

# MARIN GENERAL SERVICES AUTHORITY

371 Bel Marin Keys Blvd., Suite 100, Novato, CA 94949

Phone: (415) 883-9100 FAX: (415) 883-9155

## MEMORANDUM

**DATE:** March 8, 2007

MSGA 3

**TO:** MGSA Board of Directors

**FROM:** Michael Garvey, Interim Executive Officer

**SUBJECT:** AGENDA ITEM D: MONTHLY BILLINGS

---

Thanks for your note about estimates of how often my monthly billings under the MGSA contract will exceed the \$3,500 limit that requires approval. I too have been thinking about this. Clearly it makes little sense to have a system that requires frequent monthly exceptions. Also, such a system puts the Chair in the awkward position of approving solely payments that may exceed the expectations of other Board members.

The problem is more complicated with MERA than it is with MGSA. The billings:

	MERA	MGSA
Nov. 2006	\$4,243	\$3,1500
Dec. 2006	\$2,143	\$2,800
Jan. 2007	\$4,331	\$4,856
Feb. 2007	\$4,681	\$4,725

I think the MERA amount may be a temporary challenge, as the workload should reduce to the estimated times Marty recommended after the transition to the DPW contract and the Motorola closeout. I note also the start of outreach to the Public Safety community. The Chiefs seem to be gaining confidence in the program Farhad Mansourian and I have presented to them. This also should lead to reduced hours on my part. The only potential area of increased workload is the possible participation in Homeland Security's Bay Area "Super UASI," a program that brings benefits and the possibility of large grants. There is no other information to report at this point but I am researching the matter.

MGSA could continue to be an issue. The migration of MarinMap is more complicated than anticipated (Dave Byers is working on that) and MTA and the Oversight Committee have shown interest in the Wireless Needs Assessment, requiring additional meetings. I think this bridge building is valuable and necessary for the long-term success of the program, and is consistent with the direction given by the Board. It has the disadvantage of presenting a workload that is difficult to predict. It also presents an increase from the \$3,833 monthly billings for administration under the former system, offset by the reduced expense of office space and clerical support.

Supervisor Kinsey has suggested I begin to send brief monthly MERA progress reports, and I have started with January. Would it be helpful if I did the same for MGSA? At a minimum that would provide information you could route to Board members to keep them apprised of workload and progress.