



TO: North County Library Authority (NCLA) Commission

FROM: Marcie Scott, Liaison

DATE: August 30, 2021

SUBJECT: Consideration of Outstanding Invoice for Liaison Services

RECOMMENDATION: Receive information about outstanding invoice from MRG for Liaison Services and provide direction as appropriate

Summary

The City of Los Altos has ended its contract with Municipal Resource Group (MRG) for Liaison services to NCLA. The transition has left one outstanding invoice in the amount of \$5,600.

Discussion

With the approval of Amendment #1 to the Joint Powers Agreement for NCLA, the City has concluded its contract to provide administrative support to NCLA. The City processed and paid invoices from MRG through January 26, 2021. One remaining invoice for work performed in FY 20-21 after that January date is still pending. A copy of the invoice is attached.

Recommendation

It is recommended the Commission discuss and provide direction on the outstanding invoice.

Attachments:

6a. MRG Invoice dated 7/29/21

Invoice



Invoice ID: 03-21-318
P.O. Number: C201938
Issue Date: 07/29/21
Due Date: 08/28/21
Subject: Los Altos Library Association (North County Library Authority)
(MRG Project #318017-LOS-08)

To: Los Altos, City of
Attn: City Manager's Office
1 North San Antonio Road
Los Altos, CA 94022

From: MRG, LLC
Please Remit To:
Municipal Resource Group, LLC
P.O. Box 561, Wilton, CA 95693
cmatsumoto@solutions-mrg.com
phone: 866-774-3222
EIN 26-4149793

Item	Description	Quantity	Unit Price	Total
Hours	02/02/21: Meetings with City staff. Prepare agenda and materials. Follow up on issues.	2.00	\$200.00	\$400.00
Hours	02/04/21: Phone call with City staff regarding LAIF acct. Phone call with City regarding pending documentation.	1.50	\$200.00	\$300.00
Hours	02/12/21: Meeting regarding pending issue, follow up.	1.00	\$200.00	\$200.00
Hours	02/19/21: Pending issues with City. Communications to prepare for meeting. Update call on pending items.	1.50	\$200.00	\$300.00
Hours	02/24/21: Deliver materials.	0.50	\$200.00	\$100.00
Hours	03/10/21: Phone call regarding pending issues. Follow-up email.	1.00	\$200.00	\$200.00
Hours	03/12/21: Prepare and revise minutes.	1.50	\$200.00	\$300.00
Hours	03/14/21: Phone call to review pending items.	0.50	\$200.00	\$100.00
Hours	03/15/21: Review draft report.	0.50	\$200.00	\$100.00
Hours	03/19/21: Call with County to review financial processes. Follow up research. Email communications.	1.00	\$200.00	\$200.00
Hours	03/22/21: Prepare agenda and staff reports. Prepare for and attend Board meeting, follow up.	5.00	\$200.00	\$1,000.00
Hours	04/05/21: Email communications. Prepare information for City LA and review documentation.	0.50	\$200.00	\$100.00
Hours	04/19/21: Prepare for and attend update meeting with Commissioner.	1.00	\$200.00	\$200.00
Hours	04/22/21: Email City regarding pending matters.	0.50	\$200.00	\$100.00
Hours	05/10/21: Regular virtual Commission meeting including agenda preparation and staff reports.	4.00	\$200.00	\$800.00

Item	Description	Quantity	Unit Price	Total
Hours	05/19/21: Prepare letter, send poll for meeting dates. Review email.	1.00	\$200.00	\$200.00
Hours	05/20/21: Update meeting, follow emails.	1.00	\$200.00	\$200.00
Hours	06/02/21: Update budget meeting with County and Commissioner.	1.00	\$200.00	\$200.00
Hours	06/03/21: Coordination for upcoming meetings.	1.00	\$200.00	\$200.00
Hours	06/10/21: Revise budget based on new information provided by County.	1.00	\$200.00	\$200.00
Hours	06/22/21: Email communications. Documents preparation for NBS. Provide info for City from County	1.00	\$200.00	\$200.00

Total \$5,600.00
Amount Paid - \$0.00

Amount Due **\$5,600.00**

Notes

CONFIDENTIAL INVOICE - Questions on this invoice, please call 866-774-3222