



LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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LGS EXECUTIVE COMMITTEE AGENDA

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

**REGULAR MEETING
Via Teleconference
April 15, 2010
9:30 a.m.**

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

1. ROLL CALL

2. CHANGES TO THE ORDER OF AGENDA

3. APPROVAL OF CONSENT AGENDA

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

A. Approval of **February 11, 2010** Minutes

Action

B. Approval of management services agreement with the Marin Energy Authority

Action

4. TREASURER'S REPORT

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

Information

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

Action

C. Approval of Investments Report through March 2010

Action

5. OLD BUSINESS

Information

A. STARS Update

6. NEW BUSINESS

A. Update on Clients and Prospective Members

Discussion

B. Regularly Scheduled Meetings Calendar

Discussion

C. Approval of new JPA member agency

Action

D. Encore Program Funding

Action

7. PUBLIC COMMENT

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

8. NEXT MEETING: May 13th or June 10th at 10:00 a.m. Cavallo Point, Marin County.

9. ADJOURN

Americans with Disabilities Act

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

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

The Local Government Services Joint Powers Authority held a regular committee meeting by teleconference on **February 11, 2010** at San Mateo County Transit District, Executive Conference Rm. 3rd Floor, 1250 San Carlos Ave., San Carlos, CA 94070; Association of Bay Area Governments, Executive Director's Office, 101 Eighth St., Oakland, CA 94604; and Larkspur Fire Station 15, 2nd Floor Admin. Office, 420 Magnolia Avenue, Larkspur, CA 94939. The meeting was called to order at **9:34 a.m.**

1. ROLL CALL

- A. Members: Mike Garvey, LGS Chair
Bob Sinnott, Member
Herb Pike, Alternate Member (joined meeting at 9:41 a.m.)
- Other Attendees: Richard Averett, LGS Executive Director/CFO

2. CHANGES TO THE ORDER OF AGENDA - None

3. APPROVAL OF CONSENT AGENDA

- A. Approval of **December 10, 2009** Minutes.

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

AYES: Chair Garvey, Member Sinnott

NOES: None

ABSTAIN: None

4. TREASURER'S REPORT

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

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

AYES: Chair Garvey, Member Sinnott, Alternate Member Pike

NOES: None

ABSTAIN: None

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

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

AYES: Chair Garvey, Member Sinnott, Alternate Member Pike

NOES: None

ABSTAIN: None

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

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

AYES: Chair Garvey, Member Sinnott, Alternate Member Pike

NOES: None

ABSTAIN: None

5. OLD BUSINESS

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

6. NEW BUSINESS

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

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

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

7. PUBLIC COMMENT – None

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

9. ADJOURNED - Meeting adjourned at 10:52 a.m.



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TO: EXECUTIVE COMMITTEE **EC Meeting: 4-15-10**
FROM: RICHARD H. AVERETT, Executive Director **Item: 3B**
SUBJECT: CLIENT AGREEMENT – MARIN ENERGY AUTHORITY

RECOMMENDATION

Approve authorizing the Executive Director to execute a Client Agreement with the Marin Energy Authority (MEA).

BACKGROUND

The Marin Energy Authority recently contacted LGS about possibly retaining staff for the new Authority. MEA plans to begin providing electric power to its customers this July, and has been using three County-provided staff for the last few months of project exploration and development. They expect to need 20.5 full-time-equivalent positions, and reach full staffing within twelve months.

LGS and RGS have prepared a standard agreement for MEA approval, working with our and MEA's attorneys. One part-time position has been filled, with other staff expected to be added in May or June, and the three existing positions transitioned soon thereafter. The agreement will be posted to the JPA web site.

FISCAL IMPACT

The hourly billing rates are sufficient to pay staff personnel costs and recover administrative costs necessary to support this agreement.



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

EC Meeting: 4-15-10

Item: 4A

RECOMMENDATION

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

P&L ANALYSIS

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

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

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

Several factors are or could dampen future fiscal performance:

1. Loss of a major client (with 10 or more assigned staff) would negatively impact financial performance. No such loss is anticipated through the remainder of the current fiscal year. Consortium IV has already eliminated the need for one training position, with the remaining four positions scheduled for elimination in July 2010. The loss of C-IV staffing is expected to be offset by MEA staffing increases, if the agreement with MEA is approved and implemented.
2. Several smaller client projects will be completed over the next several months. Normal attrition is expected to be replaced by new and repeat client project/interim work, as Executive Committee Members and staff continue to communicate to the public sector about JPA services.
3. Support services cost increases that traditionally lag increases in services provided. Due to growth in clients and employees, support services cost increases are expected for Human Resources management, financial services and administrative support. These increases will remain well below client revenues, but are expected to moderate the high net gain shown to-date.
4. Historically low interest rates have reduced earnings, and are expected to remain depressed for some time.

