ABAG FINANCE AND PERSONNEL COMMITTEE

Thursday, January 20, 2011, 5:00 p.m.
ABAG Conference Room
MetroCenter—8th and Oak Streets
Oakland, CA

Est. Time in Minutes			Recommendation ***
2	1.	**Public Comments**	**Information**
5	2.	**Election of Officers** *Following ABAG's Committee Rules and Procedures, the Committee will elect a Chair and Vice Chair.*	**Action**
3	*3.	**Minutes of the November 18, 2010 Meeting**	**Action**
5	*4.	**Financial Reports – ABAG** *The October and November 2010 Financial reports are enclosed with the agenda packet.*	**Action**
5	5.	**Update on Proposed Regional Facility** *Staff will present an oral report on progress toward evaluation and selection of a commercial real estate firm to facilitate the evaluation, selection and acquisition (sale or lease) of a site in which ABAG, MTC and the Air Board can co-locate.*	**Information**
10	**6.	**Review of Proposed Work Program, Budget and Membership Dues--FY 2011-12** *The Committee will make a recommendation to the Executive Board on the proposed FY 11-12 operating budget and membership dues.*	**Action**
10	*7.	**Payment of *Per Diems* to Officers for Designated Meetings** *Ratify past practice of paying the President of ABAG—or the Vice-President or Immediate Past President if the President is not available—a per diem for representing ABAG at meetings and events not specifically described in the Bylaws..*	**Action**
	8.	**Delinquent Membership Dues** Staff will orally present for discussion the cities with membership dues not yet fully paid.	**Information**
	9.	**Adjournment**	**Action**

* Attachments enclosed with packet. ** Proposed Budget & Work Program to be mailed separately.
*** The Committee may take action on any item on the agenda, which action may be the recommended action, any other action or no action.

ABAG FINANCE AND PERSONNEL COMMITTEE

Thursday, January 20, 2011, 5:00 p.m.
ABAG Conference Room
MetroCenter—8th and Oak Streets
Oakland, CA

Est. Time in Minutes			Recommendation ***
2	1.	**Public Comments**	**Information**
5	2.	**Election of Officers** *Following ABAG's Committee Rules and Procedures, the Committee will elect a Chair and Vice Chair.*	**Action**
3	*3.	**Minutes of the November 18, 2010 Meeting**	**Action**
5	*4.	**Financial Reports – ABAG** *The October and November 2010 Financial reports are enclosed with the agenda packet.*	**Action**
5	5.	**Update on Proposed Regional Facility** *Staff will present an oral report on progress toward evaluation and selection of a commercial real estate firm to facilitate the evaluation, selection and acquisition (sale or lease) of a site in which ABAG, MTC and the Air Board can co-locate.*	**Information**
10	**6.	**Review of Proposed Work Program, Budget and Membership Dues--FY 2011-12** *The Committee will make a recommendation to the Executive Board on the proposed FY 11-12 operating budget and membership dues.*	**Action**
10	*7.	**Payment of *Per Diems* to Officers for Designated Meetings** *Ratify past practice of paying the President of ABAG—or the Vice-President or Immediate Past President if the President is not available—a per diem for representing ABAG at meetings and events not specifically described in the Bylaws..*	**Action**
	8.	**Delinquent Membership Dues** Staff will orally present for discussion the cities with membership dues not yet fully paid.	**Information**
	9.	**Adjournment**	**Action**

* Attachments enclosed with packet. ** Proposed Budget & Work Program to be mailed separately.
*** The Committee may take action on any item on the agenda, which action may be the recommended action, any other action or no action.

ABAG FINANCE AND PERSONNEL COMMITTEE

Summary Minutes

November 18, 2010

Members Present	Jurisdiction
Supervisor Scott Haggerty, Chair	County of Alameda
Supervisor David Cortese	County of Santa Clara
Mayor Mark Green	City of Union City
Supervisor Mike Kerns, Vice Chair	County of Sonoma
Supervisor Barbara Kondylis	County of Solano
Vice Mayor Peter McHugh	City of Milpitas

Members Absent	
Supervisor Susan Adams	County of Marin
Supervisor Rose Jacobs Gibson	County of San Mateo
Supervisor John Gioia	County of Crontra Costa
Mayor A. Sepi Richardson	City of Brisbane

Officers and Staff Present
Ezra Rapport, Executive Director
Patricia Jones, Assistant Executive Director
Kenneth Moy, Legal Counsel
Brian Kirking, IT Director
Herbert Pike, Finance Director
Susan Hsieh, Assistant Finance Director

Guests/Presenters
Cory Biggs, Maze & Associates
Austris Rungis, IEDA

1) The meeting was called to order at 5:00 p.m.

2) There was no public comment.

3) Summary Minutes of the September, 2010 meeting were approved. /M/McHugh/S/Green/C/approved.

4) Pike provided an overview of the August and September Financial Reports. /M/McHugh/S/Kerns/C/approved.

AGENDA ITEM 3

5) Pike commenced discussion of the audited ABAG financial statement, the ABAG single audit and the Memorandum on Internal Controls and Required Communication. Mr. Biggs of Maze & Associates, ABAG's external auditor, also spoke on the reports and responded to questions from the Committee. /M/McHugh/S/Kerns/C/approved.

6) Kirking presented an information report on methods for facilitating participation in ABAG activities by elected officials and other interested parties throughout the region, including web-enabled training meetings.

7) Jones presented an outline of the consultant's report on the feasibility of a shared regional facility. This was an information report with the formal report to be presented to the Executive Board by the consultant at the evening meeting.

8) In CLOSED SESSION, there was a conference with the Agency's labor negotiators..

9) Meeting adjourned at 5:53 p.m.

TO: Finance and Personnel Committee

DT: December 15, 2010

FM: Herbert Pike, Finance Director

Re: Financial Reports --October 2010

The following are highlights of the financial reports for October 2010.

Cash on Hand (Figure 1)
Cash on hand decreased to $1.49 million on October 31st from $1.72 million on September 30th. The decrease is attributed primarily to an increase in billed grants receivable. The October balance includes approximately $1.16 million invested in the Local Agency Investment Fund (LAIF). Currently, ABAG does not hold any other investments. The October 31st cash balance is approximately $966 thousand less than the prior year, the latter being attributed to less timely reimbursement from granting agencies and a reduction in pre-funded grant expenditures.

Receivables (Figure 2)
Receivables from grant and service programs amounted to about $3.24 million on October 31st, an increase of $182 thousand from the month prior. During October, staff worked to bill out first quarter grant expenditures (through September 30) which resulted in reducing unbilled receivables by $166 thousand, but continued delays in receiving payments from grantors resulted in grants receivable increasing $328 thousand over the previous month. October receivables are $203 thousand higher than the year prior.

Actual vs. Budgeted Expenses (Figure 9)
Total expenses through October 31st amounted to about $5.69 million, or 29.2 percent, of the projected annual expense of $19.5 million for FY 10-11.

Actual vs. Budgeted Revenues (Figure 10)
As of October 31st, total revenues amounted to about $5.60 million, or 28.7 percent, of the projected annual revenue of $19.5 million for FY 10-11.

As of October 31st, both revenues and expenses are below pro rated (33.3 percent) "projected" annual totals. While revenues and expenditures might be expected to be 33 percent after the first four months of the new fiscal year, they are less than projections, largely due to the timing of consultant and sub-contractor expenses that lag in getting the billings in for the work performed and, consequently, getting billed and reimbursed for completed work. Consultant and sub-contractor expenses may be expected to accelerate during the balance of the fiscal year.

Fund Equity (Figure 5)
As of October 31st, general fund equity was approximately $932 thousand, a decrease of $32 thousand from September 30th. The decrease is primarily attributed to the lower than expected charge off of certain central services personnel directly to projects. The latter was caused by the delayed implementation of certain projects, but that are slated to get fully implemented before the

end of the year. The Agency's restricted fund equity, consisting of capital, self-insurance and building maintenance, remained unchanged at $510 thousand.

Indirect Cost (Figure 6)

The Agency's actual indirect cost (overhead) rate was 46.09 percent of direct labor cost as of October 31st, or about 3.14% above the budgeted rate of 42.95 percent for FY 10-11. Much of the overage is attributed to the high percentage of non-chargeable personnel expense (leave usage) and the concentration of various administrative activities necessary in transitioning between fiscal years. For the same month in the prior year, the rate was 46.48 percent but ended at 42.95 percent for the year. Likewise, the current rate is expected to converge toward the budgeted rate as the year progresses.

Overall (Figures 3, 4, 7 & 8)

At October 31st, the Agency's net financial position is slightly askew from the forecast with a deficit of roughly $89 thousand, or about 1.6 percent of year-to-date revenues, an increase of $33 thousand from the deficit noted at the end of September. As certain new grant projects come on line, they will generate both more grant revenue, reduce overhead labor expense and contribute overhead recoveries, thereby reducing the projected deficit by year-end. The variance will need to be closely monitored as we head into the holiday periods of November and December when paid leave is expected to escalate again. In addition, our annual payment for the liability of retiree health benefits (some $543 thousand) accrued for the prior fiscal year is transmitted to the State before the end of December.

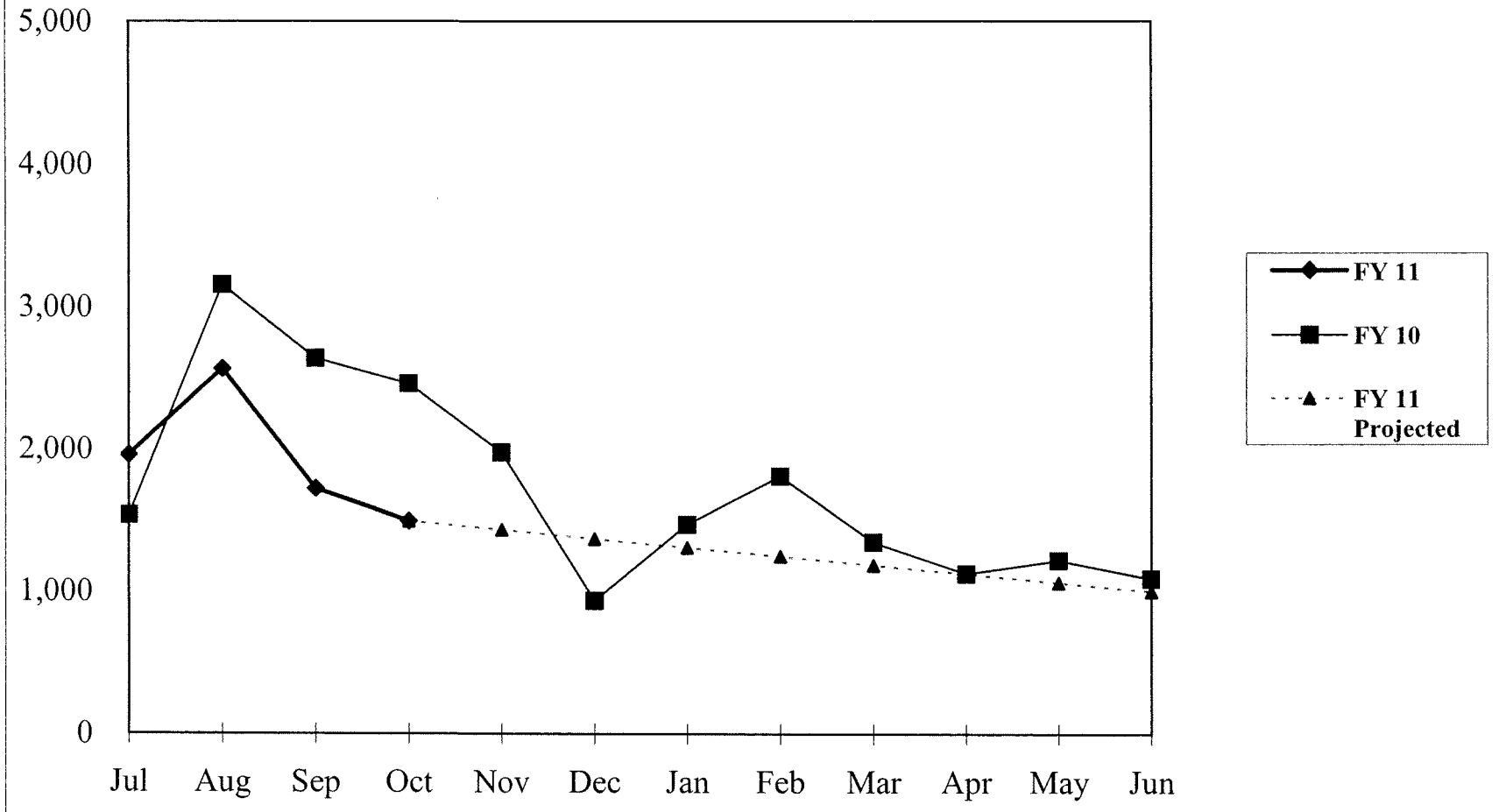
ABAG FINANCIAL REPORTS

Table of Contents

* Cash on Hand ..... Figure 1
* Accounts Receivable ..... Figure 2
* Current Month Revenues and Expenses ..... Figure 3
* Year-to-date Revenues and Expenses ..... Figure 4
* Fund Equity ..... Figure 5
* Indirect Cost Rate (% of Direct Labor Cost) ..... Figure 6
* Composition of Expenses .....Figure 7
* Composition of Revenues ..... Figure 8
* Actual vs. Budgeted Expenses ..... Figure 9
* Actual vs. Budgeted Revenues ..... Figure 10
* Description of Charts

