

MARIN EMERGENCY RADIO AUTHORITY

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DATE: July 24, 2019

TO: MERA Governing Board

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM A-3: REPORT ON MERA’S FINANCIAL AND ADMINISTRATIVE SERVICES TRANSITION

Recommended Action: Receive and file Report on MERA Financial and Administrative Services Transition Costs.

Background: Since the beginning of the transition of MERA’s support services from the Novato Fire Protection District to the Town of Corte Madera in February, MERA has incurred the following staff training and other related costs through June 30, 2019:

RGS Financial Advisor Services (D. Hom)	\$5,005
Town of Corte Madera Personnel (Carrillo, Vaughn, Barrera, et al.)	4,187
IT Set-Up Consulting Services	978
QuickBooks Software Licenses	1,997
Checking Account Check Stock Printing	266
Website Platform Upgrade and Site Edits	1,175
Mailing Labels and Change of Address Notices Printing	323
Moving Expense – 7/12/19 – NFPD to TCM	794

Recap: FY18-19 \$13,931
FY19-20 794 (through 7/12/19)

As previously reported, these expenses will be charged to the Operating Contingency Line Item.

Any further Transition Costs will be reported on at upcoming meetings.