

Agenda Item A

MARIN EMERGENCY RADIO AUTHORITY

555 Northgate Drive, Suite 230, San Rafael, CA 94903

PHONE: (415) 448-0355

MEMORANDUM

DATE: April 22, 2009

TO: MERA Executive Committee

FROM: Maureen Cassingham, Executive Officer

SUBJECT: Proposed Technical Services Agreement between MERA and the County of Marin

Recommended Action: Review and provide direction on content and costs proposed in the Technical Services Agreement between MERA and the County of Marin for a period of three (3) years commencing July 1, 2009 through June 30, 2012.

Background: The first of the three service contracts between MERA and the County of Marin for Technical Services is ending on June 30, 2009. The Maintenance (5 year term) and Communications Engineer Consulting Services (3 year term) contracts end on June 30, 2010.

Attached are the current Technical Services Agreement and the proposed agreement. Substantive revisions in the proposed agreement are as follows:

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Section 8. Payment

Training and technical services will be billed monthly versus biannually.

(Note: This formalizes the current County billing practice of 30-45 days.)

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Section 13. Notices

This section will be amended to reflect MERA's address change.

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Exhibit A

1. Training

- Fire/EMS . . . The number of field users has been increased from 508 to 530.
- Law Enforcement . . . The number of dispatchers has been reduced from 109 to 100 and field users have been reduced from 769 to 700.
- Public Service . . . The number of field users has been increased from 734 to 920.
- The number of Supervisors/Managers to train has been increased from 400 to 600. The length of class has been increased from 2 hours to 4 hours.
- The number of dispatchers to be trained has been reduced from 120 to 20.
- The number of Field Personnel to be trained has been reduced from 1,600 to 840.
- Total number to be trained has decreased from 2,120 to 1,460.

2. Systems Analysis/Operations

County Staff will spend 26 hours per week on this task versus 12.

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Exhibit B

| Services to be Provided: | <u>FY 09-10</u> | <u>FY 10-11</u> | <u>FY 11-12</u> |
|--------------------------|------------------|------------------|------------------|
| A. Training | \$60,000* | \$30,000 | \$30,000 |
| B. Technical Services | 100,000 | 100,000 | 100,000 |
| C. Administrative Costs | <u>169,781</u> | <u>169,781</u> | <u>169,781</u> |
| | <u>\$329,781</u> | <u>\$299,781</u> | <u>\$299,781</u> |
| | | GRAND TOTAL | <u>\$929,343</u> |

| Services to be Provided: | <u>FY 06-07</u> | <u>FY 07-08</u> | <u>FY 08-09</u> |
|----------------------------|------------------|------------------|------------------|
| A. Training | \$60,000* | \$45,000 | \$30,000 |
| B. Technical Services | 100,000 | 100,000 | 100,000 |
| C. Administrative Services | <u>54,056</u> | <u>54,056</u> | <u>54,056</u> |
| | <u>\$214,056</u> | <u>\$199,056</u> | <u>\$184,056</u> |
| | GRAND TOTAL | | <u>\$597,168</u> |

*The County projects twenty (20) six-hour Supervisors/Managers training classes for a total of \$36,000 and \$24,000 for supplemental Field User and Dispatch training.

B. The Technical Services

While the wording of this section has not been changed, I am requesting that the practice of providing a written report to MERA explaining the cost and purpose of each proposed study be adhered to before any consultants are hired by the County. This is to assure that consultant costs are understood and authorized by both parties.

C. The Administrative Costs

| | <u>Proposed</u> | <u>Current</u> |
|---|-----------------|---------------------|
| i. County Public Works Director (10 hrs/wk) | \$91,561 | \$15,469 (2 hrs/wk) |
| ii. Deputy Public Works Director (4 hrs/wk) | 23,242 | 20,557 (4 hrs/wk) |
| iii. Communications Maintenance (8 hrs/wk) | 42,024 | 13,463 (4 hrs/wk) |
| iv. Senior Accounting Assistant (4 hrs/wk) | 12,954 | 4,567 (2 hrs/wk) |

The proposed increased costs reflect an audit of actual time County staff spent in FY 07-08 and 08-09 plus the additional work of several large multiyear projects during this contract and the vetting of same.

I have requested that the Administrative Costs for time expended on regular operations and capital projects be broken out for comparative and chargeback purposes to the appropriate funds.

It is recommended that during the term of this agreement, the Executive Committee discuss a cost comparison of these services by other parties to assure competitive pricing.

ATTACHMENTS: Current Technical Services Agreement between MERA
and County of Marin
Proposed Technical Services Agreement between MERA
and County of Marin