

MARIN EMERGENCY RADIO AUTHORITY

c/o Novato Fire Protection District
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MEMORANDUM

DATE: July 11, 2018

TO: MERA Executive Board

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM A-4: REPORT ON FINAL COSTS AND REVISED TENTH AMENDMENT TO OFFICE AND STAFF SERVICES AGREEMENT BETWEEN MERA AND NOVATO FIRE PROTECTION DISTRICT

Recommended Action: 1) Approve the final costs and Revised Tenth Amendment to the Office and Staff Services Agreement between MERA and Novato Fire Protection District for FY18-19 which formally extends the Original Agreement from July 1, 2018 through June 30, 2019, a final cost of \$61,204.79; and, 2) authorize the Executive Officer to execute same.

Background: The MERA Governing Board approved the original Agreement between the parties for office space and financial/accounting and administrative assistant services on May 20, 2009. This service relationship has greatly benefitted MERA, given the additional meetings required for the implementation of the Next Gen System and additional detailed accounting services and audit support from the Finance Department.

Fees for this Tenth Amendment are \$61,204.79, which is a .36% decrease over prior year. \$48,962.73 is allocated to the MERA Operating Fund and \$12,242.06 is allocated to the Next Gen Project Fund. Included in the above is MERA's annual rent of \$2,880, which remains the same.

ATTACHMENT:

A-4a Proposed Revised Tenth Amendment to Office and Staff Services Agreement