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

	<u>Admin - JPAs</u>	<u>C-IV</u>	<u>MTA</u>	<u>MTC</u>	<u>SBWMA</u>	<u>TAM</u>	<u>TJPA</u>	<u>WTA</u>	<u>Unclassified</u>	<u>TOTAL</u>
Ordinary Income/Expense										
Income										
440301 - Client Billings	0.00	0.00	56,034.50	974,106.17	104,371.62	1,068,018.92	1,229,412.37	0.00	0.00	3,431,943.58
440410 - Client Administrative Fees	0.00	56,581.27	0.00	2,328.00	5,750.00	0.00	52,360.00	0.00	0.00	117,019.27
440600 - General Liability/EAP	0.00	0.00	0.00	0.00	944.00	0.00	10,064.00	0.00	0.00	11,008.00
480000 - Miscellaneous	0.00	0.00	0.00	5,656.00	2,000.00	0.00	21,538.00	9,000.00	0.00	38,194.00
Total Income	<u>0.00</u>	<u>56,581.27</u>	<u>56,034.50</u>	<u>982,090.17</u>	<u>113,065.62</u>	<u>1,068,018.92</u>	<u>1,313,374.37</u>	<u>9,000.00</u>	<u>0.00</u>	<u>3,598,164.85</u>
Expense										
511010 - Salaries - Regular	-0.02	41,692.80	42,792.21	617,974.76	81,000.82	650,372.34	879,885.02	0.00	0.00	2,313,717.93
512002 - Medicare Employer Expense	0.00	607.19	535.35	8,991.94	1,159.96	9,449.82	12,867.54	0.00	0.00	33,611.80
512005 - Health Insurance Expense	2.58	3,326.20	2,716.80	59,440.48	10,148.12	38,926.66	57,887.49	0.00	0.00	172,448.33
512006 - Dental Insurance Expense	0.00	1,326.70	881.90	8,588.97	1,364.88	7,941.88	8,991.60	0.00	0.00	29,095.93
512007 - Vision Insurance Expense	6.61	194.17	173.18	1,938.14	310.53	1,879.88	2,121.49	0.00	0.00	6,624.00
512008 - Life Insurance Expense	678.80	143.84	153.13	1,960.45	271.52	2,118.71	3,015.26	0.00	0.00	8,341.71
512009 - Long Term Disability Expense	4.96	247.75	260.80	3,381.88	466.72	3,631.11	4,840.02	0.00	0.00	12,833.24
512010 - Stars 401A Expense	0.00	0.00	0.00	0.00	1,556.00	0.00	10,212.59	0.00	0.00	11,768.59
512011 - Stars 457 Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
512012 - Calpers Retirement Expense	0.14	7,296.73	7,664.89	106,764.20	7,588.94	110,149.60	153,701.43	0.00	0.00	393,165.93
512014 - Short Term Disability Expense	3.23	245.89	258.71	3,338.30	463.20	3,412.04	4,093.75	0.00	0.00	11,815.12
512015 - Unemployment Insurance Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,000.00	0.00	9,000.00
520202 - Bank Fees & Services	178.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	178.42
520302 - Legal Services	0.00	0.00	0.00	-155.50	0.00	0.00	0.00	0.00	0.00	-155.50
520503 - Conferences & Meetings	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00
520801 - Mileage Reimbursement	0.00	0.00	-23.42	0.00	0.00	0.00	0.00	0.00	0.00	-23.42
521109 - Interest Expense	89.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89.69
529997 - Administrative Services - RGS	-964.41	0.00	0.00	7,795.13	0.00	25,359.89	68,968.26	0.00	0.00	101,158.87
Total Expense	<u>0.00</u>	<u>56,581.27</u>	<u>55,413.55</u>	<u>820,018.75</u>	<u>104,330.69</u>	<u>853,241.93</u>	<u>1,206,584.45</u>	<u>9,000.00</u>	<u>0.00</u>	<u>3,105,170.64</u>
Net Ordinary Income	0.00	0.00	620.95	162,071.42	8,734.93	214,776.99	106,789.92	0.00	0.00	492,994.21
Other Income/Expense										
Other Expense										
529998 - Allocated Admin. Services - RGS	0.00	0.00	3,209.33	56,248.36	6,475.74	61,169.86	75,222.38	515.46	0.00	202,841.13
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>3,209.33</u>	<u>56,248.36</u>	<u>6,475.74</u>	<u>61,169.86</u>	<u>75,222.38</u>	<u>515.46</u>	<u>0.00</u>	<u>202,841.13</u>
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>-3,209.33</u>	<u>-56,248.36</u>	<u>-6,475.74</u>	<u>-61,169.86</u>	<u>-75,222.38</u>	<u>-515.46</u>	<u>0.00</u>	<u>-202,841.13</u>
Net Income	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>-2,588.38</u></u>	<u><u>105,823.06</u></u>	<u><u>2,259.19</u></u>	<u><u>153,607.13</u></u>	<u><u>31,567.54</u></u>	<u><u>-515.46</u></u>	<u><u>0.00</u></u>	<u><u>290,153.08</u></u>