ABAG Financial Indices

Cash on Hand FY 10 and FY 11 ($'000)

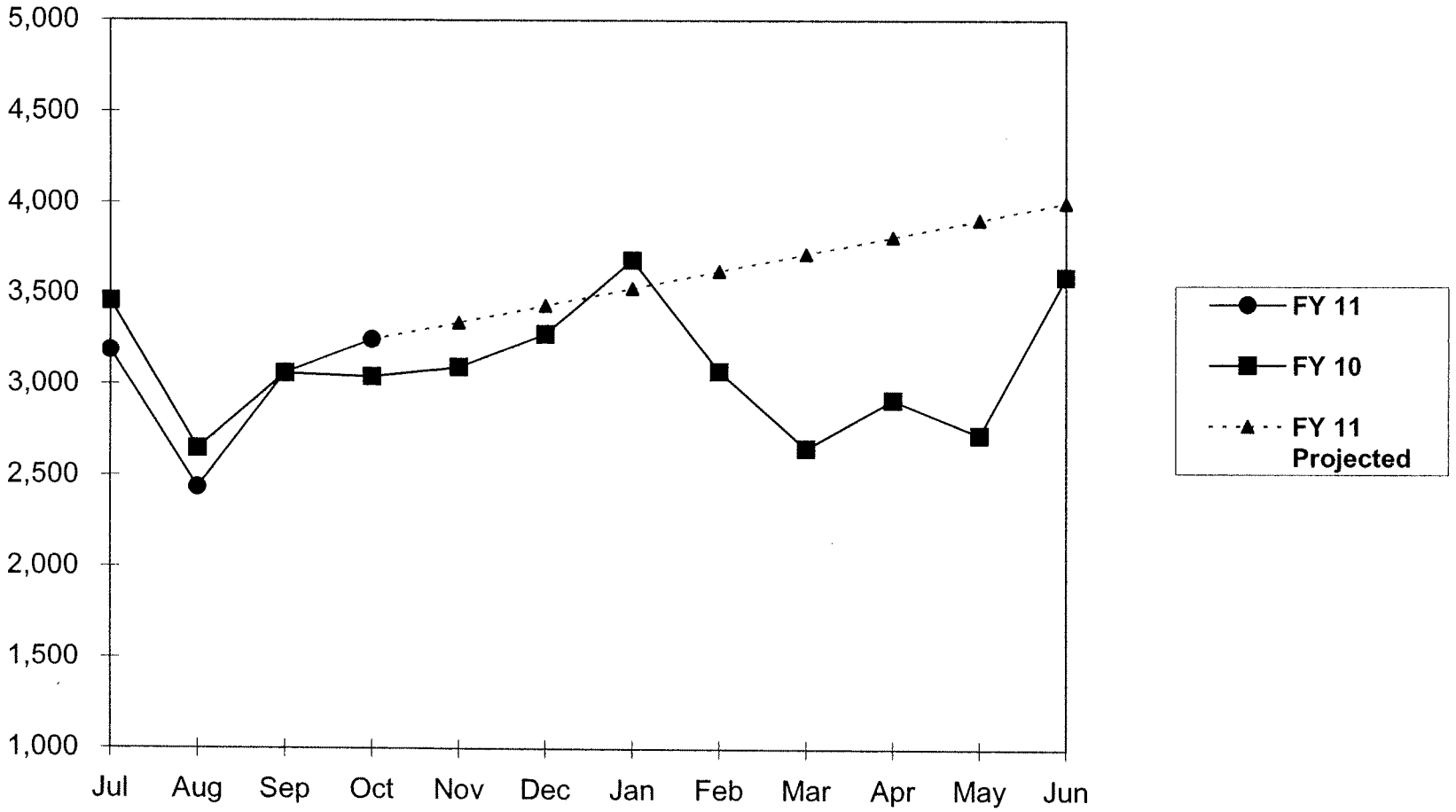


Source: ABAG -INDICES 2010-10.xls

FIGURE 1

ABAG Financial Indices

Accounts Receivable FY 10 and FY 11 ($'000)



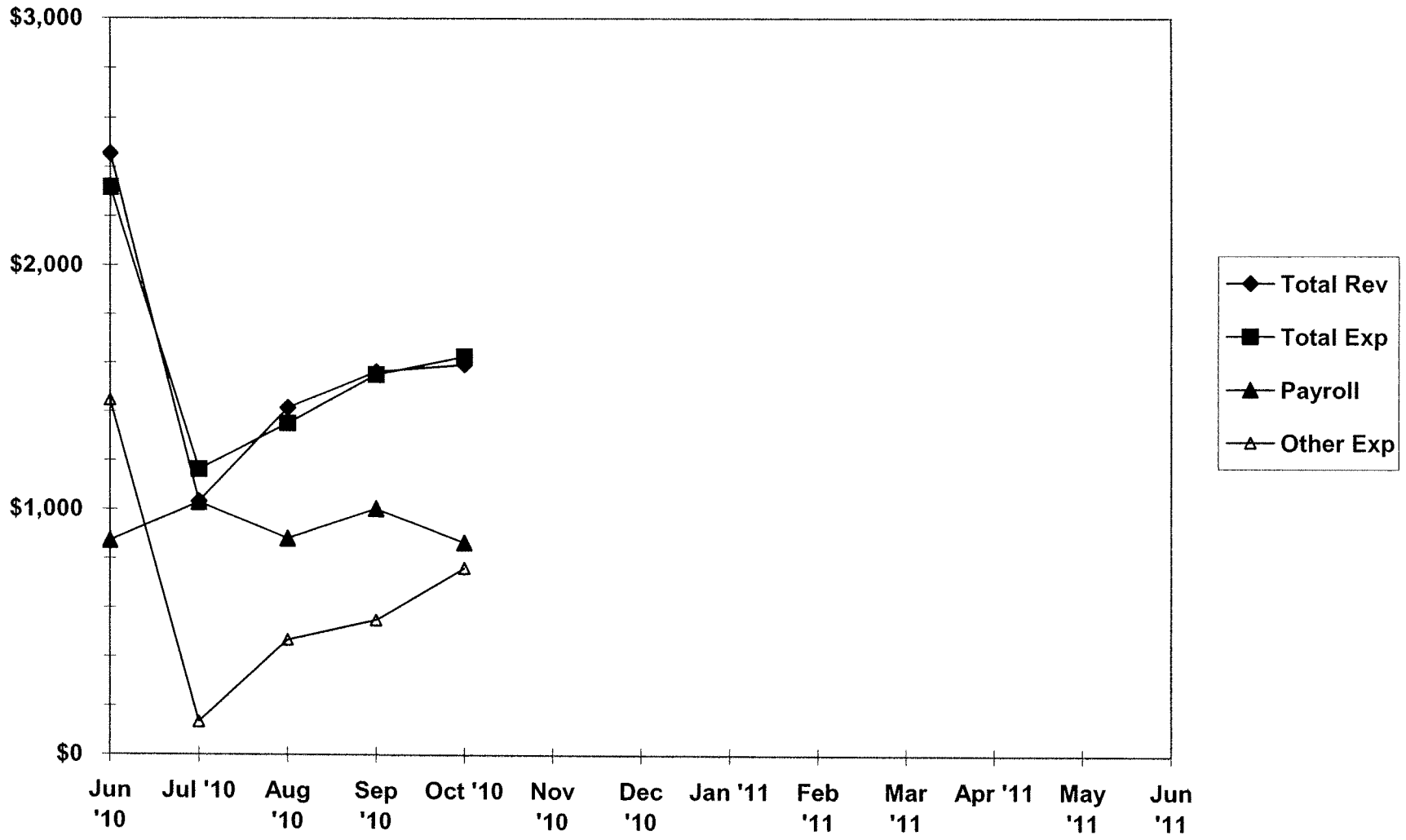
Source: ABAG -INDICES 2010-10.xls

FIGURE 2

ABAG Financial Indices

Current Month Revenues & Expenses

FY 10-11 ($'000)



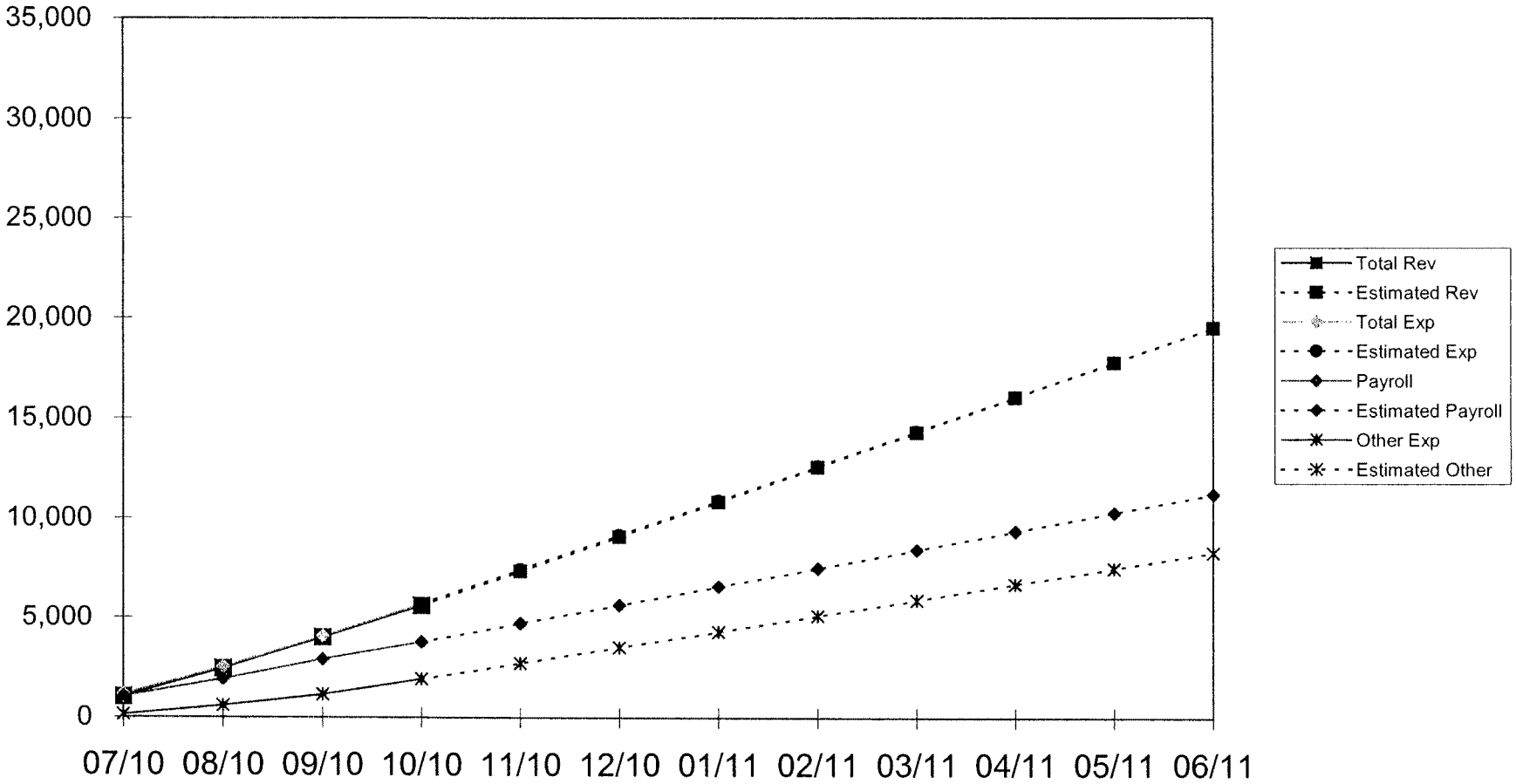
Source: ABAG- INDICES 2010-10.xls

FIGURE 3

ABAG Financial Indices

Year-to-date Revenues & Expenses

FY 10-11 ($'000)



