

MARIN GENERAL SERVICES AUTHORITY

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MEMORANDUM

DATE: September 14, 2006

TO: MGSA Board of Directors

FROM: Martin J. Nichols, Executive Officer

SUBJECT: AGENDA ITEM E3: NEW CONTRACT WITH DEBORAH CREECH FOR ADMINISTRATION OF ABANDONED VEHICLE ABATEMENT PROGRAM AND TAXICAB REGULATION PROGRAM

Recommended Action: Authorize the Executive Officer to execute a new one-year agreement with Deborah Creech for the administration of the Abandoned Vehicle Abatement and Taxicab Regulation Programs.

Background:

Ms. Creech has two agreements with the Marin General Services Authority for the Abandoned Vehicle Abatement and Taxicab Regulation Programs.

1. Abandoned Vehicle Abatement Program

The Abandoned Vehicle Program is funded by a surcharge on vehicle registrations. For the past five years, Ms. Creech has managed this program for under contract to the JPA.

Five percent of the Abandoned Vehicle Program funding can be used for program administration. Ms. Creech's new rate (\$43.00/hr) is a two percent increase over her current contract (\$42.00/hr).

This agreement is through September 30, 2006 and the total cost of \$12,500 is included with the approved budget.

2. Taxicab Regulation Program

Ms. Creech has managed and implemented this new program for one year. Her fully loaded rate is \$43.00 per hour (same as for the AVAP).

Under the proposed contract, Ms. Creech is responsible for both startup (one-time) duties and the ongoing program administration. Her duties are specified in Exhibit A of the contract. We are in the establishment phase of his program. The contract is written as not to exceed amount.

The total obligation under this agreement is \$26,000.