Local Government Services
Balance Sheet
As of February 28, 2010

	<u>Feb 28, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
110010 - Wells Fargo - Cash	-31,783.46
Total Checking/Savings	-31,783.46
Accounts Receivable	
131320 - Accounts Receivable - Trade	669,869.98
Total Accounts Receivable	669,869.98
Other Current Assets	
143006 - Due from RGS	1,357,721.14
Total Other Current Assets	1,357,721.14
Total Current Assets	1,995,807.66
TOTAL ASSETS	<u>1,995,807.66</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
222001 - Accounts Payable - RGS	49,623.47
Total Accounts Payable	49,623.47
Other Current Liabilities	
221001 - Calpers Retirement Liab	22,724.91
221003 - 457/401A Retirement Liab	8,367.38
221006 - FSA Health & Day Care	4,573.40
221009 - General Liability Insurance	-500.00
221015 - Health Insurance Liability	213.98
221016 - Long Term Disability Liability	-1,573.84
221017 - Short Term Disability Liability	-1,444.31
221023 - Dental Insurance Liability	-3,316.15
221024 - Vision Insurance Liability	39.78
221025 - Life Insurance/AD&D Liability	-893.41
230060 - Accrued Salaries, Wages & Taxes	119,954.99
240010 - Deferred Revenue	487,793.50
240011 - Refundable Deposits	240,000.00
250001 - Accrued Vacation, Sick & Admin	387,422.31
250002 - Contra Vacation, Sick and Admin	-231,796.06
Total Other Current Liabilities	1,031,566.48
Total Current Liabilities	1,081,189.95
Total Liabilities	1,081,189.95
Equity	
370000 - Fund Bal Unreserved/Unrestrictd	209,129.99
3900 - Retained Earnings	415,334.64
Net Income	290,153.08
Total Equity	914,617.71
TOTAL LIABILITIES & EQUITY	<u>1,995,807.66</u>



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TO: EXECUTIVE COMMITTEE **EC Meeting: 4-15-10**
FROM: RICHARD H. AVERETT, CFO/Treasurer **Item: 4B**
SUBJECT: PAYMENTS MADE IN JANUARY AND FEBRUARY 2010

