



# LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

*Providing Solutions to California Public Agencies*

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

## LGS EXECUTIVE COMMITTEE AGENDA

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

**REGULAR MEETING**  
**Via Teleconference**  
**October 14, 2010**  
**4:00 p.m.**

**San Mateo County Transit District, Room 301**  
1250 San Carlos Ave., San Carlos, CA 94070  
**Association of Bay Area Governments (ABAG), Finance Dir. Office**  
101 Eighth St., Oakland, CA 94604  
**Larkspur City Hall, City Manager's Office**  
400 Magnolia Avenue, Larkspur, CA 94939  
**San Rafael City Hall, City Manager's Office, Room 203**  
1400 Fifth Avenue, San Rafael, CA 94901

### 1. ROLL CALL

### 2. CHANGES TO THE ORDER OF AGENDA

### 3. APPROVAL OF CONSENT AGENDA

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

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

*Action*

### 4. TREASURER'S REPORT

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

*Information*

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

*Action*

C. Approval of Investments Report through September 2010

*Action*

### 5. OLD BUSINESS

A. STARS Update

*Information*

### 6. NEW BUSINESS

A. Update on Clients and Prospective Members

*Discussion*

B. Regularly Scheduled Meetings Calendar

*Discussion*

C. Approval of new JPA member agency

*Action*

### 7. PUBLIC COMMENT

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

### 8. NEXT MEETING: **November 18<sup>th</sup> or December 9<sup>th</sup> at 4:00 p.m. via teleconference.**

### 9. ADJOURN

#### ***Americans with Disabilities Act***

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

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

The Local Government Services Joint Powers Authority held a regular committee meeting by teleconference on **August 12, 2010** at San Mateo County Transit District, Executive Conference Rm. 3rd Floor, 1250 San Carlos Ave., San Carlos, CA 94070; Association of Bay Area Governments, Executive Director's Office, 101 Eighth St., Oakland, CA 94604; Larkspur City Hall, City Manager's Office, 400 Magnolia Avenue, Larkspur, CA 94939; San Rafael City Hall, City Manager's Office, Room 203, 1400 Fifth Avenue, San Rafael, CA 94901; and Yountville Town Hall, Town Manager's Office, 6550 Yount Street, Yountville, CA 94599. The meeting was called to order at **4:06 p.m.**

**1. ROLL CALL**

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

**2. CHANGES TO THE ORDER OF AGENDA - None**

Chair Mike Garvey joined the meeting at 4:08 p.m.

**3. APPROVAL OF CONSENT AGENDA**

- A. Approval of **June 10, 2010** Minutes.

**ACTION:** **M/S Rogers/Garvey** to approve the minutes of the June 10, 2010 Minutes as presented.

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

**NOES:** None

**ABSTAIN:** None

Member Dan Schwarz joined the meeting at 4:10 p.m.

**4. TREASURER'S REPORT**

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

- B. Approval of Payments and Deposits made May and June 2010.

**ACTION:** **M/S Pike/Rogers** to approve the payments and deposits as presented.

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

**NOES:** None

**ABSTAIN:** None

- C. Approval of Investments Report through July 2010.

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

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

**NOES:** None

**ABSTAIN:** None

**5. OLD BUSINESS**

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

**6. NEW BUSINESS**

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

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

7. **PUBLIC COMMENT** – There was one member of the public in attendance at the San Rafael location, but no comment was received.
8. **NEXT MEETING** – The September 9<sup>th</sup> meeting is cancelled if there are no items needing the Committee's attention. The next meeting would be at 4:00 p.m. on October 14<sup>th</sup> 2010 via teleconference.
9. **ADJOURNED** - Meeting adjourned at 4:31 p.m.



# LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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

**EC Meeting: 10-14-10**

**Item: 4A**

## **RECOMMENDATION**

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

## **P&L ANALYSIS**

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

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

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

Several factors could dampen future financial performance:

