

MARIN TELECOMMUNICATIONS AGENCY
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MEMORANDUM

DATE: May 13, 2009
TO: MTA Finance & Policy Committee
FROM: Barbara Thornton, Executive Officer
SUBJECT: AGENDA ITEM **D-4**: EXECUTIVE OFFICER SERVICES CONTRACT

Recommended Action: Approve Contract with Barbara Thornton for Executive Officer Services for the period of July 1, 2008 through June 30, 2009 for total fees of \$130,224.

Background:

During the MTA Executive Officer transition period the Executive Officer Services contract for the MTA Executive Officer was with the County of Marin through June 30, 2008. The attached Contract is for Executive Officer Services for the period July 1, 2008 through June 30, 2009. It establishes the direct relationship between the Executive Officer and the MTA. The fee for services is \$10,852 per month totaling \$130,224 for the twelve month period July 1, 2008 through June 30, 2009. The monthly fees remain the same as the previous contract for Executive Officer Services for the period October 2007 through June 2008. This contract is for Barbara Thornton to serve as the Executive Officer for the MTA. The contract has been reviewed by Greg Stepanicich, MTA Legal Counsel.

The Contract identifies that the Contractor will perform the following duties:

- Coordinate and prepare the monthly MTA Board and Finance and Policy Committee Agendas
- Support the development of the Public, Education and Government Access media center through the creation, negotiation and administration of contracts
- Administer the development and Implementation of the MTA Strategic Plan
- Prepare for Board approval and administer the MTA Budget
- Develop and manage the MTA annual Work Plan
- Keep abreast of technology and policy changes in the field of telecommunications
- Manage the MTA contractors
- Administer the CATV Franchises within the MTA's jurisdiction