RGS EXECUTIVE COMMITTEE AGENDA

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

REGULAR MEETING **April 14, 2011**
Via Teleconference **4:15 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, 3rd Floor Exec. Conf. 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 **February 10th, 2011** Minutes *Action*
   B. Approval of management services agreement with the City of Stockton *Action*

4. **TREASURER'S REPORT**
   A. Review of Month-End Financial Reports through February 2011 *Information*
   B. Approval of Payments and Deposits made January & February 2011 *Action*
   C. Approval of Investments Report through March 2011 *Action*

5. **OLD BUSINESS**
   A. None

6. **NEW BUSINESS**
   A. Review Client Report *Discussion*
   B. Regularly Scheduled Meetings Calendar *Discussion*

Recess to Closed Session

1. Conference with Executive Committee Representative
Pursuant to Government Code Section 54957.6
Agency designated representative: Michael P. Garvey.
Unrepresented employee: Executive Director/CFO
2. Public Employee Performance Evaluation
Pursuant to Government Code Section 54957
Title: Executive Director

Reconvene Regular Meeting

   C. Report from Closed Session - Executive Committee Representative will report form Closed Session
   D. Approve Revised Terms of Contract with Executive Director *Approve*

7. **PUBLIC COMMENT**
Each speaker is limited to <u>two minutes</u>. 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: May 12th at 4:15 p.m. via teleconference or June 9th at 10:15 a.m. Cavallo Point.

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.

DRAFT
ACTION MINUTES

REGIONAL GOVERNMENT SERVICES
JOINT POWERS AUTHORITY
EXECUTIVE COMMITTEE MINUTES

The Regional Government Services Joint Powers Authority held a regular committee meeting by teleconference on February 10, 2011 at **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,** 3rd Floor Exec. Conf. 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. The meeting was called to order at 4:31 p.m.

1. ROLL CALL

A. Members Present: Michael Garvey, Chair; Dan Schwarz, Vice-Chair; Julie Carter, Alternate Member; Herb Pike, Alternate Member; Steve Rogers, Member; Jim Schutz, Member

Other Attendees: Richard Averett, LGS Executive Director/CFO; Jennifer Bower, Director of Human Resources

2. CHANGES TO THE ORDER OF AGENDA - None

3. APPROVAL OF CONSENT AGENDA

A. Approval of **December 9th, 2010** Minutes, management services agreement with the City of Larkspur and management services agreement with the Twin Cities Police Authority.
ACTION: M/S Pike/Schutz to approve the minutes and agreements with Larkspur and TCPA as presented.
AYES: Chair Garvey, Members Rogers and Schutz, Alternate Member Pike
NOES: None
ABSTAIN: Vice-Chair Dan Schwarz

B. Approval of management services agreement with the County of San Mateo, management services agreement with the City of San Mateo and management services agreement with the City of Gilroy.
ACTION: M/S Rogers/Schutz to approve the agreements with the County of San Mateo, City of San Mateo and City of Gilroy.
AYES: Chair Garvey, Vice-Chair Dan Schwarz, Members Rogers and Schutz, Alternate Member Pike
NOES: None
ABSTAIN: None

4. TREASURER'S REPORT

A. Review of month-end preliminary financial reports through December 2010. The Executive Director reviewed the reports and noted that leave accruals and other fiscal-year-end adjustments had not been included in the reports presented. The Executive Director noted the "reserve" contingent on the Balance Sheet. The Board approved of a reserve policy at the June 10, 2010 Board meeting. The reports were received as presented.

B. Approval of Payments and Deposits made November and December 2010. The Executive Director noted that there were no unusual vendors payments, with most LGS checks being for payroll and benefit plans.
ACTION: M/S Pike/Schutz to approve the payments and deposits as presented.
AYES: Chair Garvey, Vice-Chair Schwarz, Members Rogers, Schutz, Alternate Member Pike
NOES: None
ABSTAIN: None

C. Approval of Investments Report through January 2011. Two quarters were presented, with the Fiscal Year's 2nd quarter showing December's investment activity and the 3rd quarter's report showing investments through January. The Executive Director announced that Jeff Kise has been added to RGS staff to help manage cash. Jeff has eight years of banking experience and will be part-time, providing both administrative support and client services.
ACTION: M/S Rogers/Pike to approve the investments report as presented.
AYES: Chair Garvey, Vice-Chair Schwarz, Members Rogers, Schutz, Alternate Member Pike
NOES: None
ABSTAIN: None

D. Approval of LGS 2009-10 Year End Financial Statements. The Executive Director summarized the financial statements, noting that net results were consistent with preliminary results reviewed in December.

Audited results have been posted on the website and hardcopies will be distributed to members in the next two to three weeks.
ACTION: **M/S Rogers/Pike** to approve the investments report as presented.
AYES: Chair Garvey, Vice-Chair Schwarz, Members Rogers, Schutz, Alternate Member Pike
NOES: None
ABSTAIN: None

5. OLD BUSINESS

A. None

6. NEW BUSINESS

A. Client and Prospective Client Update - The Executive Director noted that several new clients have selected a defined contribution retirement plan. Members asked whether the defined contribution plan has resulted in recruitment difficulties. Both the Executive Director and Director of Human Resources responded that surprisingly, it had not made recruitment more difficult. The Executive Director noted that staff did not expect the Marin Energy Authority staffing plan to fulfill their staffing plan with our JPA, rather he expected that they would utilize our services only until they establish another platform for their HR and benefit services.

B. Regularly Scheduled Meetings – The Members reviewed the scheduled upcoming meeting, discussed and expressed a desire to cancel the March 10th meeting if no subsequent business required a meeting. The next scheduled meeting date would be April 14th. This item was for discussion only, and no action was taken.

4:50pm: Alternate Member, Julie Carter joined the meeting

C. Training Opportunities/Berkeley Executive Seminar Funding – It was discussed whether scholarships to the Berkeley Executive Seminar should be made available to clients. It was decided that allowance in the budget would be made for 11 scholarships, plus expenses: 2 scholarships per agency member, plus one scholarship for the Executive Director. It was also discussed that an allowance in the budget will be made for other training opportunities such as Professional Development Services, Leadership Development, Organizational Development or Executive Team Training to be held at member agencies.

RECESS TO CLOSED SESSION

5:03pm: Chair Garvey recessed the Executive Committee meeting to closed session to discuss:

1. Conference with Executive Committee Representative
   Pursuant to Government Code Section 54957.6
   Agency designated representative: Michael P. Garvey
   Unrepresented employee: Executive Director/CFO
2. Public Employee Performance Evaluation
   Pursuant to Government Code Section 54957
   Title: Executive Director

RECONVENE REGULAR MEETING

5:45pm: Chair Garvey reconvened the Executive Committee meeting and noted that Vice-Chair Dan Schwartz left the meeting.

D. Report From Closed Session – The Chair reported that no action was taken during the closed session.

E. Approval of Revised Terms of Contract with Executive Director. The Chair stated that there was a desire to further discuss the Executive Director's Performance Program. A proposal was presented to revise the terms of contract with the Executive Director to provide salary raise equivalent to 2.3% per year for three years, effective February 1, 2011, with no retroactivity.
ACTION: **M/S Rogers/Pike** to approve the revised terms of contract with Executive Director.
AYES: Chair Garvey, Members Rogers and Schutz, Alternate Members Pike and Carter
NOES: None
ABSTAIN: None

7. PUBLIC COMMENT – None.

8. **NEXT MEETING –** The March 10th meeting is cancelled if there are no items needing the Committee's attention. The next meeting would be at 4:15 p.m. on April 14th, 2011 via teleconference.

9. **ADJOURNED -** Meeting adjourned at 5:51 p.m.

LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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TO: EXECUTIVE COMMITTEE **EC Meeting: 4-14-11**
FROM: RICHARD H. AVERETT, Executive Director **Item: 3B**
SUBJECT: **CLIENT AGREEMENT – CITY OF STOCKTON**

RECOMMENDATION
Approve authorizing the Executive Director to execute a Client Agreement with the City of Stockton.

BACKGROUND
The City requested the JPAs provide an interim financial management consultant. The contract is expected to terminate July 1, 2011 and shall not exceed $30,000. An employee was selected and began work in late March, 2011. The City's standard agreement form was used and was approved as to form by JPA counsel.

The agreement is included with the agenda packets posted to the JPA's website.

FISCAL IMPACT
The hourly rate being charged the Agency is sufficient to pay all salary and benefit, insurance and administrative costs of the JPA.

AGREEMENT FOR TEMPORARY AGENCY SERVICES for Financial Management Services

THIS AGREEMENT is entered into on March 18, 2011, by and between the City of Stockton, a municipal corporation (the "CITY"), and Regional Government Services Authority (the "AGENCY").

RECITALS

WHEREAS, CITY, from time to time, has a need to utilize the services of temporary employment agencies to assist CITY in providing municipal services; and

WHEREAS, the City Manager for CITY is authorized to execute this AGREEMENT with AGENCY based on services not exceeding council limit; and

WHEREAS, AGENCY has the skills, licenses, and permits necessary to provide the desired services; and

WHEREAS, CITY desires to enter into this AGREEMENT with AGENCY to provide temporary employment services specifically for financial management services;

AGREEMENT

NOW, THEREFORE, in consideration of the following mutual covenants, promises, terms, and conditions, CITY and AGENCY agree:

Section 1
SCOPE OF SERVICES

1.1 Services. AGENCY shall provide temporary personnel in accordance with the scope of services set forth in the attached Exhibit A and incorporated by this reference.

1.2 AGENCY Representations and Warranties. AGENCY represents and warrants that the services performed pursuant to this AGREEMENT, either by AGENCY, at its direction or by its employees or subcontractors, shall be rendered in accordance with the accepted practices and standards of the positions, the professions, and applicable California law, and to the standards of quality normally observed by a person practicing the position or profession. AGENCY also warrants that it and its employees and subcontractors have complied with any and all applicable permit and/or licensing requirements necessary to provide the contract services and shall maintain, at its own expense, any and all required permits and/or licenses throughout the life of this AGREEMENT. Any and all such permits and/or licenses shall be renewed in a timely fashion to comply with this provision. AGENCY shall provide, at CITY's request, copies of any such license or permit at no cost to CITY.

Section 2
COMPENSATION

2.1 Compensation. AGENCY shall be compensated for services provided and performed pursuant to this AGREEMENT upon the terms and in the amounts as set forth in Exhibit B, attached and incorporated by this reference

2.2 Payment. Unless otherwise specified in Exhibit B, AGENCY shall bill CITY on a weekly basis for said services. Said billing shall be in the form of invoices which shall identify, by name, job title, and CITY department for each of AGENCY's employees or subcontractors who have performed services pursuant to this AGREEMENT, the number of hours worked by each employee, and such other information as may be necessary and as CITY may request in order to verify the propriety of the amounts billed. Payment for each invoice will be made within thirty (30) days after receipt and acceptance by the City Manager for CITY. In the event of any disputed charges, payment shall be made only as to those charges that are undisputed. The parties shall cooperate to resolve any such dispute. The disputed charges shall not become due until the dispute is mutually resolved.

