



# staff report

---

TO: Honorable Mayor and Members of the City Council

ATTENTION: Jeffrey L. Stewart, City Manager

FROM: Len Gorecki, Director of Public Works  
Bernardo Iniguez, Public Works Manager

SUBJECT: Consideration and possible action to authorize the City Manager to execute Amendment No. 2 to Agreement File No. 311.1, in a form approved by the City Attorney, with Kevin Sales dba KJServices Environmental Consulting for the administration and coordination of the Used Oil Recycling Program and Beverage Container Recycling Program.

DATE: October 10, 2016

## **EXECUTIVE SUMMARY**

This action would authorize the City Manager to execute Amendment No. 2 to Agreement File No. 311.1 (Amendment) with KJServices Environmental Consulting (KJServices). The purpose of the Amendment is to modify the compensation for the performance of said services and extend the term of the Agreement.

## **RECOMMENDATION TO CITY COUNCIL**

- 1) Authorize the City Manager to execute Amendment No. 2 to Agreement File No. 311.1, in a form approved by the City Attorney; or
- 2) Alternatively, discuss and take other action related to this item.

## **FISCAL IMPACT**

The total amount of the compensation to be paid to KJServices is \$42,252. Sufficient funds have been budgeted in Account Nos. 010-42346-3000, 010-42348-3000, 010-42346-3105, and 010-42348-3105. This Agreement will be fully funded by grants from the California Department of Resources Recycling and Recovery (CalRecycle).

## **BACKGROUND**

CalRecycle provides annual Used Oil Recycling and Beverage Container Recycling grants to local governments for the establishment of used oil and beverage container recycling programs. Each year, the City receives approximately \$20,000 through the Used Oil Payment Program for the Used Oil Recycling Program and approximately \$20,000 through the City/County Payment Program for the Beverage Container Recycling Program.

On August 19, 2014, Public Works released a Request for Proposals (RFP) for the administration and coordination of the Used Oil Recycling Program and Beverage Container Recycling Program. We received one proposal from KJServices, which we reviewed and determined to be satisfactory. On October 13, 2014, the City entered into Agreement File No. 311.1 (Agreement) with KJServices, which allowed for the extension of the Agreement for up to 2 additional 1-year terms. On October 12, 2015, Amendment No. 1 extended the term of the Agreement for a 1-year term.

The Scope of Work for the Used Oil Recycling Program will include conducting site visits at certified used oil collection centers, staffing a booth at various special events to distribute educational materials, conducting two used oil collection and used oil filter exchange events, and providing used oil recycling presentations at local high school auto shop classes.

The Scope of Work for the Used Beverage Container Recycling Program will include conducting bottle and can recycling presentations at local elementary schools, conducting a recycling artwork contest, and producing a City of Bellflower 2017 Community Recycling Awareness Calendar.

**ATTACHMENT**

Amendment No. 2 to Agreement File No. 311.1 ..... 3

**AMENDMENT NO. 2 TO  
AGREEMENT FILE NO. 311.1 BETWEEN  
THE CITY OF BELLFLOWER AND  
KJSERVICES ENVIRONMENTAL CONSULTING  
FOR ADMINISTRATION AND COORDINATION OF THE USED OIL RECYCLING PROGRAM  
AND BEVERAGE CONTAINER RECYCLING PROGRAM**

THIS AMENDMENT NO. 2 ("Amendment") is made and entered into this 10<sup>th</sup> day of October 2016 by and between the CITY OF BELLFLOWER, a general law city and municipal corporation ("CITY"), and Kevin Sales dba KJServices Environmental Consulting, a sole proprietorship ("CONSULTANT").

1. Pursuant to Section 1 (Term) of Agreement File No. 311.1 ("Agreement"), the term is amended to read as follows:

"This Agreement commenced on October 13, 2014, and shall remain and continue in effect until tasks herein are completed, but in no event later than October 12, 2017, unless sooner terminated pursuant to the provisions of this Agreement."

2. Pursuant to Section 5(b) of the Agreement, Section 5(a) is amended to read:

"City agrees to pay Consultant monthly, in accordance with the payment schedule set forth in Exhibit A. The total sum shall not exceed \$42,252.00, for the total term of the Agreement, unless additional payment is approved by the City Manager and/or City Council, as provided by this Agreement."

2. Exhibit A (Scope of Services) is replaced in its entirety with the attached Exhibit A, which is incorporated by reference.

3. This Amendment may be executed in any number or counterparts, each of which will be an original, but all of which together constitutes one instrument executed on the same date.

