

## Agenda Item A-2a

### **MARIN EMERGENCY RADIO AUTHORITY**

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#### **2017 Executive Officer Work Plan Update (through 11/30/17)**

The Executive Officer will:

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

**The Executive Officer has provided analysis, administrative and financial staff reports, developed and updated Board policies, 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, 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 efforts have been on Next Gen Project implementation including oversight of the development of a long-term, comprehensive Next Gen Budget, expansion of timely member media and public communications on Project progress, documentation of non-member partnerships and use of resources and expanded relationship-building with MERA contractual partners and vendors to benefit the Authority.**

- 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 has 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) Frequency licensor assessment
- 2) Next Gen Project existing site leases analysis
- 3) FBI Big Rock phone line license agreement development
- 4) Finalization of Tomales Site documents
- 5) Site security enhancement analysis

- 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. Other related tasks included long-term website domain registration and staff and webmaster supervision and coordination in maintaining meraonline.org.**

- 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 semi-annual orientations on MERA with the Deputy Executive Officer – Next Gen Project for 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 March for newly appointed members of the Executive and Governing Boards.**

- 7) Finalize a MERA staff support succession plan for Committee and Executive and Governing Board action.

**The Executive Officer continued to work on succession planning including bridging with Deputy Executive Officer, preparation for archival file integration and ongoing creation of a transition details file. Further Committee and Board input on the Plan will be scheduled during 2018.**

- 8) Develop a long-term Next Gen System 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 the 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 CY17 implementation of enhanced collection procedures for delinquent utility owned parcels of Measure A Parcel Taxes, assessment, input and monitoring of PERS/LGS Special Audit, engagement of arbitrage calculation consulting services for 2016 Bonds and input on Operations Officer recruitment documents and process.**