

**MARIN EMERGENCY RADIO AUTHORITY**

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**MEMORANDUM**

**DATE:** September 12, 2008

**TO:** MERA Executive Committee

**FROM:** Maureen Cassingham, Executive Officer

**SUBJECT:** AGENDA ITEM A-4: PROPOSED LOCAL GOVERNMENT SERVICES (LGS) AGREEMENT FOR ADMINISTRATIVE ASSOCIATE PROFESSIONAL SERVICES

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Recommended Action: Approve the attached agreement between MERA and Local Government Services (LGS) for the professional services of Elizabeth Lopez, Administrative Associate for MERA, MTA, and MGSA.

Background:

Elizabeth Lopez, Administrative Associate for MERA, MGSA, and MTA, is currently a Marin County employee who serves MERA, MGSA, and MTA on a charge-back basis. Her County appointment ended September 11, 2008. To continue her services to the three JPAs, she has agreed to become an employee of LGS, a joint powers authority which provides contract employment services to public agencies.

As part of the contract, LGS will also provide payroll services, benefit administration, general liability insurance, worker's compensation, and indemnification. Professional services can be terminated at any time by LGS at the direction of the JPAs in that the employee is considered "at will."

The FY 08-09 MERA budget of \$41,758 adequately funds its 40% share of Ms. Lopez's total compensation as well as its one-third share of LGS' administrative costs which heretofore were borne by the County at no cost to the JPAs. The LGS employment package mirrors Ms. Lopez's County employment package.

Attachment