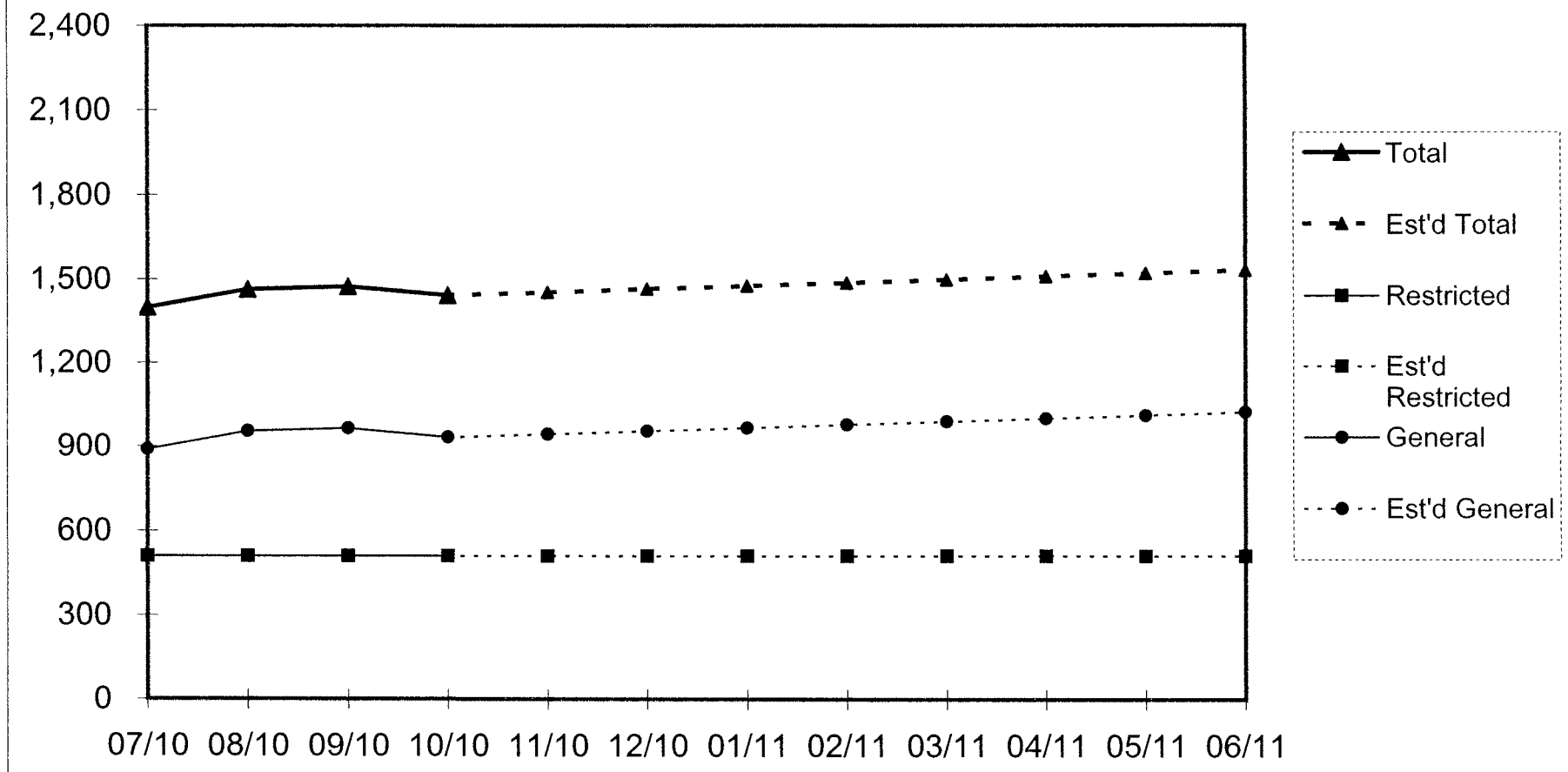
Source: ABAG - INDICES 2010-10.xls

FIGURE 4

ABAG Financial Indices

Fund Equity

FY 10-11 ($'000)



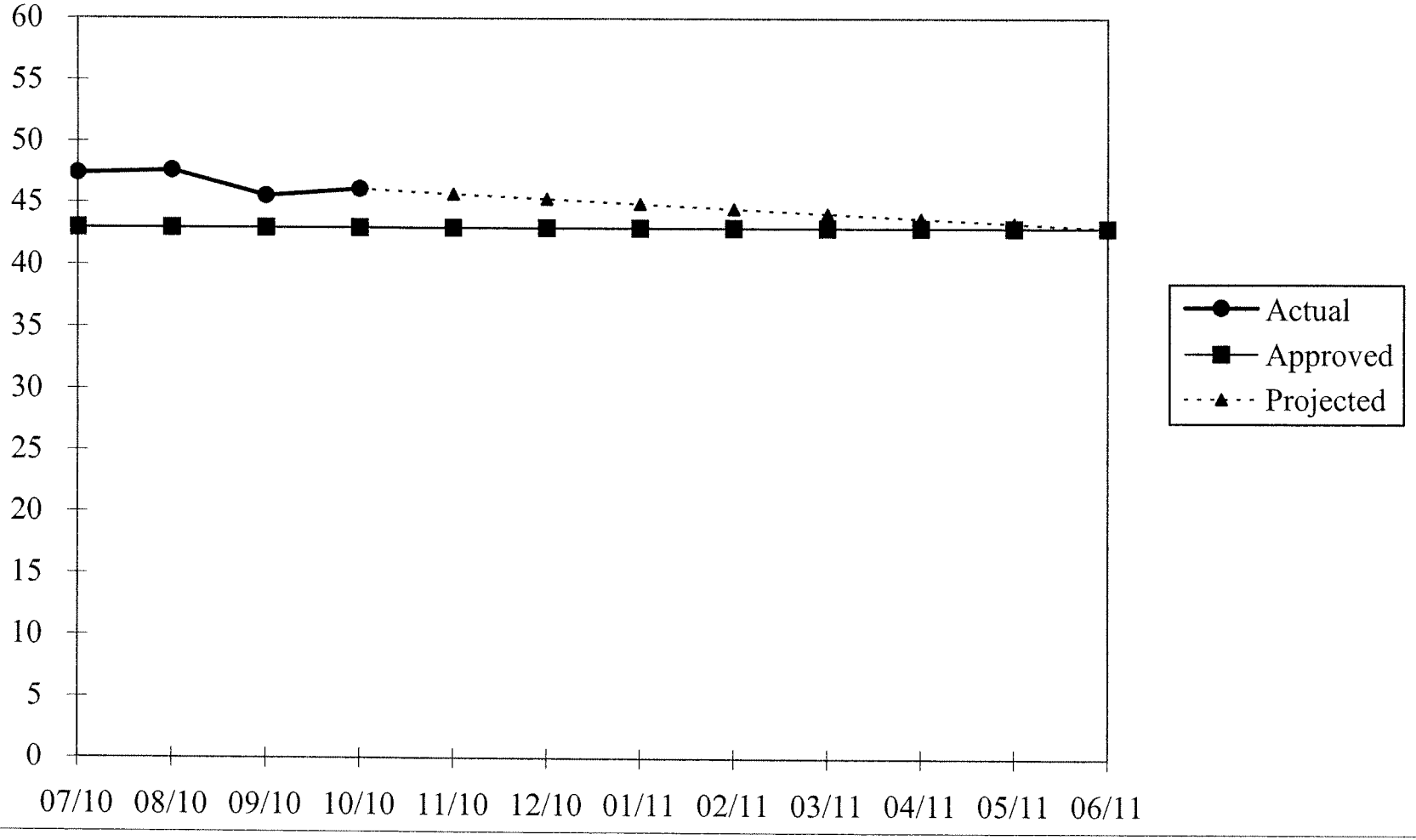
Source: ABAG - INDICES 2010-10.xls

FIGURE 5

ABAG Financial Indices

Indirect Cost Rate (% of Direct Labor Cost)

FY 10-11



Source: ABAG- INDICES 2010-10.xls

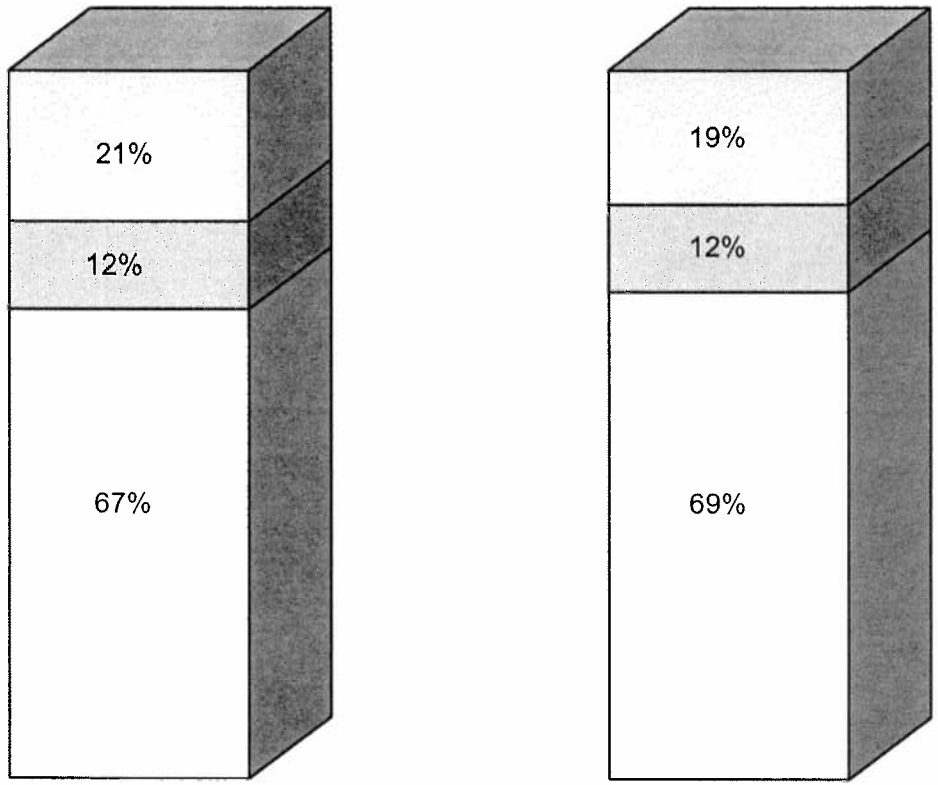
FIGURE 6

ABAG Financial Indices

Composition of Expenses FY 10--FY 11

Year to Date

($'000)



