

MARIN GENERAL SERVICES AUTHORITY

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MEMORANDUM

DATE: May 12, 2011

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

Recommendation: Authorize the Executive Officer to enter into a new professional services agreement with Christine O’Rourke to extend her work for one year for MCEP.

Summary:

The MCEP Steering Committee has decided to continue using the services of Christine O’Rourke, with whom the MGSA has a professional services contract running through June 2011. The committee would like to extend the contract, with a revised scope of work. The committee also agreed to increase Ms. O’Rourke’s hourly rate from \$65 to \$70, with a maximum fee of \$80,000. As you will see in the proposed 2011-12 budget for MCEP, funds are available from 2010-11 carryover and member dues for 2011-12.

The committee anticipates using Ms. O’Rourke’s services to assist the members in updating their GHG emissions inventories, possibly beginning a community outreach program, assist in Climate Action Plan implementation efforts, and preparing grant applications and reports to Marin Community Foundation.

Attachments:

Professional Services Agreement – Christine O’Rourke