

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: May 19, 2010
TO: MERA Board of Directors
FROM: Maureen Cassingham, Executive Officer
SUBJECT: AGENDA ITEM A-6: PROPOSED AMENDMENT TO AGREEMENT FOR STRATEGIC PLANNING FACILITATION SERVICES BETWEEN MERA AND CBG COMMUNICATIONS, INC.

Recommended Action: As recommended by the Executive Committee on May 12, 2010, approve the attached amendment to the Agreement for Strategic Planning Facilitation Services between MERA and CBG Communications, Inc. for an additional cost of \$7,500 for extra work required to evolve the technical plan element and complete the strategic plan.

Background: On September 9, 2009, the Executive Committee approved a proposal from CBG Communications, Inc., to provide professional strategic planning facilitation services to MERA at a cost of \$24,000. On September 30, 2009, the Committee approved a proposal from County DPW to provide technical services for the strategic planning process with an estimated cost of \$35,400 for 236 hours of technical assistance.

MERA's strategic planning process has been proceeding effectively. MERA's EOF Subcommittee (Kreins, Irving and Gray) participated in Meeting No. 3 to give input to the Ad Hoc Strategic Planning Committee (Doyle, Pearce and Rodericks) on that project's priority and cost options. Meeting No. 4 is scheduled for June 16. Prior to that meeting, the draft strategic plan will be distributed for Committee review and discussion on June 16. Tentative timeline for formal presentation to the Executive Committee and Board is August/September 2010. The Finance Committee will be asked to comment on the fiscal implications of the plan before those meetings.

Attached is the proposed amendment, along with Tom Robinson's breakdown of the additional costs. CBG costs billed to-date are \$24,000.

The source of funding for this project is the Replacement Fund 70036.

ATTACHMENT: Proposed Amendment to CBG Agreement