	FY10-11 Expenses (Total $5,692)	FY09-10 Expenses (Total $5,343)
☐ Consultants	$1,210	$1,009
☐ Others	$704	$658
☐ Payroll	$3,778	$3,676

Source: ABAG -INDICES 2010-10.xls

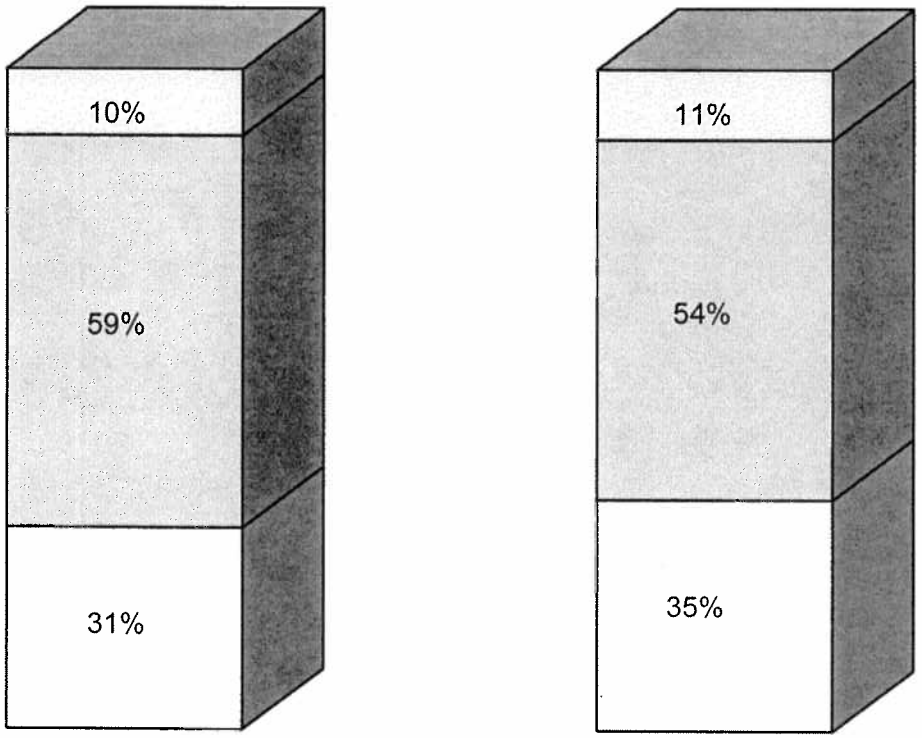
Figure 7

ABAG Financial Indices

Composition of Revenues FY 10--FY 11

Year to Date

($'000)



	FY 10-11 Revenue (Total $5,603)	FY 09-10 Revenue (Total $5,241)
☐ Membership	$563	$555
☐ Grants	$3,322	$2,849
☐ Services & Others	$1,718	$1,837

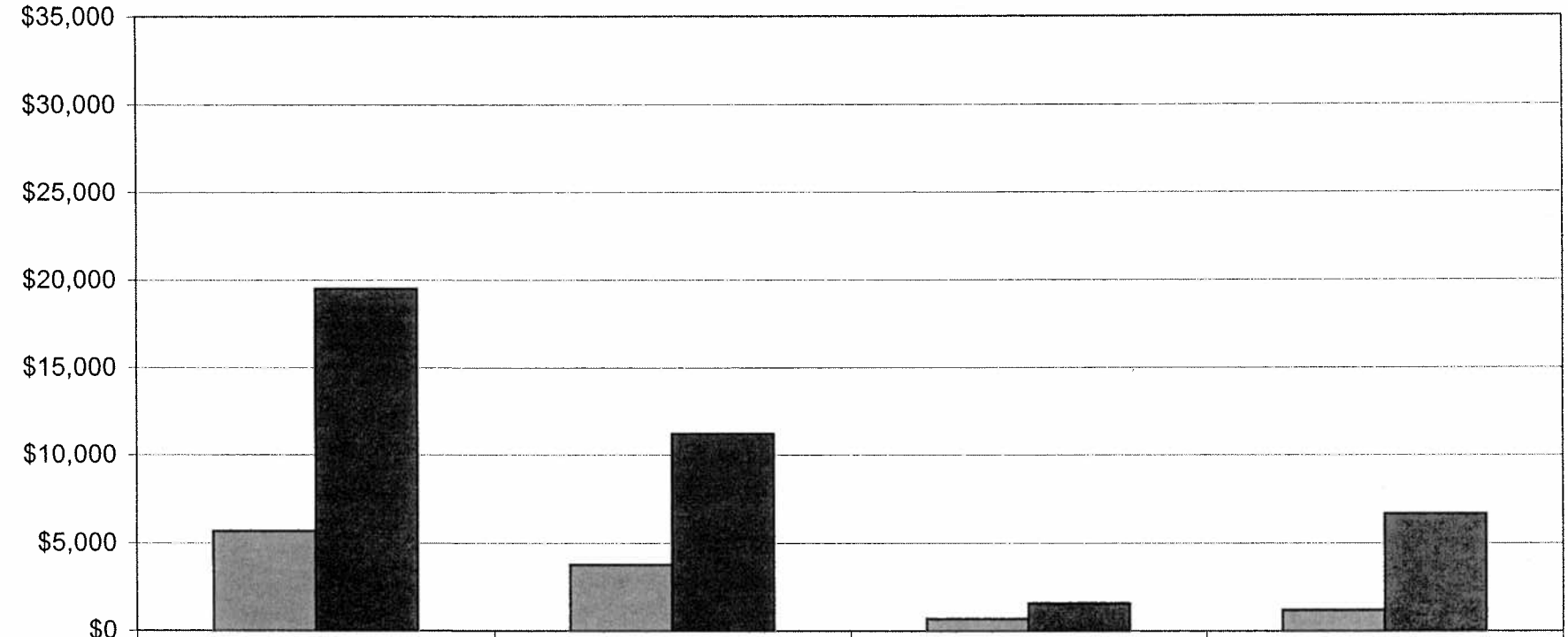
Source: ABAG --- INDICES 2010-10.xls

Figure 8

ABAG Financial Indices

Actual vs Projected Expenses--FY 10-11

Year to Date ($'000)



	Total	Payroll	Other	Consultants
Actual	$5,692	$3,778	$704	$1,210
Projected	$19,500	$11,207	$1,600	$6,693

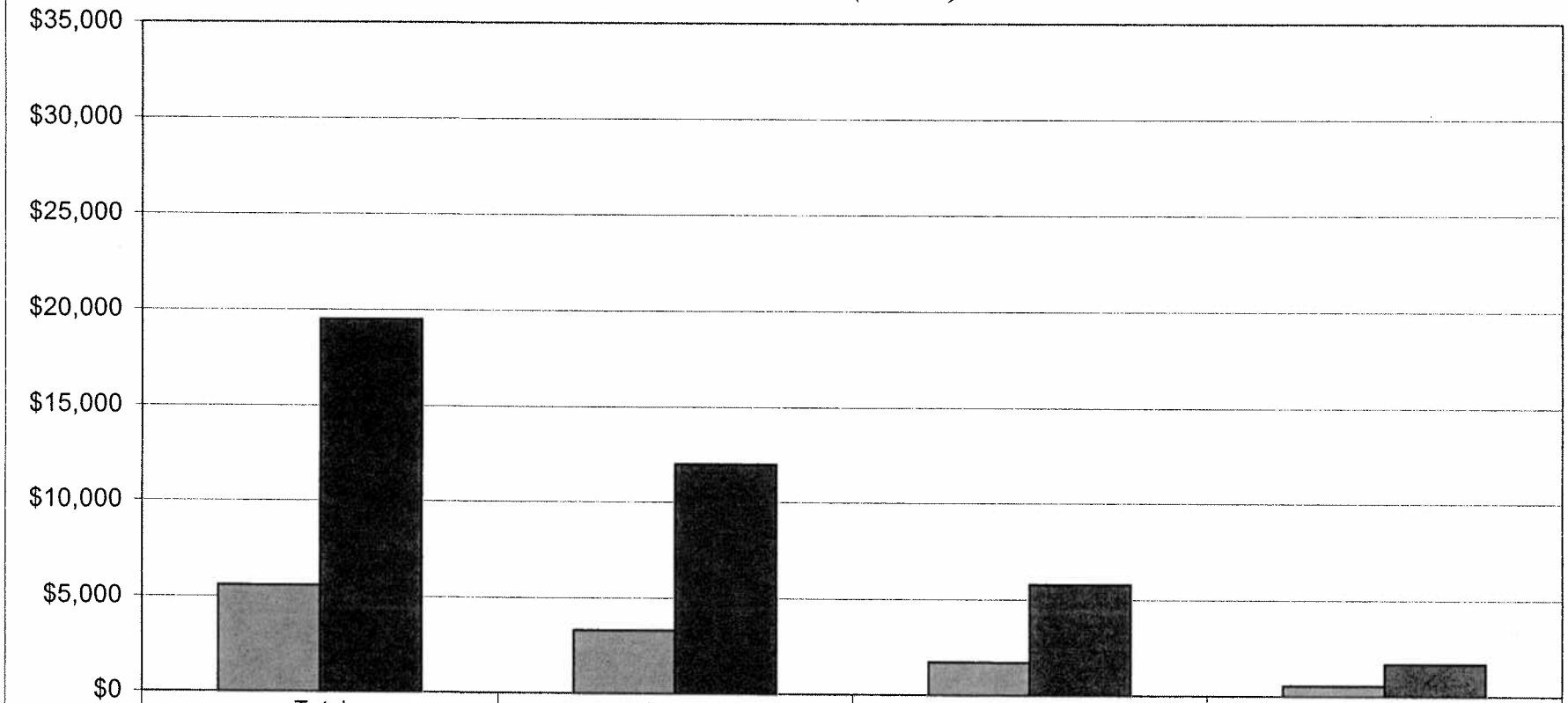
Source: ABAG -- INDICES 2010-10.xls

Figure 9

ABAG Financial Indices

Actual vs Projected Revenues--FY 10-11

Year to Date ($'000)



	Total	Grants	Services & Other	Membership
Actual	$5,603	$3,322	$1,718	$563
Projected	$19,500	$12,010	$5,800	$1,690

Source: ABAG --INDICES 2010-10.xls

Figure 10

Description of Charts

Figure 1 -- Cash on Hand

Cash on hand represents the sum total of cash deposited at our bank and the Local Agency Investment Fund (LAIF). This chart shows fluctuation patterns of cash on hand for the current and last fiscal years.

Figure 2 -- Accounts Receivable

Accounts receivable tracked by this chart include receivables generated by grants and service programs over two fiscal years. This chart reflects the reasonableness of our receivable levels. We usually have about six weeks' worth of our annual revenues in receivables.

Figure 3 -- Current Month Revenues and Expenses

Presents month by month total revenues, total expenses, payroll and other expenses for the current fiscal year. The difference between total revenues and total expenses lines represents the overall current month net surplus (or deficit) for the agency.

Figure 4 -- Year-to-date Revenues and Expenses

Presents year-to-date total revenues, total expenses, payroll and other expenses for the current fiscal year. The difference between total revenues and total expenses lines represents the overall year-to-date net surplus (or Deficit) for the agency.

Figure 5 --Fund Equity

Presents general, restricted and total fund equities for the current fiscal year. General fund equity represents unrestricted equity. Restricted equities include building bond interest, building maintenance, self-insurance and capital. These restricted equities represent the agency's equities set aside for specific purposes as approved by the Finance and Personnel Committee. Total equity is the sum total of general and restricted equities.

