

LOCAL AND REGIONAL GOVERNMENT  
SERVICES AUTHORITIES

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**LGS EXECUTIVE COMMITTEE AGENDA**

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

**REGULAR MEETING**  
Via Teleconference

**September 8, 2011**  
**3:00 p.m.**

**Association of Bay Area Governments**, Finance Dir. Office, Rm.301, 101 Eighth St., Oakland, CA 94604  
**Dublin Civic Center**, City Manager's Office, 100 Civic Plaza, Dublin, CA 94568  
**San Mateo County Transit District**, 4<sup>th</sup> Floor Fireside Rm., 1250 San Carlos Ave., San Carlos, CA 94070  
**San Rafael City Hall**, City Manager's Conference Room, 1400 Fifth Avenue, San Rafael, CA 94915  
**Yountville Town Hall**, Town Manager's Office, 6550 Yount Street, Yountville, CA 94599

**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 **June 9<sup>th</sup> 2011** Minutes

Action

**4. TREASURER'S REPORT**

A. Review of Month-End Financial Reports through June 2011

Information

B. Approval of Payments and Deposits made May through June 2011

Action

C. Approval of Investments Report through August 2011

Action

**5. OLD BUSINESS**

A. None

**6. NEW BUSINESS**

A. Review Client Report

Discussion

B. Regularly Scheduled Meetings Calendar

Discussion

C. In-Person Meeting/Workshop: December 8 or January 12

Discussion

**7. PUBLIC COMMENT**

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.

**8. NEXT MEETING: October 13<sup>h</sup> or November 10<sup>th</sup> at 3:00 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 **June 9, 2011** at Cavallo Point, The Lodge at the Golden Gate, 601 Murray Circle, Suite 2404, Fort Baker, Sausalito, CA 94965. The meeting was called to order at **10:24 a.m.**

**1. CALL TO ORDER**

Members Present: Mike Garvey, Chair  
Dan Schwarz, Vice-Chair  
Nancy Mackle, Member  
Members Absent: Herb Pike, Member  
Other Attendees: Richard Averett, Executive Director/CFO  
Jennifer Bower, Human Resources Director  
Steve Rogers, Member – arriving at 11:05  
Joni Pattillo, Member – arriving at 11:20

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

**3. APPROVAL OF CONSENT AGENDA**

A. Approval of **April 14, 2011** Minutes.

**ACTION: M/S Mackle/Schwarz** to approve the April 14, 2011 Minutes as presented.

**AYES:** Chair Garvey, Vice-Chair Schwarz, Member Mackle

**NOES:** None

**ABSTAIN:** None

**4. TREASURER'S REPORT**

A. Review of month-end financial reports through April 2011. Presented by Executive Director and discussed in context with the FY2012 Budget by Executive Committee.

B. Approval of Payments and Deposits made March and April 2011.

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

**AYES:** Chair Garvey, Vice-Chair Schwarz, Member Mackle

**NOES:** None

**ABSTAIN:** None

11:05 am Member Rogers joined the meeting.

C. Approval of Investments Report through May 2011. The Executive Director reviewed the report and noted that with the anticipated repayment of our 'loan' to GCHP, we will have funds available to loan to public agencies. So, if member agencies need short-term financing, please contact staff.

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

**AYES:** Chair Garvey, Vice-Chair Schwarz, Members Mackle and Rodgers

**NOES:** None

**ABSTAIN:** None

D. Approval of Fiscal Year 2011 Audit Engagement.

**ACTION: M/S Schwarz/Rogers** to approve the Audit Engagement with Mayer Hoffman McCann for Fiscal Year 2011.

**AYES:** Chair Garvey, Vice-Chair Schwarz, Members Mackle and Rodgers

**NOES:** None

**ABSTAIN:** None

E. Approval of 2012 Budget. Presented by the Executive Director and discussed by the Committee

**ACTION: M/S Mackle/Rogers** to approve the 2011 Budget as presented.

**AYES:** Chair Garvey, Vice-Chair Schwarz, Members Mackle and Rodgers

**NOES:** None

**ABSTAIN:** None

**5. OLD BUSINESS - None**

**6. NEW BUSINESS**

11:20 am Member Pattillo joined the meeting.

- A. Client and Prospective Client Update. The Human Resource Director reviewed the current make-up of clients. The Executive Director noted the overhead coverage by larger clients relative to other clients. The discussion turned to marketing strategies, including promoting a “shared services” model. A communication plan will be developed for the next meeting.
- B. Regularly Scheduled Meetings – The Members reviewed the scheduled upcoming meetings, discussed and expressed a desire to cancel the July 10<sup>th</sup> meeting if no subsequent business required a meeting, with the next scheduled meeting date August 11<sup>th</sup>, via teleconference at a time to be determined. A desire was expressed to begin the meeting earlier than 4:00pm, so members will be polled to determine a new meeting time. This item was for discussion only, and no action was taken. It was also suggested that the annual meeting be moved to later in June or early July, to accommodate member agency budget schedules. A second Board/Executive Committee meeting and workshop, possibly in January, was also suggested.
- C. Approval of JPA Membership Guidelines – A discussion took place and it was decided that the JPA should strive for no more than one member agency per county. More counties need to be included to diversify regional/geographic interests. Executive Committee members should also be diverse in their backgrounds and skills (e.g., Human Resources, Finance). The number of member agencies needs to be sustainable from a financial perspective, when considering offering training reimbursement to member agencies. The guidelines will be amended to include a requirement for a member agency to be in good standing for one year before becoming eligible for training reimbursement. Staff was directed to develop criteria for being a “member in good standing.”  
**ACTION:** M/S Schwarz/Rogers to approve the JPA Membership Guidelines, as modified.  
**AYES:** Chair Garvey, Vice-Chair Schwarz, Members Mackle, Pattillo and Rodgers  
**NOES:** None  
**ABSTAIN:** None
- D. Approval of new JPA Member Agency, Walnut Creek – Discussion took place to determine what the future geographic make-up of the board should be. A future emphasis should be made to recruit members from Southern California, South Bay and the Sacramento Valley.  
**ACTION:** Pattillo/Rogers to approve Walnut Creek as a new JPA Member Agency.  
**AYES:** Chair Garvey, Vice-Chair Schwarz, Members Mackle, Pattillo and Rodgers  
**NOES:** None  
**ABSTAIN:** None

**7. PUBLIC COMMENT – None**

**8. NEXT MEETING –** The July 10<sup>th</sup> meeting is cancelled if there are no items needing the Committee's attention. The next meeting would be August 11<sup>th</sup>, 2011 via teleconference at a time to be determined.

**9. ADJOURNED -** Meeting adjourned at 1:07 p.m.



# LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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

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

**EC Meeting: 9-8-11**

**Item: 4A**

## RECOMMENDATION

No action is required of the Executive Committee. These are informational, preliminary financial reports through June 2011 month-end, and are attached for review. All reports are draft and unaudited.

## P&L ANALYSIS

Preliminary fiscal year financial results are summarized below. These results include four categories of significant audit adjustment, but are not final until the auditors complete their work – estimated to be within the next month. These four major audit categories are:

1. Revenues – Every year the auditors review revenues to assure they are booked in the appropriate year. It is not unusual to have several fiscal year start or end revenues rebooked as belong to a different year. This year however, TIPA refused to pay Other Post-Employment Benefits (OPEB) and increased insurance fees instituted in October 2010. As previously noted, these two charges amount to approximately \$14,500 per month. Despite repeated attempts to resolve the dispute, LGS gave notice of termination to TIPA. Staff is exploring collection options with our attorney, but felt it prudent to reduce FY11 revenues by \$130,000 as a worst case scenario.
2. Insurance (net) - Every year our workers' compensation and general liability pool (California Joint Powers Insurance Authority – CJPIA) makes retroactive adjustments to their annual charges based on loss experience, pool funding needs and each member agency's change in risk exposure. For FY11, LGS' retroactive adjustment was a credit of \$45,400 and RGS' adjustment was an expense of \$52,135. In addition, earlier this fiscal year LGS and RGS made an early payment on CJPIA retroactive adjustments of \$96,000 and received a two percent per year discount. This expense was not booked at the time, but is now reflected in year-end financials.
3. Vacation Accruals (net) – Every year the net changes in unused vacation accruals are booked at year end. For FY11, the accrual postings were \$40,195 for LGS and \$80,674 for RGS.
4. OPEB Funding – The actuaries recommended OPEB funding for FY10 and FY11 of \$181,000 (LGS) and \$110,000 (RGS). These amounts have been expensed and recorded as liabilities for each JPA, and per Board actions in June 2011, both agencies have set aside reserves to meet these liabilities.

