

February 9, 2010

Marin County Board of Supervisors
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Marin County Transit District Service Agreement

Dear Board Members:

RECOMMENDATION: Authorize Board President to execute an agreement between the County of Marin and the Marin County Transit District.

SUMMARY: The Marin County Transit District (MCTD) wishes to enter into an agreement with Public Works for general accounting and personnel services. Public Works has been providing these services informally since MCTD's hiring of a General Manager, but the parties wish to formalize service levels provided. The attached Agreement specifies Public Works will provide general accounting and personnel services including processing of receivables, payables, MCTD payroll, position maintenance and hire processing, financial budgetary and SAP support. Additionally, the Agreement establishes hourly rates for any additional services MCTD may request. The annual agreement provides a base operational service fee of \$68,078 with the option of one year extensions if mutually agreed by the parties. For any subsequent years of the agreement the base operational service fee will be adjusted by the San Francisco All Urban Consumers Index.

FISCAL IMPACT: Revenue for this agreement has been budgeted in Public Works Administration (10000-4100031000-4640515). There is no net county cost for the proposed County service agreement with MCTD.

REVIEWED BY:	<input type="checkbox"/>	Department of Finance	<input checked="" type="checkbox"/>	N/A
	<input checked="" type="checkbox"/>	County Counsel	<input type="checkbox"/>	N/A
	<input type="checkbox"/>	Human Resources	<input checked="" type="checkbox"/>	N/A

Respectfully submitted,

Michael Frost
Deputy Director

Attachment

Cc: David Rzepinski, MCTD General Manager