Figure 6 -- Indirect Cost Rate (% of Direct Labor Cost)

This chart shows a comparison between the actual indirect cost rate and the approved rate. The approved indirect cost rate is computed by dividing total estimated overhead expenses by total projected direct labor cost for a fiscal year. This rate is used as a standard overhead cost rate to allocate indirect costs to all projects. This process is performed in accordance with an indirect cost plan, which is prepared annually in accordance with OMB A-87.

Figure 7 – Composition of Expenses

This chart compares expenses for current and last fiscal years. It groups expenses into two broad categories -- payroll costs and other expenses.

Figure 8 -- Composition of Revenues

Presents a break down of total revenues into four main sources -- membership, grants, services and others. This chart compares revenue sources between current and last fiscal years.

Figure 9 -- Actual vs. Budgeted Expenses

Presents a comparison of actual and budgeted total expenses as well as component categories: payroll costs, consultants and other expenses.

Figure 10 -- Actual vs. Budgeted Revenues)

Presents a comparison of actual and budgeted total revenues as well as component categories: membership dues, grants, services and other.

JC\windows\msoffice\chartdes.doc

TO: Finance and Personnel Committee

DT: December 30, 2010

FM: Herbert Pike, Finance Director

Re: Financial Reports
--November 2010

The following are highlights of the financial reports for November 2010.

Cash on Hand (Figure 1)
Cash on hand increased to $1.81 million on November 30th from $1.49 million on October 31st. The increase is attributed primarily to the receipts on quarterly billings. The November balance includes approximately $0.86 million invested in the Local Agency Investment Fund (LAIF). Currently, ABAG does not hold any other investments. The November 30th cash balance is approximately $168 thousand less than the prior year, the latter being attributed to less timely reimbursement from granting agencies and higher prepaid grants in the previous year.

Receivables (Figure 2)
Receivables from grant and service programs amounted to about $3.39 million on November 30th, an increase of $145 thousand from the month prior. During November, staff continues to process grants on monthly billing cycles and receive/book the grants billed for the first quarter (July through September billed during late October and early November). There will be another rush in January to bill the quarterly reimbursable grants (for October through December). Because of this cycle, billed receivables decreased by $295 thousand while unbilled receivables increased by $440 thousand during November. November receivables are $294 thousand higher than the year prior, demonstrating continuing delays in receiving grant reimbursements.

Actual vs. Budgeted Expenses (Figure 9)
Total expenses through November 30th amounted to about $7.42 million, or 38.0 percent, of the projected annual expense of $19.5 million for FY 10-11.

Actual vs. Budgeted Revenues (Figure 10)
As of November 30th, total revenues amounted to about $7.32 million, or 37.5 percent, of the projected annual revenue of $19.5 million for FY 10-11.

As of November 30th, both revenues and expenses are below pro rated (41.7 percent) "projected" annual totals. While revenues and expenditures might be expected to be 42 percent after the first five months of the new fiscal year, they are less than projections, largely due to the timing of consultant and sub-contractor expenses that lag in getting the billings in for the work performed and, consequently, getting billed and reimbursed for completed work. Consultant and sub-contractor expenses may be expected to accelerate during the balance of the fiscal year.

AGENDA ITEM 4-B

Fund Equity (Figure 5)

As of November 30th, general fund equity was approximately $922 thousand, a decrease of $10 thousand from October 31st. The modest decrease is primarily attributed to the accelerated use of leave associated with the three holidays in November. A larger decrease can be expected in association with the December holidays before entering the second half of the fiscal year when holidays and vacations are relatively less frequent. The Agency's restricted fund equity, consisting of capital, self-insurance and building maintenance, remained unchanged at $510 thousand.

Indirect Cost (Figure 6)

The Agency's actual indirect cost (overhead) rate was 45.51 percent of direct labor cost as of November 30th, or about 2.56% above the budgeted rate of 42.95 percent for FY 10-11. The decrease from the prior month is encouraging because it happened in spite of accelerated leave usage due to Veterans' Day, Thanksgiving, and the Day after Thanksgiving and the travel related to the Thanksgiving period. For the same month in the prior year, the rate was 46.23 percent but ended at 42.95 percent for the year. Likewise, the current rate is expected to converge toward the budgeted rate as the year progresses. Some administrative staff are expected to be diverted to some new energy projects that should result in reduced overhead spending.

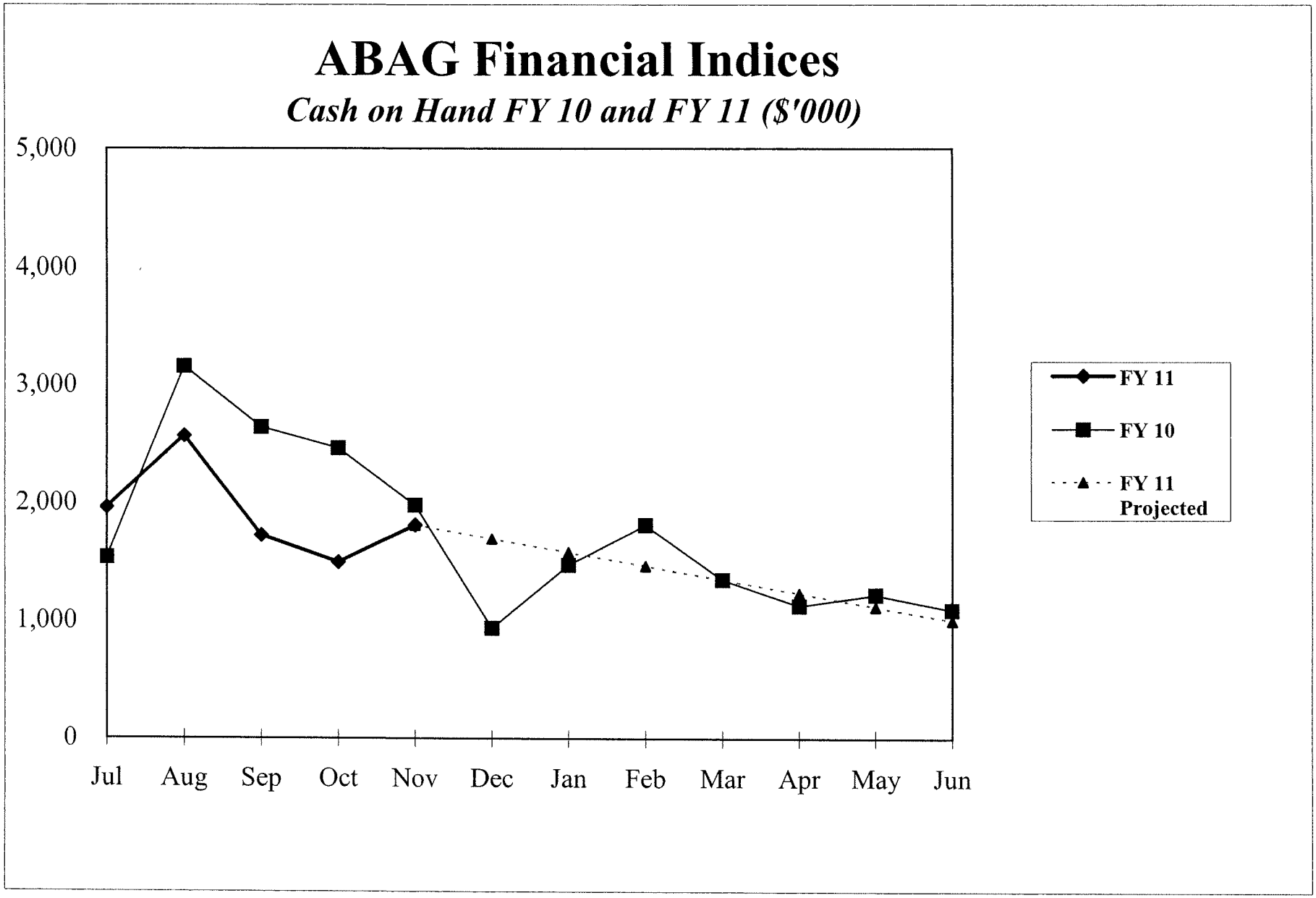
Overall (Figures 3, 4, 7 & 8)

At November 30th, the Agency's net financial position is slightly askew from the forecast with a deficit of roughly $99 thousand, or about 1.4 percent of year-to-date revenues, an increase of $10 thousand from the deficit noted at the end of October. As certain new grant projects come on line, they will generate both more grant revenue, reduce overhead expense and contribute overhead recoveries, thereby reducing the projected deficit by year-end. Also, as noted previously, a greater proportion of labor costs become reimbursable as leaves diminish in the second half of the fiscal year. Of particular concern is the cash balance, with a $543 thousand payment for future retiree health care liabilities is due by the end of December and payout to employees for excess vacation accruals. Cash is expected to be limited over the next several months until the dues for next year are billed in April. The variance and cash balance will need to be closely monitored as we get through the holidays and into next year.

ABAG FINANCIAL REPORTS

Table of Contents

* Cash on Hand ..... Figure 1
* Accounts Receivable ..... Figure 2
* Current Month Revenues and Expenses ..... Figure 3
* Year-to-date Revenues and Expenses ..... Figure 4
* Fund Equity ..... Figure 5
* Indirect Cost Rate (% of Direct Labor Cost) ..... Figure 6
* Composition of Expenses .....Figure 7
* Composition of Revenues ..... Figure 8
* Actual vs. Budgeted Expenses ..... Figure 9
* Actual vs. Budgeted Revenues ..... Figure 10
* Description of Charts

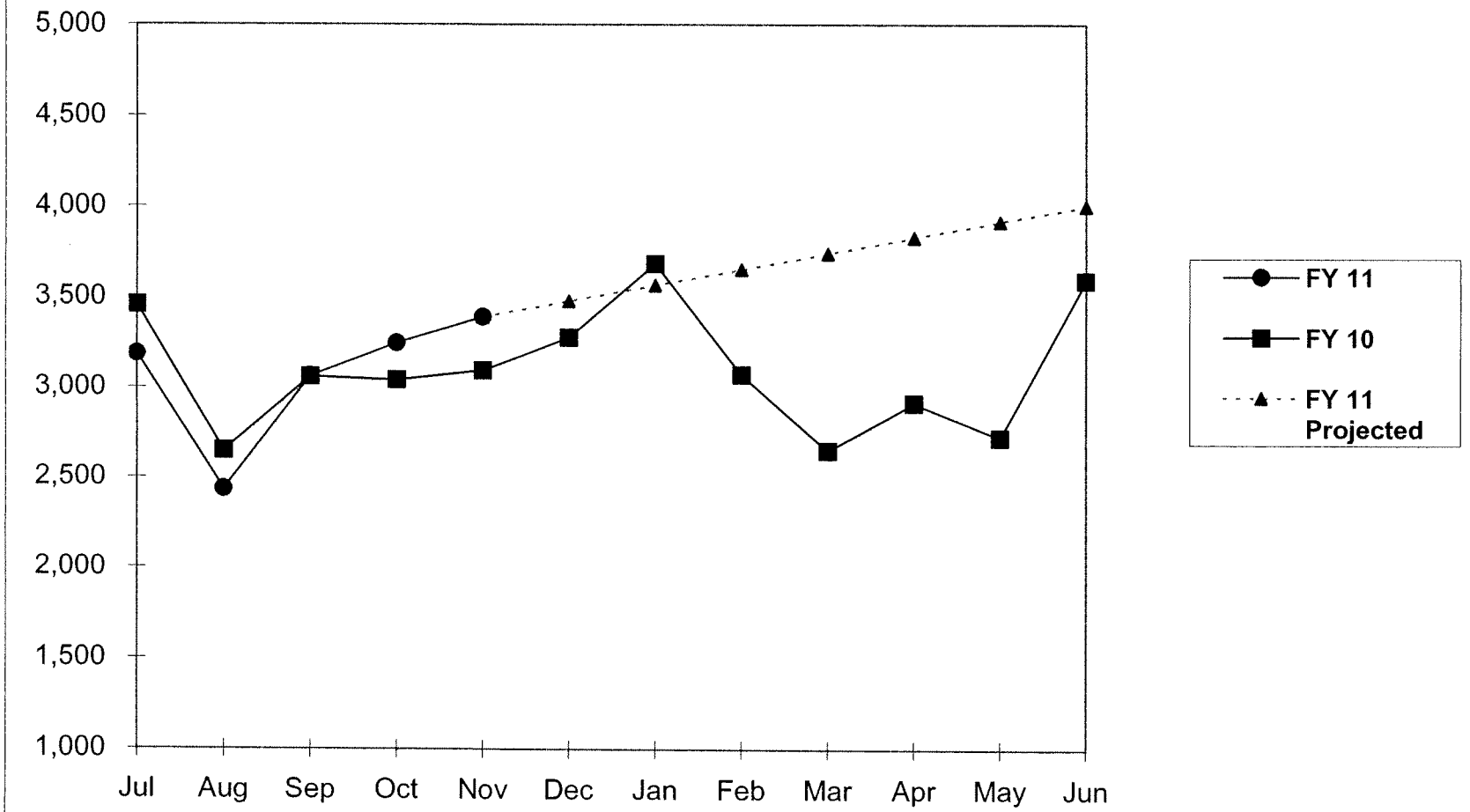


Source: ABAG -INDICES 2010-11.xls

FIGURE 1

ABAG Financial Indices

Accounts Receivable FY 10 and FY 11 ($'000)



