

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 04/17/06		Item Number: <u>A-1</u>	
AGENDA ITEM: Authorization to Award a Professional Services Agreement to R3 Consulting Group, Inc to support the Sanitation Division by providing an Interim Sanitation Manager			
Contact Person/Dept.: C. D. Herbertson		Phone Number: 310-253-5635	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☐
Public Notification: R3 Consulting Group, Inc. was notified via telephone call (04/13/06) and Master Notification List (04/13/06)			
Department Approval: Charles D. Herbertson (04/07/06)		CAO Approval: Jerry B. Fulwood (04/13/06)	
City Controller Approval: Marlee Chang (04/13/06)			

RECOMMENDATION:

Staff recommends the City Council award a contract with R3 Consulting Group, Inc. in an aggregate not-to-exceed amount of \$80,000. The contract will be for the purpose of providing an Interim Solid Waste Manager for the Sanitation Division of the Public Works Department

BACKGROUND/DISCUSSION:

On March 17, 2006, Sanitation Manager Damian Skinner resigned his position to accept employment in private industry. The Public Works Department - Sanitation Division entered into an agreement with R3 Consulting Group, Inc. to support the Division with an Interim Solid Waste Manager at the direction of the Public Works Director at a not-to-exceed fee of \$10,000. In order to continue these services while the recruitment process for Sanitation Manager proceeds, it is necessary to provide for a longer term contract.

The Sanitation Division is a \$10 million dollar per year operation. It is vitally important to provide for proper leadership and management of the division during the interim period while recruitment of a permanent Sanitation Division Manager is underway. Ongoing projects and duties include: supporting the division through the budget process; operational projects such as the expansion of the Transfer Station permit; reviews of significant contracts, ie, Best way, North State Environmental, Ecologics, Inc; directing division's day-to-day operations, technical and personnel issues; assisting in directing the strategic development and implementation of ongoing plans and programs to improve the efficiency of all waste management

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operations including cost control programs, routing optimization, manpower utilization studies and work method improvements.

This interim role will be filled by Sam Chandler, the Senior Manager of Consultant's Southern California office in Rancho Cucamonga California. He has been involved in a number of projects including review of the solid waste management operations for the City of Redlands, San Bernardino County and the City of Tacoma, Washington. Prior to joining R3 he ran his own solid waste management consulting business providing services to both public and private clients in Arizona, California and Washington.

Mr. Chandler served as the Solid Waste Deputy Director for the City of Tucson for eight years. His responsibilities included the daily operation of a vertically integrated municipal solid waste enterprise with 150,000 residential customers, 4,500 commercial customers, a subtitle D landfill and recycling systems that generated \$34 million in annual revenues.

Mr. Chandler also served as the Environmental Services Manager for the City of Santa Monica. In that capacity he managed the street sweeping section, directed the activities of a solid waste enterprise fund including residential and commercial collections, recycling, green waste programs, transfer station operations and bulky collections, maintained the Santa Monica Beach, operated six parking garages in the downtown shopping district and provided custodial care for the 3rd Street Promenade.

It is anticipated Mr. Chandler will serve for a period of approximately 5 to 6 months while the City recruits for a permanent replacement for the position. The initial six-week assignment will be on a full-time (8 hours per day) on-site basis. Following this familiarization period, if feasible, as determined by the Public Works Director, those hours may be reduced to an average of three days per week, subject to the demands of the tasks assigned.

Mr. Chandler will provide recruitment support for the hiring process for the permanent Sanitation Manager and will remain on-board to provide a transition-training period to assure the successful start-up of the new permanent Sanitation Manager.

In addition, Mr. Chandler will provide a written report during the interim period and make recommendations and findings for the Culver City Sanitation Division that can be used to improve procedures and systems in either short term quick win situations or over a longer time period under the new Sanitation Manager. All of the resources of R3 Consulting Group, Inc will be available for the City to gain additional value during this engagement.

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To support this plan, staff is recommending that the City Council approve entering a into contract with R3 Consulting Group, to support the Sanitation Division until a recruitment can be successfully completed. Mr. Chandler's hourly rate is \$125.00.

FISCAL ANALYSIS:

There are sufficient salary savings in the Sanitation Division budget to provide funding for this contract.

ATTACHMENTS:

1. R3 Consulting Group, Inc's Statement of Qualifications.
2. Resume of Sam Chandler.

MOTION:

That the City Council:

- 1) Award a contract with R3 Consulting Group, Inc (for Sam Chandler) to support the Sanitation Division on development projects, for an aggregate not-to-exceed fee of \$80,000.
- 2) Direct the City Attorney to prepare the necessary documents and authorize the Chief Administrative Officer to approve the documents.