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

**Local Government Services  
Profit & Loss by Class  
July through August 2010**

	<u>Admin - JPAs</u>	<u>C-IV</u>	<u>MEA</u>	<u>MTC</u>	<u>MTD</u>	<u>RntPk</u>	<u>SBWMA</u>	<u>TAM</u>	<u>TJPA</u>	<u>Unclassified</u>	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>											
<b>Income</b>											
440301 · Client Billings	0.00	0.00	0.00	340,317.74	0.00	25,004.00	26,886.67	319,650.66	307,217.02	0.00	1,019,076.09
440410 · Client Administrative Fees	0.00	19,256.17	36,348.36	0.00	22,585.72	0.00	0.00	0.00	0.00	0.00	78,190.25
440600 · General Liability/EAP	0.00	0.00	0.00	0.00	0.00	0.00	236.00	0.00	2,752.00	0.00	2,988.00
480000 · Miscellaneous	0.00	0.00	0.00	1,455.00	0.00	0.00	1,750.00	0.00	22,524.00	0.00	25,729.00
<b>Total Income</b>	<u>0.00</u>	<u>19,256.17</u>	<u>36,348.36</u>	<u>341,772.74</u>	<u>22,585.72</u>	<u>25,004.00</u>	<u>28,872.67</u>	<u>319,650.66</u>	<u>332,493.02</u>	<u>0.00</u>	<u>1,125,983.34</u>
<b>Expense</b>											
511010 · Salaries - Regular	0.00	14,998.52	29,254.70	191,039.59	18,139.48	12,119.85	21,125.40	165,399.03	232,822.52	0.00	684,899.09
512002 · Medicare Employer Expense	0.00	219.22	404.25	2,782.32	290.00	166.20	307.36	2,419.55	3,404.97	0.00	9,993.87
512005 · Health Insurance Expense	0.00	1,089.10	267.48	20,217.48	0.00	2,092.48	2,612.48	11,488.76	16,704.11	0.00	54,471.89
512006 · Dental Insurance Expense	0.00	228.22	56.57	2,572.11	350.10	135.76	350.10	2,079.18	2,655.50	0.00	8,427.54
512007 · Vision Insurance Expense	0.00	44.63	15.28	620.46	79.48	53.18	79.48	484.48	608.28	0.00	1,985.27
512008 · Life Insurance Expense	0.00	40.90	69.32	581.42	64.96	0.00	70.76	541.79	788.07	0.00	2,157.22
512009 · Long Term Disability Expense	0.00	70.46	119.26	996.91	112.00	0.00	121.96	929.07	1,279.54	0.00	3,629.20
512010 · Stars 401A Expense	0.00	0.00	1,310.03	128.27	0.00	0.00	0.00	0.00	2,555.13	0.00	3,993.43
512011 · Stars 457 Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
512012 · Calpers Retirement Expense	0.00	2,495.20	2,671.62	31,041.56	2,097.79	2,043.90	1,903.53	28,246.38	38,817.43	0.00	109,317.41
512014 · Short Term Disability Expense	0.00	69.92	118.35	989.22	111.16	0.00	119.20	858.93	1,091.62	0.00	3,358.40
520107 · ADP Payroll Fees	-50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-50.00
520801 · Mileage Reimbursement	0.00	0.00	0.00	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
529997 · Administrative Services - RGS	50.00	0.00	0.00	2,711.65	0.00	0.00	0.00	40,786.35	3,523.12	0.00	47,071.12
<b>Total Expense</b>	<u>0.00</u>	<u>19,256.17</u>	<u>34,286.86</u>	<u>257,180.99</u>	<u>21,244.97</u>	<u>16,611.37</u>	<u>26,690.27</u>	<u>253,233.52</u>	<u>304,250.29</u>	<u>0.00</u>	<u>932,754.44</u>
<b>Net Ordinary Income</b>	0.00	0.00	2,061.50	84,591.75	1,340.75	8,392.63	2,182.40	66,417.14	28,242.73	0.00	193,228.90
<b>Other Income/Expense</b>											
<b>Other Expense</b>											
529998 · Allocated Admin. Services - RGS	0.00	0.00	4,365.80	41,050.29	2,712.77	3,003.23	3,467.89	38,393.20	39,935.70	0.00	132,928.88
<b>Total Other Expense</b>	<u>0.00</u>	<u>0.00</u>	<u>4,365.80</u>	<u>41,050.29</u>	<u>2,712.77</u>	<u>3,003.23</u>	<u>3,467.89</u>	<u>38,393.20</u>	<u>39,935.70</u>	<u>0.00</u>	<u>132,928.88</u>
<b>Net Other Income</b>	<u>0.00</u>	<u>0.00</u>	<u>-4,365.80</u>	<u>-41,050.29</u>	<u>-2,712.77</u>	<u>-3,003.23</u>	<u>-3,467.89</u>	<u>-38,393.20</u>	<u>-39,935.70</u>	<u>0.00</u>	<u>-132,928.88</u>
<b>Net Income</b>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>-2,304.30</b></u>	<u><b>43,541.46</b></u>	<u><b>-1,372.02</b></u>	<u><b>5,389.40</b></u>	<u><b>-1,285.49</b></u>	<u><b>28,023.94</b></u>	<u><b>-11,692.97</b></u>	<u><b>0.00</b></u>	<u><b>60,300.02</b></u>

