

**MARIN EMERGENCY RADIO AUTHORITY**

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**DATE:** December 11, 2019

**TO:** MERA Governing Board

**FROM:** Maureen Cassingham, Executive Officer

**SUBJECT:** AGENDA ITEM **B-4**: PROPOSED CY2020 AGREEMENT FOR MANAGEMENT AND ADMINISTRATIVE SERVICES WITH REGIONAL GOVERNMENT SERVICES (RGS) FOR MERA EXECUTIVE OFFICER AND PROPOSED 2020 EXECUTIVE OFFICER WORK PLAN

Recommended Action: Upon review of the Executive Officer Work Plan Committee, approve the following:

- 1) Proposed CY2020 Agreement for Management Services with Regional Government Services (RGS) for MERA Executive Officer and Proposed 2020 Executive Officer Work Plan;
- 2) Executive Officer's 2019 Work Plan Outcomes and Hours through 11/30/19, including a regular annual cost of living adjustment to the Executive Officer hourly rate effective January 1; and,
- 3) Executive Officer's recommendation of annual cost of living adjustments to the Deputy Executive Officer-Next Gen Project and Administrative Assistant-Next Gen Project hourly rates effective January 1.

Background: On December 2 2019, the Executive Officer Work Plan Committee, comprised of President Pearce, Vice President Cusimano and Governing Board Member Gaffney, reviewed the status of the E.O. Work Plan for 2019, the Proposed Work Plan for 2020, along with the E.O. Work Hours Summary through 11/30/19.

The 2019 Plan Update provides a status on performance requirements 1 – 7, including Special Projects. The Proposed 2020 Work Plan reflects similar goals to 2019 with the addition of analyses and recommendations on the MERA Organization Chart and reporting relationships.

Regarding the Executive Officer's compensated hours, the Committee recommended continuation of the 18 hours average per week for General Administration and an average of 11 hours per week for Strategic Plan Next Gen Project Implementation, for a total of 29 average hours per week. General Administration hours are charged to the Operating Fund and Strategic Plan/Next Gen Implementation hours are charged to the Next Gen Project Fund, whose revenue source is the Measure A Parcel Tax.

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The Committee also recommended continuation of an annual cost-of-living increase in the Executive Officer's hourly rate each January 1. The CY2020 CPI adjustment is 2.5%, which is consistent with the County's FY19-20 Agreements rates.

Finally, the Executive Officer recommends continuation of annual cost of living adjustments in the hourly rates of the Deputy Executive Officer-Next Gen Project and Administrative Assistant-Next Gen Project, effective each January 1, based on the County's FY19-20 Agreements rates.

ATTACHMENTS:

- B-4a 2019 Executive Officer Work Plan Update – through 11/30/19
- B-4b Proposed 2020 Executive Officer Work Plan
- B-4c 2019 Recap of Executive Officer's Work Hours – through 11/30/19
- B-4d CY2020 Agreement with RGS for MERA Executive Officer