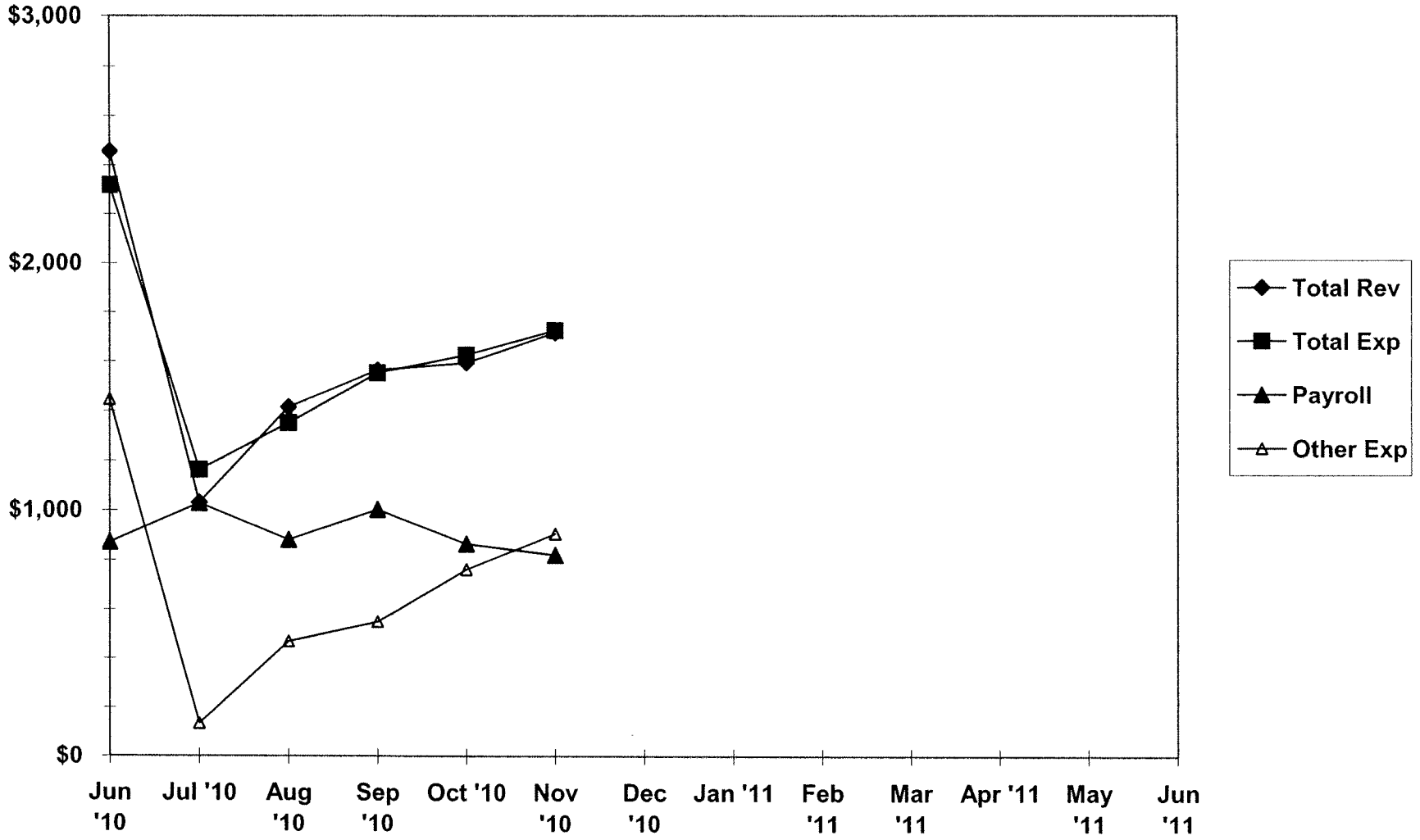
Source: ABAG -INDICES 2010-11.xls

FIGURE 2

ABAG Financial Indices

Current Month Revenues & Expenses

FY 10-11 ($'000)



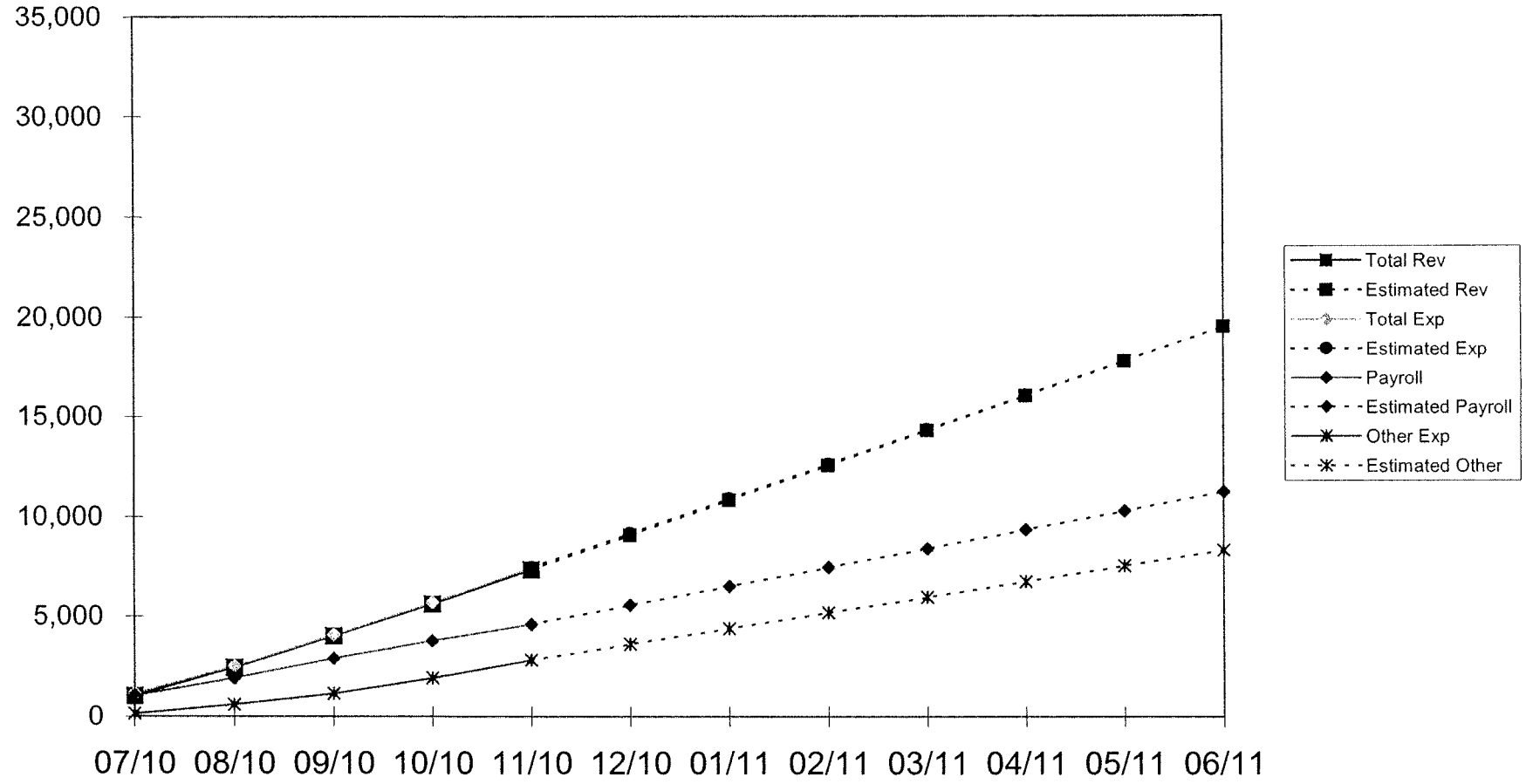
Source: ABAG- INDICES 2010-11.xls

FIGURE 3

ABAG Financial Indices

Year-to-date Revenues & Expenses

FY 10-11 ($'000)



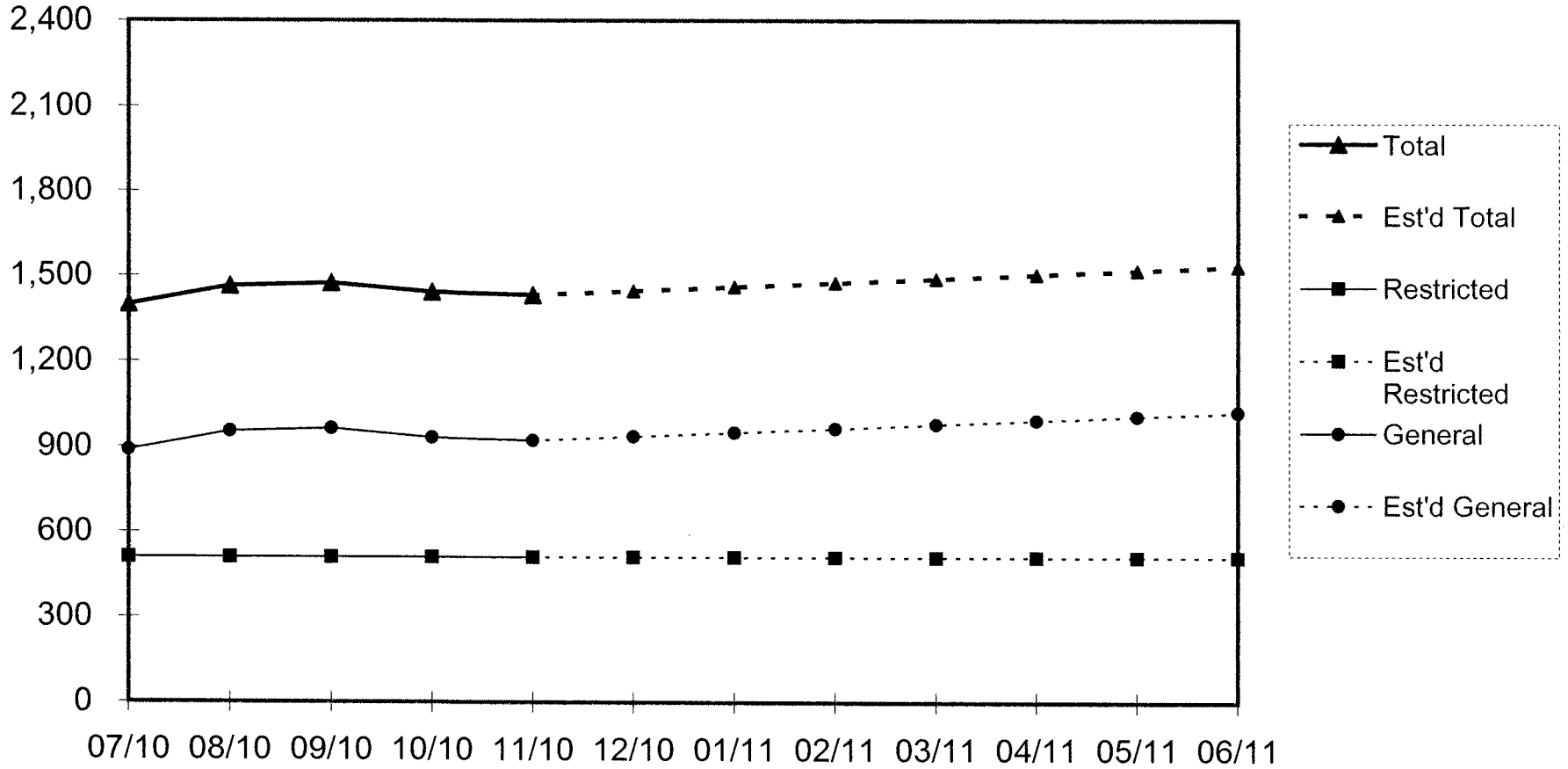
Source: ABAG - INDICES 2010-11.xls

FIGURE 4

ABAG Financial Indices

Fund Equity

FY 10-11 ($'000)



