

# Regional Analysis & Planning Services, Inc. (RAPS, Inc.)

## Board of Directors Agenda

**DATE:** June 23, 2022

**TIME:** 5:00 pm

**LOCATION:** Conference Call  
Dial-In Number: (605) 475-4700  
Access Code: 203466#

The RAPS, Inc. Board of Directors meeting will be conducted via Conference Call in light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with AB 361. The RAPS, Inc. Board of Directors will participate in the meeting from individual remote locations. We apologize in advance for any technical difficulties.

Members of the public will need to attend the meeting remotely via Conference call.

Persons who wish to address the RAPS, Inc. Board of Directors on an item to be considered at this meeting are encouraged to submit comments in writing at [info@ambag.org](mailto:info@ambag.org) by 4:00 PM, Wednesday, June 23, 2022. The subject line should read "Public Comment for the June 23, 2022 RAPS, Inc. Board of Directors Meeting". The agency clerk will read up to 3 minutes of any public comment submitted.

To participate via Conference Call, please use the conference call dial-in information provided.

If you have any questions, please contact Ana Flores, Clerk of the Board at [aflores@ambag.org](mailto:aflores@ambag.org) or at 831-883-3750.

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1. CALL TO ORDER
  2. ROLL CALL
  3. ORAL COMMUNICATIONS FROM THE PUBLIC ON ITEMS  
NOT ON THE AGENDA (A maximum of three minutes on any subject not on the agenda)
  4. ORAL COMMUNICATIONS FROM THE BOARD ON ITEMS  
NOT ON THE AGENDA
  5. Minutes of the June 21, 2021 Meeting  
Recommended Action: APPROVE
    - Ana Flores

Approve the minutes of the June 21, 2021 meeting. (Page 3)

**6. Update on Ongoing and Potential Contracts and Services**

**Recommended Action: INFORMATION**

- Maura Twomey

Receive an update from Maura Twomey, Chief Executive Officer.

**7. Annual Comprehensive Annual Financial Report (CAFR) for FY 2020-2021**

**Recommended Action: INFORMATION**

- Errol Osteraa

Receive presentation on AMBAG's Annual Comprehensive Financial Report (CAFR) for FY 2020-2021. The CAFR includes financial reports for RAPS, Inc. which is presented as a blended component unit. The CAFR is separately enclosed. (Page 7)

**8. Financial Update Report**

**Recommended Action: INFORMATION**

- Errol Osteraa

Receive the financial update report which provides an update on the RAPS, Inc. current financial position and accompanying financial statements. (Page 9)

**9. Draft FY 2022-2023 Budget**

**Recommended Action: APPROVE**

- Errol Osteraa

Approve the draft FY 2022-2023 Budget. (Page 17)

**10. Other**

**11. Adjournment**

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. If you have a request for disability-related modification or accommodation, including auxiliary aids or services, contact Ana Flores, AMBAG, 831-883-3750, or email [aflores@ambag.org](mailto:aflores@ambag.org) at least 48 hours prior to the meeting date.

**DRAFT**  
Regional Analysis & Planning Services Inc.  
Board of Directors

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**AMBAG  
Conference Call**

**June 21, 2021**

**MINUTES**

**1. CALL TO ORDER**

The meeting was called to order by Chair Rowley at 4:32 p.m.

**2. ROLL CALL**

Present: Directors Funk, Petersen, McShane, Rowley, Sarmiento, and Walker

Absent: Director Tognazzini

Staff: Maura Twomey, Chief Executive Officer; Diane Eidam, Eidam & Associates; and Ana Flores, Senior Executive Assistant

**3. ORAL COMMUNICATIONS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA**

None.

**4. ORAL COMMUNICATIONS FROM THE BOARD ON ITEMS NOT ON THE AGENDA**

None.

**5. Minutes of the June 25, 2020 Meeting**

The minutes of the June 25, 2020 meeting were approved.