**Local Government Services**  
**Balance Sheet**  
 As of August 31, 2010

	<b>Aug 31, 10</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
110010 · Wells Fargo - Cash	-37,892.49
<b>Total Checking/Savings</b>	-37,892.49
<b>Accounts Receivable</b>	
131320 · Accounts Receivable - Trade	849,118.35
<b>Total Accounts Receivable</b>	849,118.35
<b>Other Current Assets</b>	
143006 · Due from RGS	1,376,059.16
<b>Total Other Current Assets</b>	1,376,059.16
<b>Total Current Assets</b>	2,187,285.02
<b>TOTAL ASSETS</b>	<b>2,187,285.02</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
221001 · Calpers Retirement Liab	29,863.36
221003 · 457/401A Retirement Liab	9,777.50
221009 · General Liability Insurance	-1,000.00
221015 · Health Insurance Liability	-32,073.35
221016 · Long Term Disability Liability	-1,856.71
221017 · Short Term Disability Liability	-1,714.40
221023 · Dental Insurance Liability	-4,966.12
221024 · Vision Insurance Liability	-1,074.39
221025 · Life Insurance/AD&D Liability	-1,087.59
230060 · Accrued Salaries, Wages & Taxes	172,079.16
240010 · Deferred Revenue	479,750.00
240011 · Refundable Deposits	240,402.70
250001 · Accrued Vacation, Sick & Admin	489,513.37
250002 · Contra Vacation, Sick and Admin	-258,136.08
<b>Total Other Current Liabilities</b>	1,119,477.45
<b>Total Current Liabilities</b>	1,119,477.45
<b>Total Liabilities</b>	1,119,477.45
<b>Equity</b>	
370000 · Fund Bal Unreserved/Unrestrictd	624,464.63
3900 · Retained Earnings	383,042.92
Net Income	60,300.02
<b>Total Equity</b>	1,067,807.57
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,187,285.02</b>



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**TO:** EXECUTIVE COMMITTEE **EC Meeting: 10-14-10**  
**FROM:** RICHARD H. AVERETT, CFO/Treasurer **Item: 4B**  
**SUBJECT: PAYMENTS MADE IN JULY AND AUGUST 2010**

