

MARIN GENERAL SERVICES AUTHORITY

555 Northgate Drive, San Rafael, CA 94903

PHONE: (415) 448-0359

MEMORANDUM

DATE: March 3, 2011
TO: MGSA Board of Directors
FROM: Paul Berlant, Executive Officer
SUBJECT: AGENDA ITEM: E: MarinMap Program – Program Director

Recommended Action

Authorize the Executive Officer to execute a professional services agreement with the Wayne Bush to serve as Program Director of the MarinMap Program.

Discussion

At the January MGSA Board meeting, staff had brought forward the recommendation of the MarinMap Executive Sub-committee to approve a contract with Wayne Bush, who had performed the duties of the Program Director on behalf of the City of Mill Valley. In the interest of transparency, the Board directed staff to conduct a recruitment for the position of Program Director rather than move forward as recommended.

Since the January meeting, with the assistance of the MarinMap Executive Sub-committee and three volunteers from that committee, MGSA staff has conducted such a recruitment. An ad was placed in the Marin IJ and on Craig's List. Eighteen responses were received and screened by me and the committee. On February 9, 2011, the top three applicants were interviewed by a panel consisting of Hamid Shamsapour and two members of the committee. The applicants were screened using the following criteria: GIS expertise; experience managing a regional GIS program; municipal experience; and knowledge of Marin County. The interview panel unanimously found Mr. Bush to be the most qualified.

A professional services agreement has been prepared which reflects the same terms and scope of work presented at the January meeting. The terms include month-to-month term with compensation in the amount of \$2720 per month (based on an expected 32 hours per month at \$85 per hour). MarinMap will provide Mr. Bush with one license for the ArcView software necessary to run MarinMap.

Attachment

Draft Professional Services Agreement – Program Director MarinMap