**Motion made by Director Funk, seconded by Director Walker to approve the minutes of the June 25, 2020 RAPS, Inc. Board of Directors meeting. Motion passed unanimously.**

**6. Update on Ongoing and Potential Contracts and Services**

Maura Twomey, Chief Executive Officer reported that staff has secured contracts with the Pajaro River Watershed Flood Prevention Authority (PRWFPA) to provide

administrative services. RAPS, Inc. is also in discussions with other agencies to provide technical services. Brief discussion followed.

## **7. Comprehensive Annual Financial Report (CAFR) for FY 2019-2020**

Maura Twomey, Chief Executive Officer gave an overview of the AMBAG CAFR FY 2019-2020. The CAFR includes financial reports for RAPS, Inc. which is presented as a blended component unit. RAPS, Inc. received an unmodified opinion on the financial statements and a clean single audit report with no findings. There were no major discrepancies, and no management letter was issued. Brief discussion followed.

## **8. Financial Update Report**

Maura Twomey, Chief Executive Officer reported a positive end fund balance of \$5,836.32. Revenues consist of \$56,965.00 for administrative services provided to the 1) Pajaro River Watershed Flood Prevention Authority (PRWFPA) in the amount of \$24,379.00; 2) \$31,476.00 for technical assistance (sustainable communities – Prop 39 completion); 3) Southern California Association of Governments Procurement Services in the amount of \$1,110.00. Expenditures totaling \$56,752.18 include 1) \$23,054.15 for the AMBAG staffing costs for the administration of the PRWFPA; 2) \$31,715.03 for AMBAG staff costs for technical assistance; 3) \$595.00 for professional services; 4) \$853.00 for general and liability insurance; and \$535.00 for FY 2019-2020 audit fieldwork/audited financial statements/tax return filing. Brief discussion followed.

## **9. Draft FY 2021-2022 Budget**

Maura Twomey, Chief Executive Officer reviewed the draft FY 2021-22 budget. Brief discussion followed.

**Motion made by Director Walker, seconded by Director Funk to approve the FY 2021-2022 budget. Motion passed unanimously.**

## **10. Other**

None.

## **11. Adjournment**

The meeting adjourned 4:50 pm.

**DRAFT**  
**Regional Analysis & Planning Services, Inc.**  
**Board of Directors Meeting**  
**ATTENDANCE & VOTING RECORD**

MEETING DATE: June 21, 2021

Attendance (X= Present; AB= Absent)    Voting (Y= Yes; N=No; A=Abstain)				
MEMBER	AMBAG REP	Attendance	Item# 5	Item# 10
Capitola	Kristen Petersen	X	Y	Y
Gonzales	Scott Funk	X	Y	Y
Salinas	Steve McShane	X	Y	Y
Greenfield	Lance Walker	X	Y	Y
Monterey County Public Member	Tom Rowley	X	Y	Y
San Benito County Public Member	Mark Tognazzini	AB	N/A	N/A
Santa Cruz County Public Member	Jenny Sarmiento	X	Y	Y

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# REGIONAL ANALYSIS & PLANNING SERVICES, INC.

A non-profit corporation chartered by the Association of Monterey Bay Area Governments

24580 Silver Cloud Court, Monterey, CA 93940  
P.O. Box 2453, Seaside, CA 93955-2453

(831) 883-3750  
FAX (831) 883-3755

## MEMORANDUM

**TO:** RAPS, Inc. Board of Directors

**FROM:** Maura F. Twomey, Chief Executive Officer

**RECOMMENDED BY:** Errol Osteraa, Director of Finance and Administration

**SUBJECT:** Annual Comprehensive Financial Report (ACFR) for FY 2020-2021

**MEETING DATE:** June 23, 2022

### RECOMMENDATION:

Receive a presentation on the Association of Monterey Bay Area Governments (AMBAG) Annual Comprehensive Financial Report (ACFR) for FY 2020-2021. The ACFR includes financial reports for Regional Analysis and Planning Services, Inc. (RAPS), which is presented as a blended component unit.