## **RECOMMENDATION**

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

## **BACKGROUND**

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

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

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

## **FISCAL IMPACT**

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

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

**Local Government Services  
Account QuickReport  
As of July 31, 2010**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>110010 - Wells Fargo - Cash</b>							<b>-37,069.90</b>
Deposit	07/02/2010			Deposit	√	125.00	-36,944.90
Deposit	07/06/2010			Deposit	√	4,402.50	-32,542.40
Deposit	07/07/2010			Deposit	√	154,564.79	122,022.39
Check	07/07/2010	EFT	ADP Net Checks	06/30 Payroll	√	-114,343.92	7,678.47
Check	07/07/2010	EFT	ADP FWH/SWH/Med	06/30 Payroll	√	-37,534.19	-29,855.72
Deposit	07/08/2010			Deposit	√	8,245.55	-21,610.17
Check	07/08/2010	EFT	AIG Retirement	06/30/10 457 EFT	√	-7,323.06	-28,933.23
Check	07/08/2010	EFT	AIG Retirement	06/30/10 401 EFT	√	-922.49	-29,855.72
Check	07/08/2010	EFT	Wells Fargo	Service Charges	√	-188.45	-30,044.17
Deposit	07/09/2010			Deposit	√	945.26	-29,098.91
Deposit	07/12/2010			Deposit	√	29,111.66	12.75
Check	07/14/2010	1668	CalPers - Retirement	06/30/10 Employer Code 1816	√	-25,373.60	-25,360.85
Deposit	07/16/2010			Deposit	√	25,662.45	301.60
Check	07/16/2010	EFT	ADP Fees	06/30/10 Payroll	√	-288.85	12.75
Deposit	07/20/2010			Deposit	√	3,500.00	3,512.75
Check	07/20/2010	EFT	Carillo, Christine	Relocation Expenses-Wire Transfer	√	-3,500.00	12.75
Deposit	07/21/2010			Deposit	√	164,592.25	164,605.00
Check	07/21/2010	EFT	ADP Net Checks	7/15 Payroll	√	-122,548.52	42,056.48
Check	07/21/2010	EFT	ADP FWH/SWH/Med	7/15 Payroll	√	-42,043.73	12.75
Deposit	07/26/2010			Deposit	√	8,531.07	8,543.82
Check	07/26/2010	EFT	AIG Retirement	07/15/10 457 EFT	√	-7,523.06	1,020.76
Check	07/26/2010	EFT	AIG Retirement	07/15/10 401 EFT	√	-1,008.01	12.75
Check	07/29/2010	1669	CalPers - Retirement	07/15/10 Employer Code 1816	√	-27,649.72	-27,636.97
Check	07/29/2010	1670	Allied Administrators	Aug premium	√	-4,764.46	-32,401.43
Check	07/29/2010	1671	Reliance	Aug Prepaid premiums	√	-4,595.05	-36,996.48
Check	07/29/2010	1672	Flex-Plan Services, Inc.	Jun 30 premiums	√	-2,886.68	-39,883.16
Check	07/29/2010	1673	Vision Service Plan	Aug premium-12 275218 0001	√	-1,035.42	-40,918.58
Check	07/30/2010	1674	CalPers	H2010081816000-Aug Premium	√	-29,645.06	-70,563.64
Deposit	07/30/2010			Deposit	√	6,107.98	-64,455.66
Check	07/30/2010	EFT	ADP Fees	07/15/10 Payroll	√	-308.10	-64,763.76
Total 110010 - Wells Fargo - Cash						<u>-27,693.86</u>	<u>-64,763.76</u>
<b>TOTAL</b>						<b><u>-27,693.86</u></b>	<b><u>-64,763.76</u></b>

**Local Government Services**  
**Account QuickReport**  
As of August 31, 2010

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
110010 - Wells Fargo - Cash								<b>-64,763.76</b>
	Deposit	08/02/2010			Deposit	√	2,886.68	-61,877.08
	Deposit	08/03/2010			Deposit	√	27,649.72	-34,227.36
	Deposit	08/05/2010			Deposit	√	164,384.14	130,156.78
	Check	08/05/2010	EFT	ADP Net Checks	7/31 Payroll	√	-120,142.05	10,014.73
	Check	08/05/2010	EFT	ADP FWH/SWH/Med	7/31 Payroll	√	-39,647.04	-29,632.31
	Deposit	08/06/2010			Deposit	√	9,156.14	-20,476.17
	Check	08/06/2010	EFT	AIG Retirement	07/31/10 457 EFT	√	-8,098.06	-28,574.23
	Check	08/06/2010	EFT	AIG Retirement	07/31/10 401 EFT	√	-1,040.08	-29,614.31
	Check	08/06/2010	EFT	ADP Fees	07/31/10 Payroll	√	-18.00	-29,632.31
	Deposit	08/10/2010			Deposit	√	29,645.06	12.75
	Deposit	08/11/2010			Deposit	√	1,627.85	1,640.60
	Deposit	08/11/2010			Deposit	√	50.00	1,690.60
	Check	08/11/2010	EFT	Wells Fargo	Service Charges	√	-194.19	1,496.41
	Check	08/11/2010	EFT	RGS	ZBA Transfer	√	-1,433.66	62.75
	Check	08/12/2010	1675	CalPers - Retirement	07/31/10 Employer Code 1816	√	-30,250.55	-30,187.80
	Deposit	08/12/2010			Deposit	√	1,627.85	-28,559.95
	Check	08/12/2010	EFT	Tuckey, Jamie	Wire to replace lost check	√	-1,627.85	-30,187.80
	Deposit	08/13/2010			Deposit	√	294.35	-29,893.45
	Check	08/13/2010	EFT	ADP Fees	08/15/10 Payroll	√	-294.35	-30,187.80
	Check	08/19/2010	1679	Allied Administrators	Sep premium	√	-4,368.50	-34,556.30
	Deposit	08/19/2010			Deposit	√	185,187.99	150,631.69
	Check	08/19/2010	EFT	ADP Net Checks	8/15 Payroll	√	-117,533.87	33,097.82
	Check	08/19/2010	EFT	ADP FWH/SWH/Med	8/15 Payroll	√	-37,403.57	-4,305.75
	Deposit	08/20/2010			Deposit	√	9,498.74	5,192.99
	Check	08/20/2010	EFT	AIG Retirement	08/15/10 457 EFT	√	-8,496.22	-3,303.23
	Check	08/20/2010	EFT	AIG Retirement	08/15/10 401 EFT	√	-1,002.52	-4,305.75
	Bill Pmt -Check	08/24/2010	1677	California JPIA	Prepaid Liability Ins for FY2011-LGS	√	-82,664.00	-86,969.75
	Check	08/25/2010	1676	CalPers - Retirement	08/15/10 Employer Code 1816	√	-28,052.60	-115,022.35
	Deposit	08/25/2010			Deposit	√	4,368.50	-110,653.85
	Deposit	08/27/2010			Deposit	√	216.35	-110,437.50
	Check	08/27/2010	EFT	ADP Fees	08/15/10 Payroll	√	-266.35	-110,703.85
	Deposit	08/30/2010			Deposit	√	82,664.00	-28,039.85
	Check	08/31/2010	1681	CalPers	H2010091816000-Sep Premium		-32,020.29	-60,060.14
	Check	08/31/2010	1678	Reliance	Sep Prepaid premiums		-4,805.97	-64,866.11
	Check	08/31/2010	1682	Vision Service Plan	Sep premium-12 275218 0001		-1,078.98	-65,945.09
	Deposit	08/31/2010			Deposit	√	28,052.60	-37,892.49
Total 110010 - Wells Fargo - Cash							<u>26,871.27</u>	<u>-37,892.49</u>
<b>TOTAL</b>							<b><u>26,871.27</u></b>	<b><u>-37,892.49</u></b>



# LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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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: 10-14-10**

**Item: 4C**

## **RECOMMENDATION**

Review and accept JPA investments made through September 2010.

## **BACKGROUND**

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

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

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

## **FISCAL IMPACT**

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

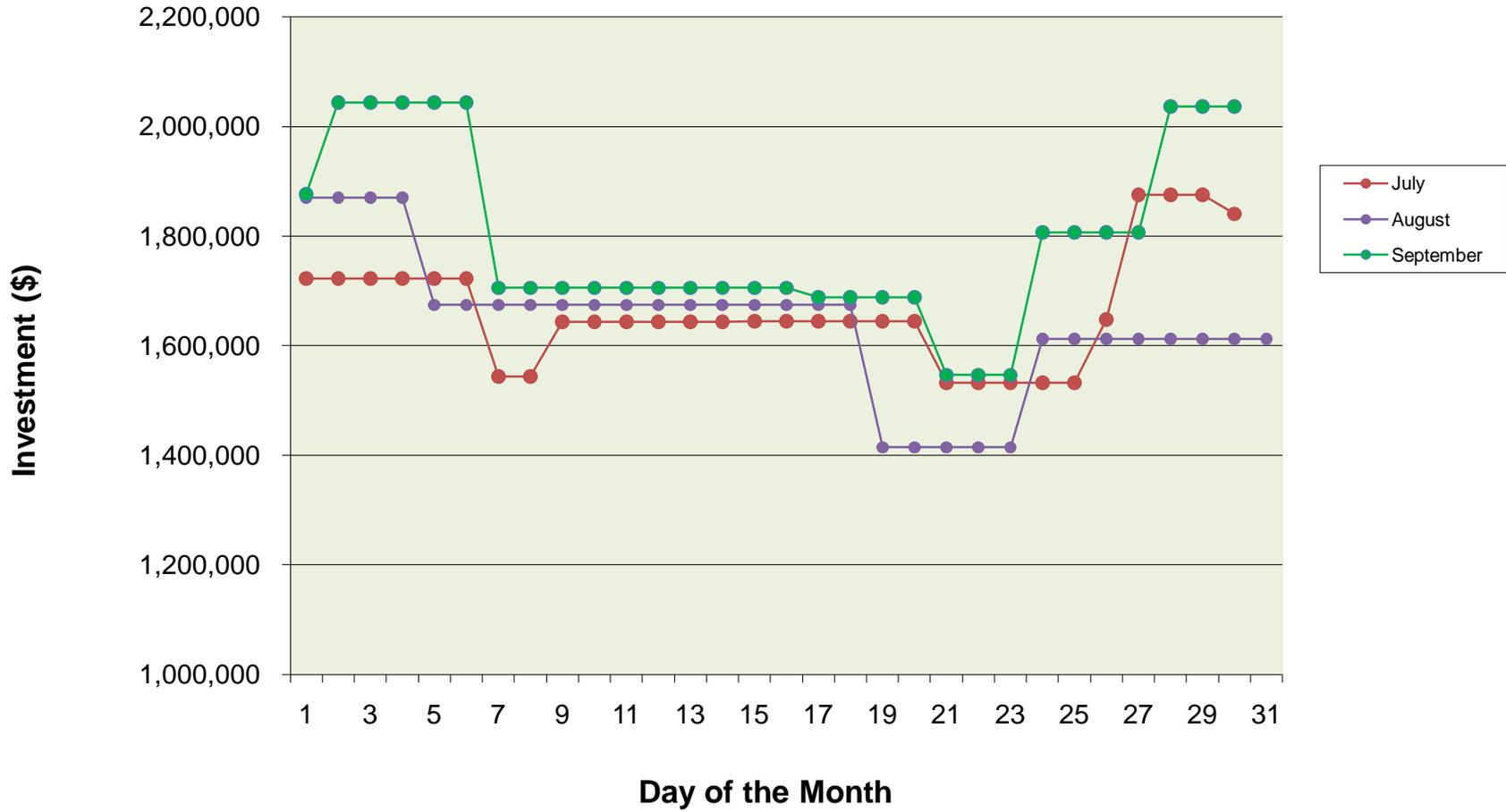
LAIF and CalTrust interest rates have resumed their moderate declines. CalTrust medium term investments are currently yielding approximately 75 basis points more than LAIF, with CalTrust paying 124 basis points and LAIF paying 49 basis points. The Board of Directors annually reviews the investment policy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

