

# MARIN GENERAL SERVICES AUTHORITY

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## MEMORANDUM

**DATE:** September 10, 2015

**TO:** MGSA Board of Directors

**FROM:** Paul Berlant, Executive Officer

**SUBJECT:** AGENDA ITEM H: Professional Services Contracts: Taxicab Regulation Program/AVAP Administrator – Jeff Rawles; MCEP Sustainability Coordinator – Christine O’Rourke; and MGSA Support Services – Candice Bozzard

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### Recommended Action

There are three professional services contracts discussed below which need to be extended in order to continue the services of the respective individuals. I am requesting authorization to execute the standard professional services contracts as described below.

### Discussion

Each person providing services to MGSA is under an individual professional services contract. The terms of three current contracts expire on December 31, 2015. Listed below are the contracts for which an extension is recommended:

- Agreement with Regional Government Services (RGS) for the Taxicab Regulation and Abandoned Vehicle Abatement Program Manager, Jeff Rawles. The agreement expires on December 31, 2015. An extension for one year is proposed with the same terms and scope of work, however including my recommendation for an increase in compensation of \$2000 per year (2.5%) for an annual cost of \$83,399. Mr. Rawles has not had an increase in compensation for two years. This increase is included in the adopted 2015-16 budget under the Taxicab Regulation Program. Mr. Rawles receives approximately 88% of this amount, the remaining balance kept by RGS for their direct and indirect costs. The contract with RGS covers taxicab regulation and AVAP.
- Agreement with Candice Bozzard for support of MGSA office operations. Ms. Bozzard’s services are shared with Marin LAFCO. The agreement expires on December 31, 2015 and is proposed to be extended for one year (through December 2016) with an increase of \$1/hour to \$37/hour (a 3% increase, consistent with other County employee groups) and the same scope of work. The one year cost is \$20,000.

- Agreement with Christine O'Rourke who serves as MCEP Sustainability Coordinator. The agreement expires on December 31, 2015. An extension for one year is proposed at the same terms and with an updated scope of work for 2016 with an increase from \$85 to \$90 per hour. The maximum 12 month cost is \$80,000, which is covered in the adopted MCEP budget. The MCEP Steering Committee has seen and approved the extension and increase in compensation.

Note that the agreement for professional services by Wayne Bush for MarinMap does not contain a specific end date, but rather may be cancelled with 90 days' notice. That agreement will continue at the same rate and scope unless it is brought back to the Board.

Attachments

Attached are the draft agreements and resolutions authorizing the Executive Officer to execute the three professional services agreements.