RECOMMENDATION

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

BACKGROUND

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

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

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

FISCAL IMPACT

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

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

Local Government Services
Account QuickReport
As of January 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								-4,224.39
	Check	01/05/2010	1606	CalPers	H2010011816000-Jan Premium	√	-25,502.00	-29,726.39
	Deposit	01/05/2010			Deposit	√	4,050.00	-25,676.39
	Deposit	01/07/2010			Deposit	√	168,645.61	142,969.22
	Check	01/07/2010	EFT	ADP Net Checks	12/31 Payroll	√	-106,555.44	36,413.78
	Check	01/07/2010	EFT	ADP FWH/SWH/Med	12/31 Payroll	√	-36,588.17	-174.39
	Check	01/08/2010	1609	Carlson, Jeff	To refund med overchg EE portion on 12/31 PR	√	-196.10	-370.49
	Deposit	01/08/2010			Deposit	√	9,433.46	9,062.97
	Check	01/08/2010	EFT	AIG Retirement	12/31/09 457 EFT	√	-8,636.87	426.10
	Check	01/08/2010	EFT	AIG Retirement	12/31/09 401 EFT	√	-796.59	-370.49
	Deposit	01/12/2010			Deposit	√	174.39	-196.10
	Check	01/13/2010	1608	CalPers - Retirement	12/31/09 Employer Code 1816	√	-26,112.99	-26,309.09
	Deposit	01/15/2010			Deposit	√	265.65	-26,043.44
	Check	01/15/2010	EFT	ADP Fees	12/31/09 Payroll	√	-265.65	-26,309.09
	Deposit	01/20/2010			Deposit	√	209.00	-26,100.09
	Check	01/20/2010	EFT	Wells Fargo	Service Charge	√	-209.00	-26,309.09
	Check	01/21/2010	1610	Flex-Plan Services, Inc.	Jan 15th premiums	√	-2,120.01	-28,429.10
	Check	01/21/2010	1611	Allied Administrators	Feb premium	√	-3,511.40	-31,940.50
	Deposit	01/21/2010			Deposit	√	163,762.34	131,821.84
	Check	01/21/2010	EFT	ADP Net Checks	01/15 Payroll	√	-103,579.55	28,242.29
	Check	01/21/2010	EFT	ADP FWH/SWH/Med	01/15 Payroll	√	-34,069.80	-5,827.51
	Check	01/22/2010	1612	Vision Service Plan	Jan premium-Jean Pare	√	-15.97	-5,843.48
	Check	01/22/2010	1613	Vision Service Plan	Jan premium-12 275018 0001	√	-869.90	-6,713.38
	Check	01/22/2010	1614	Reliance	Jan premiums	√	-3,940.71	-10,654.09
	Deposit	01/22/2010			Deposit	√	9,241.78	-1,412.31
	Check	01/22/2010	EFT	AIG Retirement	01/15/10 457 EFT	√	-8,447.05	-9,859.36
	Check	01/22/2010	EFT	AIG Retirement	01/15/10 401 EFT	√	-769.73	-10,629.09
	Check	01/22/2010	EFT	ADP Fees	01/15/10 Payroll	√	-25.00	-10,654.09
	Check	01/25/2010	1615	CalPers - Retirement	VOID: 01/15/10 Employer Code 1816	√	0.00	-10,654.09
	Check	01/25/2010	1616	CalPers - Retirement	01/15/10 Employer Code 1816	√	-25,423.42	-36,077.51
	Deposit	01/26/2010			Deposit	√	3,511.40	-32,566.11
	Deposit	01/27/2010			Deposit	√	3,005.88	-29,560.23
	Deposit	01/28/2010			Deposit	√	196.10	-29,364.13
	Deposit	01/29/2010			Deposit	√	29,602.73	238.60
	Check	01/29/2010	EFT	ADP Fees	01/15/10 Payroll	√	-238.60	0.00
	Bill Pmt -Check	01/31/2010	1617	CalPers	Feb One Time Survivor Benefir invoice59-2458	√	-680.40	-680.40
Total 110010 - Wells Fargo - Cash							<u>3,543.99</u>	<u>-680.40</u>
TOTAL							<u>3,543.99</u>	<u>-680.40</u>

