



# City of Morgan Hill

## Legislation Text

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File #: 15-546, Version: 1

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### **CITY COUNCIL STAFF REPORT** **MEETING DATE: MARCH 18, 2015**

PREPARED BY: Cindy Murphy, Assistant City Manager for Administrative Services  
APPROVED BY: City Manager

### **SECOND AMENDMENT TO AGREEMENT FOR ADMINISTRATIVE SERVICES TO SANTA CLARA VALLEY HABITAT AGENCY (CLERK SERVICES AND INFORMATION SERVICES)**

#### **RECOMMENDATION(S):**

Adopt resolution to approve a Second Amendment to Agreement for Administrative Services to Santa Clara Valley Habitat Agency to revise the scope of services provided by the City Clerk and City's Information Services Division.

#### **COUNCIL PRIORITIES SUPPORTED:**

##### **Ongoing Priorities**

Maintaining fiscal responsibility

#### **NARRATIVE:**

In 2012, the City of Morgan Hill, along with the City of Gilroy, the City of San Jose, the County of Santa Clara, the Santa Clara Valley Water District, and the Santa Clara Valley Transportation Authority, agreed to enter into and create the Santa Clara Valley Habitat Agency (Agency). In doing so, each organization was requested to provide contract services to the Agency for various functions of the Agency in order to facilitate the initial establishment of the Agency.

At that time, the City entered into two agreements with the Agency, providing clerk services, information services support, and administrative support. As the Agency continued to evolve, the City and the Agency continued to review and make changes to the amount and nature of the support that the City provides to the Agency. As part of this periodic review, in March of 2015 the former City Municipal Services Assistant position was moved to the Agency to better respond to the administrative functions of the Agency.

Now, as this evolution continues, the City and the Agency are continuing to work to respond to changes as needed. As a result, the City and the Agency have determined that the City should continue to provide City Clerk support and Information Systems support to the Agency. However, it has been determined that some of the administrative duties previously provided by the City can now be completed by the Agency without assistance from the City.

### **PRIOR CITY COUNCIL AND COMMISSION ACTIONS:**

In June 2013, the Council approved an agreement with the Agency to provide clerk services to the Agency. In July 2013, the Council approved an agreement with the Agency to provide a one-half time Municipal Services Assistant (MSA). In June 2014 the Council approved an amended agreement increasing the use of the MSA to three-quarters time. In March 2015 the Council approved an amended agreement which transitioned MSA position from the City to the Habitat.

### **FISCAL AND RESOURCE IMPACT:**

As part of the Second Amendment to Agreement for Administrative Support Services to the Santa Clara Valley Habitat Agency, the City would no longer be charging general council services support of \$2,264.80 (General Fund).

However, as per the Second Amendment to Agreement for Administrative Support Services to the Santa Clara Valley Habitat Agency, the City would now be charging a monthly base fee for information systems support of \$762.50, a monthly copier lease reimbursement of \$172.96 (General Fund), and a Council Services Support charge of \$1,500.00 (General Fund) per meeting.

The net impact to the General Fund from this proposal would be reduced General Fund revenues of \$2,091.84 per month, or \$25,102.08 per year. The net impact to the Information Systems Fund revenues would be a \$512.50 increase per month, or \$6,150 per year.

### **CEQA (California Environmental Quality Act):**

Not a Project

### **LINKS/ATTACHMENTS:**

Resolution  
Agreement