 · Investment Income	8,073	35,000	(26,927)	23%
<b>Total Other Income</b>	<b>8,073</b>	<b>35,000</b>	<b>(26,927)</b>	<b>23%</b>
<b>Other Expense</b>				
529997 · Unallocated Admin. Svcs - RGS	(502,384)	0	(502,384)	100%
529999 · Allocated Unbillable Expenses	502,384	0	502,384	100%
<b>Total Other Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Net Other Income</b>	<b>8,073</b>	<b>35,000</b>	<b>(26,927)</b>	<b>23%</b>
<b>Net Income</b>	<b>93,679</b>	<b>28,010</b>	<b>65,669</b>	<b>334%</b>

**Regional Government Services**  
**Balance Sheet**  
As of August 31, 2023

5:40 AM  
10/19/2023  
Accrual Basis  
Aug 31, 23

**ASSETS**

Current Assets

Checking/Savings

110030 · LAIF Account	60
110080 · Union Bank Worker Comp Checking	2,471
110090 · Community Bank of the Bay Chkg	1,399,064
111000 · Community Bank of the Bay MMkt	3,660
111100 · Five Star - Checking	113,571
<b>Total Checking/Savings</b>	<b>1,518,826</b>

Accounts Receivable

131130 · Accounts Receivable	3,413,910
<b>Total Accounts Receivable</b>	<b>3,413,910</b>

Other Current Assets

120005 · Prepaid Expenses	164,871
120010 · Prepaid Insurance	17,838
120100 · FSA Funding Deposit	4,528
131131 · Accounts Receivable - Misc	76,799
<b>Total Other Current Assets</b>	<b>264,036</b>

<b>Total Current Assets</b>	<b>5,196,772</b>
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<b>TOTAL ASSETS</b>	<b>5,196,772</b>
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**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Accounts Payable

220010 · Accounts Payable	405,741
<b>Total Accounts Payable</b>	<b>405,741</b>

Other Current Liabilities

220012 · Accounts Payable - Misc.	500
221003 · 457/401A Retirement Liability	111,813
221006 · FSA Liability	3,905
221011 · Calpers Retirement Liability	3
221015 · Health Insurance Liability	76,104
221016 · Long Term Disability Liability	1,090
221017 · Short Term Disability Liability	1,342
221023 · Dental Insurance Liability	(175)
221024 · Vision Insurance Liability	(74)
221025 · Life Insurance/AD&D Liability	(261)
221026 · Child Support IWO	244
221029 · Garnishments	814
230060 · Accrued Salaries, Wages & Taxes	539,856

	<b>Aug 31, 23</b>
230061 · Compensated Absences -CalSAWS	509,601
230062 · Compensated Absences - RGS	102,723
240010 · Deferred Revenue	123,298
<b>Total Other Current Liabilities</b>	<b>1,470,784</b>
<b>Total Current Liabilities</b>	<b>1,876,524</b>
<b>Long Term Liabilities</b>	
260005 · Health Reimbursement Account	41,771
260006 · IBNR - GL	25,000
260012 · Due to CJPIA	987,260
<b>Total Long Term Liabilities</b>	<b>1,054,031</b>
<b>Total Liabilities</b>	<b>2,930,556</b>
<b>Equity</b>	
32000 · Retained Earnings	1,280,519
370000 · Fund Bal Unreserved/Unrestrictd	892,019
Net Income	93,679
<b>Total Equity</b>	<b>2,266,217</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,196,773</b>