

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: November 10, 2010

TO: MERA Executive Committee

FROM: Maureen Cassingham, Executive Officer

SUBJECT: **AGENDA ITEM A-1:** PROPOSED AMENDMENT NO. 5 TO AGREEMENT FOR PROFESSIONAL SERVICES WITH REGIONAL GOVERNMENT SERVICES AUTHORITY AND PROPOSED EXECUTIVE OFFICER 2011 WORK PLAN

Recommended Action: Recommend approval of Proposed Amendment No. 5 to the Agreement for Professional Services between MERA and Regional Government Services, which continues the Executive Officer's services from January 1, 2011, through December 31, 2011, at the same hourly rate and average weekly work hours at 15, and recommend approval of Proposed Executive Officer 2011 Work Plan as presented.

Background: On October 21, 2010, the MERA Executive Officer Work Plan Committee Members Berg (for Kreins) and Nordhoff and I met to review the Executive Officer's Work Plan performance to date, the current RGS Authority Professional Services Agreement with MERA and the draft 2010 Annual Progress Report on Authority Operations and Activities.

To recap, it was recommended that the RGS contract be extended another year (1-1-11 to 12-31-11) at the same hourly pay which includes all E.O. expenses, that the current 15-hours-average-per-week work schedule be continued during 2011 and that some "safety valve" funding be allocated for extra hours if required for Strategic Plan implementation as determined by the Board and overseen by the Work Plan Committee.

Average weekly hours worked by the Executive Officer since January 1, 2010, is 19.4. The cost of continuing 15-hours-per-week Executive Officer compensation through the end of FY10-11 is \$9,000, which will be expensed from the Operating Budget Contingency line item. Workload will continue to be monitored by the Committee depending on the extent of implementation of the MERA Strategic Plan approved by the Board.

The Committee also recommended the addition of Tasks #3 and #6 to the original draft 2011 Executive Officer Work Plan (see attached). Finally, the WPC asked for

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reorganization of the accomplishments listed in the draft 2010 Annual Progress Report resulting in “bundling” like items and tying them to the Executive Officer’s 2010 Work Plan.

The only items in the 2010 Work Plan (see attached) not accomplished are the development of a radio cost policy (to be undertaken as part of Strategic Plan implementation) and development of an energy conservation policy (potentially negated by Smart Meter installation at MERA tower sites).

ATTACHMENTS: Proposed Amendment No. 5 to RGS Agreement
 Approved 2010 Executive Officer Work Plan
 Proposed 2011 Executive Officer Work Plan and
 Scope of Services MERA-RGS Executive Officer Contract of 12/5/07