

MARIN GENERAL SERVICES AUTHORITY

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MEMORANDUM

DATE: January 10, 2013

TO: MGSA Board of Directors

FROM: Paul Berlant, Executive Officer

SUBJECT: AGENDA ITEM: G: Executive Officer and General Counsel Workload

Recommended Action

Receive this report and concur with the suggested reductions in workload.

Background

In the last several months it appears that my workload as Executive Officer and that of the General Counsel have diminished. The various programs the MGSA carries out have settled into a steady pattern given the renewal of the streetlight maintenance agreement with Republic ITS, acceptance by the taxi industry of MGSA's regulatory role, as MarinMap has matured, and the MCEP program continues to serve its members. As discussed last summer, the taxi regulation program continues to be time consuming for the Program Administrator and his workload will likely increase during 2013 as the large cohort of original applicants is processed for renewal of permits. However, absent unforeseen issues, the time of the Executive Officer will only be slightly impacted with the renewal process.

With regard to the General Counsel, with the exception of litigation, the legal demands of the JPA generally include review of routine documents such as professional service agreements and occasional legal research. The one on-going matter of litigation will hopefully be wrapped up shortly.

This reduction in demand for staff time prompted my review of my workload and the potential to reduce JPA cost. In the five years I have been with MGSA, I have developed a basic understanding of the SAP accounting system (at least enough to review and handle invoices, track expenses and prepare and monitor the budgets), have sufficient knowledge of the streetlight system to be able to deal with member and public inquiries, and I have an excellent working relationship with the various contractors who do the day-to-day work of the JPA. I believe I can perform my routine duties, track expenses, keep up with the demands of consultants, respond to inquiries and prepare board reports utilizing about 80% of the time I needed previously. Absent a new program or other time consuming effort, I do not see this changing in the near term. There will continue to be

seasons when more time is needed, such as with budget development and review, but this should balance out with the slower times, such as mid-summer or the holidays.

Based on the above, and after a brief conversation with the Board Chair, I have reduced the time charged to MGSA for my services by 20%. Simply reducing the hours reported to RGS, the JPA through which my services are provided accomplishes the change. I have started the change in my work time effective January 1, 2013. The financial effect of this reduction will be a savings of approximately \$21,000 per year. I will budget accordingly for 2013-14 and there will be a proportional savings in 2012-13.

As for the General Counsel, absent a Closed Session or other specific legal matter that would require his attendance at a Board meeting, I suggest that Mr. Byers be asked to attend only those meetings where his attendance is specifically needed. I will continue to consult with him, seek legal guidance or historical perspective as needed, and ask for his review of legal documents, but will not request his attendance at regular meetings, with only routine matters. The savings associated with not asking Mr. Byers to attend board meetings unless legal matters require is difficult to estimate, but may be in the hundreds of dollars per year.