# INVESTMENT REPORT FY2011

Date	JULY				AUGUST				SEPTEMBER			
	Other	CalTrust	LAIF	Combined	Other	CalTrust	LAIF	Combined	JPIA.COHS.CIV	CalTrust	LAIF	Combined
1		1,315,988	406,968	1,722,957	28,064	1,317,565	524,778	1,870,408	230,705	1,319,039	326,778	1,876,523
2		1,315,988	406,968	1,722,957	28,064	1,317,565	524,778	1,870,408	230,705	1,319,039	493,778	2,043,523
3		1,315,988	406,968	1,722,957	28,064	1,317,565	524,778	1,870,408	230,705	1,319,039	493,778	2,043,523
4		1,315,988	406,968	1,722,957	28,064	1,317,565	524,778	1,870,408	230,705	1,319,039	493,778	2,043,523
5		1,315,988	406,968	1,722,957	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	493,778	2,043,523
6		1,315,988	406,968	1,722,957	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	493,778	2,043,523
7		1,315,988	227,968	1,543,957	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	155,778	1,705,523
8		1,315,988	227,968	1,543,957	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	155,778	1,705,523
9		1,315,988	327,968	1,643,957	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	155,778	1,705,523
10		1,315,988	327,968	1,643,957	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	155,778	1,705,523
11		1,315,988	327,968	1,643,957	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	155,778	1,705,523
12		1,315,988	327,968	1,643,957	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	155,778	1,705,523
13		1,315,988	327,968	1,643,957	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	155,778	1,705,523
14		1,315,988	327,968	1,643,957	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	155,778	1,705,523
15		1,315,988	328,778	1,644,767	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	155,778	1,705,523
16		1,315,988	328,778	1,644,767	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	155,778	1,705,523
17		1,315,988	328,778	1,644,767	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	138,778	1,688,523
18		1,315,988	328,778	1,644,767	28,064	1,317,565	328,778	1,674,408	230,705	1,319,039	138,778	1,688,523
19		1,315,988	328,778	1,644,767	28,064	1,317,565	68,778	1,414,408	230,705	1,319,039	138,778	1,688,523
20		1,315,988	328,778	1,644,767	28,064	1,317,565	68,778	1,414,408	230,705	1,319,039	138,778	1,688,523
21		1,315,988	216,778	1,532,767	28,064	1,317,565	68,778	1,414,408	230,705	1,219,039	96,778	1,546,523
22		1,315,988	216,778	1,532,767	28,064	1,317,565	68,778	1,414,408	230,705	1,219,039	96,778	1,546,523
23		1,315,988	216,778	1,532,767	28,064	1,317,565	68,778	1,414,408	230,705	1,219,039	96,778	1,546,523
24		1,315,988	216,778	1,532,767	28,064	1,317,565	266,778	1,612,408	230,705	1,219,039	356,778	1,806,523
25		1,315,988	216,778	1,532,767	28,064	1,317,565	266,778	1,612,408	230,705	1,219,039	356,778	1,806,523
26		1,315,988	331,778	1,647,767	28,064	1,317,565	266,778	1,612,408	230,705	1,219,039	356,778	1,806,523
27		1,315,988	559,778	1,875,767	28,064	1,317,565	266,778	1,612,408	230,705	1,219,039	356,778	1,806,523
28		1,315,988	559,778	1,875,767	28,064	1,317,565	266,778	1,612,408	230,705	1,219,039	586,778	2,036,523
29		1,315,988	559,778	1,875,767	28,064	1,317,565	266,778	1,612,408	230,705	1,219,039	586,778	2,036,523
30		1,315,988	524,778	1,840,767	28,064	1,317,565	266,778	1,612,408	230,705	1,219,039	586,778	2,036,523
31		1,315,988	524,778	1,840,767	28,064	1,317,565	266,778	1,612,408				
Market Value										1,236,901		