4. Except as modified by this Amendment, all other terms and conditions of Agreement File No. 311.1 remain the same.

**IN WITNESS WHEREOF** the parties hereto have executed this contract the day and year first hereinabove written.

**CITY OF BELLFLOWER**

**KEVIN SALES dba KJSERVICES  
ENVIRONMENTAL CONSULTING**

\_\_\_\_\_  
**Jeffrey L. Stewart, City Manager**

\_\_\_\_\_  
**Kevin Sales, Owner/Principal**

**ATTEST:**

\_\_\_\_\_  
**Mayra Ochiqui, City Clerk**

Taxpayer ID No. 20-2946603

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Karl H. Berger, City Attorney**

**Agreement File No. 311.1  
Exhibit A  
Scope of Services**

**City of Bellflower  
OIL PAYMENT PROGRAM (OPP 7) WORK PLAN**

**TASK #1 –USED OIL COLLECTION CENTERS**

KJServices staff will continue to perpetuate the used oil collection center network by completing the following task:

- Verify the continuing participation of the existing Bellflower businesses registered as Certified Used Oil Collection Centers (CCCs). This verification will include on-site visits to each Center to check on their participation and adherence to all the Used Oil program regulations (signs posted, accepting oil from the public, offering the \$.40 per gallon rebate, etc). During these visits staff will also answer any questions the operators have and help them with any program-related problems they may be experiencing. In addition, KJS staff will contact the Centers on a regular basis to gather statistical information about the number of customers bringing in used oil and the total amount of oil collected. CalRecycle allows cities to use grant funds for up to two Certified Center site visits per year. KJServices staff will use the second visit each year to complete the CalRecycle required Site Visit Report for inclusion with the City’s annual report.

Staff will maintain an accurate listing of the City’s used oil collection centers in the nation-wide Earth911 (1800CLEANUP and [www.CLEANUP.org](http://www.CLEANUP.org)) environmental database. The Earth911 database will allow Bellflower residents to quickly and easily find their nearest used oil collection center. The Earth911 toll-free phone number, 1800CLEANUP, will appear on all program advertising and educational and promotional materials.

- Identify and solicit other appropriate businesses in the City to join the network of Used Oil Collection Centers. KJServices staff will review the location of the existing Used Oil Collection Centers in the City. Based upon their location, KJS will identify under-served areas of the City. Our staff will then identify auto-related businesses in those areas to contact as a possible Used Oil Collection Center. The goal will be to locate a Used Oil Collection Center within one half (1/2) mile of each resident in the City of Bellflower.

Once possible new collection centers are identified, staff will contact the business with a letter explaining the used oil recycling program and its benefits. A follow-up phone call will be made to each business and an on-site visit scheduled to discuss the program with the business owner or manager. If a business meets the requirements of the program and if the owner expresses a willingness to join the City’s network of collection centers, KJS staff will assist the business in registering with the State to become a Certified Used Oil Collection Center.

**COST - \$2,200**

KJServices – 25hrs @ \$80/hr = \$2,000

CCC Equipment / Support as needed - \$200

**TASK #2 –PROMOTION OF THE USED OIL PROGRAM AT CITY EVENTS**

KJServices staff will proceed to provide support to the City’s Used Oil Recycling program through public education and promotional activities at major community events. During the 2016 – 2017 grant year, KJS will provide staff for a Used Oil Recycling booth at the following events:

- Downtown StreetFest - Summer 2016
- Bellflower Blvd. Car Show – September 2016
- Bellflower High School Earth Day – April 2017
- Other events as they may become available - July 2016 - June 2017

At each of these events, KJServices staff will distribute Used Oil Recycling educational materials including a list of Certified Collection Centers in the City. In addition, the Used Oil Recycling booth at these events will distribute used oil recycling kits, as allowed by CalRecycle, to facilitate used oil recycling. Staff will also be on hand to answer any questions from community members.

KJServices staff will select only automotive oil-change related items to be distributed at these events. Possible items include shop towels, oil funnels and the like. The City before its purchase will approve the selected item, in compliance with State directives, and its used oil-recycling message. Any item chosen will meet all State requirements for recycled content and will be approved by the City’s grant manager prior to purchase.

**COST - \$3,800**

- KJServices – 35 hrs @ \$80/hr = \$2,800
- Used oil recycling containers (200 6-quart units) – \$1,000

**TASK #3 –COMMUNITY FILTER EXCHANGE EVENT / ADVERTISING**

KJServices staff will advertise and conduct two Used Oil Collection and Filter Exchange events in order to expand public awareness of the benefits of recycling used oil filters. At these events, the public may bring their used oil; and if they bring in their used oil filter, they will receive a voucher for one free oil filter on the day of the event, up to a maximum of two filters per resident.