### BACKGROUND/ DISCUSSION:

Pursuant to AMBAG and RAPS, Inc. by-laws, an independent audit firm performs an annual financial audit and an opinion is issued on AMBAG's financial position as of June 30 of each year. The Annual Comprehensive Financial Report (ACFR) is for the period ending June 30, 2021. AMBAG received an unmodified (clean) opinion.

The AMBAG ACFR (separately enclosed) is comprised of several sections:

- **Introductory** - this section includes a letter of transmittal, which is an executive summary introducing the financial statements along with other required information.
- **Financial Section and Basic Financial Statements** - these sections have the independent auditors' report from Hayashi and Wayland Accounting and Consulting, LLP; Management's Discussion and Analysis (MD&A), which is managements' overview of AMBAG's financial position; identification of any major issues and projections for the future; the actual financial statements and note disclosures.
- **Required Supplementary Information** - this section includes budgetary comparison schedules for the general fund and for each major fund that has a legally adopted annual budget. This section also includes additional schedules and reporting requirements for Governmental Accounting Standards Board (GASB) Statements No. 45, 68, and 82.

- **Supplementary Information** - this section contains Consolidated Planning Grant (CPG) financial information and schedules regarding direct, indirect, and unallowable costs under AMBAG's grant awards.
- **Statistical Section** - this section contains various unaudited demographic and financial information for the AMBAG region.
- **Single Audit Section** - this section is a requirement for agencies that have federal grants in excess of \$750,000 and includes the auditor's report on their findings and any questioned costs, as it relates to federal grant programs. There were no single audit findings.

#### **FINANCIAL IMPACT:**

Management's Discussion and Analysis section of the ACFR discloses management's perspective on the financial position of AMBAG and its nonprofit arm, Regional Analysis and Planning Services, Inc. (RAPS) for FY 2020-2021. In the Basic Financial Statements that follow, AMBAG had a positive change in net position of \$89,413 and RAPS, Inc. had a positive change in net position of \$14,436 (see page 42 of the ACFR). The combined change in net position was \$103,849. RAPS, Inc. overall ending net position was a positive \$27,276 (see page 42 of the ACFR).

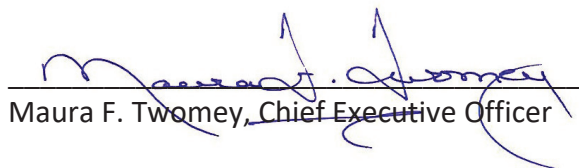
#### **ALTERNATIVES:**

N/A

#### **ATTACHMENTS:**

1. Annual Comprehensive Financial Report (ACFR) for FY 2020-2021 is separately enclosed.

#### **APPROVED BY:**



Maura F. Twomey, Chief Executive Officer



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## MEMORANDUM

**TO:** RAPS, Inc. Board of Directors

**FROM:** Maura F. Twomey, Chief Executive Officer

**RECOMMENDED BY:** Errol Osteraa, Director of Finance and Administration

**SUBJECT:** Financial Update Report

**MEETING DATE:** June 23, 2022

### RECOMMENDATION:

It is recommended that the Board of Directors receive the financial update report.

### BACKGROUND / DISCUSSION:

The enclosed financial reports are for the 2021-2022 Fiscal Year (FY) and contain the cumulative effect of operations through April 30, 2022. Amounts in the financial update report are unaudited.

Pajaro River Flood Management Agency had contracted with RAPS for \$19,570 for FY 2021-2022, all of which was earned in the current year. The contract has been converted to a blanket purchase order for FY 2022-2023 to provide Clerk of the Board and administrative services. RAPS has also contracted with the Transportation Agency of Monterey County (TAMC) to provide recruitment services for \$8,472, of which we estimate \$5,972 will be spend in the current year and the balance of \$2,500 will be spent in FY 2022-2023.