Through June 2011, the net income for the JPAs was as follows:

- LGS net income equals \$273,060 for the fiscal-year-end (FYE). The balance sheet shows Total Equity of \$1,280,568.
- RGS net income equals \$181,613 for the FYE. The balance sheet shows Total Equity of \$468,982.
- Combined LGS/RGS net income equals \$454,673 for the 2011 FYTD. Combined Total Equity equals \$1,676,344.

The results shown are preliminary estimates, but believed to include all significant year-end and other audit adjustments. Fiscal Year 2011 financials also recognize prior period liabilities (e.g. FY10 OPEB) that appear to diminish FY11 results. Combined financial performance has continued to be positive since 'turning the corner' in March 2007, because increased client services revenue has outstripped more modestly increasing support expenses. Support costs have increased proportionally this year in order to maintain service levels for a rapidly increasing customer and employee base and to position the JPAs for future growth. Support cost increases include outside accounting and technology services, and office, HR and analytical staff 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. TJPA, with 12 assigned staff, will be leaving the JPAs December 31, 2011.
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. Historically low interest rates have reduced earnings. We have more than offset reduced earnings from traditional investment sources by 'investing' in client receivables. These alternant investments have ended, for now, and we are back to 100 percent reliance on traditional investment sources with low yields. Yields are expected to remain depressed for some time. We continue to explore other safe, alternative investments that fit our risk tolerance and business model.

**Local Government Services**  
**Profit & Loss by Class**  
July 2010 through June 2011

	<u>Admin - JPAs</u>	<u>Allowed OPEB</u>	<u>C-IV</u>	<u>Lincoln</u>	<u>MEA</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
440301 · Client Billings	0.00	0.00	0.00	154,826.08	0.00
440410 · Client Administrative Fees	0.00	0.00	19,256.17	0.00	215,959.19
440600 · General Liability/EAP	0.00	0.00	0.00	0.00	0.00
480000 · Miscellaneous	13,276.12	0.00	0.00	0.00	0.00
<b>Total Income</b>	<u>13,276.12</u>	<u>0.00</u>	<u>19,256.17</u>	<u>154,826.08</u>	<u>215,959.19</u>
<b>Expense</b>					
511010 · Salaries - Regular	46,037.82	0.00	14,998.52	102,129.50	193,706.25
512002 · Medicare Employer Expense	0.00	0.00	219.22	1,497.72	2,811.93
512005 · Health Insurance Expense	1,971.53	0.00	1,089.10	1,579.20	4,693.56
512006 · Dental Insurance Expense	0.00	0.00	228.22	1,075.77	1,761.80
512007 · Vision Insurance Expense	0.00	0.00	44.63	244.54	137.52
512008 · Life Insurance Expense	0.00	0.00	40.90	299.60	552.54
512009 · Long Term Disability Expense	0.00	0.00	70.46	514.12	923.34
512010 · Stars 401A Expense	0.00	0.00	0.00	0.00	7,558.38
512011 · Stars 457 Expense	0.00	0.00	0.00	0.00	0.00
512012 · Calpers Retirement Expense	1,778.40	0.00	2,495.20	8,507.28	15,083.42
512014 · Short Term Disability Expense	0.00	0.00	69.92	493.44	827.17
512015 · Unemployment Insurance Expense	11,700.00	0.00	0.00	0.00	0.00
512017 · Bad Debt Expense	0.00	0.00	0.00	0.00	0.00
512018 · FSA Health & Day Care Expense	0.00	0.00	0.00	0.00	0.00
520107 · ADP Payroll Fees	-50.00	0.00	0.00	0.00	0.00
520302 · Legal Services	4,550.00	0.00	0.00	0.00	0.00
520501 · Professional Dues & Membership	2,756.00	0.00	0.00	0.00	0.00
520801 · Mileage Reimbursement	0.00	0.00	0.00	0.00	0.00
521109 · Interest Expense	443.71	0.00	0.00	0.00	0.00
529997 · Administrative Services - RGS	-55,911.34	0.00	0.00	15,307.30	0.00
<b>Total Expense</b>	<u>13,276.12</u>	<u>0.00</u>	<u>19,256.17</u>	<u>131,648.47</u>	<u>228,055.91</u>
<b>Net Ordinary Income</b>	0.00	0.00	0.00	23,177.61	-12,096.72
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
529994 · Allowed OPEB Expense	0.00	181,000.00	0.00	0.00	0.00
529995 · Retrospective Gen Liab/WorkComp	0.00	0.00	0.00	-950.29	-1,325.51
529998 · Allocated Admin. Services - RGS	0.00	0.00	0.00	0.00	21,351.39
<b>Total Other Expense</b>	<u>0.00</u>	<u>181,000.00</u>	<u>0.00</u>	<u>-950.29</u>	<u>20,025.88</u>
<b>Net Other Income</b>	0.00	-181,000.00	0.00	950.29	-20,025.88
<b>Net Income</b>	<u><u>0.00</u></u>	<u><u>-181,000.00</u></u>	<u><u>0.00</u></u>	<u><u>24,127.90</u></u>	<u><u>-32,122.60</u></u>

**Local Government Services**  
**Profit & Loss by Class**  
July 2010 through June 2011

	<u>MTC</u>	<u>MTD</u>	<u>RntPk</u>	<u>Rohnert Park</u>	<u>SBWMA</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
440301 · Client Billings	2,301,620.44	11,233.89	139,062.43	0.00	173,474.88
440410 · Client Administrative Fees	0.00	207,322.69	0.00	0.00	750.00
440600 · General Liability/EAP	0.00	0.00	0.00	0.00	354.00
480000 · Miscellaneous	1,455.00	0.00	0.00	0.00	7,875.00
<b>Total Income</b>	<u>2,303,075.44</u>	<u>218,556.58</u>	<u>139,062.43</u>	<u>0.00</u>	<u>182,453.88</u>
<b>Expense</b>					
511010 · Salaries - Regular	1,406,414.42	194,139.14	77,358.60	0.00	128,276.89
512002 · Medicare Employer Expense	20,130.54	2,870.51	990.26	0.00	1,866.82
512005 · Health Insurance Expense	142,600.93	8,001.70	13,157.39	0.00	16,277.39
512006 · Dental Insurance Expense	20,482.39	3,295.96	824.58	0.00	2,131.56
512007 · Vision Insurance Expense	4,867.45	698.48	319.08	0.00	476.88
512008 · Life Insurance Expense	4,301.81	621.80	0.00	0.00	428.96
512009 · Long Term Disability Expense	7,403.01	1,068.82	0.00	0.00	739.36
512010 · Stars 401A Expense	147.35	0.00	0.00	0.00	0.00
512011 · Stars 457 Expense	0.00	0.00	0.00	0.00	0.00
512012 · Calpers Retirement Expense	230,444.87	17,466.29	13,015.72	0.00	11,515.80
512014 · Short Term Disability Expense	7,506.76	1,060.74	0.00	0.00	715.20
512015 · Unemployment Insurance Expense	0.00	0.00	0.00	0.00	0.00
512017 · Bad Debt Expense	0.01	0.00	0.00	0.00	3.80
512018 · FSA Health & Day Care Expense	0.00	0.00	0.00	0.00	0.00
520107 · ADP Payroll Fees	0.00	0.00	0.00	0.00	0.00
520302 · Legal Services	2,200.00	0.00	0.00	0.00	0.00
520501 · Professional Dues & Membership	0.00	0.00	0.00	0.00	0.00
520801 · Mileage Reimbursement	3,500.00	0.00	0.00	0.00	0.00
521109 · Interest Expense	0.00	0.00	0.00	0.00	0.00
529997 · Administrative Services - RGS	6,935.92	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<u>1,856,935.46</u>	<u>229,223.44</u>	<u>105,665.63</u>	<u>0.00</u>	<u>162,432.66</u>
<b>Net Ordinary Income</b>	446,139.98	-10,666.86	33,396.80	0.00	20,021.22
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
529994 · Allowed OPEB Expense	0.00	0.00	0.00	0.00	0.00
529995 · Retrospective Gen Liab/WorkComp	-14,253.97	-1,341.45	0.00	-853.54	-1,119.87
529998 · Allocated Admin. Services - RGS	227,810.94	21,578.18	13,738.71	0.00	18,026.80
<b>Total Other Expense</b>	<u>213,556.97</u>	<u>20,236.73</u>	<u>13,738.71</u>	<u>-853.54</u>	<u>16,906.93</u>
<b>Net Other Income</b>	<u>-213,556.97</u>	<u>-20,236.73</u>	<u>-13,738.71</u>	<u>853.54</u>	<u>-16,906.93</u>
<b>Net Income</b>	<u><u>232,583.01</u></u>	<u><u>-30,903.59</u></u>	<u><u>19,658.09</u></u>	<u><u>853.54</u></u>	<u><u>3,114.29</u></u>

