MARIN EMERGENCY RADIO AUTHORITY

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DATE: July 24, 2013

TO: MERA Executive Board

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM **A-2:** REPORT #13 ON STRATEGIC PLAN IMPLEMENTATION

Recommended Action: Receive and file Report #13 on Strategic Plan Implementation.

Background: Since Strategic Plan Implementation Report #12 was presented to the Executive and Governing Boards on May 8 and May 15, 2013 respectively, the following has occurred:

1) The Finance Committee met on May 15, 2013. Agenda items included a Coverage Committee Report, Next Gen Project Budget, an update on the Next Gen Feasibility Study, an update on a grant-writing service, current and proposed bond terms and project information and budget for the Silicon Valley Regional Interoperability Authority.

2) The Project Oversight Committee met on May 22, 2013. Preceding the meeting was a conference call with NBS Managing Director Seifert on initial drafts of the Parcel Tax Study options for classifying parcels. The Committee welcomed Special Project Manager Jeffries and new members Brown and McCarthy. Agenda items included an update from the Finance Committee on the parcel tax study, current and future bond terms, Next Gen System Project budget, and project RFP technology. The Member Outreach Update included the Outreach calendar, Newsletter, MERA PPT to members, FAQs and Fact Sheet, video, MERA website enhancements and database development. Other items presented were the approved Outreach Plan and FY13-14 Budget and updated Master Calendar leading to the November 2014 election.

3) On May 31, Special Project Manager Jeffries and MERA Executive Officer conducted interviews for the position of Special Project Administrative Assistant. Thereafter, Alex Anderson was appointed.

4) The Operations Advisory Work Group met on July 3, 2013, to provide input to the MERA Executive Board on criteria for coverage additions. Their recommendations will be presented to the Executive Board on July 24.

5) The Project Oversight Committee met on July 10 and received a report from the Finance Committee on the first draft of the NBS Parcel Tax Study, the updated Project Financing Plan for the Next Gen System and a bond terms report. The first draft of the Next Gen Feasibility Study was presented along with stakeholder questions on the Next Gen System submitted by President Pearce. The Member Outreach Update included the proposed Board of Supervisors Workshop, updated Fact Sheet and FAQs and prioritizations of presentations to member agencies. Also discussed was outreach to schools and other agencies and organizations. Recommendations will be presented to the Executive Board on July 24.

6) The Finance Committee met on July 17. Agenda items included the draft NBS Parcel Tax Study, parcel tax study and parcel tax range, funding sources for base budget and project options, the Next Gen Feasibility Study, a report on coverage options along with site recommendations and costs, Next Gen Budget, Next Gen Project pension cost funding and an overview of the pending outreach presentations to member agencies. Recommendations will be presented to the Executive Board on July 24.

7) Informational presentations on the Next Gen System Project were made to the Marin Managers' Association and the Joint meeting of the Marin Police and Fire Chiefs on July 18. Special Project Manager Jeffries presented the PPT and video on the Project and responded to Q & A's.

8) A planning meeting is scheduled for July 23 with Vice President Hymel to prepare for the August 6 Board of Supervisors' Workshop on the Next Gen System Budget and Financing Plan. Participants are Jeffries, Mullen, Price, Tackabery and Cassingham.