### FINANCIAL IMPACT:

RAPS's Inc., Profit and Loss Statement reflects an excess of revenue over expense of \$3,292.58 for the period July 1, 2021, through April 30, 2022. The Balance Sheet as of April 30, 2022, reflects a cash balance of \$17,427.55. In addition, the accounts receivable amount is \$22,370.60. Current liabilities total \$9,230.65. The ending fund balance for RAPS is \$30,567.50.

Revenues of \$67,867.02 are primarily for technical, financial and administrative services as follows:

- \$10,842.75 Technical Assistance (Sustainable Communities – PROP 39 Completion)

- \$15,239.00 Pajaro River Watershed Flood Prevention Authority (PRWFPA)
- \$17,749.24 Pajaro Regional Flood Management Agency (PRFMA)
- \$ 9,500.00 El Dorado County Transportation Commission Guidebook Training
- \$ 3,811.71 Transportation Agency for Monterey County (TAMC) Executive Director Recruitment
- \$ 3,350.00 City of Soledad Public Works Director Recruitment
- \$ 7,374.32 Shasta Regional Transportation Agency (SRTA) Executive Director Recruitment

Expenditures totaling \$64,574.44 include:

- \$14,856.89 Association of Monterey Bay Area Governments (AMBAG) staff costs for the administration of PRWFPA
- \$14,869.52 Association of Monterey Bay Area Governments (AMBAG) staff costs for the administration of PRFMA
- \$18,680.00 AMBAG staff costs for technical assistance
- \$14,770.03 Professional services
- \$ 853.00 General and liability insurance
- \$ 545.00 Fiscal year 2020-2021 audit fieldwork/audited financial statements/tax return filing

RAPS, Inc. currently has a positive fund balance. It is anticipated that additional revenue from providing technical, administrative, and financial services will assist in increasing this balance.

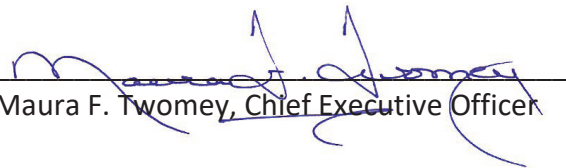
#### **ALTERNATIVES:**

N/A

#### **ATTACHMENTS:**

1. Balance Sheet as of April 30, 2022
2. Profit and Loss Statement: July 2021 through April 30, 2022
3. Accounts Receivable Aging Detail as of April 30, 2022
4. Accounts Payable Aging Detail as of April 30, 2022
5. Check Register Detail: July 2021 through April 30, 2022

#### **APPROVED BY:**



Maura F. Twomey, Chief Executive Officer

Regional Analysis and Planning Services, Inc.

**Balance Sheet - Attachment 1**

As of April 30, 2022

	<u>April 30, 2022</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Cash in Bank-Checking	17,427.55
<b>Total Checking/Savings</b>	<u>\$ 17,427.55</u>
<b>Accounts Receivable</b>	
Accounts Receivable	22,370.60
<b>Total Accounts Receivable</b>	<u>\$ 22,370.60</u>
<b>Total Current Assets</b>	\$ 39,798.15
<b>TOTAL ASSETS</b>	<u><u>\$ 39,798.15</u></u>
<b>LIABILITIES &amp; FUND BALANCES</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	9,230.65
<b>Total Accounts Payable</b>	<u>\$ 9,230.65</u>
<b>Total Current Liabilities</b>	<u>\$ 9,230.65</u>
<b>Total Liabilities</b>	<u>\$ 9,230.65</u>
<b>Fund Balances</b>	
Beginning Fund Balances	27,274.92
Net Change in Fund Balances	3,292.58
<b>Total Ending Fund Balances</b>	<u>\$ 30,567.50</u>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<u><u>\$ 39,798.15</u></u>

**Regional Analysis and Planning Services, Inc.**  
**Profit Loss Statement - Attachment 2**  
**July 2021 through April 2022**

