

MARIN EMERGENCY RADIO AUTHORITY

c/o Town of Corte Madera
300 Tamalpais Drive, Corte Madera, CA 94925
PHONE: (415) 927-5050
WWW.MERAONLINE.ORG

DATE: April 28, 2021

TO: MERA Governing Board

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM **B-1**: PROPOSED SECOND AMENDMENT TO STAFF SERVICES AGREEMENT BETWEEN MERA AND TOWN OF CORTE MADERA

Recommended Action: Approve Proposed Second Amendment to Staff Services Agreement between MERA and Town of Corte Madera as presented and authorize the Executive Officer to execute same.

Background: The term of the First Amendment to the Staff Services Agreement between MERA and the Town of Corte Madera is expiring on June 30, 2021. The proposed Second Amendment includes a one-year extension of certain support services through June 30, 2022.

The Town notified MERA that due to changes with their Finance Team, MERA financial/accounting services could no longer be provided after April 30, 2021. MERA reached out to RGS to provide these services under the Town Finance Director's oversight. Per Section 9.3 of MERA's Joint Power Authority Agreement, MERA's Treasurer/Controller must be appointed from the senior management staff of one of the Member Agencies. The proposed new staffing model allows MERA to continue these services under the Town's auspices.

The Proposed Second Amendment has been revised accordingly to limit the Finance Director's time to oversight of MERA Financial/Accounting Services and continue Administrative Support Services as in prior years, plus annual changes in personnel costs. Savings of \$48,771 from the reduction of Town services will be allocated to offset the estimated RGS staff costs of \$71,474 associated with financial report preparation, general ledger maintenance, year-end audit, accounts payable and invoicing, deposits and banking and direct supervision of support staff (reference Item B-2 on the 4/28/21 GB Agenda). Staff expense directly associated with Measure A support services will continue to be allocated accordingly.

ATTACHMENT:

B-1a Proposed Second Amendment to Staff Services Agreement between MERA and Town of Corte Madera.