

G.B. 12/11/19 Agenda Item B-4a
MARIN EMERGENCY RADIO AUTHORITY

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2019 Executive Officer Work Plan Update (through 11-30-19)

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 Committees, Executive and Governing Boards' review and action.

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

- 2) Continued facilitation of completion of remaining Strategic Plan tasks, including coordination and supervision of work performed by contract staff and consultants. This includes: ongoing implementation of the Next Gen System Project, Project Budget development, existing and new Next Gen lease negotiations, expansion of member and public outreach on Project progress, development of new partnerships and strengthening communications between MERA Board and Committee Members and Member Agencies.

Primary focus continues to be on Next Gen Project Implementation, including input and oversight of development of long-term, comprehensive Next Gen Budget iterations, expansion of timely member media and public communications on Project progress, documentation of Non-Member partnerships for use of current and Next Gen resources (e.g., completion of additional 5 Non-Member System User Letters of Agreement for National Parks Conservancy (MMWD) and GGBHTD, Whistlestop Wheels, MV Transport and Marin Airporter (Marin Transit) and continued relationship-building with MERA contractual and community partners 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 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:

- A. Next Gen Existing Site Leasing Coordination and Extension (ATC-Mt. Tam and Martinelli Ranch – Stewart Point)
- B. DPW Invoicing Resolution for FY17-18 and FY18-19

- 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 MERA projects.

The Executive Officer has provided and/or overseen timely website content updates on MERA meetings, agendas, policies, projects and posting of related documentation for Member and public reference. Additionally, meraonline.org Powering Software has been upgraded and site navigation improvements to the MERA Documents and Governance pages have been completed.

- 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 Members 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 and Alternates of the Governing Board. These sessions have been expanded to include Members wishing a refresher and other Member interested parties.

- 7) 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 initiated during CY19 include:

A. Finalization of Reinvestment of 2016 Bond Proceeds in a New Guaranteed Investment Contract Resulting in Increased Interest Income for the Next Gen Project.

B. Commencement of Early Retirement of 2010 Refunding Revenue Bonds for Interest Savings.

C. Completion of Transition of Contract Financial and Administrative Support Services from Novato Fire Protection District to Town of Corte Madera.

D. Initiation of Records Imaging Project to Permit Hard Copy Backup, Remote Access and Easier Records Retrieval with Cloud Storage.

E. Participation in DPW Communications Manager Selection Process.