	<b>July 2021 - April 2022</b>
<b>Revenues</b>	
Technical Assistance (Sustainable Communities PROP 39 Completion)	10,842.75
Pajaro River Watershed Flood Prevention Authority (PRWFPA) Administration	15,239.00
Pajaro Regional Flood Management Agency (PRFMA)	17,749.24
El Dorado County Transportation Commission Guidebook Training	9,500.00
Transportation Agency for Monterey County (TAMC) Executive Director Recruitment	3,811.71
City of Soledad Public Works Director Recruitment Services	3,350.00
Shasta Regional Transportation Agency (SRTA) Executive Director Recruitment	7,374.32
<b>Total Revenues</b>	<b>\$ 67,867.02</b>
<b>Expenditures</b>	
Association of Monterey Bay Area Governments (AMBAG) Services	
Technical Assistance (Sustainable Communities PROP 39 Completion)	9,107.75
Pajaro River Watershed Flood Prevention Authority (PRWFPA) Administration	7,243.73
Pajaro Regional Flood Management Agency (PRFMA)	7,185.17
<b>Total Association of Monterey Bay Area Governments (AMBAG) Services</b>	<b>\$ 23,536.65</b>
<b>Professional Services</b>	
El Dorado County Transportation Commission Guidebook Training	4,675.00
Transportation Agency for Monterey County (TAMC) Executive Director Recruitment	2,247.71
City of Soledad Public Works Director Recruitment	2,900.00
Shasta Regional Transportation Agency (SRTA) Executive Director Recruitment	4,947.32
<b>Total Professional Services</b>	<b>\$ 14,770.03</b>
<b>Other Charges</b>	
Insurance	853.00
Administration Expenses	45.00
Audit Fees	500.00
Pajaro Regional Flood Management Agency (PRFMA)	132.74
<b>Total Other Charges</b>	<b>\$ 1,530.74</b>
<b>Association of Monterey Bay Area Governments (AMBAG) Indirect Administration</b>	
Technical Assistance (Sustainable Communities PROP 39 Completion)	9,572.25
Pajaro River Watershed Flood Prevention Authority (PRWFPA) Administration	7,613.16
Pajaro Regional Flood Management Agency (PRFMA)	7,551.61
<b>Total Association of Monterey Bay Area Governments (AMBAG) Indirect</b>	<b>\$ 24,737.02</b>
<b>Total Expenditures</b>	<b>\$ 64,574.44</b>
<b>Net Change in Fund Balances</b>	<b>\$ 3,292.58</b>

Regional Analysis and Planning Services, Inc.  
**A/R Aging Detail - Attachment 3**  
As of April 30, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Due Date</u>	<u>Open Balance</u>	
03/31/2022	1099	PRWFPA	04/30/2022	2,007.00	<b>PAID</b>
04/18/2022	1100	El Dorado County Transportation Commission	05/18/2022	9,500.00	<b>PAID</b>
03/31/2022	1101	County of Santa Cruz: Pajaro Regional Flood Mgmt Agency	03/31/2022	1,247.28	<b>PAID</b>
04/15/2022	1102	Shasta Regional Transportation Agency: Executive Director Recruitment	05/15/2022	7,374.32	<b>PAID</b>
04/30/2022	1103	County of Santa Cruz: Pajaro Regional Flood Mgmt Agency	04/30/2022	1,144.00	<b>PAID</b>
04/30/2022	1104	PRWFPA	05/30/2022	1,098.00	<b>PAID</b>
<b>TOTAL</b>				<u><u><b>\$ 22,370.60</b></u></u>	

**PAID** = Reflects payments received subsequent to April 30, 2022.

Regional Analysis and Planning Services, Inc.