**Local Government Services**  
**Profit & Loss by Class**  
July 2010 through June 2011

	<u>TAM</u>	<u>TJPA</u>	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
440301 · Client Billings	1,863,237.32	2,191,950.08	6,835,405.12
440410 · Client Administrative Fees	0.00	0.00	443,288.05
440600 · General Liability/EAP	0.00	4,128.00	4,482.00
480000 · Miscellaneous	0.00	110,286.00	132,892.12
<b>Total Income</b>	<u>1,863,237.32</u>	<u>2,306,364.08</u>	<u>7,416,067.29</u>
<b>Expense</b>			
511010 · Salaries - Regular	947,224.27	1,483,101.21	4,593,386.62
512002 · Medicare Employer Expense	13,690.88	21,693.02	65,770.90
512005 · Health Insurance Expense	72,807.72	113,216.92	375,395.44
512006 · Dental Insurance Expense	12,658.98	16,169.84	58,629.10
512007 · Vision Insurance Expense	2,906.88	3,649.68	13,345.14
512008 · Life Insurance Expense	3,273.79	4,913.97	14,433.37
512009 · Long Term Disability Expense	5,615.77	7,908.14	24,243.02
512010 · Stars 401A Expense	0.00	19,005.01	26,710.74
512011 · Stars 457 Expense	0.00	317.49	317.49
512012 · Calpers Retirement Expense	158,892.96	247,931.55	707,131.49
512014 · Short Term Disability Expense	5,283.46	6,855.62	22,812.31
512015 · Unemployment Insurance Expense	0.00	0.00	11,700.00
512017 · Bad Debt Expense	0.00	0.00	3.81
512018 · FSA Health & Day Care Expense	0.00	127.84	127.84
520107 · ADP Payroll Fees	0.00	0.00	-50.00
520302 · Legal Services	0.00	0.00	6,750.00
520501 · Professional Dues & Membership	0.00	0.00	2,756.00
520801 · Mileage Reimbursement	0.00	0.00	3,500.00
521109 · Interest Expense	0.00	0.00	443.71
529997 · Administrative Services - RGS	264,116.10	133,533.72	363,981.70
<b>Total Expense</b>	<u>1,486,470.81</u>	<u>2,058,424.01</u>	<u>6,291,388.68</u>
<b>Net Ordinary Income</b>	376,766.51	247,940.07	1,124,678.61
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
529994 · Allowed OPEB Expense	0.00	0.00	181,000.00
529995 · Retrospective Gen Liab/WorkComp	-11,436.14	-14,119.23	-45,400.00
529998 · Allocated Admin. Services - RGS	184,293.32	229,218.96	716,018.30
<b>Total Other Expense</b>	<u>172,857.18</u>	<u>215,099.73</u>	<u>851,618.30</u>
<b>Net Other Income</b>	<u>-172,857.18</u>	<u>-215,099.73</u>	<u>-851,618.30</u>
<b>Net Income</b>	<u><u>203,909.33</u></u>	<u><u>32,840.34</u></u>	<u><u>273,060.31</u></u>

Local Government Services  
Balance Sheet  
As of June 30, 2011

	<u>Jun 30, 11</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
110010 - Wells Fargo - Cash	-90,439.56
Total Checking/Savings	<u>-90,439.56</u>
Accounts Receivable	
131320 - Accounts Receivable - Trade	1,297,276.32
Total Accounts Receivable	<u>1,297,276.32</u>
Other Current Assets	
143006 - Due from RGS	1,555,101.21
Total Other Current Assets	<u>1,555,101.21</u>
Total Current Assets	2,761,937.97
Other Assets	
160001 - Workers Comp Deposits/Credits	36,272.00
Total Other Assets	<u>36,272.00</u>
<b>TOTAL ASSETS</b>	<b><u>2,798,209.97</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
221001 - Calpers Retirement Liab	32,847.54
221003 - 457/401A Retirement Liab	9,592.94
221006 - FSA Health & Day Care	3,649.02
221009 - General Liability Insurance	-1,500.00
221015 - Health Insurance Liability	-36,159.63
221023 - Dental Insurance Liability	-5,573.02
221024 - Vision Insurance Liability	-1,248.62
230060 - Accrued Salaries, Wages & Taxes	183,186.83
240010 - Deferred Revenue	649,000.00
240011 - Refundable Deposits	240,402.70
250001 - Accrued Vacation, Sick & Admin	600,797.80
250002 - Contra Vacation, Sick and Admin	-329,225.45
Total Other Current Liabilities	<u>1,345,770.11</u>
Total Current Liabilities	1,345,770.11
Long Term Liabilities	
260001 - Gen Liab Ins Claims Payable	64,078.00
260002 - Other Post Employment Benefits	181,000.00
Total Long Term Liabilities	<u>245,078.00</u>
Total Liabilities	1,590,848.11
Equity	
370000 - Fund Bal Unreserved/Unrestrictd	1,416,167.86
3900 - Retained Earnings	-481,866.31
Net Income	273,060.31
Total Equity	<u>1,207,361.86</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,798,209.97</u></b>



# LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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**TO:** EXECUTIVE COMMITTEE  
**FROM:** RICHARD H. AVERETT, CFO/Treasurer  
**SUBJECT:** PAYMENTS MADE IN MAY AND JUNE 2011

**EC Meeting: 9-8-11**

**Item: 4B**

## **RECOMMENDATION**

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

## **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 or his delegate 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 and short term investment pools. 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 FY2011 budget or in subsequently approved action by the Executive Committee.

