

Agenda Item A-4

MARIN EMERGENCY RADIO AUTHORITY

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DATE: July 13, 2016
TO: MERA Executive Board
FROM: Maureen Cassingham, Executive Officer
SUBJECT: AGENDA ITEM A-4: REPORT ON FINAL COSTS: EIGHTH AMENDMENT TO OFFICE AND STAFF SERVICES AGREEMENT BETWEEN MERA AND NOVATO FIRE PROTECTION DISTRICT

Recommended Action: Accept the Report on Final Costs: Eighth Amendment to Office and Staff Services Agreement Between MERA and Novato Fire Protection District.

Background: On May 4, 2016, the MERA Executive Board approved the Eighth Amendment to the Office and Staff Services Agreement between MERA and NFPD for FY16-17 at an estimated total cost of \$68,000 subject to finalization of MCERA benefit rates and an analysis of staffing allocations. Staff services were budgeted at \$65,000 and annual rent at \$2,880.

NFPD has reorganized MERA's support services which are now supervised by the District's Administrative Services Manager. The breakdown of maximum hours of support services is as follows:

<u>FY 15-16</u>	<u>FY 16-17</u>
Finance Director – not to exceed 3 hrs/week	Same
Accounting Specialist I – not to exceed 5 hrs/week	Same
Executive Assistant III and Administrative Assistant I (combined not to exceed 4 hrs/week)	Administrative Services Mgr. and Administrative Asst. II (combined not to exceed 4 hrs/week)

FY16-17 Staffing costs have been finalized at \$55,224.31 and Annual Rent remains the same at \$2,880, for a total cost of \$58,104.41.

As authorized by the Executive Board, the Executive Officer will execute the proposed Agreement reflecting the titles of the positions now assigned to support MERA and their related costs.