Section 3
TERM, EXTENSION AND TERMINATION

3.1 Initial Term. The term of this AGREEMENT shall be from the date of execution until July 1, 2011.

3.2 Extension of Term. CITY may extend the term of this AGREEMENT provided that at least thirty (30) days prior to the original expiration date or the expiration date of any extension thereof, AGENCY delivers in writing, a request that the AGREEMENT be extended for an additional six-month period. If such a request is made and the parties agree that there has been satisfactory contract performance, the City Manager, on behalf of CITY, may, in CITY's sole discretion, authorize an extension of the agreement, along with any adjustment in the compensation rate (subject to section 2.1, above) for a period of six (6) months. In no event shall the original term of the agreement together with any and all extensions exceed a maximum period of one (1) year. Extension(s) shall not be effective unless and until approved by the City Manager in writing. Each written approval of an extension authorized by the City Manager shall be appended as Exhibit D and is incorporated by this reference.

3.3 Termination.

Termination With Written Notice. Except as otherwise specifically provided herein, the CITY may terminate the AGREEMENT (prior to expiration of the term or extension), without penalty, by delivery to AGENCY a written notice of its intention to terminate, at least ninety (90) days prior to the effective date of said termination. Upon termination of the AGREEMENT and to the extent that the contract services have, in CITY's opinion, been satisfactorily performed, AGENCY shall be entitled to payment in the manner and upon the terms and conditions set forth in Exhibit B for services performed up to and including the effective date of termination. However, in no event shall CITY, as a result of terminating this AGREEMENT, be liable to AGENCY or any other person or entity for lost profits, costs, or other expenses incurred or anticipated, whether as a result of any contracts entered into by AGENCY and/or any third party's reliance upon this AGREEMENT.

Termination Related to Lack of Funding. In the event funds are not appropriated for the following fiscal year, this AGREEMENT shall terminate without penalty at the end of the fully funded fiscal year. If funds are appropriated for only a portion of the fiscal year, the AGREEMENT shall terminate without penalty at the end of the period for which funds were appropriated. CITY shall be the final authority as to the availability of funds.

Section 4
CHANGES IN WORK

4.1 Compensation. Compensation to be paid to AGENCY for performance of additional services shall be determined in accordance with the provisions of Exhibit B.

Section 5
INDEPENDENT CONTRACTOR STATUS

5.1 AGENCY as Independent Contractor. Nothing in this AGREEMENT is intended to nor shall this AGREEMENT be interpreted so as to cause AGENCY, its employees, or subcontractors to be considered employees of CITY. In performing the contract services, AGENCY is acting solely as an independent contractor to render a professional service and shall be responsible for all obligations and liabilities consistent with that status.

5.2 Subcontractors. Subcontractors employed by AGENCY shall, under no circumstances, be considered as having any direct or indirect employment, contractual, or other relationship with CITY so as to create any liability or obligation on the part of CITY to any such subcontractor.

Section 6
MISCELLANEOUS PROVISIONS

6.1 Auditing. CITY reserves the right to periodically audit AGENCY's books and records to ensure the propriety of charges billed and to determine if services rendered and other performances and promises pursuant to this AGREEMENT have been fully performed according to the provisions herein. In order to assist CITY and/or its designated representatives in performing said audit, AGENCY agrees that CITY or its designee will have the right to review, obtain, and copy all records pertaining to performance of this AGREEMENT. AGENCY further agrees to provide CITY or its designee with any relevant information as may be requested and shall permit CITY or its designee access to its premises, upon reasonable notice and during normal business hours, for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to any matter under review or investigation for the purpose of determining compliance with this requirement. AGENCY also agrees to maintain any such records for a period of three (3) years after receipt of final payment under this AGREEMENT.

6.2 Insurance Provisions

AGENCY shall comply with the insurance requirements set forth in Exhibit C, attached and incorporated by this reference.

6.3 Notices. Any notice, tender, delivery, or request for payment to be given to either party in connection with this AGREEMENT, may be effected in writing by personal delivery or by mail and shall be deemed communicated as of the date of actual receipt. Mailed notices shall be addressed as set forth below:

To CITY:	Di Smith, Interim Director of Human Resources 22 E. Weber Ave., Suite 150 Stockton, California 95202
To AGENCY:	Regional Government Services Authority 2511 Garden Road Suite A-180 Monterey, CA 93940-5381

6.4 Nondiscrimination. In performing services under this AGREEMENT, AGENCY shall not discriminate in the employment of its employees or in the engagement of any subcontractors on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, marital status, pregnancy, gender, sexual orientation, political affiliation, age, or any other category or attribute prohibited by law.

6.5 Non-assignability. AGENCY shall neither assign nor delegate its rights and/or duties under this AGREEMENT without first obtaining CITY's written consent to the assignment and/or delegation. Any assignment or delegation made by AGENCY without CITY's prior written consent will render this AGREEMENT voidable at the sole discretion of CITY.

6.6 Indemnity and Hold Harmless. AGENCY shall defend, indemnify, and hold harmless CITY, its officers, employees, agents, and assignees from any claim, expense, liability, or payment, including attorney's fees, arising out of the performance of the duties and services pursuant to this AGREEMENT, for any injury, death, or damage to any person or property caused in whole or in part by any willful misconduct, negligent act or omission of AGENCY, its officers, employees, agents, and subcontractors, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, except where caused by the negligent act or omission or willful misconduct of CITY, and except where the AGENCY and any such persons are named in the lawsuit solely by virtue of the position they hold with CITY, or solely because of a duty any of them performs while in that position. Such indemnification shall include all claims, suits, or actions of every name, kind, and description resulting from any act or omission of AGENCY in connection with its performance under this AGREEMENT or anytime before or after its completion.

6.7 Attorneys' Fees. In the event that legal action is brought by either party against the other in connection with this AGREEMENT, the prevailing party in any such litigation shall be entitled to receive reimbursement of its legal costs from the other, in addition to whatever other sums may be due as a judgment. Such legal costs shall include, but not be limited to, reasonable attorneys' fees, court costs, expert witness fees, and other documented expenses as determined by a court of competent jurisdiction.

6.8 Applicable Law; Venue. The laws of the State of California shall govern the provisions of this AGREEMENT and any and all disputes arising hereunder. Venue shall be in San Joaquin County, California.

6.9 Captions. The captions for the sections of this AGREEMENT are for convenience only and shall not be deemed to be relevant in resolving any questions of interpretation or intent.

6.10 Severability. The provisions of this AGREEMENT shall be severable to the extent that should any of its provisions or terms be declared void in whole or in part by operation of law or agreement of the parties, the remainder of the provisions or terms not expressly declared void shall remain enforceable and in full effect.

6.11 Integration and Modification. This AGREEMENT represents the entire integrated agreement between AGENCY and CITY, supersedes all prior negotiations, representations, or agreements, either written or oral, between the parties, and may be amended only by a written instrument signed by the authorized representatives of AGENCY and CITY.

6.12 Licenses. AGENCY shall obtain and maintain, at all times during the term of this AGREEMENT, all licenses necessary to conduct its business, including without limitation, a CITY business license. Failure to maintain such licenses shall be grounds for immediate termination, at CITY's election, notwithstanding any other provision herein.

6.13 Waiver. A waiver by any party of any provision or waiver of any breach of this AGREEMENT must be provided in writing to be effective and shall not be construed as a waiver of any other provision or any other breach of the same or any other provisions herein.

Section 7
AUTHORITY TO EXECUTE AND PERFORM AGREEMENT

The undersigned hereby represent and warrant that they are duly authorized by the parties to execute this AGREEMENT.

CITY OF STOCKTON, a municipal corporation ("CITY")

ATTEST:

KATHERINE GONG MEISSNER
CITY CLERK

____
Bob Deis, City Manager

By: ______________________

APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY

By: ______________________
City Attorney for CITY

Regional Government Services Authority ("AGENCY")

By: ______________________

APPROVED AS TO FORM

By: ______________________
Counsel for AGENCY

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Exhibit A

SCOPE OF SERVICES

The City of Stockton requires financial management consulting services with experience in the areas described below. The specific examples are indicative of those anticipated. Additional un-anticipated, though related, work tasks may be requested in the future depending on the specific needs of the City.

- Assist in providing financial resource and accounting management support for problem definition/resolution, analysis, requirements development, and implementation of solutions of medium to highly complexity.
- Apply accounting principles to analyze financial information and to prepare financial reports. Prepare complex financial analysis and reporting to assist monitoring finances associated with business operations. Assist with various financial functions such as budgeting, auditing, forecasting, and analysis
- Compile and analyze financial information including, monthly, quarterly, and yearly reports to ensure financial information has been recorded correctly
- Performs and/or assists in financial analyses and collects and reviews financial data from various sources
- Creates, maintains, and updates financial databases and spreadsheets, and generates various financial reports as required
- Supports City in managing, tracking, monitoring, and reporting financial data as requested
- Identifies problems and works to resolve them as well as to prevent future problems
- Interacts with various departments and consultants to receive data and compile data to assist in creating City's financial reports.
- Participates in intermediate and long-range financial planning

EXHIBIT B

COMPENSATION

1. Basis of Compensation. AGENCY shall be compensated for work under this Agreement at the hourly rate of $72.33.

2. Total compensation under this Agreement shall be limited to $30,000 absent approval of an increased amount by the CITY; provided, that AGENCY shall not be required to perform any work or incur any expenses hereunder the cost of which exceeds $30,000 (or any such increased amount approved by CITY).

3. AGENCY shall bill for services hereunder not more frequently than weekly, and such invoice shall be payable upon receipt.

EXHIBIT C
<u>INSURANCE REQUIREMENTS</u>
<u>TEMPORARY AGENCY SERVICES</u>

AGENCY shall procure and maintain for the duration of the AGREEMENT, insurance against all claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the AGENCY, its agents, representatives, volunteers, or employees.

1. **<u>INSURANCE</u>** Throughout the life of this AGREEMENT, AGENCY shall pay for and maintain in full force and effect with an insurance company admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "A: VII" in Best Insurance Key Rating Guide, the following policies of insurance:

   A. **COMMERCIAL (BUSINESS) AUTOMOBILE LIABILITY** insurance, endorsed for "any auto" with combined single limits of liability of not less than $1,000,000 each occurrence. (CA 0001)

   B. **WORKERS' COMPENSATION** insurance as required under the California Labor Code and Employers Liability Insurance with limits not less than $1,000,000 per accident/injury/disease.

   C. **COMMERCIAL OR COMPREHENSIVE GENERAL LIABILITY AND MISCELLANEOUS SUPPLEMENTARY INSURANCE;**

   <u>ADDITIONAL REQUIREMENT(S)</u>:

   (i) **COMMERCIAL OR COMPREHENSIVE GENERAL LIABILITY** insurance which shall include Contractual Liability, Products and Completed Operations coverage's, Bodily Injury and Property Damage Liability insurance with combined single limits of not less than $1,000,000 per occurrence, and if written on an aggregate basis, $2,000,000 aggregate limit (CG 0001).

   (ii) **PROFESSIONAL ERRORS AND OMISSIONS**, Not less than $25,000 per Claim/$50,000 Aggregate. Certificate of Insurance only required.

   (iii) **A CRIME INSURANCE OR FIDELITY BOND** covering the dishonest acts of employees of AGENCY, including coverage for theft of property of CITY by employees or subcontractors of AGENCY. The limit shall not be less than $250,000 each occurrence.