**Local Government Services**  
**Account QuickReport**  
As of June 30, 2011

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>110010 - Wells Fargo - Cash</b>							<b>-91,992.42</b>
Deposit	05/02/2011			Deposit	√	41,036.07	-50,956.35
Deposit	05/05/2011			Deposit	√	136,799.80	85,843.45
Check	05/05/2011	EFT	ADP Net Checks	04/30 payroll-Burnworth garnishment	√	-2,000.00	83,843.45
Check	05/05/2011	EFT	ADP Net Checks	04/30 payroll-	√	-134,799.80	-50,956.35
Deposit	05/06/2011			Deposit	√	53,553.27	2,596.92
Check	05/06/2011	EFT	Unified Trust	4/15 401/457 Deductions	√	-10,068.95	-7,472.03
Check	05/06/2011	EFT	Unified Trust	4/15 401/457 Deductions	√	-1,295.94	-8,767.97
Check	05/06/2011	EFT	ADP FWH/SWH/Med	04/30 Payroll	√	-42,170.38	-50,938.35
Check	05/06/2011	EFT	ADP Fees	04/30 Payroll	√	-18.00	-50,956.35
Deposit	05/09/2011			Deposit	√	2,756.00	-48,200.35
Check	05/11/2011	1748	CalPers - Retirement	Employer Code 1816 043011 plus survivor benefits	√	-32,404.04	-80,604.39
Deposit	05/11/2011			Deposit	√	257.90	-80,346.49
Check	05/11/2011	EFT	Wells Fargo	Service Charges	√	-257.90	-80,604.39
Deposit	05/12/2011			Deposit	√	42,408.83	-38,195.56
Deposit	05/13/2011			Deposit	√	6,213.42	-31,982.14
Check	05/13/2011	EFT	ADP Fees	04/30 Payroll	√	-409.15	-32,391.29
Check	05/15/2011	1762	Flex-Plan Services, Inc.	Apr 30 Contributions	√	-4,024.17	-36,415.46
Deposit	05/19/2011			Deposit	√	204,443.70	168,028.24
Check	05/19/2011	EFT	ADP Net Checks	05/15 payroll-	√	-130,127.57	37,900.67
Check	05/19/2011	EFT	ADP Net Checks	05/15 payroll-Burnworth garnishment	√	-1,500.00	36,400.67
Check	05/19/2011	EFT	ADP FWH/SWH/Med	05/15 Payroll	√	-40,412.09	-4,011.42
Deposit	05/23/2011			Deposit	√	11,220.48	7,209.06
Check	05/23/2011	EFT	Unified Trust	4/15 401/457 Deductions	√	-10,443.95	-3,234.89
Check	05/23/2011	EFT	Unified Trust	4/15 401/457 Deductions	√	-776.53	-4,011.42
Check	05/26/2011	1749	CalPers - Retirement	Employer Code 1816 051511 plus survivor benefits	√	-30,753.07	-34,764.49
Check	05/26/2011	1750	CalPers	H2011061816000-June Premium	√	-36,792.20	-71,556.69
Check	05/26/2011	1751	CalPers	Jean Pare Cobra Payments through 3/31/10	√	-1,971.53	-73,528.22
Check	05/26/2011	1752	EDD	932-0540-9 Jeff Carlson 1st Q 2011	√	-3,150.00	-76,678.22
Bill Pmt -Check	05/26/2011	1753	Alliant Insurance Services	Bond for 7/01/11-7/01/12 Cust No. L0349693	√	-500.00	-77,178.22
Bill Pmt -Check	05/26/2011	1754	Payal Singh, Attorney	Legal Fees for ER sponsorship process for V.Tabjulu	√	-2,200.00	-79,378.22
Deposit	05/27/2011			Deposit	√	318.96	-79,059.26

**Local Government Services**  
**Account QuickReport**  
As of June 30, 2011

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Check	05/27/2011	EFT	ADP Fees	05/15 Payroll	√	-318.96	-79,378.22
				H-1B Doc prep for M.Ziyambi + Premium			
Bill Pmt -Check	05/31/2011	1757	Department of Homeland Security	Processing	√	-3,550.00	-82,928.22
Bill Pmt -Check	05/31/2011	1758	Leena Kamat	H-1B Doc prep for M.Ziyambi	√	-1,000.00	-83,928.22
Check	05/31/2011	1759	Allied Administrators	Jun premium Employer I.D. 79360	√	-5,398.30	-89,326.52
Check	05/31/2011	1760	Vision Service Plan	Jun premiums 12 275218 0001	√	-1,180.62	-90,507.14
Check	05/31/2011	1761	Reliance	May Contributions	√	-5,603.39	-96,110.53
Check	05/31/2011	1763	Flex-Plan Services, Inc.	May 15 Contributions	√	-4,024.17	-100,134.70
Deposit	06/01/2011			Deposit	√	30,753.07	-69,381.63
Deposit	06/02/2011			Deposit	√	500.00	-68,881.63
Deposit	06/03/2011			Deposit	√	4,171.53	-64,710.10
Deposit	06/06/2011			Deposit	√	195,045.08	130,334.98
Check	06/06/2011	EFT	ADP Net Checks	05/31 payroll-Burnworth garnishment	√	-1,000.00	129,334.98
Check	06/06/2011	EFT	ADP Net Checks	05/31 payroll	√	-147,082.77	-17,747.79
Check	06/06/2011	EFT	ADP FWH/SWH/Med	05/31 payroll	√	-46,962.31	-64,710.10
Deposit	06/07/2011			Deposit	√	15,972.98	-48,737.12
Check	06/07/2011	EFT	Unified Trust	401/457 Deductions	√	-10,978.43	-59,715.55
Check	06/07/2011	EFT	Unified Trust	401/457 Deductions	√	-1,844.55	-61,560.10
Deposit	06/09/2011			Deposit	√	36,792.20	-24,767.90
				Employer Code 1816 053111 plus survivor			
Check	06/10/2011	1756	CalPers - Retirement	benefits	√	-34,431.34	-59,199.24
Deposit	06/13/2011			Deposit	√	187.46	-59,011.78
Check	06/13/2011	EFT	Wells Fargo	Service Charges	√	-187.46	-59,199.24
Deposit	06/16/2011			Deposit	√	5,398.30	-53,800.94
Deposit	06/17/2011			Deposit	√	1,535.97	-52,264.97
Check	06/17/2011	EFT	ADP Fees	05/31 Payroll	√	-355.35	-52,620.32
Deposit	06/20/2011			Deposit	√	35,431.34	-17,188.98
Deposit	06/21/2011			Deposit	√	144,639.59	127,450.61
Check	06/21/2011	EFT	ADP Net Checks	06/15 payroll	√	-143,139.59	-15,688.98
Check	06/21/2011	EFT	ADP Net Checks	06/15 payroll-Burnwrth support garnishmt	√	-1,500.00	-17,188.98
Check	06/22/2011	1765	Flex-Plan Services, Inc.	May 31 Contributions		-4,024.17	-21,213.15
Check	06/22/2011	1766	Flex-Plan Services, Inc.	Jun 15 Contributions		-4,024.17	-25,237.32
Check	06/22/2011	1767	CalPers	H2011071816000-Jul Premium		-36,159.63	-61,396.95
Deposit	06/22/2011			Deposit	√	48,811.44	-12,585.51
Check	06/22/2011	EFT	ADP FWH/SWH/Med	06/15 payroll	√	-45,261.44	-57,846.95

**Local Government Services**  
**Account QuickReport**  
As of June 30, 2011

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Deposit	06/23/2011			Deposit	√	10,995.70	-46,851.25
Check	06/23/2011	EFT	Unified Trust	401/457 Deductions	√	-10,121.89	-56,973.14
Check	06/23/2011	EFT	Unified Trust	401/457 Deductions	√	-873.81	-57,846.95
Deposit	06/24/2011			Deposit	√	5,603.39	-52,243.56
Check	06/27/2011	1764	CalPers - Retirement	Employer Code 1816 061511 plus survivor benefits		-33,629.44	-85,873.00
Deposit	06/28/2011			Deposit	√	8,048.34	-77,824.66
Check	06/30/2011	1768	Reliance	Jun Contributions		-5,793.26	-83,617.92
Check	06/30/2011	1769	Vision Service Plan	Jul premiums 12 275218 0001		-1,248.62	-84,866.54
Check	06/30/2011	1770	Allied Administrators	Jul premium Employer I.D. 79360		-5,573.02	-90,439.56
Total 110010 - Wells Fargo - Cash						<u>1,552.86</u>	<u>-90,439.56</u>
<b>TOTAL</b>						<b><u>1,552.86</u></b>	<b><u>-90,439.56</u></b>



# LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

*Providing Solutions to California Public Agencies*

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

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

**EC Meeting: 9-8-11**  
**Item: 4C**

## **RECOMMENDATION**

Review and accept JPA investments made through August 2011.

