

Marin General Services Agency
Executive Officer Work Program 2012
Bold: Notes June 29, 2012

General Duties:

- Provide general management oversight to the MGSA. **MGSA continues to function as prescribed by the JPA, including audits, board meetings, and budgets. I am available Monday – Friday during regular business hours, including when out of town, using a laptop and cell phone to conduct MGSA business.**
- Draft, present and monitor the annual budget to the Board. **The 2012-13 budgets were adopted in May 2012. Invoices have been sent to members and payments are being submitted.**
- Maintain the MGSA website with current and relevant information on MGSA activities and programs. **The website is maintained and updated regularly. MGSA board agendas, staff reports, and minutes are posted once they are mailed to the board. The roster of taxi companies and drivers are kept up to date as changes occur. MGSA may need to find another host for the website as Marin.org may not be willing to continue to host our website.**
- Represent MGSA interests as necessary in the coordination of services and programs with other agencies. **MGSA staff continues to coordinate with other JPA staff on relevant administrative issues. I have become something of a regular at MPWA meetings to assist in communicating issues such as the streetlight program and Republic's contract.**
- Lead and assist with intergovernmental coordination to facilitate MGSA goals and objectives (e.g. MERA, MTA, County of Marin) Supervise MGSA contract and support staff. **I continue to supervise contractors and direct as needed to further the objectives of MGSA. I will continue to meet with County and other agency staff members to pursue new work relations for MGSA as may be appropriate.**
- Draft and prepare timely meeting agendas, including periodic reports for the various MGSA programs. **Meeting agendas, reports and minutes are prepared as needed. The agendas include matters for board action as well as periodic updates from me and contractors.**
- Oversee general office operations including accounts receivable and payable. **I have learned to manage invoices and budget tracking and entry screens in SAP. MGSA administrative staff (Carla Overberger) has become quite proficient in SAP. We continue to improve our accounting skills, such that for 2011-12 we anticipate that no journal entry adjustments will be needed.**

- Supervise office staff. **MGSA shares one administrative staff person with MTA (we support 30% FTE) who works at the shared office in San Rafael. Ms. Overberger does an excellent job assisting with Board packets and managing the day-to-day flow of invoices, mail, and SAP system input. Ms. Overberger prepared the first draft of a new taxi regulation program data base for use by Mr. Rawles.**

Street Light Program

- Monitor and ensure the proper operation of streetlights; coordinate repairs, as necessary. **Republic will begin service under the new contract on July 1, 2012. MGSA members have been asked to select the level of service each desires to utilize (there are now three under the new contract) and ensure that there is a contact person(s) for each agency who can be reached by Republic as needed.**
- Provide updates on the programmatic status to MGSA Board members. **Regular updates are provided at board meetings. I will monitor implementation of the new contract and report as appropriate.**
- Provide the MGSA Board with an assessment of the potential impacts and alternatives for the Street Light Program upon implementation of Community Choice Aggregation (CCA). **I continue to work with County staff who, in turn, works directly with town/city staffs regarding options and potential funding of alternate lights. Conversion to LED/Induction, with outside financial assistance, is still the most cost effective measure available to save on energy costs.**
- Provide the MGSA Board and members with assistance, through MEMT and other sources, regarding LED, Induction or other technologies. **See above.**

Taxi Cab Regulation

- Continue implementation of the program in accordance with the adopted countywide ordinances and other regulatory requirements. **The taxi regulation program continues to operate smoothly. We were successful in turning back an attempt at the State Appellate Court to quash the Preliminary Injunction which required Novato Taxi to cease operations absent MGSA permits. Trial on the main issue of litigation is scheduled for the fall in the Superior Court. Novato Taxi now maintains permits as required and is making payments on its \$5000 fine. The fine should be fully paid off during 2012-13.**
- Retain and monitor contract provider for the program. Monitor and measure the success of the program and ensure accountability. **Jeff Rawles continues to perform well. During 2012-13 we will begin the process of renewing driver and company permits for those who were among the**

first group to receive permits. As the original companies lose their “grand-parented” status and the large number of driver renewals is processed, fee revenues are expected to increase. I will monitor revenues and costs to continue to work toward full cost recovery, possibly including indirect costs.

- Provide regular updates to MGSA Board members inclusive of programmatic milestones, data, and enforcement information. **Mr. Rawles and I continue to provide an update report at each board meeting.**
- Continue to emphasize enforcement of Regulations. **Most companies and their drivers voluntarily (although some grudgingly) apply for and maintain their permits. There are still the few companies which try to avoid the time and cost of a permit, such as when changing a vehicle. Complaints from other companies are often our best source of notification of needed enforcement.**

Abandoned Vehicle Abatement

- Monitor and measure success of the program and ensure accountability. **The county’s AVAP program has been extended to 2022. Each member agency (the County and all towns/cities) adopted the requisite resolution extending the program.**
- Retain and monitor contract provider for the program. Provide updates to MGSA Board members. **Jeff Rawles continues to collect data from member agencies and makes the distributions quarterly.**

Marin Climate Energy Partnership (MCEP)

- Monitor grant terms for MGSA compliance. **All proceeds from the BAAQMD and MCF grants have been spent. During 2011-12, the County/PG&E provided \$25,000 to help replace a portion of another MCF grant, which did not materialize. Approximately \$2200 of these County/PG&E funds will carry over to 2012-13.**
- Invoice members as necessary. **All members have been invoiced for 2012-13. Although the Town of Corte Madera has withdrawn from MCEP, payments from the others are expected to be completed in July 2012.**
- Coordinate retention of a program contractor with MCEP Steering Committee. **Christine O’Rourke has served as Sustainability Coordinator since January 2010. She is doing an excellent job coordinating the work of the Steering Committee, assisting in the preparation of the CAP’s, and conducting town/city GHG inventories.**
- Assist Steering Committee to determine future of MCEP program. **By the end of 2011-12, one city’s draft GHG inventory update has been**

completed. This draft will be used as a template for others. The work plan for 2012-13 includes completion of six town/city GHG inventory updates by December 2012, presenting these and other reports to city/town councils as desired, and conducting community outreach. The Steering Committee continues to discuss its ongoing role and objectives.

- Discuss the policy implications of various options and alternatives with the MGSA Board. **I have provided updates as issue arise for board information or action.**

MarinMap

- Provide oversight to the contract manager on the MarinMap work plan. **Wayne Bush continues to manage MarinMap well, reviewing and tracking invoices from third-party contractors and the County, and tracking expenditures. He takes personal responsibility to see that the work program moves forward.**
- Prepare, present and monitor annual budget. **Mr. Bush and I prepare the annual MarinMap budget, review it with the steering committee and present it to the board along with the other MGSA budgets. It appears that TAM will join MarinMap in 2012-13 adding \$10,000 to revenues.**
- Explore expansion opportunities, as appropriate. **MarinMap is directed by its Steering Committee and Executive Sub-committee, determining programs and projects to pursue. Mr. Bush provides guidance to the committees.**
- Provide regular updates to GSA Board members. **Mr. Bush and/or I provide updates at each board meeting.**

Mediation Services

- Process costs on behalf of its members. **As part of the annual budget process, I coordinate with the District Attorney's staff to invoice each member and collect the payments with MGSA dues.**
- Provide updates to GSA Board members. **The District Attorney's Office provides reports when available.**