Deductibles and Self-Insured Retentions must be declared and are subject to approval by the CITY.

The policy or policies shall also provide the following:

1 The Commercial General Liability and Automobile Liability insurance shall be written on ISO approved occurrence form and include *City of Stockton, its Mayor, Council, officers, representatives, agents, and employees as additional insureds.* ISO form CG 20 37 10 01 edition shall be used as the Additional Insured Endorsement. This form **must be used with** either ISO form CG 20 10 10 01, or CG 20 33 10 01 (or earlier editions of these forms).

2. All insurance required by this Agreement shall be with a company acceptable to the CITY and issued and executed by an admitted insurer authorized to transact insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, the policy with the coverage required herein shall continue in effect for a period of three years following the date AGENCY completes its performance of services under this Agreement.

3. For any claims related to products provided under this AGREMEENT, AGENCY'S insurance coverage shall be primary insurance as respects the City of Stockton its officers, agents, and employees. Any coverage maintained by the CITY shall be excess of AGENCY'S insurance and shall not contribute with it. Policy shall waive right of recovery (waiver of subrogation) against the CITY.

4. Each insurance policy required herein shall have a provision stating that coverage shall not be cancelled by either party, except after thirty (30) days' prior to written notice by certified mail, return receipt requested, has been given to the CITY. Further, the thirty (30) day notice shall be unrestricted, except for workers' compensation, or non-payment of premium, which shall permit ten (10) days advance notice. The Insurer shall provide the CITY with notification of any cancellation, major change, modification or reduction in coverage.

5. Regardless of the minimum insurance requirements under this AGREEMENT, AGENCY and its insurer shall agree to commit AGENCY'S full policy limits, and these minimum requirements shall not restrict AGENCY'S liability or coverage limit obligations.

6. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnity the additional insured would be invalid under Subdivision (b) of Section 2782 of the California Civil Code.

7. The Company shall furnish the CITY with the Certificates and Endorsement for all required insurance, prior to the CITY's execution of the Agreement and start of work.

8. Proper address for mailing certificates, endorsements and notices shall be:

   City of Stockton
   Attention: Risk Services
   425 N. El Dorado Street
   Stockton, CA 95202

9. Upon notification of receipt by the CITY of a Notice of Cancellation, major change, modification, or reduction in coverage, AGENCY shall immediately file with the CITY a certified copy of the required new or renewal policy and certificates for such policy.

Any variation from the requirements set forth herein shall only be considered and approved by the CITY's Risk Manager at (209) 937-8682; fax number: (209) 937-8833.

If at any time during the life of the AGREEMENT or any extension, AGENCY fails to maintain the required insurance in full force and effect, all work under the AGREEMENT shall be discontinued immediately, and all payments due or that may become due to AGENCY shall be withheld until acceptable replacement coverage notice is received by the CITY. Any failure to maintain the required insurance shall be sufficient cause for the CITY to terminate this AGREEMENT.

If AGENCY should subcontract all or any portion of the work to be performed in this AGREEMENT, AGENCY shall cover the sub-contractor, and/or require each sub-contractor to adhere to all subparagraphs of these Insurance Requirements section. Similarly, any cancellation, lapse, reduction or change of sub-contractor's insurance shall have the same impact as described above.

LOCAL AND REGIONAL GOVERNMENT
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TO: EXECUTIVE COMMITTEE **EC Meeting: 4-14-11**
FROM: RICHARD H. AVERETT, CFO/TREASURER **Item: 4A**
SUBJECT: **FINANCIAL REPORT ANALYSIS**

RECOMMENDATION

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

P&L ANALYSIS

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

- LGS net income equals $186,893 for the fiscal-year-to-date (FYTD). The balance sheet shows Total Equity of $1,194,400.
- RGS net income equals $222,787 for the FYTD. The balance sheet shows Total Equity of $574,175.
- Combined LGS/RGS net income equals $409,680 for the 2010 FYTD. Combined Total Equity equals $1,768,575.

Accruals for earned but not paid leave time have not been posted to the financials. These accruals are posted at the conclusion of the fiscal year. The results shown are preliminary estimates. 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. However, those support costs have increased more markedly in recent months in order to maintain service levels for a rapidly increasing customer and employee base. 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. No such loss is anticipated.
2. Several smaller client projects will be completed over the next several months. Normal attrition is expected to be replaced by new and repeat client project/interim work, as Executive Committee Members and staff continue to communicate to the public sector about JPA services.
3. Support services cost increases traditionally lag increases in client services provided. Due to growth in clients and employees, support services costs are or will increase for Human Resources management, financial services and administrative support. These increases will remain below client revenues, but are beginning to moderate the pace of net gain experienced in FY2010.
4. Historically low interest rates have reduced earnings, and are expected to remain depressed for some time.

Regional Government Services
Profit & Loss by Class
July 2010 through February 2011

	Admin - JPAs	Belvedere	C - IV	Calistoga	Davis	Lincoln	GCHP
Ordinary Income/Expense							
Income							
440301 · Client Billings	0.00	87,705.22	144,283.77	8,390.00	48,300.00	0.00	768,574.48
440400 · LGS - Admin. Services	482,381.33	0.00	0.00	0.00	0.00	0.00	0.00
440410 · Client Administration Fees	0.00	0.00	-19,256.17	0.00	0.00	0.00	10,661.44
440420 · Finance Charges	0.00	0.00	0.00	0.00	0.00	0.00	2,008.87
480000 · Miscellaneous Income	16,230.72	0.00	2,263.94	0.00	0.00	0.00	8,532.09
Total Income	498,612.05	87,705.22	127,291.54	8,390.00	48,300.00	0.00	789,776.88
Expense							
511010 · Salaries - Regular	265,017.66	67,118.50	97,139.55	5,707.50	36,949.50	0.00	399,401.59
511072 · Salaries - Nonbillable	4,306.34	0.00	0.00	0.00	0.00	0.00	0.00
512002 · Medicare Employer Expense	3,845.73	973.22	1,424.30	82.75	535.78	0.00	5,985.49
512003 · Workers' Comp Exp clerical	39,696.35	0.00	0.00	0.00	0.00	0.00	0.00
512004 · Employee Assistance Program	2,105.50	0.00	0.00	0.00	0.00	0.00	0.00
512005 · Health Insurance Expense	8,282.42	0.00	460.42	44.43	0.00	0.00	12,802.63
512006 · Dental Insurance Expense	1,301.41	0.00	911.57	0.00	0.00	0.00	2,146.51
512007 · Vision Insurance Expense	239.79	0.00	185.68	0.00	0.00	0.00	335.25
512008 · Life Insurance Expense	409.46	0.00	264.71	0.00	0.00	0.00	557.98
512009 · Long Term Disability Expense	679.52	0.00	454.34	0.00	0.00	0.00	931.00
512011 · Stars 401A Expense	30,293.33	6,711.88	8,962.75	570.75	3,694.96	0.00	39,351.03
512014 · Short Term Disability Expense	477.07	0.00	450.94	0.00	0.00	0.00	834.74
512018 · FSA Health & Day Care Expense	1,706.46	0.00	0.00	0.00	0.00	0.00	0.00
520104 · Telephone/Internet	2,056.55	0.00	0.00	0.00	0.00	0.00	0.00
520105 · Cell Phones	482.52	0.00	0.00	0.00	0.00	0.00	0.00
520107 · ADP Payroll Fees	9,626.79	0.00	0.00	0.00	0.00	0.00	0.00
520201 · Office Supplies	304.63	0.00	0.00	0.00	0.00	0.00	0.00
520202 · Bank Fees & Services	3,085.78	0.00	0.00	0.00	0.00	0.00	0.00
520204 · Printing & Postage	1,238.74	0.00	0.00	0.00	0.00	0.00	234.65
520302 · Legal Services	16,327.55	0.00	0.00	0.00	0.00	180.00	1,650.20
520320 · Professional Services	69,174.64	0.00	0.00	0.00	0.00	0.00	0.00
520501 · Professional Dues & Membership	13,203.50	0.00	0.00	0.00	0.00	0.00	375.00
520503 · Conferences & Meetings	24,068.26	0.00	4,478.64	0.00	0.00	0.00	0.00
520504 · Publications	33,443.54	0.00	0.00	0.00	0.00	0.00	3,908.24
520701 · General Liability Insurance Exp	77,629.36	0.00	0.00	0.00	0.00	0.00	0.00
520750 · Interest Expense	6.77	0.00	0.00	0.00	0.00	0.00	0.00
520801 · Mileage Reimbursement	3,508.57	0.00	0.00	38.85	0.00	0.00	6,062.73
520803 · Travel Reimbursement	1,189.99	0.00	0.00	0.00	0.00	0.00	19,396.94
520805 · Supplies & Meals Reimbursement	2,424.98	0.00	1,492.88	0.00	0.00	0.00	4,151.97
520904 · Computer Install & Maintenance	9,820.21	0.00	0.00	0.00	0.00	0.00	543.65
Total Expense	625,953.42	74,803.60	116,225.78	6,444.28	41,180.24	180.00	498,669.60
Net Ordinary Income	-127,341.37	12,901.62	11,065.76	1,945.72	7,119.76	-180.00	291,107.28
Other Income/Expense							
Other Expense							
529997 · Unallocated Admin. Svcs - RGS	-127,341.40	0.00	0.00	0.00	0.00	0.00	0.00
529999 · Allocated Unbillable Expenses	0.00	4,390.28	6,371.86	419.98	2,417.76	0.00	39,734.26
Total Other Expense	-127,341.40	4,390.28	6,371.86	419.98	2,417.76	0.00	39,734.26
Net Other Income	127,341.40	-4,390.28	-6,371.86	-419.98	-2,417.76	0.00	-39,734.26
Net Income	**0.03**	**8,511.34**	**4,693.90**	**1,525.74**	**4,702.00**	**-180.00**	**251,373.02**

Regional Government Services
Profit & Loss by Class
July 2010 through February 2011