## **BACKGROUND**

The Board of Directors annually reviews the investment policy at their June meetings. The JPA Board of Directors approved an unchanged investment policy June 9, 2011. At the June 2010 Board meeting, the Directors authorized 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-year maturities in accordance with California Code. Prior Boards had approved an updated investment policy 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. Investments in CalTrust Medium Term began in late-January 2009, and investment in CalTrust Short Term began in November 2010. Investment activity for the current period is summarized in the attached material.

Loans and advances to other public agencies began first quarter of fiscal year 2011. Two agencies have used this service. Currently the JPAs have two alternative investments. 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. Gold Coast Health Plan has a small amount still owed from their pre-funded, start-up period, making up the remaining \$23,000 of alternative investments still earning higher than institutional short-term yields.

## **FISCAL IMPACT**

The impact of investment activity with Other Agencies, LAIF and CalTrust this period is projected to yield more each month than the \$1,250 budgeted. Fiscal year 2011 budgeted earnings were \$15,000 and fiscal-year preliminary earnings are exceed the budget by \$11,500. 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 88 basis points more than LAIF, and CalTrust short term investments are currently yielding 13 basis points more than LAIF.

# INVESTMENT REPORT FY2011

## APRIL

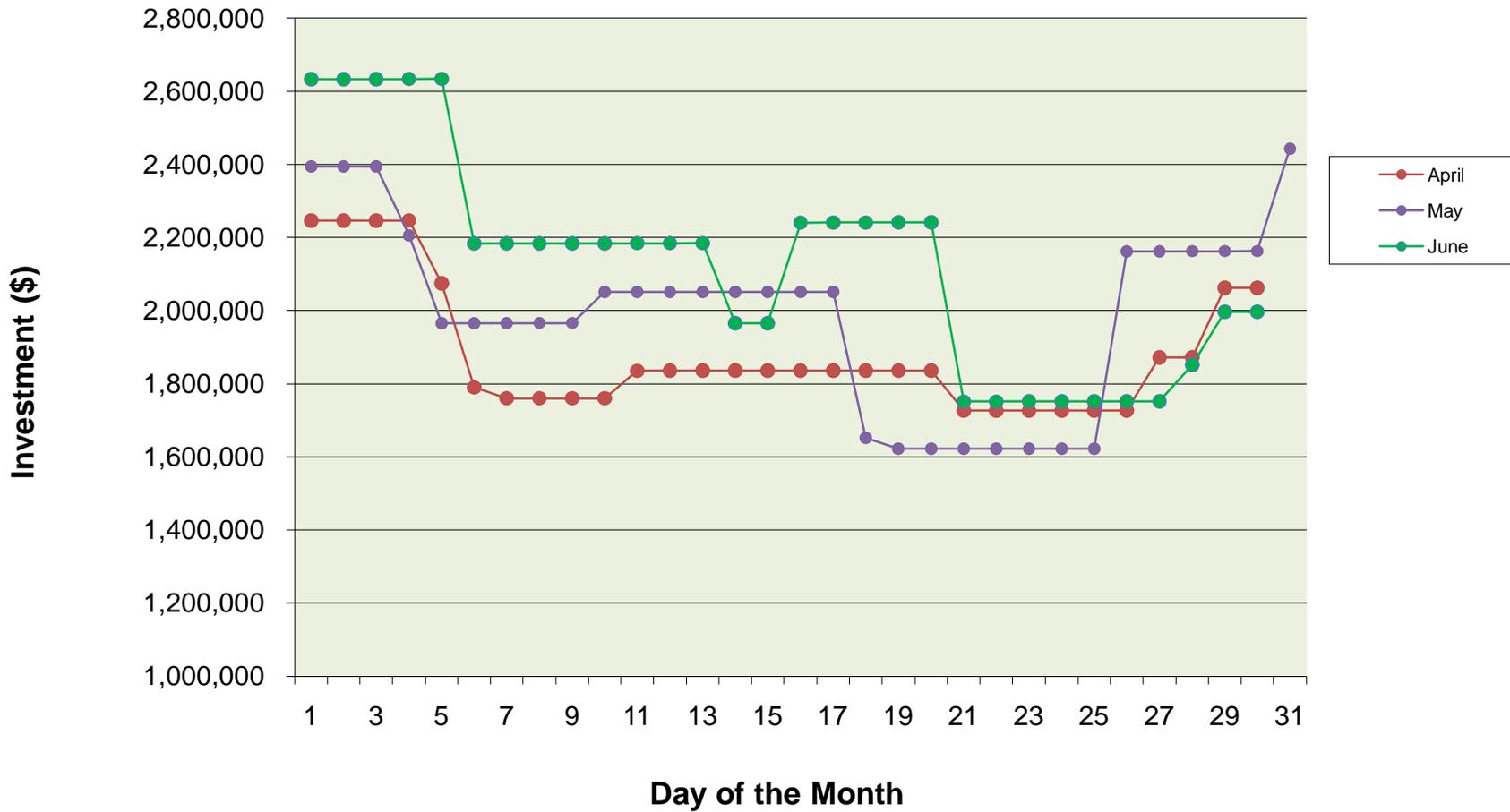
## MAY

## JUNE

Date	<u>CalTrust</u>				<u>CalTrust</u>				<u>CalTrust</u>			
	<u>Loans &amp; Discounts</u>	<u>Short &amp; Medium</u>	<u>LAIF</u>	<u>Combined</u>	<u>Loans &amp; Discounts</u>	<u>Short &amp; Medium</u>	<u>LAIF</u>	<u>Combined</u>	<u>Loans &amp; Discounts</u>	<u>CalTrust Short &amp; Medium</u>	<u>LAIF</u>	<u>Combined</u>
1	716,939	1,251,066	278,566	2,246,572	876,602	1,207,974	309,683	2,394,258	969,512	1,624,027	39,683	2,633,222
2	717,019	1,251,066	278,566	2,246,651	876,703	1,207,974	309,683	2,394,359	969,627	1,624,027	39,683	2,633,336
3	717,098	1,251,066	278,566	2,246,731	876,805	1,207,974	309,683	2,394,461	969,741	1,624,027	39,683	2,633,450
4	717,178	1,251,066	278,566	2,246,811	688,121	1,207,974	309,683	2,205,778	969,855	1,624,027	39,683	2,633,565
5	544,461	1,251,066	278,566	2,074,094	688,197	1,207,974	69,683	1,965,853	969,970	1,624,027	39,683	2,633,679
6	544,517	1,061,066	184,566	1,790,150	688,273	1,207,974	69,683	1,965,929	970,084	1,174,027	39,683	2,183,793
7	544,574	1,061,066	154,566	1,760,206	688,348	1,207,974	69,683	1,966,005	970,198	1,174,027	39,683	2,183,908
8	544,630	1,061,066	154,566	1,760,262	688,424	1,207,974	69,683	1,966,081	970,313	1,174,027	39,683	2,184,022
9	544,686	1,061,066	154,566	1,760,318	688,500	1,207,974	69,683	1,966,156	970,427	1,174,027	39,683	2,184,137
10	544,742	1,061,066	154,566	1,760,375	688,576	1,292,974	69,683	2,051,232	970,542	1,174,027	39,683	2,184,251
11	544,798	1,061,066	229,566	1,835,431	688,652	1,292,974	69,683	2,051,308	970,656	1,174,027	39,683	2,184,366
12	544,854	1,061,066	229,566	1,835,487	688,728	1,292,974	69,683	2,051,384	970,771	1,174,027	39,683	2,184,480
13	544,910	1,061,066	229,566	1,835,543	688,803	1,292,974	69,683	2,051,460	970,885	1,174,027	39,683	2,184,594
14	544,966	1,061,066	229,566	1,835,599	688,879	1,292,974	69,683	2,051,536	751,781	1,174,027	39,683	1,965,490
15	545,023	1,061,066	229,683	1,835,771	688,955	1,292,974	69,683	2,051,611	751,865	1,174,027	39,683	1,965,575
16	545,079	1,061,066	229,683	1,835,828	689,031	1,292,974	69,683	2,051,687	751,950	1,449,027	39,683	2,240,659
17	545,135	1,061,066	229,683	1,835,884	689,107	1,292,974	69,683	2,051,763	752,034	1,449,027	39,683	2,240,744
18	545,191	1,061,066	229,683	1,835,940	689,183	892,974	69,683	1,651,839	752,119	1,449,027	39,683	2,240,828
19	545,247	1,061,066	229,683	1,835,996	689,259	892,974	39,683	1,621,915	752,203	1,449,027	39,683	2,240,913
20	545,303	1,061,066	229,683	1,836,052	689,335	892,974	39,683	1,621,991	752,288	1,449,027	39,683	2,240,997
21	545,360	1,061,066	119,683	1,726,108	689,410	892,974	39,683	1,622,067	752,372	959,027	39,683	1,751,082
22	545,416	1,061,066	119,683	1,726,165	689,486	892,974	39,683	1,622,143	752,457	959,027	39,683	1,751,166
23	545,472	1,061,066	119,683	1,726,221	689,562	892,974	39,683	1,622,219	752,542	959,027	39,683	1,751,251
24	545,528	1,061,066	119,683	1,726,277	689,638	892,974	39,683	1,622,295	752,626	959,027	39,683	1,751,336
25	545,584	1,061,066	119,683	1,726,333	689,714	892,974	39,683	1,622,371	752,711	959,027	39,683	1,751,420
26	545,641	1,061,066	119,683	1,726,390	689,790	1,432,974	39,683	2,162,447	752,795	959,027	39,683	1,751,505
27	545,697	1,207,066	119,683	1,872,446	689,866	1,432,974	39,683	2,162,523	752,880	959,027	39,683	1,751,589
28	545,753	1,207,066	119,683	1,872,502	689,942	1,432,974	39,683	2,162,599	752,965	1,059,027	39,683	1,851,674
29	545,809	1,207,066	309,683	2,062,558	690,018	1,432,974	39,683	2,162,675	753,049	1,204,027	39,683	1,996,759
30	545,866	1,207,066	309,683	2,062,615	690,094	1,432,974	39,683	2,162,751	753,134	1,204,027	39,683	1,996,843
31					969,398	1,432,974	39,683	2,442,054				

	<u>BUDGETED EARNINGS</u>	<u>Proj'd CT mo. Int.</u>	<u>Proj'd LAIF mo. Int.</u>	<u>CUMULATIVE Budget/Proj'd</u>	<u>BUDGETED EARNINGS</u>	<u>Proj'd CT mo. Int.</u>	<u>Proj'd LAIF mo. Int.</u>	<u>CUMULATIVE Budget/Proj'd</u>	<u>BUDGETED EARNINGS</u>	<u>Proj'd CT mo. Int.</u>	<u>Proj'd LAIF mo. Int.</u>	<u>CUMULATIVE Budget/Proj'd</u>
<b>Budget</b>	\$1,250			\$12,500	\$1,250			\$13,750	\$1,250			\$15,000
<b>Est. Earn</b>	\$3,042			\$21,372	\$3,750			\$25,123	\$1,453			\$26,576