	BUDGETED EARNINGS	Proj'd CT mo. Int.	Proj'd LAIF mo. Int.	CUMULATIVE Budget/Proj'd	BUDGETED EARNINGS	Proj'd CT mo. Int.	Proj'd LAIF mo. Int.	CUMULATIVE Budget/Proj'd	BUDGETED EARNINGS	Proj'd CT mo. Int.	Proj'd LAIF mo. Int.	CUMULATIVE Budget/Proj'd
Budget Est. Earn.	\$1,250			\$1,250	\$1,250			\$2,500	\$1,250			\$3,750
		\$1,576	\$158	\$1,735	\$8	1474	132	\$3,349	\$284	1,362	114	\$5,109

# COMBINED INVESTMENTS





# LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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

**EC Meeting: 10-14-10**

**Item: 6A**

## **CURRENT CLIENTS:**

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

### **Cities**

Belvedere  
Rohnert Park  
Sausalito  
Vallejo

Calistoga  
San Rafael  
Stockton

### **Other Agencies**

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

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

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

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

C-IV is winding down the Training phase of their implementation program, with one position eliminated in late March and the remaining four eliminated in July. A C-IV Technical Manager was added August 1, 2010.

Other existing clients have added additional positions to compliment their existing staffing.

**POTENTIAL MEMBER AGENCIES:**

<b>Agency</b>	<b>Contact</b>	<b>Contact</b>	
County of Marin	Matthew Hymel, County Administrator	Mona Miyasato, Chief Asst County Administrator	RHA: followed up with Dave Hill. Back in Matthew's court.
City of Albany	Beth Pollard, City Administrator		
Town of San Anselmo	Debbie Stutsman, Town Manager		
City of Mountain View			Mike: in discussions
City of Mission Viejo		Irwin Bornstein, Asst City Mgr/Dir. of Admin. Services	RHA: mild interest
City of Pleasanton	Nelson Fialho, City Manager		
City of Concord	Dan Keen, City Mgr		Ken discussed with Dan; RHA followed up and will send sample staff rpt.
City of Dublin	Joni Pattillo, City Mgr		Mike: talked with & scheduled mtg to discuss.