	Gilroy	Larkspur	LGS - TAM	Marin Transit	MEA	Menlo Park FPD	Menlo Park US&R
Ordinary Income/Expense							
Income							
440301 · Client Billings	2,700.00	1,215.00	0.00	274,526.65	371,215.81	78,292.75	7,750.00
440400 · LGS - Admin. Services	0.00	0.00	165,361.75	0.00	0.00	0.00	0.00
440410 · Client Administration Fees	0.00	0.00	0.00	-97,662.77	-176,374.26	0.00	0.00
440420 · Finance Charges	0.00	0.00	0.00	0.00	232.90	0.00	0.00
480000 · Miscellaneous Income	390.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	3,090.00	1,215.00	165,361.75	176,863.88	195,074.45	78,292.75	7,750.00
Expense							
511010 · Salaries - Regular	2,295.00	1,350.00	143,233.81	124,761.16	82,907.72	61,936.51	6,200.00
511072 · Salaries - Nonbillable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
512002 · Medicare Employer Expense	33.29	18.32	2,095.93	1,825.30	1,215.70	878.76	89.90
512003 · Workers' Comp Exp clerical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
512004 · Employee Assistance Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00
512005 · Health Insurance Expense	0.00	117.51	0.00	4,621.38	4,316.72	0.00	0.00
512006 · Dental Insurance Expense	0.00	0.00	911.54	1,496.78	1,419.02	0.00	0.00
512007 · Vision Insurance Expense	0.00	0.00	177.28	229.20	314.80	0.00	0.00
512008 · Life Insurance Expense	0.00	0.00	285.44	344.82	268.34	0.00	0.00
512009 · Long Term Disability Expense	0.00	0.00	491.20	588.04	457.39	0.00	0.00
512011 · Stars 401A Expense	229.50	135.00	17,546.75	11,977.08	9,668.56	6,075.67	620.00
512014 · Short Term Disability Expense	0.00	0.00	476.80	583.62	453.91	0.00	0.00
512018 · FSA Health & Day Care Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520104 · Telephone/Internet	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520105 · Cell Phones	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520107 · ADP Payroll Fees	0.00	0.00	0.00	312.32	0.00	0.00	0.00
520201 · Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520202 · Bank Fees & Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520204 · Printing & Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520302 · Legal Services	0.00	0.00	143.00	155.00	0.00	0.00	0.00
520320 · Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520501 · Professional Dues & Membership	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520503 · Conferences & Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520504 · Publications	0.00	0.00	0.00	889.00	0.00	0.00	0.00
520701 · General Liability Insurance Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520750 · Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520801 · Mileage Reimbursement	390.00	126.00	0.00	38.00	0.00	0.00	0.00
520803 · Travel Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520805 · Supplies & Meals Reimbursement	0.00	0.00	0.00	0.00	0.00	53.95	0.00
520904 · Computer Install & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	2,947.79	1,746.83	165,361.75	147,821.70	101,022.16	68,944.89	6,909.90
Net Ordinary Income	142.21	-531.83	0.00	29,042.18	94,052.29	9,347.86	840.10
Other Income/Expense							
Other Expense							
529997 · Unallocated Admin. Svcs - RGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
529999 · Allocated Unbillable Expenses	154.68	60.82	0.00	8,853.31	9,764.88	3,919.12	387.94
Total Other Expense	154.68	60.82	0.00	8,853.31	9,764.88	3,919.12	387.94
Net Other Income	-154.68	-60.82	0.00	-8,853.31	-9,764.88	-3,919.12	-387.94
Net Income	**-12.47**	**-592.65**	**0.00**	**20,188.87**	**84,287.41**	**5,428.74**	**452.16**

Regional Government Services
Profit & Loss by Class
July 2010 through February 2011

	MERA	MGSA	MMWD	MTA	MTC	Rohnert Park	San Bruno
Ordinary Income/Expense							
Income							
440301 · Client Billings	60,000.00	146,561.78	26,681.60	33,782.70	31,428.00	62,760.00	14,616.00
440400 · LGS - Admin. Services	0.00	0.00	0.00	0.00	5,252.09	0.00	0.00
440410 · Client Administration Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
440420 · Finance Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
480000 · Miscellaneous Income	0.00	997.15	0.00	0.00	0.00	0.00	0.00
Total Income	60,000.00	147,558.93	26,681.60	33,782.70	36,680.09	62,760.00	14,616.00
Expense							
511010 · Salaries - Regular	47,025.60	138,277.40	21,840.60	0.00	32,997.59	47,688.93	12,126.33
511072 · Salaries - Nonbillable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
512002 · Medicare Employer Expense	681.92	2,014.88	316.68	0.00	478.50	677.64	175.74
512003 · Workers' Comp Exp clerical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
512004 · Employee Assistance Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00
512005 · Health Insurance Expense	0.00	4,352.88	0.00	0.00	0.58	1,442.45	0.00
512006 · Dental Insurance Expense	0.00	455.90	0.00	0.00	0.57	0.00	339.33
512007 · Vision Insurance Expense	0.00	122.24	0.00	0.00	0.15	0.00	66.48
512008 · Life Insurance Expense	0.00	167.04	0.00	0.00	0.00	0.00	0.00
512009 · Long Term Disability Expense	0.00	284.96	0.00	0.00	0.00	0.00	0.00
512011 · Stars 401A Expense	4,702.56	13,827.68	2,184.06	0.00	3,199.70	4,707.00	1,209.08
512014 · Short Term Disability Expense	0.00	282.88	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	0.00	0.00
520104 · Telephone/Internet	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520105 · Cell Phones	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520107 · ADP Payroll Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520201 · Office Supplies	0.00	62.31	0.00	0.00	0.00	0.00	0.00
520202 · Bank Fees & Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520204 · Printing & Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520302 · Legal Services	0.00	0.00	214.30	0.00	128.00	0.00	0.00
520320 · Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520501 · Professional Dues & Membership	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520503 · Conferences & Meetings	0.00	0.00	0.00	0.00	-125.00	0.00	0.00
520504 · Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520701 · General Liability Insurance Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520750 · Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520801 · Mileage Reimbursement	0.00	1,111.06	0.00	0.00	0.00	0.00	0.00
520803 · Travel Reimbursement	0.00	452.91	0.00	0.00	0.00	0.00	0.00
520805 · Supplies & Meals Reimbursement	0.00	1,117.87	0.00	0.00	0.00	0.00	0.00
520904 · Computer Install & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	52,410.08	162,530.01	24,555.64	0.00	36,680.09	54,516.02	13,916.96
Net Ordinary Income	7,589.92	-14,971.08	2,125.96	33,782.70	0.00	8,243.98	699.04
Other Income/Expense							
Other Expense							
529997 · Unallocated Admin. Svcs - RGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
529999 · Allocated Unbillable Expenses	3,003.43	7,386.39	1,135.38	1,691.07	1,573.20	3,141.59	731.64
Total Other Expense	3,003.43	7,386.39	1,135.38	1,691.07	1,573.20	3,141.59	731.64
Net Other Income	-3,003.43	-7,386.39	-1,135.38	-1,691.07	-1,573.20	-3,141.59	-731.64
Net Income	**4,586.49**	**-22,357.47**	**990.58**	**32,091.63**	**-1,573.20**	**5,102.39**	**-32.60**

Regional Government Services
Profit & Loss by Class
July 2010 through February 2011

	San Mateo City	San Mateo Co.	San Rafael	Sausalito	SMARTD	Stars	Stockton
Ordinary Income/Expense							
Income							
440301 · Client Billings	12,247.50	3,450.00	184,704.98	120,666.64	16,775.00	0.00	85,460.35
440400 · LGS - Admin. Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
440410 · Client Administration Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
440420 · Finance Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
480000 · Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	12,247.50	3,450.00	184,704.98	120,666.64	16,775.00	0.00	85,460.35
Expense							
511010 · Salaries - Regular	9,691.50	2,884.00	145,879.11	94,440.00	12,018.22	8,395.55	76,448.94
511072 · Salaries - Nonbillable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
512002 · Medicare Employer Expense	140.53	41.82	2,117.05	1,390.64	174.99	122.59	1,124.97
512003 · Workers' Comp Exp clerical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
512004 · Employee Assistance Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00
512005 · Health Insurance Expense	0.00	145.60	4,352.88	0.00	0.00	387.54	0.00
512006 · Dental Insurance Expense	0.00	0.00	455.90	455.90	0.00	37.83	0.00
512007 · Vision Insurance Expense	0.00	0.00	305.04	122.24	0.00	8.92	0.00
512008 · Life Insurance Expense	0.00	0.00	456.26	313.28	0.00	19.98	252.36
512009 · Long Term Disability Expense	0.00	0.00	784.62	540.00	0.00	33.17	433.20
512011 · Stars 401A Expense	969.15	142.80	18,291.03	9,000.00	1,201.81	1,255.93	7,314.87
512014 · Short Term Disability Expense	0.00	0.00	681.12	476.80	0.00	23.08	357.60
512018 · FSA Health & Day Care Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520104 · Telephone/Internet	0.00	0.00	0.00	0.00	0.00	20.51	0.00
520105 · Cell Phones	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520107 · ADP Payroll Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520201 · Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520202 · Bank Fees & Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520204 · Printing & Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520302 · Legal Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520320 · Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520501 · Professional Dues & Membership	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520503 · Conferences & Meetings	0.00	0.00	93.41	0.00	0.00	0.00	0.00
520504 · Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520701 · General Liability Insurance Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520750 · Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520801 · Mileage Reimbursement	0.00	314.50	0.00	0.00	38.00	0.00	0.00
520803 · Travel Reimbursement	0.00	0.00	373.64	0.00	0.00	0.00	0.00
520805 · Supplies & Meals Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520904 · Computer Install & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	10,801.18	3,528.72	173,790.06	106,738.86	13,433.02	10,305.10	85,931.94
Net Ordinary Income	1,446.32	-78.72	10,914.92	13,927.78	3,341.98	-10,305.10	-471.59
Other Income/Expense							
Other Expense							
529997 · Unallocated Admin. Svcs - RGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
529999 · Allocated Unbillable Expenses	613.08	172.70	9,245.82	6,040.24	839.71	0.00	4,277.91
Total Other Expense	613.08	172.70	9,245.82	6,040.24	839.71	0.00	4,277.91
Net Other Income	-613.08	-172.70	-9,245.82	-6,040.24	-839.71	0.00	-4,277.91
Net Income	**833.24**	**-251.42**	**1,669.10**	**7,887.54**	**2,502.27**	**-10,305.10**	**-4,749.50**

Regional Government Services
Profit & Loss by Class
July 2010 through February 2011