Local Government Services
Account QuickReport
As of February 28, 2010

Type	Date	Num	Name	Memo	Clr	Amount	Balance
110010 - Wells Fargo - Cash							-680.40
Check	02/04/2010	1618	CalPers	H2010021816000-Feb Premium	√	-27,724.01	-28,404.41
Deposit	02/04/2010			Deposit	√	127,086.66	98,682.25
Check	02/04/2010	EFT	ADP Net Checks	01/31 Payroll	√	-96,915.27	1,766.98
Check	02/04/2010	EFT	ADP FWH/SWH/Med	01/31 Payroll	√	-30,171.39	-28,404.41
Deposit	02/05/2010			Deposit	√	8,605.54	-19,798.87
Check	02/05/2010	EFT	Wells Fargo	Service Charge-Check Printing	√	-92.36	-19,891.23
Check	02/05/2010	EFT	AIG Retirement	01/31/10 401 EFT	√	-7,753.21	-27,644.44
Check	02/05/2010	EFT	AIG Retirement	01/31/10 457 EFT	√	-742.87	-28,387.31
Check	02/05/2010	EFT	ADP Fees	01/31/10 Payroll	√	-17.10	-28,404.41
Check	02/05/2010	EFT	ADP Fees	01/31/10 Payroll	√	-265.65	-28,670.06
Deposit	02/11/2010			Deposit	√	28,404.41	-265.65
Check	02/12/2010	1619	CalPers - Retirement	01/31/10 Employer Code 1816	√	-23,894.42	-24,160.07
Deposit	02/12/2010			Deposit	√	265.65	-23,894.42
Deposit	02/19/2010			Deposit	√	167,066.80	143,172.38
Check	02/19/2010	EFT	ADP Net Checks	02/15 Payroll	√	-106,354.65	36,817.73
Check	02/19/2010	EFT	ADP FWH/SWH/Med	02/15 Payroll	√	-36,162.73	655.00
Check	02/19/2010	EFT	ADP Fees	Prior Qtr Adjustment SS# Ammendment	√	-655.00	0.00
Deposit	02/22/2010			Deposit	√	8,813.44	8,813.44
Check	02/22/2010	EFT	Wells Fargo	Service Charge	√	-188.66	8,624.78
Check	02/22/2010	EFT	AIG Retirement	02/15/10 401 EFT	√	-7,855.05	769.73
Check	02/22/2010	EFT	AIG Retirement	02/15/10 457 EFT	√	-769.73	0.00
Check	02/23/2010	1620	Vision Service Plan	Feb premium-12 275018 0001	√	-870.57	-870.57
Check	02/23/2010	1625	Vision Service Plan	Feb premium-12 275018 0003 Pare	√	-14.59	-885.16
Check	02/23/2010	1621	Flex-Plan Services, Inc.	Feb 15th premiums		-2,453.31	-3,338.47
Check	02/23/2010	1622	Allied Administrators	Mar premium	√	-4,096.36	-7,434.83
Check	02/23/2010	1623	Reliance	Mar premiums		-3,977.11	-11,411.94
Check	02/23/2010	1624	CalPers - Retirement	02/15/10 Employer Code 1816		-25,353.04	-36,764.98
Deposit	02/25/2010			Deposit	√	5,405.77	-31,359.21
Check	02/25/2010	EFT	ADP Fees	Year End Processing/W2's	√	-424.25	-31,783.46
Deposit	02/26/2010			Deposit	√	235.95	-31,547.51
Check	02/26/2010	EFT	ADP Fees	02/15/10 Payroll	√	-235.95	-31,783.46
Total 110010 - Wells Fargo - Cash						-31,103.06	-31,783.46
TOTAL						-31,103.06	-31,783.46



LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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

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

RECOMMENDATION

Review and accept JPA investments made through March 2010.

BACKGROUND

The JPA Board of Directors approved an updated investment policy June 10, 2009, enabling the agency to invest in four vehicles: bank sweep accounts, the Local Agency Investment Fund (LAIF), timed deposits such as Certificates of Deposit (CDs), and the California Investment Trust pool (CalTrust). RGS and LGS LAIF and CalTrust investment activity has been consolidated into a RGS LAIF account and a RGS CalTrust account.

Investments in LAIF began in June 22, 2007, and investments in CalTrust began in late-January 2009. Investment activity for the current quarter is shown in the attached table and chart.