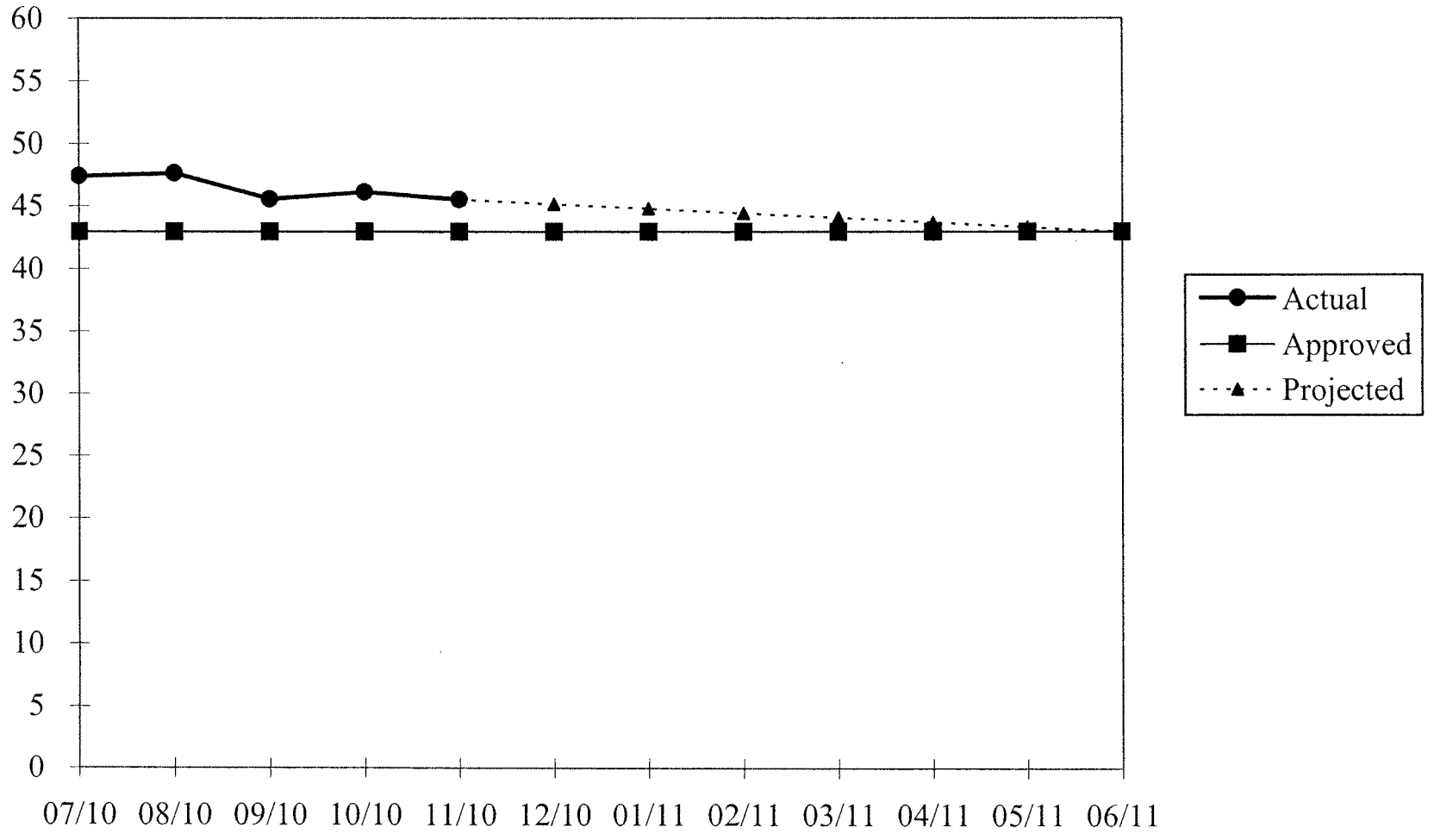
Source: ABAG - INDICES 2010-11.xls

FIGURE 5

ABAG Financial Indices

Indirect Cost Rate (% of Direct Labor Cost)

FY 10-11



Source: ABAG- INDICES 2010-11.xls

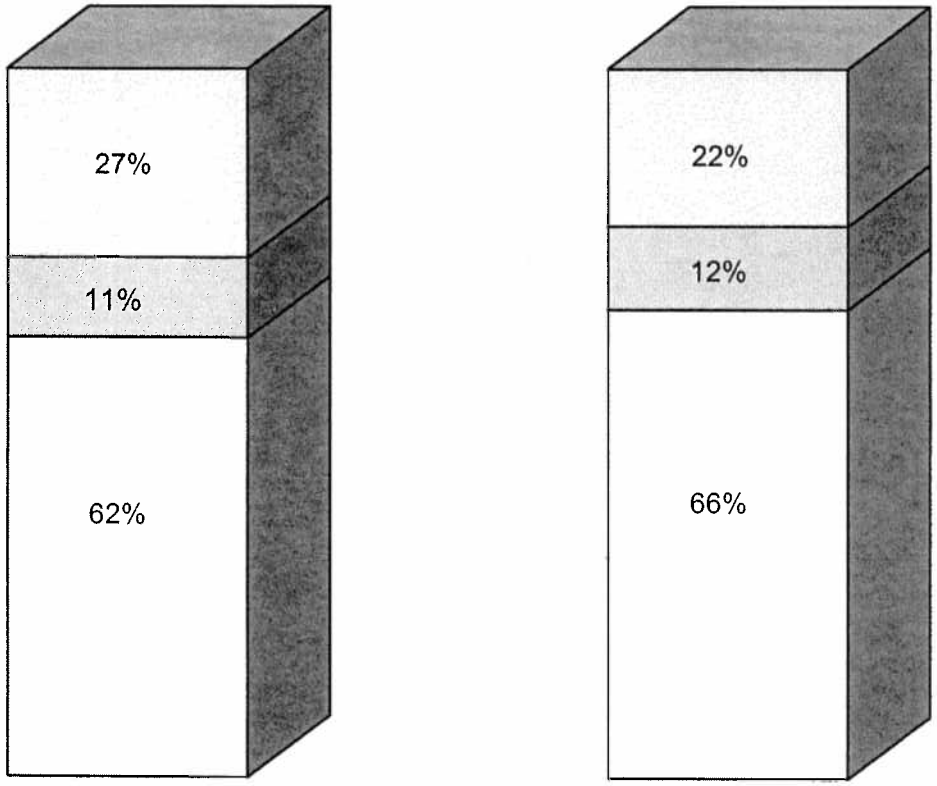
FIGURE 6

ABAG Financial Indices

Composition of Expenses FY 10--FY 11

Year to Date

($'000)



	FY10-11 Expenses (Total $7,419)	FY09-10 Expenses (Total $6,910)
☐ Consultants	$1,979	$1,533
☐ Others	$841	$811
☐ Payroll	$4,599	$4,566

Source: ABAG -INDICES 2010-11.xls

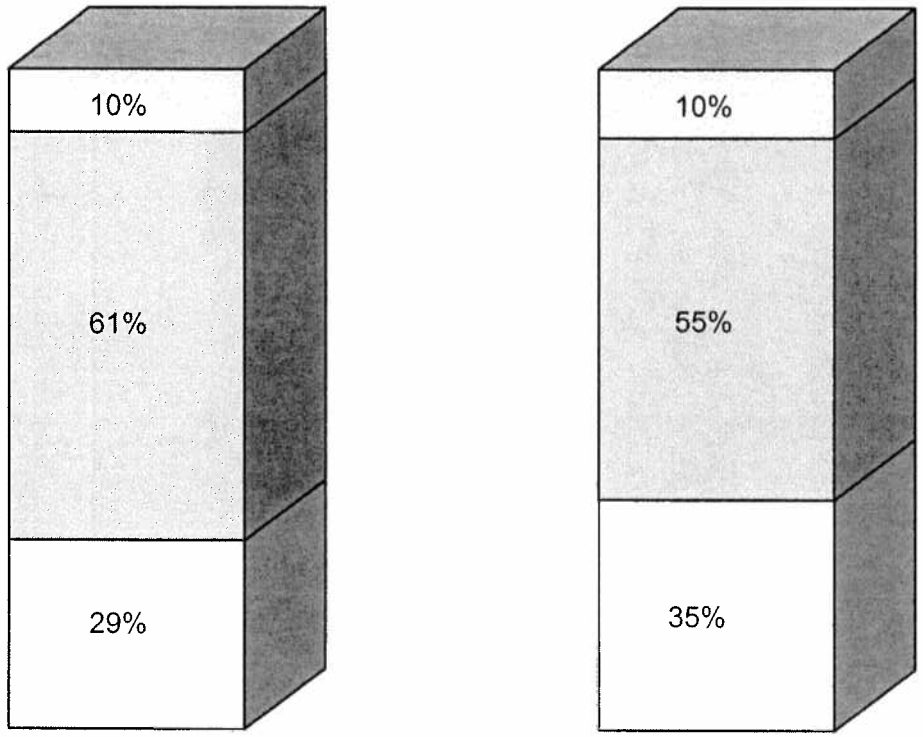
Figure 7

ABAG Financial Indices

Composition of Revenues FY 10--FY 11

Year to Date

($'000)



	FY 10-11 Revenue (Total $7,320)	FY 09-10 Revenue (Total $6,661)
☐ Membership	$704	$695
☐ Grants	$4,523	$3,640
☐ Services & Others	$2,093	$2,326