**Local Government Services  
Position Allocation Chart**

<b>Contracting Organization</b>		<b>TAM</b>	<b>TJPA</b>	<b>MTC</b>	<b>MEA</b>	<b>SBWMA</b>	<b>Marin Transit</b>	<b>Rohnert Park</b>		<b>Total FTE</b>	<b>Total Position count</b>
<b>LGS employee, FTE, and Position Title</b>	<b>Employee Name</b>	<b>LGS</b>	<b>LGS</b>	<b>LGS</b>	<b>LGS</b>	<b>LGS</b>		<b>LGS</b>			
Accountant	Sylvia Wong		1.00							1.00	1.00
Administrative Assistant	Kimberly Sow			1.00						1.00	1.00
Administrative Assistant/Office Manager	Nila Gonzales		1.00							1.00	1.00
Assistant Program Coordinator	Rachel Zack			1.00						1.00	1.00
Associate Project Delivery Manager	Bill Whitney	1.00								1.00	1.00
Associate Project Delivery Manager	Dan Cherrier	1.00								1.00	1.00
Arterial Operations Coordinator	Vansi Tabjulu			1.00						1.00	1.00
Climate Initiative Coordinator	Brenda Dix			1.00						1.00	1.00
Contract Compliance Manager/Finance Coordinator	Sara Gigliotti		1.00							1.00	1.00
Contract Compliance Officer	Eddie Phillips		1.00							1.00	1.00
Contract Coordinator	Winnie Chung			1.00						1.00	1.00
Contract Coordinator	Michele Gillaspie			1.00						1.00	1.00
Contract Coordinator	Christine Carrillo			1.00						1.00	1.00
Engineering Manager	Ed Sum		1.00							1.00	1.00
Executive Assistant	Denise Merleno	1.00								1.00	1.00
Executive Director TAM	Dianne Steinhauer	1.00								1.00	1.00
Executive Director TJPA	Maria Ayerdi-Kaplan		1.00							1.00	1.00
Executive Director MEA	Dawn Weisz				1.00					1.00	1.00
FastTrack Administrator	Manuel Espiritu			1.00						1.00	1.00
Finance and Administration Specialist	Grace Zhaung	1.00								1.00	1.00
Finance and Grant Manager	Lauren Gradia						1.00			1.00	1.00
Finance and Systems Accountant	Araceli Fierro		1.00							1.00	1.00
511 Coordinator	Sara Burnworth			1.00						1.00	1.00
511 Transit	Alysha Nachtigall			1.00						1.00	1.00
Information Technology Manager	Mike Daniels		1.00							1.00	1.00
Interim Project Manager	Johnny Chung							0.80		0.80	1.00
Junior Planner	Rebecca Armenta		1.00							1.00	1.00
Landscape Architect Planner	Anna Young			1.00						1.00	1.00
Manager of Finance and Administration	Li Zhang	1.00								1.00	1.00
Manager of Programming and Legislation	David Chan	1.00								1.00	1.00
Planning Manager	Karita Zimmerman	1.00								1.00	1.00
Planning Technician	Laramie Bowron			1.00						1.00	1.00
Principal Engineer	Brian Dykes		1.00							1.00	1.00
Project Delivery Manager	Bill Gamlen	1.00								1.00	1.00
Project Coordinator	Jaime Tuckey				1.00					1.00	1.00
Receptionist	Nannette Brown	1.00								1.00	1.00
Recycling Program Manager	Cliff Feldman					1.00				1.00	1.00
Regional Rideshare Program Coordinator	Barbara Laurenson			0.60						0.60	1.00
Regional Transportation Funding Coord	Amy Burch			1.00						1.00	1.00
Senior Program Manager	Bob Beck		1.00							1.00	1.00
Translink Program Coordinator/Contract Analyst	Kimpreet Puar			1.00						1.00	1.00
Transportation Human Services Coordinator	Drennen Shelton			1.00						1.00	1.00
Traveler Information Coordinator	Andrew Pease			1.00						1.00	1.00
<b>LGS FTE per Client Total</b>		<b>10.00</b>	<b>11.00</b>	<b>16.60</b>	<b>2.00</b>	<b>1.00</b>	<b>1.00</b>		<b>0.00</b>	<b>42.40</b>	
<b>Total Positions</b>		<b>10</b>	<b>11</b>	<b>17</b>	<b>2</b>	<b>1</b>	<b>1</b>		<b>0</b>	<b>42.00</b>	<b>43.00</b>
<b>Legend</b>	<b>Yellow:</b> Pending selection; not in counts. <b>New clients (under small projects)</b> <b>Pink:</b> Pending separation from employment <b>Clients Leaving</b> <b>Green:</b> FTE counts/totals <b>Tangerine Position counts/totals</b>										

10/1/10

# LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

*Providing Solutions to California Public Agencies*

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

**Meeting Schedule for the next 12 Months**

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

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



# LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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

## **RECOMMENDATION**

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

## **BACKGROUND**

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

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

## **FISCAL IMPACT**

There is no fiscal impact of approving this Addendum.

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

RECITALS

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

WHEREAS, Article II, Section 1 of said agreement provides that public entities may join as members of LGS if approved by two-thirds of the members of the Executive Committee of the LGS 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 Local Government Services Authority.

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

AGREEMENT

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

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

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

CITY OF DUBLIN

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
City Manager

LOCAL GOVERNMENT SERVICES AUTHORITY

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
Chair of the Executive Committee

APPROVED AS TO FORM

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
Legal Counsel  
LOCAL GOVERNMENT SERVICES AUTHORITY