KJServices staff will coordinate the event with a local Certified Collection Center, making sure to get corporate and property management approval, along with City approval. KJServices will also arrange for newspaper advertisement at least two weeks prior to the event with the *Herald American* newspaper. All ads will be submitted to the City for approval before going to print.

KJServices will also create a voucher coupon, customized for the event, to use on the day of the event. Staff will set up the event booth with appropriate signage and educational materials to give to all participants. Staff will work with the host business to assure that foot traffic in and out of the store is not hindered.

At the end of the event, KJServices staff will take down the booth, tally the amount of visitors and how many filters were brought in for exchange, and make sure the area is devoid of any oil spills or litter. KJServices will provide the City with a report of the event.

**COST - \$10,560**

KJS – 40 hrs @ \$80/hr = \$3,200

Ad and flyer development and editing – \$500

Herald American newspaper ads – 2 per event (2 x 2 events @ \$1,540 each) in *Herald American* - \$6,160

Filter purchase from Retailer – \$700

**Task #4 – HIGH SCHOOL AUTO SHOP / ENVIRONMENTAL CLUB OUTREACH**

For the past several years KJServices has been able to go to all the auto shop classes and environmental/Earth clubs at Bellflower High School, and to a lesser extent, some classes and clubs at Mayfair High School, to talk to students about the City’s used motor oil recycling program. Because of the positive response we have received from both the students and the teachers, and because of the importance of reaching this segment of the community, KJServices proposes to continue to work with the local Bellflower high school students through presentations to auto shop classes and environmental clubs.

KJServices will conduct a 30-minute used oil recycling presentation that will be given to selected classes at both Bellflower and Mayfair High Schools. KJS staff will coordinate these presentations with the District and each individual school site.

KJServices staff will design a classroom presentation that concentrates on the following used oil recycling topics:

- The amount of used motor oil generated in the Southern California area by Do It Yourselfers and home mechanics.
- The impact that improper disposal has on the City of Bellflower.
- Local resources for the proper collection and recycling of used motor oil.
- Re-refined oil and other products manufactured from used motor oil.
- Safe auto repair and the proper collection and disposal of automotive fluids.

Each classroom presentation will be given in English. If necessary, as determined by the school and the classroom teacher and with the approval of the City, classroom presentations can be given in Spanish.

**COST - \$1,600**

KJServices – 20 hrs @ \$80/hr = \$1,600

(presentations to 12 high school auto shop classes / environmental clubs plus presentation preparation)

**TASK #5 – COMMUNITY GROUP OUTREACH**

KJServices proposes to implement a comprehensive outreach to a variety of community groups in the City of Bellflower. This program would provide staff to give presentations to groups in the City, explaining the used oil program, providing information about storm water pollution prevention, and safe and proper disposal of household hazardous waste and universal waste.

Community groups that will be invited to participate include:

- Neighborhood Watch Groups
- Neighborhood associations
- PTA and school groups
- Senior groups and Senior Center classes
- Community service organizations
- Youth and adult athletic leagues

At each presentation staff will provide educational materials to residents. Additionally staff will distribute flyers and other information about any upcoming local environmental events such as hazardous waste round-ups, e-waste collections, compost give-aways, etc.

The goal of the community group outreach program is to make the residents aware of the various programs offered by the City for the proper disposal and recycling of used motor oil and filters, and the safe disposal of household hazardous waste and universal waste materials.

In addition to in-person presentations, KJS staff will contact Bellflower community groups via email and social media outreach to promote awareness of the City's used oil recycling programs. Staff will create online event pages to share with community groups and residents.

Examples of groups that will be contacted include:

- Kiwanis Club of Bellflower
- Bellflower Chamber of Commerce
- Bellflower Rotary Club
- Moose Family Center, Bellflower
- Bellflower Neighbors (Facebook page)
- Bellflower Noon Lions Club

**COST - \$2,400**

KJServices – 30 hrs @ \$80/hr = \$2,400

**TASK #6– PROGRAM ADMINISTRATION**

This task will include those activities needed to administer the grant on behalf of the City. Activities will include preparation of reimbursement requests to the State, assisting the Certified Centers with administrative compliance issues, and preparation of required status reports as well as the end-of-grant final report. Regularly scheduled update meetings will also be held with city staff to keep them apprised of the progress of the grant tasks.

