

Agenda Item B-2a

MARIN EMERGENCY RADIO AUTHORITY

95 Rowland Way, Novato, CA 94945

2018 Executive Officer Work Plan Update (through 11/30/18)

The Executive Officer will:

- 1) Develop staff reports, policies and recommendations on administrative matters and financial operations including preparation of operating, capital, and debt service budgets for Committee, Executive and Governing Boards' review and action.

The Executive Officer provided ongoing analysis, administrative and financial staff reports, updated Board policies (e.g. Meeting Agenda , Meeting Teleconferencing and Public Records Administrative, etc.), created budgets for Authority Operations and Debt Service and presented recommendations for Committee and Board action.

- 2) Continue to facilitate completion of remaining Strategic Plan tasks, including supervision of work performed by contract staff and consultants. This includes: ongoing implementation of the Next Gen System Project, including existing lease negotiations, expansion of member and public outreach on Project progress and outcomes, development of new partnerships and strengthening communications between MERA Board and Committee members and member agencies.

Primary focus has been on Next Gen Project Implementation, including input and oversight of development of a long-term, comprehensive Next Gen Budget iterations, expansion of timely member media and public communications on Project progress (e.g. creation of one-page Project updates for Member use with Boards/Councils), documentation of non-member partnerships for use of current and Next Gen resources (e.g. completion of all 21 Letters of Agreement) and continued relationship-building with MERA contractual and community partners to benefit the Authority (e.g. KWMR support with MERA messaging, participation in Overhead meetings with County DPW Staff, etc.).

- 3) Provide administrative and financial analyses and logistical support to the Operations Officer on current System operations and Next Gen System implementation.

The Executive Officer provided management support and input, coordination and logistical assistance for the Operations Officer's work on day-to-day operations, Next Gen System Project approvals, System equipment/facilities repairs and other special projects, including:

- 1) Next Gen Site Leasing Coordination
- 2) DPW Invoicing Procedures

- 4) Maintain and enhance meraonline.org to best inform about current organization operations and activities, status of the Next Gen System Project and other special projects.

The Executive Officer has provided and/or overseen regular website content updates on MERA meetings, agendas, policies, projects and posting of related documentation for Member and public reference.

- 5) Provide information to member agencies, County professional organizations, the media, and other Marin County groups on current MERA operations and Next Gen System implementation.

The Executive Officer continues to advise and oversee outreach to Members, media, County organizations and the public about the Authority and MERA special projects.

- 6) Provide orientations on MERA with the Deputy Executive Officer – Next Gen Project for new Executive Board and Governing Board Members and Alternates, member agency elected and appointed officials and other interested persons.

The Executive Officer and Deputy Executive Officer for Next Gen Project teamed to provide one orientation this year in June for newly appointed Members of the Executive and Governing Boards.

- 7) Finalize a MERA Executive Officer succession plan and transition options for Committee and Executive and Governing Board action.

The Executive Officer submitted a Report to the Executive and Governing Boards in May and June, respectively, on succession planning, including bridging with Deputy Executive Officer, home office archival file integration and creation of a transition details file.

- 8) Finalize a long-term Next Gen System financial support plan beyond the term of the System Upgrade Agreement (SUA).

Several iterations of a long-term, comprehensive Next Gen Project Budget have been developed and shared with MERA Committees and Boards for input. This support plan, which is a living document subject to change throughout system design and implementation, fully utilizes the 20-year Measure A Parcel Tax for future system enhancements and useful life extension beyond the 12-year SUA's term after 3-year system warranty.

- 9) Perform all other duties as outlined in the Executive Officer Scope of Services or as directed by the MERA Executive and/or Governing Boards.

Special projects completed or undertaken during CY18:

Completion of CalPERS/RGS/LGS liability assessment and formal response

Participation in RPC approval process for Next Gen System design

Completion, coordination/participation in extensive Records Management

Site visit and office reorganization

Facilitation of 2016 Bonds Fitch Ratings review affirming AA- Rating

Bid process and Reinvestment of Measure A 2016 Bonds proceeds in

successor Guaranteed Investment Agreement