A/P Aging Detail - Attachment 4

As of April 30, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Due Date</u>	<u>Open Balance</u>
03/31/2022	4216	AMBAG	04/30/2022	4,285.63
03/31/2022	4217	AMBAG	04/30/2022	1,826.70
03/31/2022	4218	AMBAG	04/30/2022	1,003.23
04/30/2022	4219	AMBAG	05/30/2022	1,170.61
04/30/2022	4220	AMBAG	05/30/2022	944.48
<b>TOTAL</b>				<b><u>\$ 9,230.65</u></b>

**Regional Analysis and Planning Services, Inc.**  
**Check Register Detail - Attachment 5**  
**July 2021 - April 2022**

<b>Date</b>	<b>Number</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
07/14/2021	1295	Eidam & Associates	Technical Support for period May 13, 2021 - June 30, 2021	3,170.00
08/12/2021	1296	AMBAG	Staff Services	24,797.88
08/12/2021	1297	Eidam & Associates	Technical Support for period July 1, 2021 - August 4, 2021	2,247.71
10/14/2021	1298	AMBAG	Staff Services	8,779.45
10/26/2021	EFT	Non-Profits Ins. Alliance of CA	Policy #2021-12345 2021-2022 Ins.-Commercial Liability (begins 11/06/21)	953.00
10/28/2021	1299	AMBAG	Staff Services	4,714.08
11/03/2021	1300	Attorney General - State of CA	Annual Registration Renewal Fee Report (Form RRF-1) Filing Fee for FY 2020-2021	25.00
11/15/2021	1301	AMBAG	Staff Services	4,849.74
11/15/2021	1302	Eidam & Associates	Technical Support for period August 27, 2021 - October 31, 2021	2,900.00
12/22/2021	1303	AMBAG	Staff Services	1,046.18
02/10/2022	1304	AMBAG	Staff Services	8,502.45
03/10/2022	1305	AMBAG	Staff Services	5,280.75
03/10/2022	1306	Ana Flores	Mileage Reimbursement for PRFMA BOD Meeting in Watsoville 3/9/22	34.28
04/27/2022	1307	AMBAG	Staff Services	6,488.83
04/27/2022	1308	Eidam & Associates	Technical Support for period November 17, 2021 - April 18, 2022	9,622.32
<b>TOTAL</b>				<b><u>\$ 83,411.67</u></b>

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# **REGIONAL ANALYSIS & PLANNING SERVICES, INC.**

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24580 Silver Cloud Court, Monterey, CA 93940  
P.O. Box 2453, Seaside, CA 93955-2453

(831) 883-3750  
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## **MEMORANDUM**

**TO:** RAPS, Inc. Board of Directors

**FROM:** Maura F. Twomey, Chief Executive Officer

**RECOMMENDED BY:** Errol Osteraa, Director of Finance and Administration

**SUBJECT:** Draft FY 2022-2023 Budget

**MEETING DATE:** June 23, 2022

### **RECOMMENDATION:**

Staff recommends that the Regional Analysis and Planning Services, Inc. (RAPS) Board of Directors approve the Draft FY 2022-2023 Budget.

### **BACKGROUND/ DISCUSSION:**

Regional Analysis and Planning Services, Inc. (RAPS) is the 501 c 3 non-profit arm of the Association of Monterey Bay Area Governments (AMBAG). The Corporation was formed to provide technical assistance, administrative services, and forums/conferences on issues of regional significance. The Board assigned AMBAG staff the day-to-day functions of the organization and reimburses AMBAG for those services.

Pursuant to its by-laws, RAPS, Inc. is required to adopt a financial budget prior to June 30<sup>th</sup> each year. Throughout the year, the Board monitors the budget and approves amendments as needed. Enclosed for consideration and adoption is the Draft FY 2022-2023 Budget. Staff will incorporate any changes to the FY 2022-2023 budget as directed by the Board.