	TJPA	Twin Cities PA	Vallejo	VCOHS	VCTC1	VCTC2	TOTAL
Ordinary Income/Expense							
Income							
440301 · Client Billings	0.00	742.50	191,958.00	0.00	0.00	20,025.00	2,804,813.73
440400 · LGS - Admin. Services	52,004.83	0.00	0.00	0.00	0.00	0.00	705,000.00
440410 · Client Administration Fees	0.00	0.00	0.00	0.00	0.00	0.00	-282,631.76
440420 · Finance Charges	0.00	0.00	0.00	0.00	0.00	0.00	2,241.77
480000 · Miscellaneous Income	0.00	0.00	7,310.00	0.00	0.00	0.00	35,723.90
Total Income	52,004.83	742.50	199,268.00	0.00	0.00	20,025.00	3,265,147.64
Expense							
511010 · Salaries - Regular	45,916.98	495.00	110,455.35	173,773.58	3,828.43	14,821.58	2,293,023.19
511072 · Salaries - Nonbillable	0.00	0.00	0.00	0.00	0.00	0.00	4,306.34
512002 · Medicare Employer Expense	673.83	7.05	1,601.60	2,326.26	55.70	214.41	33,341.27
512003 · Workers' Comp Exp clerical	0.00	0.00	0.00	0.00	0.00	0.00	39,696.35
512004 · Employee Assistance Program	0.00	0.00	0.00	0.00	0.00	0.00	2,105.50
512005 · Health Insurance Expense	0.00	46.31	0.00	33.09	61.83	59.90	41,528.57
512006 · Dental Insurance Expense	0.00	0.00	0.00	32.95	14.14	64.40	10,043.75
512007 · Vision Insurance Expense	0.00	0.00	0.00	8.90	2.77	17.25	2,135.99
512008 · Life Insurance Expense	0.00	0.00	0.00	29.00	3.39	0.00	3,372.06
512009 · Long Term Disability Expense	0.00	0.00	0.00	45.00	5.63	0.00	5,728.07
512011 · Stars 401A Expense	5,414.02	49.50	11,045.58	16,180.08	428.12	1,479.10	238,439.33
512014 · Short Term Disability Expense	0.00	0.00	0.00	29.80	3.72	0.00	5,132.08
512018 · FSA Health & Day Care Expense	0.00	0.00	0.00	0.00	0.00	0.00	1,706.46
520104 · Telephone/Internet	0.00	0.00	0.00	0.00	0.00	0.00	2,077.06
520105 · Cell Phones	0.00	0.00	0.00	0.00	0.00	0.00	482.52
520107 · ADP Payroll Fees	0.00	0.00	0.00	0.00	0.00	0.00	9,939.11
520201 · Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	366.94
520202 · Bank Fees & Services	0.00	0.00	0.00	0.00	0.00	0.00	3,085.78
520204 · Printing & Postage	0.00	0.00	0.00	6.66	0.00	0.00	1,480.05
520302 · Legal Services	0.00	0.00	0.00	128.00	0.00	0.00	18,926.05
520320 · Professional Services	0.00	0.00	41,235.98	0.00	0.00	0.00	110,410.62
520501 · Professional Dues & Membership	0.00	0.00	0.00	79.00	0.00	0.00	13,657.50
520503 · Conferences & Meetings	0.00	0.00	0.00	0.00	0.00	0.00	28,515.31
520504 · Publications	0.00	0.00	0.00	0.00	0.00	0.00	38,240.78
520701 · General Liability Insurance Exp	0.00	0.00	0.00	0.00	0.00	0.00	77,629.36
520750 · Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	6.77
520801 · Mileage Reimbursement	0.00	0.00	9.82	796.40	0.00	244.80	12,678.73
520803 · Travel Reimbursement	0.00	0.00	0.00	3,242.86	0.00	43.19	24,699.53
520805 · Supplies & Meals Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	9,241.65
520904 · Computer Install & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	10,363.86
Total Expense	52,004.83	597.86	164,348.33	196,711.58	4,403.73	16,944.63	3,042,360.58
Net Ordinary Income	0.00	144.64	34,919.67	-196,711.58	-4,403.73	3,080.37	222,787.06
Other Income/Expense							
Other Expense							
529997 · Unallocated Admin. Svcs - RGS	0.00	0.00	0.00	0.00	0.00	0.00	-127,341.40
529999 · Allocated Unbillable Expenses	0.00	37.17	9,974.78	0.00	0.00	1,002.40	127,341.40
Total Other Expense	0.00	37.17	9,974.78	0.00	0.00	1,002.40	0.00
Net Other Income	0.00	-37.17	-9,974.78	0.00	0.00	-1,002.40	0.00
Net Income	**0.00**	**107.47**	**24,944.89**	**-196,711.58**	**-4,403.73**	**2,077.97**	**222,787.06**

Regional Government Services
Balance Sheet
As of February 28, 2011

	Feb 28, 11
ASSETS	
Current Assets	
Checking/Savings	
110010 · Wells Fargo - Cash	82,328.06
110030 · LAIF Account	15,566.38
110040 · CalTRUST Medium Term Fund	738,766.81
110050 · CalTRUST Short Term Fund	550,238.78
Total Checking/Savings	1,386,900.03
Accounts Receivable	
131130 · Accounts Receivable	1,204,665.24
Total Accounts Receivable	1,204,665.24
Other Current Assets	
120010 · Prepaid Insurance	155,434.88
131131 · Accounts Receivable - Misc	2,614.93
Total Other Current Assets	158,049.81
Total Current Assets	2,749,615.08
TOTAL ASSETS	**2,749,615.08**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
214060 · Due to LGS	1,568,910.16
220012 · Accounts Payable - Misc.	1,120.83
221003 · 457/401A Retirement Liab	60,645.71
221006 · FSA Liability	1,756.65
221015 · Health Insurance Liability	-10,088.94
221016 · Long Term Disability Liability	212.22
221017 · Short Term Disability Liability	195.90
221023 · Dental Insurance Liability	2,947.35
221024 · Vision Insurance Liability	-214.54
221025 · Life Insurance/ AD&D Liability	153.25
230060 · Accrued Salaries, Wages & Taxes	183,313.06
240010 · Deferred Revenue	213,569.66
250001 · Accrued Vacation, Sick, Admin	152,918.44
Total Other Current Liabilities	2,175,439.75
Total Current Liabilities	2,175,439.75
Total Liabilities	2,175,439.75
Equity	
370000 · Fund Bal Unreserved/Unrestrictd	59,733.63
3900 · Retained Earnings	291,654.64
Net Income	222,787.06
Total Equity	574,175.33
TOTAL LIABILITIES & EQUITY	**2,749,615.08**

LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

Providing Solutions to California Public Agencies

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

TO: EXECUTIVE COMMITTEE **EC Meeting: 4-14-11**
FROM: RICHARD H. AVERETT, CFO/Treasurer **Item: 4B**
SUBJECT: PAYMENTS MADE IN JANUARY AND FEBRUARY 2011

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 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.

Regional Government Services
Account QuickReport
As of February 28, 2011

	Type	Date	Num	Name	Memo	Clr	Amount	Balance
110010 · Wells Fargo - Cash								**-29,179.31**
	Payment	01/03/2011	276683	Marin Energy Authority		√	5,631.86	-23,547.45
	Payment	01/03/2011	8562339	Consortium IV		√	14,177.81	-9,369.64
	Check	01/03/2011	EFT	LGS	ZBA Transfer	√	-1,107.24	-10,476.88
	Transfer	01/04/2011			Funds Transfer	√	15,000.00	4,523.12
	Check	01/05/2011	EFT	LGS	ZBA Transfer	√	-4,500.00	23.12
	Transfer	01/06/2011			Funds Transfer	√	355,000.00	355,023.12
	Check	01/06/2011	EFT	LGS	ZBA Transfer	√	-186,008.67	169,014.45
	Check	01/06/2011	EFT	ADP Net Checks	12/31 Payrol	√	-110,295.96	58,718.49
	Check	01/06/2011	EFT	ADP FWH/SWH/MED	12/31 Payrol	√	-41,206.91	17,511.58
	Check	01/07/2011	EFT	LGS	ZBA Transfer	√	-11,521.65	5,989.93
	Check	01/07/2011	EFT	Unified Trust Co.	RGS Wire 12/31/10	√	-16,548.26	-10,558.33
	Check	01/07/2011	EFT	Unified Trust Co.	RGS Wire 12/31/10	√	-6,020.15	-16,578.48
	Check	01/07/2011	EFT	ADP Fees	12/31 Payroll	√	-233.55	-16,812.03
	Bill Pmt -Check	01/10/2011	2388	Frank Benest	Supplies for Sr.Mgr/Encore Mgr Meeting 11/12/10	√	-165.31	-16,977.34
	Transfer	01/10/2011			Funds Transfer	√	44,000.00	27,022.66
	Check	01/10/2011	EFT	LGS	ZBA Transfer	√	-35,572.21	-8,549.55
	Payment	01/11/2011	26219	San Rafael		√	941.52	-7,608.03
	Transfer	01/11/2011			Funds Transfer	√	50,000.00	42,391.97
	Check	01/11/2011	EFT	Wells Fargo Bank	Service Charge	√	-196.22	42,195.75
	Bill Pmt -Check	01/12/2011	2389	CalPERS	VOID: 1959 Survivor Benefit Invoice 59-3055	√	0.00	42,195.75
	Check	01/12/2011	2390	Stockton	To Refund for 2 days not worked by Gus Duran in Dec 2010		-1,436.30	40,759.45
	Check	01/12/2011	2391	Robert Beltran	Dec/Jan Expenses	√	-2,594.66	38,164.79
	Check	01/12/2011	2392	Earl Greenia	Dec Expenses 12/14-12/27	√	-928.82	37,235.97
	Check	01/12/2011	2393	Traci McGinley	Dec Expenses	√	-266.70	36,969.27
	Check	01/12/2011	2394	Paul Roberts	Dec Expenses	√	-116.27	36,853.00
	Check	01/12/2011	2395	James Swoben	Dec Expenses	√	-1,594.87	35,258.13
	Check	01/12/2011	2396	Darlane Johnsen	Dec Expenses	√	-2,500.00	32,758.13
	Check	01/12/2011	2397	Sophia Selivanoff	Dec Exp and Nov Conference	√	-871.67	31,886.46
	Check	01/12/2011	2398	Jeff Rawles	Dec exp reimbursement	√	-169.89	31,716.57
	Check	01/12/2011	2399	Candice Limousin	Dec Refridgerator Purcahse	√	-788.01	30,928.56

Regional Government Services
Account QuickReport
As of February 28, 2011

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Bill Pmt -Check	01/12/2011	2400	Christopher Nelson	RGS000026	√	-65.00	30,863.56
Bill Pmt -Check	01/12/2011	2401	Your New Desktop.Com	Dec Invoice 476	√	-100.00	30,763.56
Payment	01/13/2011	2000332064	Marin Transit District		√	30,000.00	60,763.56
Deposit	01/14/2011			Deposit	√	14,500.00	75,263.56
Check	01/14/2011	EFT	LGS	ZBA Transfer	√	-337.55	74,926.01
Check	01/14/2011	EFT	ADP Fees	12/31 Fees	√	-295.80	74,630.21
Deposit	01/18/2011			Deposit	√	348.04	74,978.25
Payment	01/18/2011	1172480	SMARTD		√	1,000.00	75,978.25
Payment	01/18/2011	7798	Menlo Park FPD		√	5,325.00	81,303.25
Deposit	01/18/2011			Deposit	√	160,000.00	241,303.25
Check	01/19/2011	EFT	LGS	ZBA Transfer	√	-32,191.60	209,111.65
Deposit	01/20/2011			Deposit	√	11,787.60	220,899.25
Check	01/20/2011	EFT	LGS	ZBA Transfer	√	-1,778.40	219,120.85
Payment	01/21/2011	278801	San Rafael		√	22,660.00	241,780.85
Payment	01/21/2011	17488	Belvedere		√	13,226.64	255,007.49
Payment	01/21/2011	2000333733	MGSA		√	17,908.20	272,915.69
Transfer	01/21/2011			Funds Transfer	√	150,000.00	422,915.69
Check	01/21/2011	EFT	LGS	ZBA Transfer	√	-175,788.50	247,127.19
Check	01/21/2011	EFT	ADP Net Checks	01/15 Payrol	√	-118,907.37	128,219.82
Check	01/21/2011	EFT	ADP FWH/SWH/MED	01/15 Payrol	√	-40,397.58	87,822.24
Check	01/21/2011	EFT	ADP Fees	01/15 Payrol	√	-7.30	87,814.94
Check	01/24/2011	EFT	LGS	ZBA Transfer	√	-16,982.39	70,832.55
Check	01/24/2011	EFT	Unified Trust Co.	RGS Wire 01/15/11	√	-17,160.14	53,672.41
Check	01/24/2011	EFT	Unified Trust Co.	RGS Wire 01/15/11	√	-6,164.32	47,508.09
Check	01/25/2011	2402	Candice Limousin	Dec Reimbursable Expenses	√	-1,746.00	45,762.09
Payment	01/25/2011	7003000391	MERA		√	7,500.00	53,262.09
Payment	01/25/2011	374130	City of Davis		√	13,050.00	66,312.09
Payment	01/25/2011	129454	Sausalito		√	15,083.33	81,395.42
Payment	01/25/2011	197117	Rohnert Park		√	6,840.00	88,235.42
Deposit	01/25/2011			Deposit	√	196,363.38	284,598.80
Check	01/26/2011	2403	Richard Averett	Nov/Dec reimbursable expense	√	-128.83	284,469.97
Bill Pmt -Check	01/26/2011	2404	Covad	Jan invoice 47066975	√	-205.52	284,264.45
Bill Pmt -Check	01/26/2011	2405	Employment Research Services	ERS21783 Jan	√	-153.00	284,111.45