# COMBINED INVESTMENTS

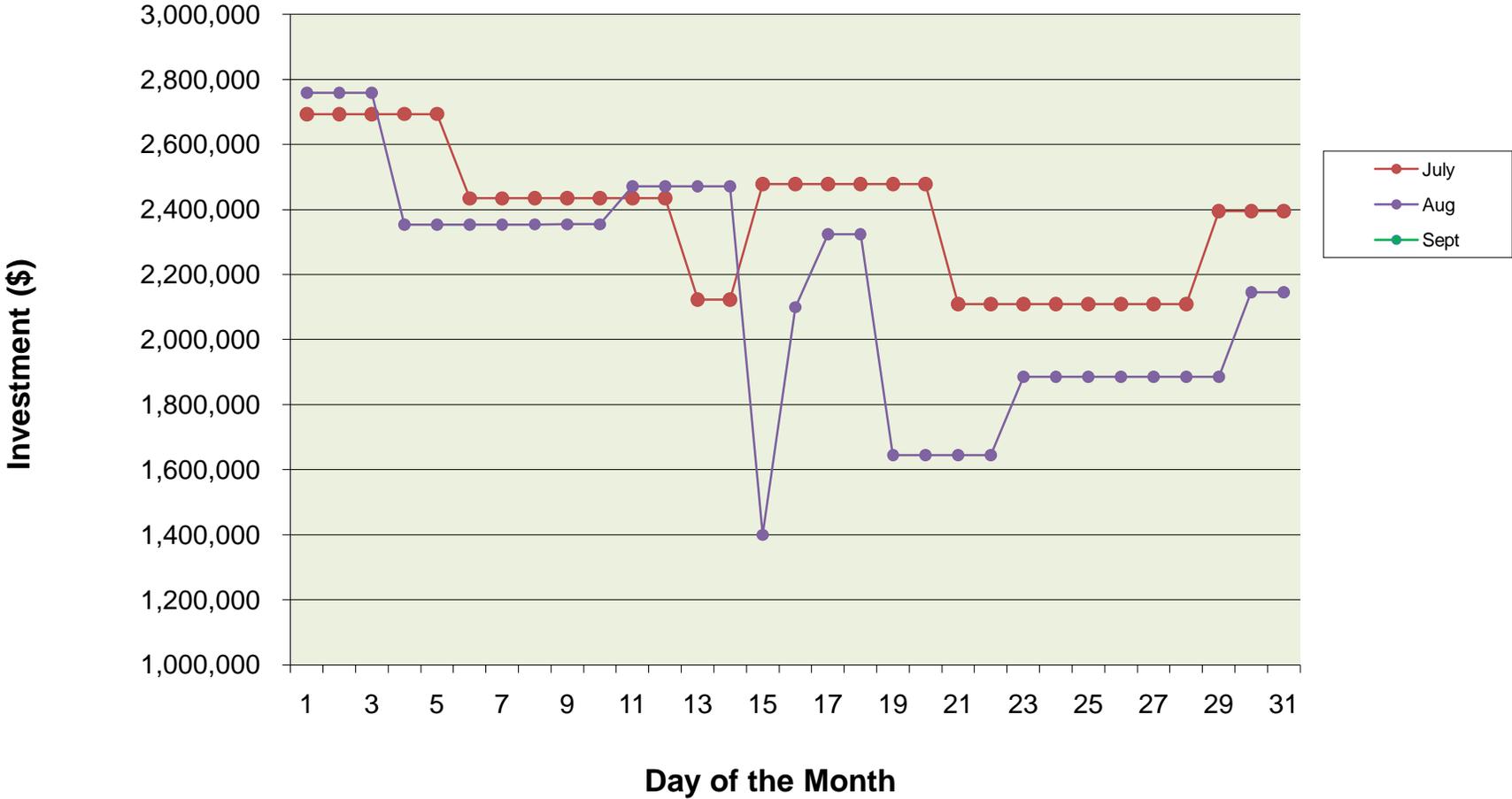


## INVESTMENT REPORT FY2012

Date	July				Aug				Sept			
	<u>Loans &amp; Discounts</u>	<u>CalTrust Short &amp; Medium</u>	<u>LAIF</u>	<u>Combined</u>	<u>Loans &amp; Discounts</u>	<u>CalTrust Short &amp; Medium</u>	<u>LAIF</u>	<u>Combined</u>	<u>Loans &amp; Discounts</u>	<u>CalTrust Short &amp; Medium</u>	<u>LAIF</u>	<u>Combined</u>
1	1,079,268	1,206,420	407,683	2,693,371	1,133,029	1,317,464	307,719	2,758,212				-
2	1,079,398	1,206,420	407,683	2,693,500	1,133,166	1,317,464	307,719	2,758,349				-
3	1,079,527	1,206,420	407,683	2,693,630	1,133,303	1,317,464	307,719	2,758,485				-
4	1,079,656	1,206,420	407,683	2,693,759	1,133,439	1,172,464	47,719	2,353,622				-
5	1,079,786	1,206,420	407,683	2,693,888	1,133,576	1,172,464	47,719	2,353,759				-
6	1,079,915	1,331,420	22,683	2,434,018	1,133,713	1,172,464	47,719	2,353,896				-
7	1,080,045	1,331,420	22,683	2,434,147	1,133,850	1,172,464	47,719	2,354,033				-
8	1,080,174	1,331,420	22,683	2,434,277	1,133,987	1,172,464	47,719	2,354,169				-
9	1,080,304	1,331,420	22,683	2,434,406	1,134,123	1,172,464	47,719	2,354,306				-
10	1,080,433	1,331,420	22,683	2,434,536	1,134,260	1,172,464	47,719	2,354,443				-
11	1,080,563	1,331,420	22,683	2,434,665	1,134,397	1,172,464	163,719	2,470,580				-
12	1,080,692	1,331,420	22,683	2,434,795	1,134,534	1,172,464	163,719	2,470,717				-
13	769,073	1,331,420	22,683	2,123,175	1,134,671	1,172,464	163,719	2,470,854				-
14	769,159	1,331,420	22,683	2,123,262	1,134,808	1,172,464	163,719	2,470,991				-
15	769,246	1,686,420	22,683	2,478,349	158,394	1,172,464	68,719	1,399,577				-
16	769,333	1,686,420	22,683	2,478,436	158,397	1,172,464	768,719	2,099,580				-
17	769,420	1,686,420	22,683	2,478,522	158,400	1,397,464	768,719	2,324,583				-
18	769,507	1,686,420	22,683	2,478,609	158,404	1,397,464	768,719	2,324,586				-
19	769,594	1,686,420	22,683	2,478,696	158,407	1,397,464	88,719	1,644,590				-
20	769,681	1,686,420	22,683	2,478,783	158,410	1,397,464	88,719	1,644,593				-
21	769,768	1,316,420	22,683	2,108,870	158,413	1,397,464	88,719	1,644,596				-
22	769,855	1,316,420	22,683	2,108,957	158,416	1,397,464	88,719	1,644,599				-
23	769,942	1,316,420	22,683	2,109,044	158,420	1,638,464	88,719	1,885,602				-
24	770,028	1,316,420	22,683	2,109,131	158,423	1,638,464	88,719	1,885,606				-
25	770,115	1,316,420	22,683	2,109,218	158,426	1,638,464	88,719	1,885,609				-
26	770,202	1,316,420	22,683	2,109,305	158,429	1,638,464	88,719	1,885,612				-
27	770,289	1,316,420	22,683	2,109,392	158,432	1,638,464	88,719	1,885,615				-
28	770,376	1,316,420	22,683	2,109,479	158,436	1,638,464	88,719	1,885,618				-
29	770,463	1,316,420	307,683	2,394,566	158,439	1,638,464	88,719	1,885,622				-
30	770,551	1,316,420	307,683	2,394,653	158,442	1,898,464	88,719	2,145,625				-
31	770,638	1,316,420	307,683	2,394,740	158,445	1,898,464	88,719	2,145,628				-

	<u>BUDGETED EARNINGS</u>	<u>Proj'd CT mo. Int.</u>	<u>Proj'd LAIF mo. Int.</u>	<u>CUMULATIVE Budget/Proj'd</u>	<u>BUDGETED EARNINGS</u>	<u>Proj'd CT mo. Int.</u>	<u>Proj'd LAIF mo. Int.</u>	<u>CUMULATIVE Budget/Proj'd</u>	<u>BUDGETED EARNINGS</u>	<u>Proj'd CT mo. Int.</u>	<u>Proj'd LAIF mo. Int.</u>	<u>CUMULATIVE Budget/Proj'd</u>
<b>Budget</b>	\$1,375			\$1,375	\$1,375			\$2,750	\$1,375			\$4,125
<b>Est. Earn</b>	\$4,539			\$4,539	\$3,398			\$7,938				\$7,938

# COMBINED INVESTMENTS





# LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

*Providing Solutions to California Public Agencies*

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

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