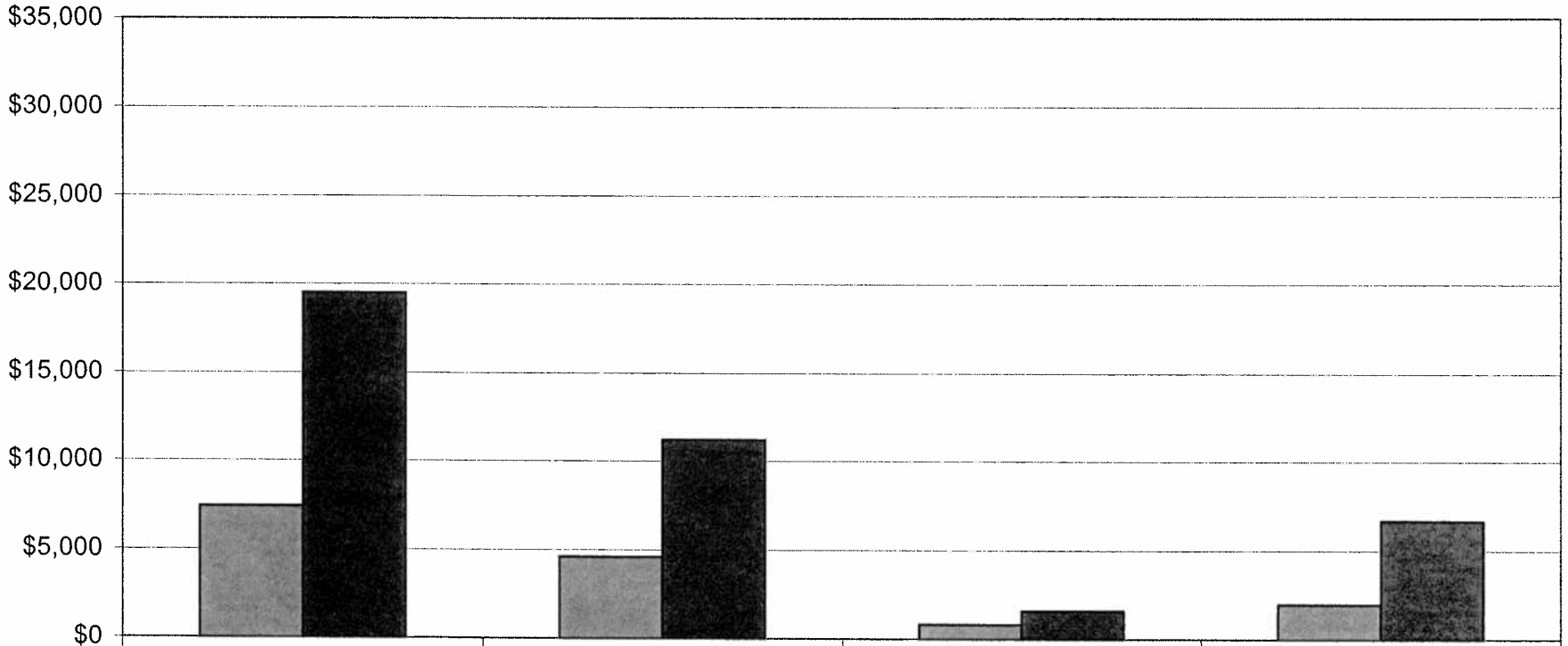
Source: ABAG --- INDICES 2010-11.xls

Figure 8

ABAG Financial Indices

Actual vs Projected Expenses--FY 10-11

Year to Date ($'000)



	Total	Payroll	Other	Consultants
Actual	$7,419	$4,599	$841	$1,979
Projected	$19,500	$11,207	$1,600	$6,693

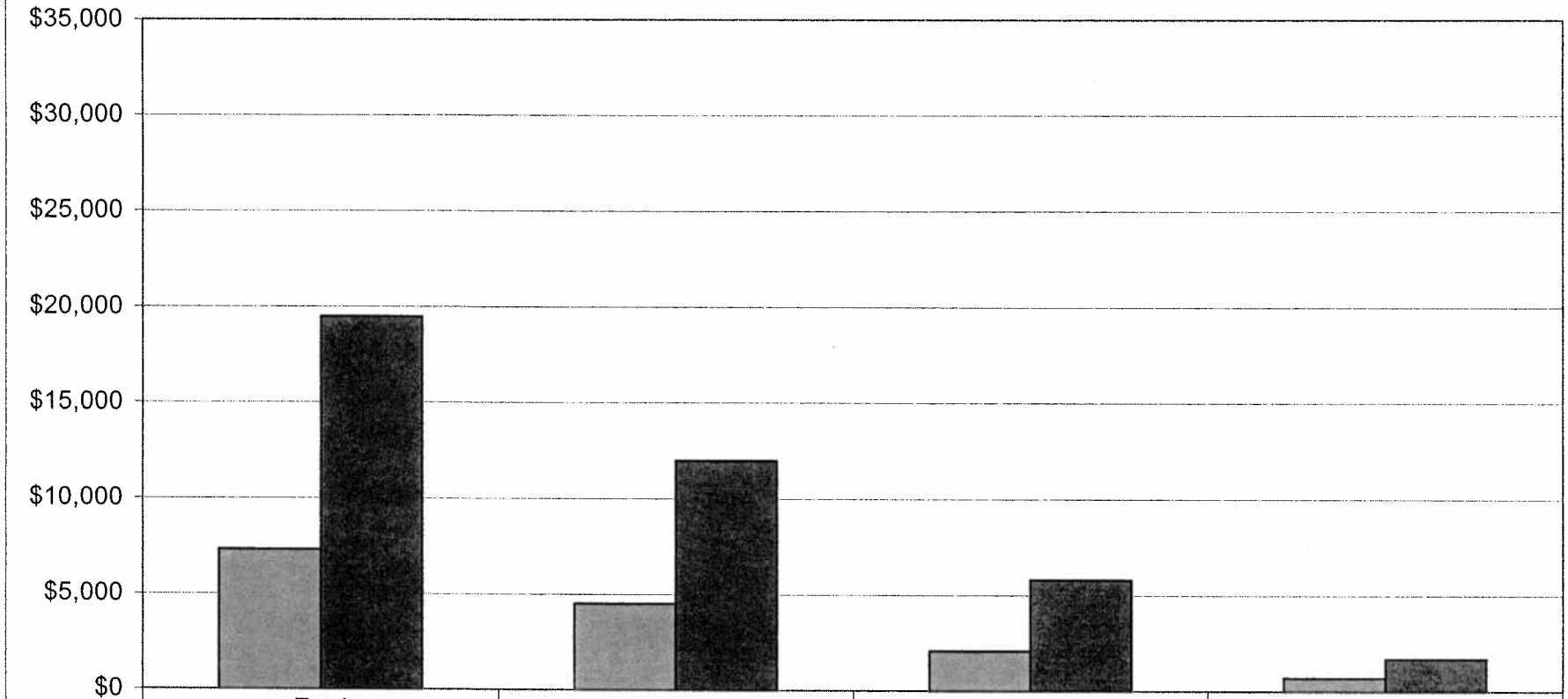
Source: ABAG -- INDICES 2010-11.xls

Figure 9

ABAG Financial Indices

Actual vs Projected Revenues--FY 10-11

Year to Date ($'000)



	Total	Grants	Services & Other	Membership
Actual	$7,320	$4,523	$2,093	$704
Projected	$19,500	$12,010	$5,800	$1,690

Source: ABAG --INDICES 2010-11.xls

Figure 10

Description of Charts

Figure 1 -- Cash on Hand

Cash on hand represents the sum total of cash deposited at our bank and the Local Agency Investment Fund (LAIF). This chart shows fluctuation patterns of cash on hand for the current and last fiscal years.

Figure 2 -- Accounts Receivable

Accounts receivable tracked by this chart include receivables generated by grants and service programs over two fiscal years. This chart reflects the reasonableness of our receivable levels. We usually have about six weeks' worth of our annual revenues in receivables.

Figure 3 -- Current Month Revenues and Expenses

Presents month by month total revenues, total expenses, payroll and other expenses for the current fiscal year. The difference between total revenues and total expenses lines represents the overall current month net surplus (or deficit) for the agency.

Figure 4 -- Year-to-date Revenues and Expenses

Presents year-to-date total revenues, total expenses, payroll and other expenses for the current fiscal year. The difference between total revenues and total expenses lines represents the overall year-to-date net surplus (or Deficit) for the agency.

Figure 5 --Fund Equity

Presents general, restricted and total fund equities for the current fiscal year. General fund equity represents unrestricted equity. Restricted equities include building bond interest, building maintenance, self-insurance and capital. These restricted equities represent the agency's equities set aside for specific purposes as approved by the Finance and Personnel Committee. Total equity is the sum total of general and restricted equities.

Figure 6 -- Indirect Cost Rate (% of Direct Labor Cost)

This chart shows a comparison between the actual indirect cost rate and the approved rate. The approved indirect cost rate is computed by dividing total estimated overhead expenses by total projected direct labor cost for a fiscal year. This rate is used as a standard overhead cost rate to allocate indirect costs to all projects. This process is performed in accordance with an indirect cost plan, which is prepared annually in accordance with OMB A-87.

Figure 7 – Composition of Expenses

This chart compares expenses for current and last fiscal years. It groups expenses into two broad categories -- payroll costs and other expenses.

Figure 8 -- Composition of Revenues

Presents a break down of total revenues into four main sources -- membership, grants, services and others. This chart compares revenue sources between current and last fiscal years.

Figure 9 -- Actual vs. Budgeted Expenses

Presents a comparison of actual and budgeted total expenses as well as component categories: payroll costs, consultants and other expenses.

Figure 10 -- Actual vs. Budgeted Revenues)

Presents a comparison of actual and budgeted total revenues as well as component categories: membership dues, grants, services and other.

JC\windows\msoffice\chartdes.doc

To: Executive Board via Finance and Personnel Committee

Fr: Ezra Rapport, Executive Director

Dt: January 07, 2011

Re: Payment of *Per Diems* to Officers for Designated Meetings

Summary: Ratify past practice of paying the President of ABAG – or the Vice-President or Immediate Past President if the President is not available – a *per diem* for representing ABAG at meetings and events not specifically described in the Bylaws.

Recommended Action: Recommend to the Executive Board that it adopt Resolution 01-11 and delegate to F&P the authority to pay a *per diem* to an ABAG officer.

Discussion: Traditionally, the President of ABAG – or the Vice-President or Immediate Past President if the President is not available – has represented ABAG at meetings and events to advance ABAG's interests such as CalCOG and Bay Area Council. ABAG has previously paid officers a *per diem* for doing so. This practice is not authorized under section VII.A(7) of the Bylaws which limit payment of *per diems* to the meetings described in that section and to meetings specifically designated by the Executive Board. The same section also limits the number of *per diems* that can be paid to an individual to forty-eight (48) per year.

Having ABAG's officers represent ABAG's interest at meetings and events that are not described in the Bylaws is important to the advancement of ABAG's interests and mission. However, having the Executive Board designate such meetings on an ongoing basis is cumbersome and inefficient. Therefore, the Finance and Personnel Committee should be delegated the authority to designate such meetings and approve payments of the *per diem* for such meetings subject to the annual cap.

ASSOCIATION OF BAY AREA GOVERNMENTS
EXECUTIVE BOARD

RESOLUTION NO. 01-11

WHEREAS, the Association of Bay Area Governments (ABAG) is a joint powers agency formed pursuant to the Joint Powers Act, California Government Code §§ 6500, *et seq.*; and

WHEREAS, Section VII.A(7) of the duly adopted Bylaws of ABAG describes the qualified meetings for which a *per diem* is paid and limits the total number of *per diems* which may be paid to an individual to forty-eight (48) per year; and

WHEREAS, in addition to the qualified meetings described in section VII.A(7), the Executive Board has the authority to expressly designate meetings that qualify for payment of a *per diem*; and

WHEREAS, the Finance and Personnel Committee and staff recommend that the President of ABAG, or in the event the President is not available, the Vice-President or Immediate Past President, be paid a *per diem* for representing ABAG at meetings or events to advance ABAG's interests.

NOW THEREFORE BE IT RESOLVED, that the Executive Board of the Association of Bay Area Governments hereby delegates to the Finance and Personnel Committee the authority to designate meetings for which the President of ABAG, or in the event the President is not available, the Vice-President or Immediate Past President will be paid a *per diem* which designation may occur prospectively or retrospectively but in all instances subject to the limitation on the total number of *per diems* that may be paid in a single year.

The foregoing was adopted by the Executive Board this 20th day of January, 2011.

Mark Green
President

Certification of Executive Board Approval

I, the undersigned, the appointed and qualified Secretary-Treasurer of the Association of Bay Area Governments (Association), do hereby certify that the foregoing resolution was adopted by the Executive Board of the Association at a duly called meeting held on the 20th day of January, 2011.

Ezra Rapport
Secretary-Treasurer

Approval as To Legal Form

Kenneth K. Moy
Legal Counsel