### **FINANCIAL IMPACT:**

The enclosed FY 2022-2023 RAPS, Inc. Draft Budget distinguishes administrative/technical/financial related activities in five distinct work elements (WE):

- WE 502 – RAPS, Inc. Administration - Includes expenses (staff and other) related to the operation of the non-profit, such as preparation of agendas, financials, and tax return information.
- WE 511 – Technical Assistance - Allows RAPS, Inc. to provide a resource for requested technical assistance, social, economic, demographic, and transportation data for Monterey, San Benito, and Santa Cruz Counties as well as other agencies.
- WE 530 – Pajaro River Watershed Flood Prevention Authority (PRWFPA) Administration – RAPS, Inc. provides contracted administrative, financial, and technical services to PRWFPA.
- WE 538 – Pajaro River Flood Management Agency (PRFMA) - RAPS, Inc. to provide technical support for agency initial administrative setup, FPPC administration, and board meeting management.
- WE 555 Transportation Agency for Monterey County (TAMC) - RAPS Inc. provides technical support for TAMC's Finance Director recruitment.

The RAPS, Inc. Draft FY 2022-2023 Budget incorporates these programs and other revenues and expenses in detail (**see attachment 1**). Information regarding projected revenues and expenditures is provided below.

**REVENUES:** RAPS, Inc. is projecting revenue of \$117,500.

Under its current structure, RAPS, Inc. does not have a dedicated source of funding. Therefore, RAPS, Inc. secures revenue sources primarily by providing technical/administrative/financial services.

A portion of the AMBAG membership dues provides funding for technical assistance to jurisdictions who request these services from RAPS, Inc. Jurisdictions are invoiced for technical assistance in excess of the amount allocated through membership's dues, which provides revenue to RAPS, Inc. Non-member clients are also provided services for a fee. The Draft FY 2022-2023 Budget reflects \$117,500 in revenue for technical/administrative/financial services as follows:

- AMBAG staff anticipates that it will provide technical assistance to member and non-member agencies in the aggregate amount of \$25,000. In addition, it is estimated an additional amount of \$25,000 is anticipated to come from completion of PROP 39 work.
- The PRWFPA Board of Directors reviews and renews its contract with RAPS, Inc. on an annual basis. The services contract was approved at the June 3, 2022 PRWFPA Board of Directors meeting for a not to exceed amount of \$45,000. Duties include but are not limited to Staff Working Group and Board of Director's agenda preparation and meeting administration; accounting and audit services; and other administrative/technical tasks as assigned.
- Pajaro River Flood Management Agency (PRFMA) requests services to support agency initial administrative setup, FPPC administration, and board meeting management. Provides technical support for PRFMA. Total amount budgeted for FY 2022-23 of the blanket purchase order is estimated not to exceed \$20,000.
- Transportation Agency for Monterey County (TAMC) requested services to support TAMC's recruitment of a Finance Director. Provides technical support for TAMC's Finance Director recruitment. The total amount is not to exceed \$2,500.

**EXPENDITURES:** The Board of Directors of RAPS, Inc. operates the non-profit arm on a outsource basis, therefore AMBAG staff provides the day-to-day technical/administrative/financial services. RAPS, Inc. contracts for other professional services. This option reduces fixed costs (i.e., payroll, overhead, employee benefits, etc.) while ensuring the efficient operation of the organization. RAPS, Inc. is projecting expenditures of \$111,870.

Expenditures estimated for FY 2022-2023 include:

- AMBAG Staff Time - \$108,000
- Professional Services - \$2,000
- Other Expenses - \$1,870

The proposed budget for FY 2022-2023 has sufficient revenues to cover expenditures with a small excess of revenue over expenses of \$5,630 projected. The budget is consistent with the purpose of Regional Analysis and Planning Services, (RAPS) Inc., which is to serve local governments and other governmental entities by providing technical and educational services.