Regional Government Services
Account QuickReport
As of February 28, 2011

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Bill Pmt -Check	01/26/2011	2406	iT Solutions	Invoice 499 January Services	√	-600.00	283,511.45
Bill Pmt -Check	01/26/2011	2407	McGilloway, Ray, Brown & Kaufman		√	-8,560.72	274,950.73
Bill Pmt -Check	01/26/2011	2408	Meyers Nave	Dec 31 invoice 2010120575	√	-1,640.48	273,310.25
Bill Pmt -Check	01/26/2011	2409	NSCCAPA			-350.00	272,960.25
Bill Pmt -Check	01/26/2011	2410	US Bank	Jan 6th statement for Dec Expenses	√	-1,068.36	271,891.89
Check	01/26/2011	2411	Allied Administrators	Jan Premium	√	-1,233.86	270,658.03
Check	01/26/2011	2412	CalPERS	Feb premium H2011027563000	√	-12,851.85	257,806.18
Bill Pmt -Check	01/26/2011	2413	Flex-Plan Services Inc	Dec Bene Cards #168472	√	-96.10	257,710.08
Check	01/26/2011	2414	Vision Service Plan	Feb premiums 12 275218 0002	√	-528.78	257,181.30
Deposit	01/27/2011			Deposit	√	140,278.93	397,460.23
Transfer	01/27/2011			Funds Transfer	√	-400,000.00	-2,539.77
Payment	01/28/2011	33	GCHP		√	33,315.20	30,775.43
Payment	01/28/2011	301952	Marin Energy Authority		√	41,818.50	72,593.93
Deposit	01/28/2011			Deposit	√	538.27	73,132.20
Deposit	01/28/2011			Deposit	√	5,642.06	78,774.26
Deposit	01/28/2011			Deposit	√	77.95	78,852.21
Check	01/28/2011	EFT	LGS	ZBA Transfer	√	-312.34	78,539.87
Check	01/28/2011	EFT	ADP Fees	01/15 Payrol	√	-315.16	78,224.71
Check	01/31/2011	2416	Connie Davis	Dec Exp	√	-1,908.00	76,316.71
Check	01/31/2011	2417	Reliance	Feb Prepay	√	-2,647.51	73,669.20
Bill Pmt -Check	01/31/2011	2418	Claremont	Feb EAP Bill #23529	√	-250.00	73,419.20
Payment	01/31/2011	20000335523	MGSA		√	5,630.45	79,049.65
Check	01/31/2011	EFT	LGS	ZBA Transfer	√	-6,082.93	72,966.72
Check	02/01/2011	EFT	LGS	ZBA Transfer	√	-30,362.94	42,603.78
Payment	02/02/2011	1176624	SMARTD		√	300.00	42,903.78
Payment	02/02/2011	8596104	Consortium IV		√	13,458.00	56,361.78
Payment	02/02/2011	698894	Vallejo		√	25,678.00	82,039.78
Check	02/03/2011	EFT	ADP Net Checks	01/31 Payroll	√	-143,130.24	-61,090.46
Check	02/03/2011	EFT	ADP FWH/SWH/MED	01/31 Payrol	√	-52,080.27	-113,170.73
Transfer	02/04/2011			Funds Transfer	√	330,000.00	216,829.27
Check	02/04/2011	EFT	LGS	ZBA Transfer	√	-133,817.94	83,011.33
Check	02/07/2011	EFT	LGS	ZBA Transfer	√	-44,731.47	38,279.86
Check	02/08/2011	EFT	LGS	ZBA Transfer	√	-50,221.45	-11,941.59

Regional Government Services
Account QuickReport
As of February 28, 2011

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Check	02/08/2011	EFT	Unified Trust Co.	RGS Wire 01/31/11	√	-20,012.59	-31,954.18
Check	02/08/2011	EFT	Unified Trust Co.	RGS Wire 01/31/11	√	-7,053.10	-39,007.28
Check	02/08/2011	EFT	Wells Fargo Bank	Service Charge	√	-204.51	-39,211.79
Check	02/08/2011	EFT	ADP Fees	01/31 Payroll	√	-351.55	-39,563.34
Transfer	02/09/2011			Funds Transfer	√	55,000.00	15,436.66
Transfer	02/09/2011			Funds Transfer	√	150,000.00	165,436.66
Check	02/11/2011	2419	Traci McGinley	Jan Expenses		-968.41	164,468.25
Check	02/11/2011	2420	Darlane Johnsen	Jan Expenses	√	-2,048.92	162,419.33
Check	02/11/2011	2421	James Swoben	Jan Expenses	√	-1,658.02	160,761.31
Check	02/11/2011	2422	Paul Roberts	Jan Expenses	√	-225.34	160,535.97
Check	02/11/2011	2423	Connie Davis	Jan Expenses	√	-1,274.95	159,261.02
Check	02/11/2011	2424	Candice Limousin	Jan Expenses	√	-181.16	159,079.86
Check	02/11/2011	2425	Donald Gordon	Jan Expenses		-993.70	158,086.16
Check	02/11/2011	2426	Anne Oliver	Jan Mileage Expenses		-260.00	157,826.16
Check	02/11/2011	2427	Richard Averett	Jan Expenses	√	-121.39	157,704.77
Check	02/11/2011	2428	Jennifer Bower	Nov, Dec, Jan Expenses	√	-2,676.13	155,028.64
Check	02/11/2011	2429	Jeff Rawles	Jan Expenses	√	-247.95	154,780.69
Bill Pmt -Check	02/11/2011	2430	Brian Rowlett	bill #114 for Jan Services	√	-1,200.00	153,580.69
Bill Pmt -Check	02/11/2011	2431	Christopher Nelson	RGS000027	√	-32.50	153,548.19
Bill Pmt -Check	02/11/2011	2432	Covad	Feb invoice 47115081	√	-215.08	153,333.11
Bill Pmt -Check	02/11/2011	2433	Employment Research Services	ERS21831 Jan	√	-757.90	152,575.21
Bill Pmt -Check	02/11/2011	2434	iT Solutions	Invoice 509 January Services	√	-700.00	151,875.21
Deposit	02/11/2011			Deposit	√	14,500.00	166,375.21
Check	02/11/2011	EFT	LGS	ZBA Transfer	√	-211.11	166,164.10
Payment	02/14/2011	8011	Menlo Park FPD		√	9,000.00	175,164.10
Payment	02/14/2011	129579	Sausalito		√	15,083.33	190,247.43
Payment	02/14/2011	11926	Calistoga		√	260.00	190,507.43
Payment	02/14/2011	26219	San Rafael		√	138.00	190,645.43
Payment	02/14/2011	28267	VCTC2		√	3,275.00	193,920.43
Payment	02/18/2011	7003000410	MERA		√	7,500.00	201,420.43
Payment	02/18/2011	26219	San Rafael		√	22,660.00	224,080.43
Deposit	02/18/2011			Deposit	√	160,000.00	384,080.43
Check	02/18/2011	EFT	LGS	ZBA Transfer	√	-202,475.41	181,605.02
Check	02/18/2011	EFT	ADP Net Checks	02/15 Payroll	√	-149,184.03	32,420.99

Regional Government Services
Account QuickReport
As of February 28, 2011

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Check	02/18/2011	EFT	ADP Fees	02/15 Payroll	√	-7.30	32,413.69
Bill Pmt -Check	02/22/2011	2435	Claremont	Mar EAP Bill #23711	√	-355.50	32,058.19
Bill Pmt -Check	02/22/2011	2436	Covad		√	-236.22	31,821.97
Bill Pmt -Check	02/22/2011	2437	iT Solutions	Invoice 561 February Services	√	-600.00	31,221.97
Bill Pmt -Check	02/22/2011	2438	McGilloway, Ray, Brown & Kaufman			-8,635.52	22,586.45
Bill Pmt -Check	02/22/2011	2439	Meyers Nave	Jan 31 invoice 2011010774	√	-833.87	21,752.58
Bill Pmt -Check	02/22/2011	2440	US Bank	Feb 7th statement for Jan Expenses		-12,591.23	9,161.35
Check	02/22/2011	2441	Flex-Plan Services Inc	Jan 15 contributions		-1,756.65	7,404.70
Payment	02/22/2011	2000339652	MGSA		√	16,911.05	24,315.75
Payment	02/22/2011	2000339898	MGSA		√	5,630.45	29,946.20
Deposit	02/22/2011			Deposit	√	149,172.65	179,118.85
Deposit	02/22/2011			Deposit	√	2,411.10	181,529.95
Deposit	02/22/2011			Deposit	√	2,143.20	183,673.15
Deposit	02/22/2011			Deposit	√	5,447.30	189,120.45
Check	02/22/2011	EFT	LGS	ZBA Transfer	√	-37,954.91	151,165.54
Check	02/22/2011	EFT	ADP FWH/SWH/MED	02/15 Payroll	√	-52,245.02	98,920.52
Check	02/23/2011	2442	Flex-Plan Services Inc	Jan 31 contributions		-1,756.65	97,163.87
Check	02/24/2011	2443	Flex-Plan Services Inc	Feb 15 contributions		-1,756.65	95,407.22
Check	02/24/2011	2444	Employment Development Dept	Maureen Teater 3rd Q/4th Q 2010 932-0533-4		-4,306.34	91,100.88
Check	02/24/2011	EFT	LGS	ZBA Transfer	√	-399.25	90,701.63
Check	02/24/2011	EFT	ADP Fees	Feb Payroll Fees	√	-461.75	90,239.88
Deposit	02/25/2011			Deposit	√	11,814.12	102,054.00
Deposit	02/25/2011			Deposit	√	643.87	102,697.87
Check	02/25/2011	EFT	LGS	ZBA Transfer	√	-309.55	102,388.32
Check	02/25/2011	EFT	ADP Fees	Feb Payroll Fees	√	-337.72	102,050.60
Check	02/28/2011	2445	CalPERS	H2011037563000-Mar Premium		-12,427.92	89,622.68
Check	02/28/2011	2446	Allied Administrators	VOID: Mar Premium		0.00	89,622.68
Check	02/28/2011	2457	Vision Service Plan	Mar premiums 12 275218 0002		-479.86	89,142.82
Bill Pmt -Check	02/28/2011	2464	Bartel Associates	Invoice 11-130		-2,100.00	87,042.82
Bill Pmt -Check	02/28/2011	2465	Brian Rowlett	bill #115 for Feb Services		-750.00	86,292.82
Bill Pmt -Check	02/28/2011	2466	Employment Research Services			-2,986.10	83,306.72
Bill Pmt -Check	02/28/2011	2467	Federal Express	inv 7-399-88105 acct 2594-1610-8		-19.46	83,287.26

Regional Government Services
Account QuickReport
As of February 28, 2011

	Type	Date	Num	Name	Memo	Clr	Amount	Balance
	Bill Pmt -Check	02/28/2011	2468	Flex-Plan Services Inc			-959.20	82,328.06
Total 110010 · Wells Fargo - Cash							111,507.37	82,328.06
TOTAL							**111,507.37**	**82,328.06**

LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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TO: EXECUTIVE COMMITTEE **EC Meeting: 4-14-11**
FROM: RICHARD H. AVERETT, CFO/Treasurer **Item: 4C**
SUBJECT: **INVESTMENT REPORT**

RECOMMENDATION
Review and accept JPA investments made through March 2011.