FISCAL IMPACT

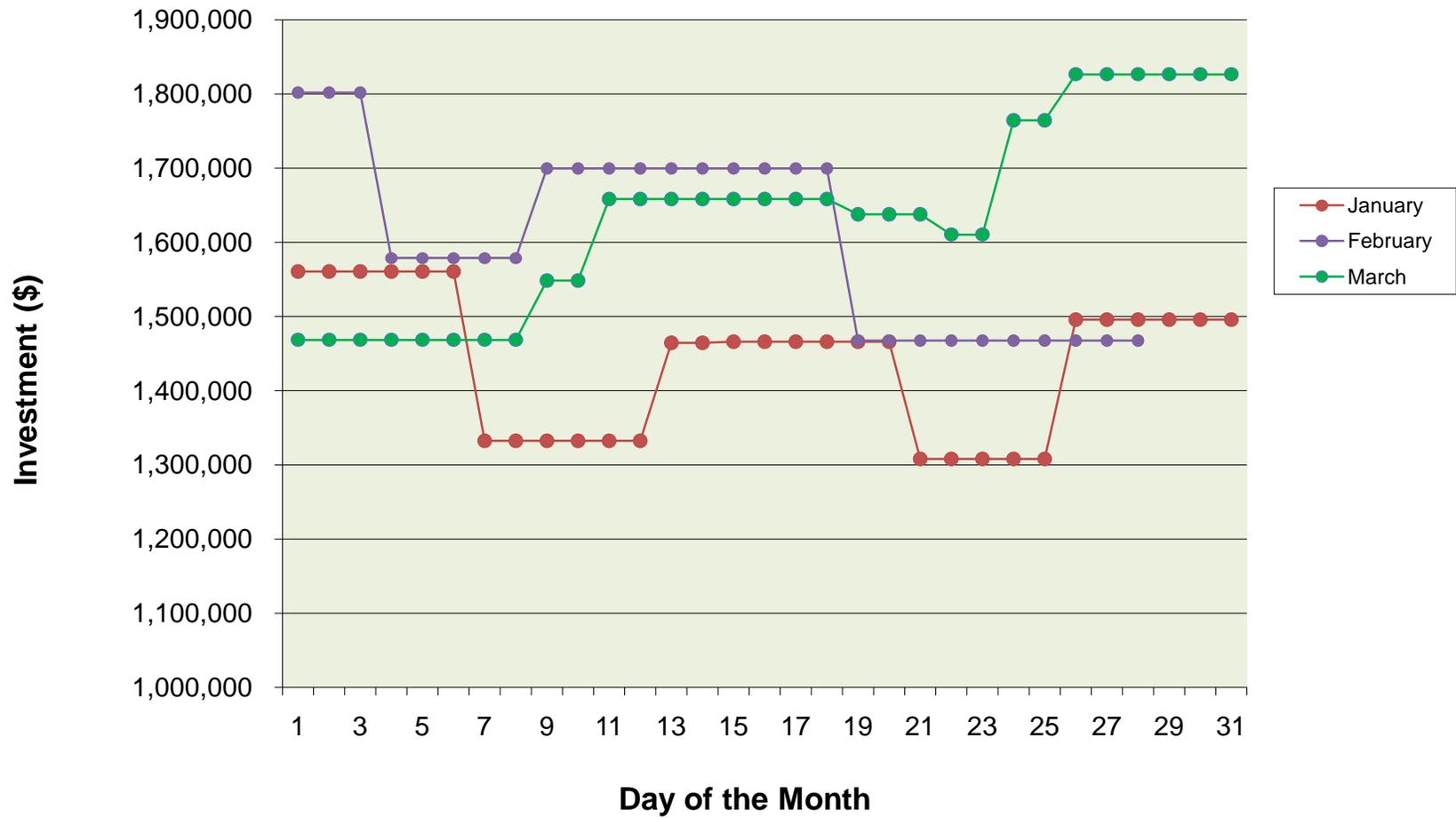
The impact of JPA LAIF and CalTrust investment activity this period is projected to yield approximately \$1,200 to \$1,500 per month. Budgeted investment earnings are \$1,375 per month. Fiscal year 2010 earnings are expected to end the year about \$1,000 to \$1,500 below the budgeted amount of \$16,500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

Interest rate declines are moderating, and no appreciable increase is foreseen on the near-term. CalTrust medium term investments are currently yielding 80 to 110 basis points more than LAIF. The near-term strategy is to increase Caltrust medium term investments and continue researching safe alternative investment vehicles. The Board of Directors annually reviews the investment policy at their June meetings. Staff anticipates recommending an amendment to the policy allowing investment in Federal Treasures and Agency Notes, as well as allowing cash-flow loans to other public agencies. Federal notes can be for up to five years maturity in accordance with CA Code, and are currently yielding four to six times LAIF's current yield.

INVESTMENT REPORT FY2010

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

COMBINED INVESTMENTS





LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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TO: EXECUTIVE COMMITTEE
FROM: RICHARD H. AVERETT, CFO/TREASURER
SUBJECT: CLIENT AND MEMBERSHIP REPORT

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

CURRENT CLIENTS:

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

Cities

Belvedere	Larkspur
San Rafael	Sausalito
Stockton	Vallejo
Yountville	

Other Agencies

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

POTENTIAL CLIENTS AND CHANGES TO CURRENT CLIENT SERVICES:

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

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

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

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

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

MEMBER AGENCIES:

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

**Local Government Services
Position Allocation Chart**

Contracting Organization		LGS/RGS	TAM	TJPA	MTC	SBWMA	C-IV		Total FTE	Total Position count						
LGS employee, FTE, and Position Title	Employee Name	LGS	LGS	LGS	LGS	LGS	LGS	LGS								
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						
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						
Contract Compliance Manager/Finance Coordinator	Sara Gigliotti			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						
Engineering Manager	Ed Sum			1.00					1.00	1.00						
Executive Assistant	Denise Merleno		1.00						1.00	1.00						
Executive Director	Dianne Steinhauser		1.00						1.00	1.00						
Executive Director	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 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						
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						
Motorist Aid	Adrian Fine				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						
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						
Training Coordinator	Jeff Carlson						1.00		1.00	1.00						
Translink Program Coordinator/Contract Analyst	Kimpreet Puar				1.00				1.00	1.00						
Traveler Information Coordinator	Andrew Pease				1.00				1.00	1.00						
LGS FTE per Client Total		0.00	10.00	10.00	13.60	1.00	1.00	0.00	35.60	36						
Total Positions		0	10	10	14	1	1	0	36							
Legend	<table border="0"> <tr> <td style="background-color: yellow;">Yellow: Pending selection; not in counts.</td> <td style="background-color: yellow;">New clients (under small projects)</td> </tr> <tr> <td style="background-color: pink;">Pink: Pending separation from employment</td> <td style="background-color: pink;">Clients Leaving</td> </tr> <tr> <td style="background-color: lightgreen;">Green: FTE counts/totals</td> <td style="background-color: lightgreen;">Tangerine Position counts/totals</td> </tr> </table>										Yellow: Pending selection; not in counts.	New clients (under small projects)	Pink: Pending separation from employment	Clients Leaving	Green: FTE counts/totals	Tangerine Position counts/totals
Yellow: Pending selection; not in counts.	New clients (under small projects)															
Pink: Pending separation from employment	Clients Leaving															
Green: FTE counts/totals	Tangerine Position counts/totals															
4/1/10																

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TO: EXECUTIVE COMMITTEE **EC Meeting: 4-15-10**
FROM: RICHARD H. AVERETT, CFO/TREASURER **Item: 6B**
SUBJECT: EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS MEETINGS

Meeting Schedule for the next 12 Months

The following are regularly scheduled meetings for the upcoming year, along with special topics to be discussed. All meetings are conducted by teleconference on the second Thursday of each month, starting at 9:30 a.m. with the exception of the annual Budget Review and Adoption meeting, which will be conducted in person, on June 10 starting at 10 a.m.

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



LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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

RECOMMENDATION

Approve adding the City of San Rafael as a Local Government Services Authority Board Member, effective April 15, 2010, and authorize the Chair to enter into a membership agreement by execution of the attached Addendum.

BACKGROUND

The Amended and Restated Joint Powers Agreement authorizes the Executive Committee to approve new members to the JPA Board of Directors. If the Executive Committee approves adding a new member it does so by executing an Addendum to the Amended and Restated Joint Powers Agreement Creating the 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 San Rafael approved a resolution joining the JPA on March 15, 2010. If approved by the Executive Committee, San Rafael's membership status would be effective immediately. At the next Board meeting the Board could consider appointing the San Rafael City Manager to the Executive Committee.

FISCAL IMPACT

There is no fiscal impact of approving this Addendum.

**ADDENDUM
TO
AMENDED AND RESTATED JOINT POWERS AGREEMENT
CREATING THE 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 San Rafael enter into this Addendum to memorialize and acknowledge the addition of the City of San Rafael 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 San Rafael 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 SAN RAFAEL

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

RESOLUTION NO. 12932

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

- WHEREAS,** the City of San Rafael is a member of several Joint Powers Authorities (JPAs) in order to take advantage of economies of scale and improved efficiencies; and
- WHEREAS,** JPAs can and do provide a myriad of services for public agencies, including solid and hazardous waste disposal, recycling, wastewater treatment, workers' compensation and liability self insurance and other direct and support services; and
- WHEREAS,** recruitment and retention success would be enhanced by providing an effective means for sharing talented employees across organizations, providing PERS and a defined contribution retirement plan to add flexibility for both employees and the City; and
- WHEREAS,** the Local Government Services Authority created by a Joint Powers Agreement, dated March 1, 2001, is an entity which provides such employment services; and
- WHEREAS,** the City Council finds it would be beneficial to the City to be a member of the Local Government Services Authority.

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

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

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

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

AYES: Councilmembers: Brockbank, Connolly, Heller, Levine & Mayor Boro
NOES: Councilmembers: None
ABSENT: Councilmembers: None


Esther C. Beirne, City Clerk