**EC Meeting: 9-8-11**

**Item: 6A**

## **CURRENT CLIENTS:**

The following is a listing of the 31 LGS and RGS current clients. LGS has 49 positions supporting clients and RGS has 66 positions supporting clients and JPA administration. Staff has been added for the Gold Coast Health Plan and MTC. The Town of Yountville has returned as a client, and the Cities of Clearlake and Foster City have signed agreements to begin utilizing services this month. The contracts with the cities of Gilroy and Davis have been completed.

The JPAs have exercised their right to terminate the contract with Transbay Joint Powers Authority (TJPA). Transition services are being provided by RGS personnel and the transition is expected to be complete by the end of December, 2011, with TJPA assuming employer-of-record duties.

### **Cities/Counties**

Calistoga	Clearlake	Dublin
Foster City	Larkspur	Lincoln
Rohnert Park	San Bruno	San Mateo City
San Mateo County	San Rafael	Sausalito
Stockton	Vallejo	Walnut Creek
Yountville		

### **Other Agencies**

Consortium IV	Gold Coast Health Plan
Marin Emergency Radio Authority	Marin General Services Authority
Marin Municipal Water District	Marin Telecommunications Authority
Marin Transit	Menlo Park Fire Protection District
Metropolitan Transportation Commission	Sonoma-Marín Area Rail Transit District
South Bayside Waste Management Authority	Transbay Joint Powers Authority
Transportation Authority of Marin	Twin Cities Police Authority
Ventura County Transportation Commission	

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

The JPAs have responded to an RFP from the City of Ridgecrest for HR services. Staff has had contact with Contra Costa County Solid Waste Authority about employer-of-record services and with a city Parks & Rec Director in San Mateo County about shared services.

**Local Government Services  
Position Allocation Chart**

<b>Contracting Organization</b>		<b>TAM</b>	<b>TJPA</b>	<b>MTC</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>			
Accountant	Sylvia Wong		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
Chief of Staff/Clerk of the Board	Nila Gonzales		1.00			1.00	1.00
Climate Initiative Coordinator	Stefanie Hom			1.00		1.00	1.00
Climate Initiative Public Information Officer	Craig Noble			1.00		1.00	1.00
Clipper Customer Service Administrator	Rosemary Rentschler			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	Alice Truong			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
FastTrack Administrator	Manuel Espiritu			1.00		1.00	1.00
Finance and Administration Specialist	Grace Zhaung	1.00				1.00	1.00
Finance and Systems Accountant	Araceli Fierro		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
Junior Planner	Rebecca Armenta		1.00			1.00	1.00
Landscape Architect Planner	Anna Young			1.00		1.00	1.00
Legislative Affairs and Community Outreach Manager	Scott Boule		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 GIS Coordinator	Michael Ziyambi			1.00		1.00	1.00
Principal Engineer	Brian Dykes		1.00			1.00	1.00
Receptionist	Nannette Brown	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
Senior Transportation Planner	Suzanne Loosen	0.75				0.75	1.00
Toll Revenue Auditor	Raymond Woo			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
Transportation Investment Manager	Adam Crenshaw			1.00		1.00	1.00
Traveler Information Coordinator	Andrew Pease			1.00		1.00	1.00
Videographer	Mark Jones			0.50		0.50	1.00
<b>LGS FTE per Client Total</b>		<b>8.75</b>	<b>12.00</b>	<b>19.10</b>	<b>0.00</b>	<b>39.85</b>	
<b>Total Positions</b>		<b>9</b>	<b>12</b>	<b>20</b>	<b>0</b>	<b>41.00</b>	<b>41.00</b>

