

# MARIN GENERAL SERVICES AUTHORITY

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## MEMORANDUM

**DATE:** March 14, 2013

**TO:** MGSA Board of Directors

**FROM:** Paul Berlant, Executive Officer

**SUBJECT:** AGENDA ITEM: F: Marin Climate and Energy Partnership Program  
(MCEP) Professional Services Agreement – Christine O’Rourke

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Recommendation: Authorize the Executive Officer to enter into a new professional services agreement with Christine O’Rourke to extend her work through December 30, 2014 for MCEP.

Summary:

On February 7, 2013 the MCEP Steering Committee voted to continue using the services of Christine O’Rourke, whose professional services contract runs through June 2013. The committee would like to extend Ms. O’Rourke’s contract, with an updated scope of work to cover the period of a new County/PG&E grant (Item F on this agenda), through December 2014. Ms. O’Rourke’s hourly rate will increase from \$70 to \$75 per hour, with a maximum fee of \$60,000. The County/PG&E grant is in the amount of \$28,500. An additional \$26,000 in member contributions is expected for FY 2013-14. Further, we anticipate approximately \$40,000 in carry over from FY 2012-13. These funds will be reflected in the FY 2013-14 budget.

The committee will use Ms. O’Rourke’s services to assist the members in updating their GHG emissions inventories, in their Climate Action Plan implementation efforts, preparing grant applications, and managing the work of the committee.

The proposed contract is the standard MCEP professional services agreement. An electronic copy of draft agreement and draft resolution are available on the MGSA web page. [Agreement](#) [Draft Resolution](#)