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

Investments in LAIF began in June 22, 2007. 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 in first quarter of fiscal year 2011. Two agencies are currently included: Gold Coast Health Plan (GCHP) and California Joint Powers Insurance Authority (CJPIA). GCHP is a new JPA and will receive earned cash flow for services beginning in May or June 2011. RGS is providing support and staffing services, and charging five percent on advances made. GCHP has already begun making payments to RGS from funds advanced to them, paying 5% on funds due more than 30 days. 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. Recently CJPIA announced current year calculations for retrospective obligations, and RGS and LGS anticipate prepaying these sums prior to June 30, 2011 in order to receive the two percent per year discounts.

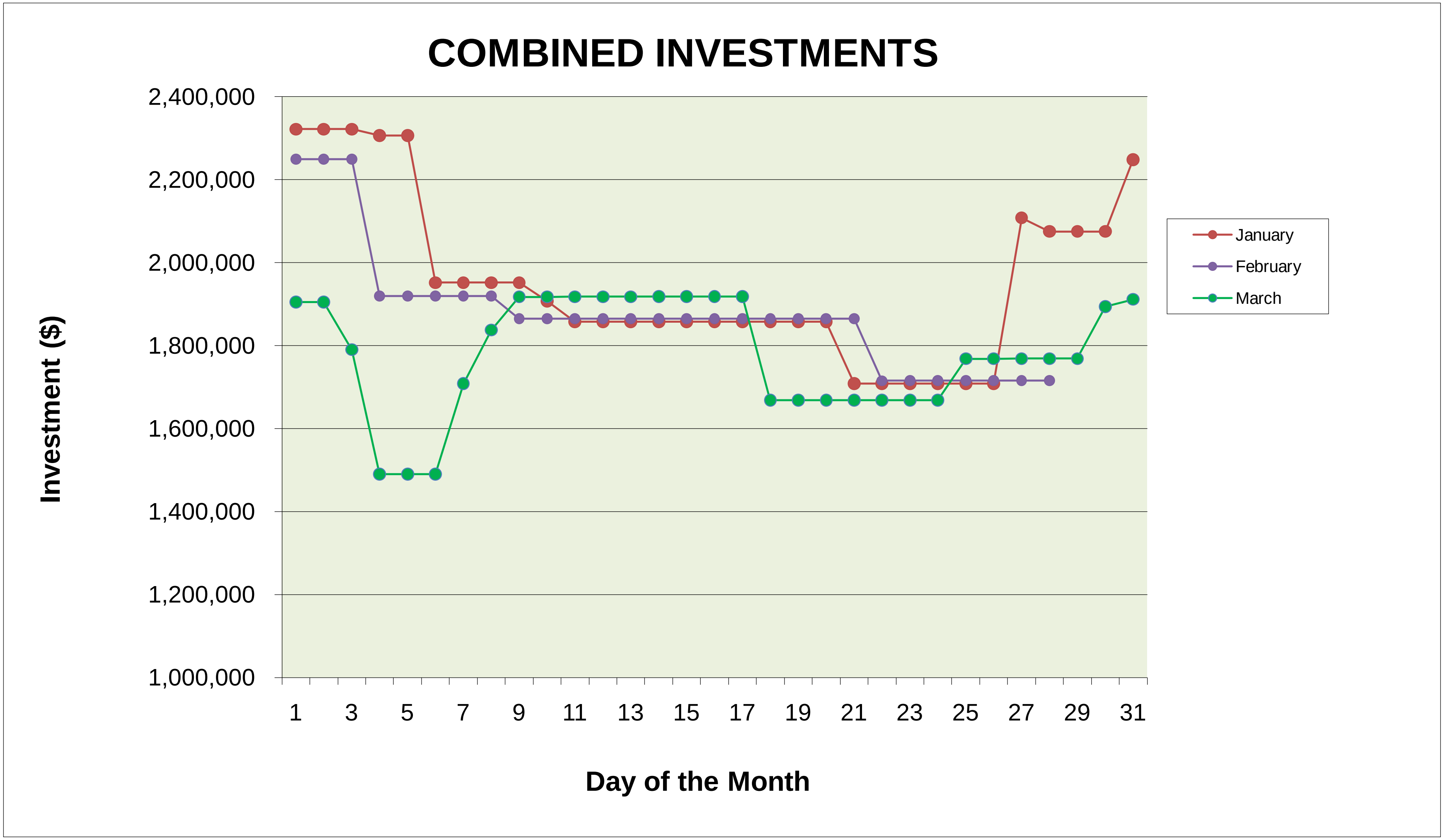
FISCAL IMPACT
The impact of investment activity with Other Agencies, LAIF and CalTrust this period is projected to yield more each month than the $1,250 budgeted. Fiscal year 2011 budgeted earnings are $15,000 and fiscal-year-to-date preliminary earnings are already exceeding budgeted earnings revenue. 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 95 basis points more than LAIF, and CalTrust short term investments are currently yielding 15 basis points more than LAIF. The Board of Directors annually reviews the investment policy at their June meetings.

INVESTMENT REPORT
FY2011

	JANUARY				FEBRUARY				MARCH			
Date	JPIA,COHS CIV	CalTrust	LAIF	Combined	JPIA,COHS CIV	CalTrust Short & Medium	LAIF	Combined	JPIA,COHS CIV	CalTrust Short & Medium	LAIF	Combined
1	283,308	1,624,187	414,179	2,321,674	423,127	1,425,714	400,566	2,249,408	612,420	1,277,104	15,566	1,905,090
2	283,308	1,624,187	414,179	2,321,674	423,167	1,425,714	400,566	2,249,448	612,485	1,277,104	15,566	1,905,155
3	283,308	1,624,187	414,179	2,321,674	423,206	1,425,714	400,566	2,249,487	497,653	1,277,104	15,566	1,790,323
4	283,308	1,624,187	399,179	2,306,674	423,246	1,425,714	70,566	1,919,526	497,702	977,104	15,566	1,490,372
5	283,308	1,624,187	399,179	2,306,674	423,285	1,425,714	70,566	1,919,566	497,752	977,104	15,566	1,490,422
6	283,308	1,624,187	44,179	1,951,674	423,325	1,425,714	70,566	1,919,605	497,802	977,104	15,566	1,490,472
7	283,308	1,624,187	44,179	1,951,674	423,364	1,425,714	70,566	1,919,645	497,852	977,104	233,566	1,708,522
8	283,308	1,624,187	44,179	1,951,674	423,404	1,425,714	70,566	1,919,684	497,901	1,106,104	233,566	1,837,571
9	283,308	1,624,187	44,179	1,951,674	423,443	1,425,714	15,566	1,864,724	497,951	1,376,104	43,566	1,917,621
10	283,308	1,624,187	179	1,907,674	423,483	1,425,714	15,566	1,864,763	498,001	1,376,104	43,566	1,917,671
11	283,308	1,574,187	179	1,857,674	423,522	1,425,714	15,566	1,864,803	498,050	1,376,104	43,566	1,917,720
12	283,308	1,574,187	179	1,857,674	423,562	1,425,714	15,566	1,864,842	498,100	1,376,104	43,566	1,917,770
13	283,308	1,574,187	179	1,857,674	423,601	1,425,714	15,566	1,864,882	498,150	1,376,104	43,566	1,917,820
14	283,308	1,574,187	566	1,858,062	423,641	1,425,714	15,566	1,864,921	498,200	1,376,104	43,566	1,917,870
15	283,308	1,574,187	566	1,858,062	423,680	1,425,714	15,566	1,864,961	498,249	1,376,104	43,566	1,917,919
16	283,308	1,574,187	566	1,858,062	423,720	1,425,714	15,566	1,865,001	498,299	1,376,104	43,566	1,917,969
17	283,308	1,574,187	566	1,858,062	423,759	1,425,714	15,566	1,865,040	498,349	1,376,104	43,566	1,918,019
18	283,308	1,574,187	566	1,858,062	423,799	1,425,714	15,566	1,865,080	498,399	1,126,104	43,566	1,668,069
19	283,308	1,574,187	566	1,858,062	423,838	1,425,714	15,566	1,865,119	498,448	1,126,104	43,566	1,668,118
20	283,308	1,574,187	566	1,858,062	423,878	1,425,714	15,566	1,865,159	498,498	1,126,104	43,566	1,668,168
21	283,308	1,424,187	566	1,708,062	423,917	1,425,714	15,566	1,865,198	498,548	1,126,104	43,566	1,668,218
22	283,308	1,424,187	566	1,708,062	423,957	1,275,714	15,566	1,715,238	498,598	1,126,104	43,566	1,668,268
23	283,308	1,424,187	566	1,708,062	423,997	1,275,714	15,566	1,715,277	498,647	1,126,104	43,566	1,668,317
24	283,308	1,424,187	566	1,708,062	424,036	1,275,714	15,566	1,715,317	498,697	1,126,104	43,566	1,668,367
25	283,308	1,424,187	566	1,708,062	424,076	1,275,714	15,566	1,715,357	498,747	1,126,104	143,566	1,768,417
26	283,308	1,424,187	566	1,708,062	424,115	1,275,714	15,566	1,715,396	498,797	1,126,104	143,566	1,768,467
27	283,308	1,424,187	400,566	2,108,062	424,155	1,275,714	15,566	1,715,436	498,847	1,126,104	143,566	1,768,517
28	250,520	1,424,187	400,566	2,075,274	424,194	1,275,714	15,566	1,715,475	498,897	1,126,104	143,566	1,768,566
29	250,536	1,424,187	400,566	2,075,290					498,946	1,126,104	143,566	1,768,616
30	250,552	1,424,187	400,566	2,075,306					498,996	1,251,104	143,566	1,893,666
31	423,088	1,424,187	400,566	2,247,842					716,859	1,051,104	143,566	1,911,529

	BUDGETED EARNINGS	Proj'd CT mo. Int.	Proj'd LAIF mo. Int.	CUMULATIVE Budget/Proj'd	BUDGETED EARNINGS	Proj'd CT mo. Int.	Proj'd LAIF mo. Int.	CUMULATIVE Budget/Proj'd	BUDGETED EARNINGS	Proj'd CT mo. Int.	Proj'd LAIF mo. Int.	CUMULATIVE Budget/Proj'd
Budget	$1,250			$8,750	$1,250			$10,000	$1,250			$11,250
Est. Earı	$873	$1,527	$53	$12,718	$1,363	$1,389	$23	$15,493	$1,820	1,031	27	$18,371


COMBINED INVESTMENTS
2,400,000
2,200,000
2,000,000
1,800,000
1,600,000
1,400,000
1,200,000
1,000,000
Investment ($)
1
3
5
7
9
11
13
15
17
19
21
23
25
27
29
31
Day of the Month
January
February
March

LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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TO: EXECUTIVE COMMITTEE **EC Meeting: 4-14-11**
FROM: RICHARD H. AVERETT, EXECUTIVE DIRECTOR **Item: 6A**
SUBJECT: CLIENT REPORT

CURRENT CLIENTS:
The following is a listing of the 29 LGS and RGS current clients. LGS has 48 positions supporting clients and RGS has 63 positions supporting clients and JPA administration.

