

DEPARTMENT OF PUBLIC WORKS

COUNTY OF MARIN
www.co.marin.ca.us/pw

ADMINISTRATION
499-6528

ACCOUNTING
499-7877 • FAX 507-2899

AIRPORT
451-A AIRPORT ROAD
NOVATO, CA 94945
897-1754 • FAX 897-1264

BUILDING MAINTENANCE
499-6576 • FAX 499-3250

CAPITAL PROJECTS
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MAINTENANCE
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CALIFORNIA RELAY SERVICE 711

ENGINEERING & SURVEY
499-7877 • FAX 499-3724

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COUNTY GARAGE
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LAND DEVELOPMENT
499-6549

PRINTING
499-6377 • FAX 499-6617

PURCHASING
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REAL ESTATE
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ROAD MAINTENANCE
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STORMWATER PROGRAM
499-6528

TRANSPORTATION
PLANNING & TRAFFIC
OPERATIONS
499-6528

WASTE MANAGEMENT
499-6647 • FAX 446-7373

ALL AREA CODES ARE 415

P. O. Box 4186, San Rafael, CA 94913-4186 • 415/499-6528 • FAX 415/499-3799 • TTY 415/473-3232

Farhad Mansourian, RCE
Director

September 14, 2010

Marin County Board of Supervisors
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Professional Services Contract with Jeff Rawles
Waste Management Administrative Services

Dear Board Members:

RECOMMENDATION: 1) Execute contract with Jeff Rawles in the amount of \$50,000 and 2) Authorize the Department of Finance to make the budget adjustments outlined in the "Fiscal Impact" section below.

SUMMARY: Public Works provides administrative services to the Marin Hazardous and Solid Waste Joint Powers Authority (JPA). The JPA Board of Directors approved budget for fiscal year 2010-2011 included an expanded work program that sets forth a number of waste reduction activities and includes a new Program Manager position to coordinate zero waste activities. The recruitment for this new position will take some time to complete. Meanwhile given the increased program, administrative assistance is needed for a number of tasks including:

- Negotiation and administration of consultant contracts to provide public education and waste reduction documents for implementation by member agencies.
- Revisions to solid waste ordinances to include commercial recycling requirements, an updated Model Construction and Demolition Ordinance, and disposal of hazardous materials.
- Working with other County departments and local agencies in support of JPA activities.
- Updating solid waste franchise agreements to improve waste diversion and reporting requirements. A key component will include adding food waste to diversion and implementing wet/dry collection routes to hauler agreements.
- Developing grant assistance to local municipalities to implement waste reduction activities.
- Assisting Public Works with administration of grants and other subventions.
- Negotiate and put together revisions to County franchise agreements with waste haulers on rate adjustments, waste reduction and recycling programs.
- Assisting Public Works administration with JPA agenda preparation, staff reports, contract administration, and budget and cost accounting activities.

To provide staffing and administrative assistance in providing these services, it is our finding that Jeff Rawles is uniquely capable and qualified. It is therefore recommended that your Board approve the subject contract.

FISCAL IMPACT: This agreement will be funded by increased revenue to the Waste Management Budget from the JPA and there is no additional cost to the General Fund.

Fund	Fund Center	Commitment Item #	Increase Appropriations/ Expenditures Amount	Offset Revenue Account
10000	4100081000	Professional Services 5210100	\$50,000	
10000	4100081000	Inter-fund Rev. charges 4640515		\$50,000

REVIEWED BY: ☒ Department of Finance ☐ N/A
 ☐ County Counsel ☒ N/A
 ☐ Human Resources ☒ N/A

Respectfully submitted,



Michael Frost
Deputy Director

Attachment

FMBB # 100014718

Merit Document No. 10020861

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