**Local Government Services  
Position Allocation Chart**

<b>Contracting Organization</b>		<b>SBWMA</b>	<b>Marin Transit</b>	<b>Rohnert Park</b>	<b>Lincoln</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>		
Accounting & Administrative Specialist	Amber Johnson		1.00			1.00	1.00
City Engineer	Bruce Burnworth				1.00	1.00	1.00
Executive Assistant	Ann					0.00	0.00
Finance and Grant Manager	Lauren Gradia		0.90			0.90	1.00
Interim Project Manager	Johnny Chung			0.80		0.80	1.00
Operations Director	Amy Van Dorn					0.00	0.00
Recycling Program Manager	Cliff Feldman	1.00				1.00	1.00
Senior Transit Planner	Mary Archer		1.00			1.00	1.00
Senior Transit Planner	Robert Betts		1.00			1.00	1.00
Transit Planner	Sean Hedgpeth		1.00			1.00	1.00
<b>LGS FTE per Client Total</b>		<b>1.00</b>	<b>4.90</b>	<b>0.80</b>	<b>1.00</b>	<b>7.70</b>	
<b>Total Positions</b>		<b>1</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>8.00</b>	<b>8.00</b>
<b>Legend</b>	Yellow: Pending selection; not in counts. <span style="float:right">New clients (under small projects)</span> Pink: Pending separation from employment <span style="float:right">Clients Leaving: TJPA</span> Green: FTE counts/totals <span style="float:right">Tangerine Position counts/totals</span>						

**Total  
49.00**

9/1/11

# REGIONAL GOVERNMENT SERVICES LOCAL GOVERNMENT SERVICES

*JOINT POWERS AUTHORITIES*

## **Board of Directors / Executive Committee**

*Association of Bay Area Governments* – Herb Pike, Finance Director

*City of Dublin* – Joni Pattillo, City Manager

*City of Larkspur* – Dan Schwarz, City Manger

*City of San Rafael* – Nancy Mackle, City Manager

*Town of Yountville* – Steve Rogers, Town Manager

Michael P. Garvey, Former City Manager (Exec. Comm. only)

## **Richard Averett**

**Executive Director/CFO**

Phone 831.308.1508

Fax 831.308.1509

[raverett@rgs.ca.gov](mailto:raverett@rgs.ca.gov)

## **Jennifer Bower**

**Director of Human Resources**

Phone 650.587.7316

Fax 650.587.7311

[jbower@rgs.ca.gov](mailto:jbower@rgs.ca.gov)

PO Box 1350 • Carmel Valley, CA 93924

Ph: 831.308.1508

[lgs.ca.gov](http://lgs.ca.gov) • [rgs.ca.gov](http://rgs.ca.gov)

*Updated as of September 2011*



*Innovative solutions for public sector staffing*

## WHAT CAN LGS AND RGS DO?

Local Government Services (LGS) and Regional Government Services (RGS) are Joint Powers Authorities formed by California local governments to serve the needs of cities, special districts, counties and other local government agencies. Local agencies continue to experience shortages of qualified staffing, while demands for more services increase and long-term funding grows less certain. Retirement vacancies, grant-funded projects and creation of special purpose agencies put financial and management strains on local governments. LGS and RGS were established to provide a ready source of staffing and consulting to meet the needs of our clients – which are exclusively California local governments.

## CLIENT LIST

### Counties

County of Alameda  
County of Marin

County of Monterey  
County of San Mateo\*

### Cities

Alameda	El Centro	Los Altos Hills	Saratoga
Atherton	Foster City*	Pacifica	Sausalito*
Belmont	Gilroy	Palo Alto	Stockton
Belvedere	Half Moon Bay	Rohnert Park*	Ukiah
Calistoga*	Hillsborough	San Bruno*	Vallejo*
Campbell	Larkspur*	San Carlos	Walnut Creek*
Clearlake*	Lincoln*	San Mateo*	Yountville*
Davis	Los Altos	San Rafael*	Yuba City
Dublin*			

### Other Governmental Agencies

Association of Bay Area Governments	Metropolitan Transportation Comm.*
CalFed Science Program	Mid-peninsula Reg. Open Space District
Coastside Fire Protection District	Monterey Local Agency Form. Comm.
Consortium IV*	SF Bay Water Transit Authority
Gold Coast Health Plan*	Sonoma-Marin Area Rail Transit District*
Marin Emergency Radio Authority*	South Bayside Systems Authority
Marin Energy Authority	South Bayside Waste Mgmt. Authority*
Marin General Services Authority*	Transbay Joint Powers Authority*
Marin Municipal Water District*	Transportation Authority of Marin*
Marin Telecommunications Authority*	Twin Cities Police Authority*
Marin Transit*	Ventura Co. Transportation Commission*
Menlo Park Fire Protection District*	

\*Current Client

## SERVICES PROVIDED

### Staffing

Whether you have a need for full-time, part-time, interim or project staffing, or want to consolidate or share services with another local government, Local Government Services and Regional Government Services can meet that need and allow staff to focus on the agency's core work of providing service. LGS and RGS have the flexibility to quickly react to changes in your staffing demands, either increasing or decreasing the amount of staff based on changes in your workload. We can assist with any or all parts of the staffing process: recruitment, selection and hiring, as well as on-going payroll, benefits administration, supervision and termination.

### Employee Benefits Administration

LGS and RGS have established benefit programs that include:

- Workers Compensation
- Medical, Dental and Vision Plans
- Short and Long-Term Disability
- Holiday, Vacation and Sick Leaves
- Defined Benefit and Defined Contribution Retirement Plans
- Life Insurance, LTD, STD
- Employee Assistance Program
- Section 125 Flexible Medical Spending and Dependent Accounts

### Project Management

Working with Local Government Services and Regional Government Services is beneficial for short- and long-term project staff. LGS and RGS have assisted both small and large agencies with vacancy backfills, spikes in workload, special projects, and grant-funded positions. We also provide full employment services to smaller agencies that do not have their own staffing. Some examples of projects LGS and RGS have assisted with are:

- Interim Department Heads and Managers
- Policy Development and Administration
- Workload and Distribution Assessment
- Financial Operations Review
- Personnel Records Management
- Classification and Compensation Studies

# LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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**TO:** EXECUTIVE COMMITTEE **EC Meeting: 9-8-11**  
**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 3:00 p.m. with the exception of the annual Budget Review and Adoption meeting, which will be conducted in person, in conjunction with JPA Board meetings, starting at 10:00 a.m.

Date	EXEC COMM	BOD	Special Topic	Location	Notes
September 8 (Thursday)	Yes			Teleconference	
October 13 (Thursday)	Yes			Teleconference	
November 10 (Thursday)	Yes			Teleconference	
December 8 (Thursday)	Yes			Teleconference	
2012					
January 12 (Thursday)	Yes			Teleconference	
February 9 (Thursday)	Yes			Teleconference	
March 8 (Thursday)	Yes			Teleconference	
April 12 (Thursday)	Yes			Teleconference	
May 10 (Thursday)	Yes			Teleconference	
June 14 (Thursday)	Yes	Yes	FY13 Budget, Investment Policy, Rules & Regs, Conflict of Interest Policy (even years only)	Location: TBA	
July 12 (Thursday)	Yes			Teleconference	
August 9 (Thursday)	Yes			Teleconference	