Cities/Counties

Calistoga
Davis
Gilroy
Larkspur
Lincoln
Rohnert Park
San Bruno
San Mateo City
San Mateo County
San Rafael
Sausalito
Stockton
Vallejo

Other Agencies

Consortium IV
Gold Coast Health Plan
Marin Emergency Radio Authority
Marin Energy Authority
Marin General Services Authority
Marin Municipal Water District
Marin Telecommunications Authority
Marin Transit
Menlo Park Fire Protection District
Metropolitan Transportation Commission
Sonoma-Marin 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 City of Stockton signed on as a new client. We have discussed use of the JPAs with SMART and SolTrans.

Staff has been added for the Gold Coast Health Plan, MTC, MTD and other existing clients.

Regional Government Services
Position Allocation Chart

Contracting Organization RGS employee, FTE, and Position Title	Employee Name	RGS RGS	GCHP RGS	MEA RGS	Marin JPAs RGS	Marin Transit RGS	C-IV RGS	MTC RGS	Vallejo RGS	San Rafael RGS	Stockton RGS	Small Projects RGS	Total FTE	Total Position count
Accounts Payable Invoice Specialist	Ricky Cacho							0.4					0.40	1.00
Administrative Analyst	Carla Overberger				1.00								1.00	1.00
Administrative Assistant	Audra Lucas		1.00										1.00	1.00
Administrative Assistant	Leslie Stroh		1.00										1.00	1.00
Administrative Associate	Jordis Weaver			1.00									1.00	1.00
Administrative Clerk		0.25											0.25	1.00
Care Coordination Manager	Melanie Frampton		1.00										1.00	1.00
Chief Executive Officer	Earl Greenia		1.00										1.00	1.00
Clerk of the Board/Exec Assistant	Traci McGinley		1.00										1.00	1.00
Community Mobility Manager	Paul Branson					1.00							1.00	1.00
Director of Claims Services	Connie Davis		1.00										1.00	1.00
Director of Communications	Steven Lalich		1.00										1.00	1.00
Director of Government Relations	Guillermo Gonzalez		1.00										1.00	1.00
Director of Health Services	Pamela Kapustay		1.00										1.00	1.00
Director of Human Resources/HR Consultant	Jennifer Bower	0.90										0.10	1.00	1.00
Director of Human Resources	Candice Limousin		1.00										1.00	1.00
Director of Information Technology	Jim Swoben												0.00	0.00
Director of Provider Relations	Paul Roberts		1.00										1.00	1.00
Eligibility and Appeals Coordinator	Lisa Johnson		1.00										1.00	1.00
Emergency Services Coordinator	Angela Del Ponte									1.00			1.00	1.00
Executive Assistant	Tiffany Buraglio	0.40											0.40	1.00
Executive Director/CFO	Richard Averett	1.00											1.00	1.00
Executive Director MEA	Dawn Weisz			1.00									1.00	1.00
Executive Director - MGSA	Paul Berlant				0.50								0.50	1.00
Executive Officer - MERA	Maureen Cassingham				0.35								0.35	1.00
Financial Consultant	Joan Aguilar										0.33		0.33	1.00
Grants Administrator	Barbara Duffy					0.40							0.40	1.00
Human Resources Consultant/Analyst	Rich Oppenheim											0.10	0.10	1.00
Human Resources Consultant/Analyst	Kristine Humphries											0.10	0.10	1.00
Human Resources Consultant/Manager	Teresa Bryerton								0.60				0.60	1.00
Human Resources Consultant/Manager	Anne Olliver											0.25	0.25	1.00
Human Resources Consultant/Manager	Gail Papworth											0.40	0.40	1.00
Human Resources Consultant/Manager	Pamela Toconis								0.60				0.60	1.00
Human Resources Director	Leslie Loomis									1.00			1.00	1.00
Intern/Assistant	Amy Romanek			0.25									0.25	1.00
Intern/Assistant	Adam Crenshaw							0.25					0.25	1.00
Intern/Assistant	Katrina Dikitanan							0.25					0.25	1.00
Interim Chief Financial Officer	Darlane Johnsen		1.00										1.00	1.00
Interim Chief Medical Officer	Charlie Cho		1.00										1.00	1.00
Manager, Finance and Accounting	Sonia DeMarta		1.00										1.00	1.00
Program Manager, AVAP	Jeff Rawles				0.57								0.57	1.00
Project Consultant	Jeff Kise	0.50										0.20	0.70	1.00
Project Coordinator	Jaime Tuckey			1.00									1.00	1.00
Project Manager	Beth Rasmussen			1.00									1.00	1.00
Project Specialist	Andre Galvan		1.00										1.00	1.00
Provider Relations Representative	Michelle Tarver		1.00										1.00	1.00
Provider Relations Representative	Rebecca Wright		1.00										1.00	1.00
Regional Program Manager	Myrna Lebert						1.00						1.00	1.00
Systems Benefit Consultant	Mae Regalado		0.45										0.45	1.00
Systems Consultant/Project Consultant	Donald Gordon		0.65										0.65	1.00
Technical Manager	Jon Burkett						1.00						1.00	1.00
Termporary Assistant	Lopez		1.00										1.00	1.00
Transportation Planner	Sean Hegpeth					1.00							1.00	1.00
Total RGS FTE by Client		**3.05**	**20.10**	**4.25**	**2.42**	**2.40**	**2.00**	**0.90**	**1.20**	**2.00**	**0.33**	**1.15**	**39.80**	
Total RGS Positions by Client		**5**	**21**	**5**	**4**	**3**	**2**	**3**	**2**	**2**	**1**	**6**		**52.00**

Regional Government Services
Position Allocation Chart

Contracting Organization RGS employee, FTE, and Position Title	Employee Name	TAM RGS	TJPA RGS	MPFPD RGS	Sausalito RGS	San Bruno RGS	Rohnert Park RGS	Twin Cities RGS	Davis RGS	San Mateo City RGS	San Mateo County RGS	MMWD RGS	Total FTE	Total Position count
Adminstrative Services Director	Charlie Francis				0.85								0.85	1.00
Associate Project Delivery Manager	Jit Pandher	1.00											1.00	1.00
Chief Financial Officer	Fred Clarke		0.50										0.50	1.00
Financial Consultant	Houssein Golestan									0.25	0.25		0.50	1.00
Human Resources Consultant/Manager	Maribeth Linhart			0.50									0.50	1.00
Human Resources Consultant/Manager	Sophia Selivanoff						0.75	0.10					0.85	1.00
Interim Assistant Finance Manager	Marcia Schnapp											1.00	1.00	1.00
Interim Director of Finance	Sandra Sato								1.00				1.00	1.00
Interim Special Assistant to the CM	Wandzia Rose					0.50							0.50	1.00
Senior Transportation Planner	Natalie Fay	1.00											1.00	1.00
Urban Search & Rescue Coordinator	Tim Campbell			0.50									0.50	1.00
Total RGS FTE by Client		**2.00**	**0.50**	**1.00**	**0.85**	**0.50**	**0.75**	**0.10**	**1.00**	**0.25**	**0.25**	**1.00**	**8.20**	
Total RGS Positions by Client		**2**	**1**	**2**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**		**11.00**

Legend
4/1/2011

Yellow: Pending selection; not in counts.	New clients (under small projects)
Pink: Pending separation from employment	Clients/Employees Leaving
Green: FTE counts/totals	Tangerine Position counts/totals

Total **63.00**

LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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TO: EXECUTIVE COMMITTEE **EC Meeting: 4-14-11**
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 4:00 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
April 14 (Thursday)	Yes			Teleconference	
May 12 (Thursday)	Yes			Teleconference	Recommend Cancelling
June 9 (Thursday)	Yes	Yes	FY12 Budget, Investment Policy, Rules & Regs, Conflict of Interest Policy (even years only)	Location: Cavallo Point, Marin County	
July 14 (Thursday)	Yes			Teleconference	
August 11 (Thursday)	Yes			Teleconference	
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	

LOCAL AND REGIONAL GOVERNMENT SERVICES AUTHORITIES

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TO: RGS EXECUTIVE COMMITTEE **EC Meeting: 4-14-11**
FROM: JENNIFER BOWER, DIRECTOR OF HUMAN RESOURCES **Item: 6D**
SUBJECT: EXECUTIVE DIRECTOR/CFO PAY FOR PERFORMANCE PLAN

Background

In January 2011 RGS staff conducted a compensation survey for the Executive Director/Chief Financial Officer classification. The Board approved an adjustment in compensation based on 2.3% for 2009, 2.3% for 2010, and 2.3% for 2011, all of which was effective February 1, 2011, but with no retroactivity. At that same time, the Board indicated how pleased they were with the work of the ED/CFO in growing the JPAs, and in ensuring that the JPAs had fiscal soundness. The Board indicated they wanted to address this by reviewing the pay for performance system currently in place, and either adding to it, adjusting it, or changing it to something different.

Currently the pay for performance system that is in place is as follows: Prior to July 1, 2005, the Executive Director/CFO was eligible for a production bonus. The bonus could be earned for client services personally performed by the Executive Director/CFO, which were above and beyond his full-time duties as ED/CFO for LGS and RGS. This performance bonus plan was established when the JPAs could not afford to pay additional compensation unless clients could be billed for hours in excess of the regular payroll. In July 2005, this bonus was replaced with a salary increase and percentage-of-salary bonus plan because the Executive Director's administrative duties had grown to more than a full-time workload. The current bonus plan uses the annual evaluation overall grade to award 3% (with Above Average scoring) or 5% (with Excellent scoring) of base salary. Decisions about when to provide a performance increase has rested with the Executive Committee chair, during the annual Executive Director evaluation process.

When the JPAs were formed salary was set on the low end as the Board was unsure as to the viability of the JPAs. While confident that the JPAs were good and necessary, it was unclear as to how fast they would grow, and how funding would come in. However, while setting the salary at the low end, it was the Board's intent to eventually pay the position at the market rate for Executive Directors in urban areas.

Since then, the economy has changed significantly and revenues in the public sector have dropped. However, the JPAs have continued to grow. At the beginning of 2007 there were 35 employees, and now at the second quarter of 2011 there are 112 employees.

Discussion

Some possible adjustments to the system are:

- Have two separate systems for bonus, one which is apart from the existing bonus system.
- Expand the current system.
- Replace the current system with something else.
- Provide for a bonus for doing both the Executive Director duties and the CFO duties.

Recommendation

Board determines pay for performance system based on market-based competitiveness.