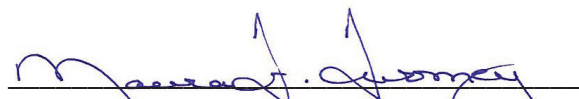
**ALTERNATIVES:**

N/A

**ATTACHMENT:**

1. Draft FY 2022-2023 Budget

**APPROVED BY:**

  
Maura F. Twomey, Chief Executive Officer

**Regional Analysis & Planning Services, Inc.**  
**Attachment 1**  
**FY 2022-2023**  
**Draft Budget**

		FY 2021-2022 ADOPTED BUDGET 06/21/21	FY 2021-2022 ACTUAL 04/30/22	FY 2021-2022 BUDGET TO ACTUAL DIFFERENCE	FY 2022-2023 DRAFT 06/23/22
<b>REVENUES</b>					
WE 511	Technical Assistance	\$ 45,000	\$ 10,843	\$ (34,157)	\$ 50,000
WE 530	PRWFPA Administration	\$ 45,000	\$ 15,239	\$ (29,761)	\$ 45,000
WE 538	Pajaro River Flood Management Agency	\$ -	\$ 17,749	\$ 17,749	\$ 20,000
WE 541	El Dorado County Transportation Commission	\$ 9,500	\$ 9,500	\$ -	\$ -
WE 552	TAMC - Executive Director Recruitment	\$ 10,350	\$ 3,812	\$ (6,538)	\$ -
WE 553	City of Soledad Recruitment	\$ -	\$ 3,350	\$ 3,350	\$ -
WE 554	Shasta RTA - Executive Director Recruitment	\$ -	\$ 7,374	\$ 7,374	\$ -
WE 555	TAMC - Finance Director Recruitment	\$ -	\$ -	\$ -	\$ 2,500
<b>Total Revenues</b>		<b>\$ 109,850</b>	<b>\$ 67,867</b>	<b>\$ (41,983)</b>	<b>\$ 117,500</b>
<b>EXPENDITURES</b>					
WE 502	RAPS, Inc. Administration - AMBAG Staff Time	\$ 2,000	\$ -	\$ (2,000)	\$ 2,000
WE 511	Technical Assistance - Professional Services/AMBAG Staff Time	\$ 50,000	\$ 18,680	\$ (31,320)	\$ 50,000
WE 530	PRWFPA Administration - AMBAG Staff Time	\$ 40,000	\$ 14,857	\$ (25,143)	\$ 40,000
WE 538	Pajaro River Flood Management Agency	\$ -	\$ 14,870	\$ 14,870	\$ 16,000
WE 541	El Dorado County Transportation Commission	\$ 7,225	\$ 4,675	\$ -	\$ -
WE 552	TAMC - Executive Director Recruitment	\$ -	\$ 2,248	\$ 2,248	\$ -
WE 553	City of Soledad Recruitment	\$ -	\$ 2,900	\$ 2,900	\$ -
WE 554	Shasta RTA - Executive Director Recruitment	\$ 4,760	\$ 4,947	\$ 187	\$ -
WE 555	TAMC - Finance Director Recruitment	\$ -	\$ -	\$ -	\$ 2,000
5800	Other Expenses *	\$ 1,870	\$ 1,398	\$ (472)	\$ 1,870
<b>Total Expenditures</b>		<b>\$ 105,855</b>	<b>\$ 64,574</b>	<b>\$ (38,731)</b>	<b>\$ 111,870</b>
<b>Excess of (Revenues) over Expenditures</b>		<b>\$ 3,995</b>	<b>\$ 3,293</b>	<b>\$ (702)</b>	<b>\$ 5,630</b>
* Other Expenses May Consist of:					
	Audit/Tax Return Filing	650	\$ 545	\$ (105)	\$ 650
	Insurance	900	\$ 853	\$ (47)	\$ 900
	Printing	20	\$ -	\$ (20)	\$ 20
	Travel	100	\$ -	\$ (100)	\$ 100
	Miscellaneous/Marketing/Postage	\$ 200	\$ -	\$ (200)	\$ 200
		<b>\$ 1,870</b>	<b>\$ 1,398</b>	<b>\$ (472)</b>	<b>\$ 1,870</b>