**COST - \$1,600**

KJServices – 20 hrs @ \$80/hr = \$1,600

## USED OIL BUDGET SUMMARY BY TASK

<b>TASK #1 – USED OIL COLLECTION CENTERS</b>	<b>\$2,200</b>
<b>TASK #2 – PROMOTION OF THE USED OIL PROGRAM AT CITY EVENTS</b>	<b>\$3,800</b>
<b>TASK #3 – COMMUNITY FILTER EXCHANGE EVENT / ADVERTISING</b>	<b>\$10,560</b>
<b>TASK #4 – HIGH SCHOOL AUTO SHOP OUTREACH</b>	<b>\$1,600</b>
<b>TASK #5 – COMMUNITY GROUP OUTREACH</b>	<b>\$2,400</b>
<b>TASK #6 – PROGRAM ADMINISTRATION</b>	<b>\$1,600</b>
<b>TOTAL PROGRAM EXPENSE</b>	<b>\$22,160</b>

# **CITY/COUNTY BEVERAGE CONTAINER RECYCLING WORK PLAN**

## **TASK #1 – COMMUNITY EDUCATION AND OUTREACH**

KJServices staff will diligently promote the recycling of used beverage containers at appropriate community events. KJServices proposes the following advertising and community outreach activities:

- Community Event Recycling Booth – KJServices will set up and staff a recycling information booth at local Community Events. At these events, staff will distribute educational and informational materials instructing residents about recycling programs in the City. The recycling information booths would be in conjunction with the Used Oil Recycling information booths, and could be set up at the following events:

Downtown StreetFest – Summer 2016

Bellflower Blvd. Car Show – September 2016

Bellflower High School Earth Day – April 2017

Other events as they may become available – July 2016 - June 2017

## **COST - \$1,750**

KJServices – Hours will be billed against the Used Oil Block Grant / Payment Program  
Educational and informational items – \$1,750

## **TASK #2 – ELEMENTARY SCHOOL RECYCLING ARTWORK CONTEST**

KJServices will continue the City's established tradition of bottle and can recycling outreach to local schools and their students. KJServices will work with the local Bellflower Unified School District elementary schools and students through an artwork contest. The contest will invite 5<sup>th</sup> graders at BUSD elementary schools to create a recycling theme artwork that will be used as part of the City's 2017 Community Recycling Awareness calendar.

KJServices will prepare a 20 to 30 minute recycling presentation that will be given to 5<sup>th</sup> grade classes at participating schools throughout the Bellflower Unified School District. KJS staff will coordinate these presentations with the District and each individual school site.

Using the breadth of experience gained in presenting similar programs at elementary schools throughout Los Angeles County, KJServices staff will design a classroom presentation that concentrates on the following recycling topics:

- The amount of litter generated in the Southern California area and its dangers to our environment.
- The impact that improper disposal has on the City of Bellflower and the Southern California area. Additional focus will be paid to the impact of this type of pollution on storm drains in light of the on-going storm drain requirements facing cities.
- Local resources for the proper collection and recycling of beverage containers.
- Recycled content products manufactured from recycled aluminum, plastic and glass.
- Personal responsibility and the difference one person's actions can make to benefit or harm the environment.

The presentations will incorporate video, slides, and computer presentation graphics, as appropriate. Resource materials will be collected from the City of Bellflower's existing recycling program (the Buy Back Centers, etc.), the California Department of Resources Recycling and Recovery (CalRecycle), and other pertinent sources. Each presentation will include educational materials to be distributed to each student.

The City and the School District will approve all presentation materials, as well as the presentation outline, before any classroom presentations are given.

Each classroom presentation will be given in English.

In addition, the classroom presentations will describe the City's Community Recycling Awareness calendar artwork contest in detail. Each classroom teacher will be given entry forms for each student along with a flyer describing the contest's requirements, rules, and deadlines.

KJServices staff will provide oversight and coordination for the Community Recycling Awareness Artwork Contest. This task includes the following sub-tasks:

- Provide artwork contest entry forms to each of the 5<sup>th</sup> grade classrooms at all the participating schools.
- Develop and communicate the requirements, rules, and deadlines to the teacher of each participating 5<sup>th</sup> grade classroom and to the principal (or their designee) of each participating school.
- Coordinate with each school to collect each student's contest artwork.
- Secure each student artwork entry and coordinate their judging with City staff.
- Select and notify each contest winner, their teacher, and school principal or designee.

KJS staff will provide all the manpower and coordination necessary to ensure that the Community Recycling Awareness Artwork Contest runs smoothly. This includes ensuring that every student that wishes to enter has all the information necessary to do so, that each 5<sup>th</sup> grade classroom teacher is aware of the program and is encouraged to have their students participate, and that each school site is made aware and is kept aware of the contest and its progress.

KJServices staff will work closely with City staff to plan and hold a City Council recognition ceremony for the winners of the Community Recycling Awareness Artwork Contest.

**COST - \$4,292**

KJServices – 45hours @ \$80/hr - \$3,600

Artwork contest flyers (1,000) – \$250

Program supplies – \$442

**TASK #3 – 2017 COMMUNITY RECYCLING AWARENESS CALENDAR**

After receiving the entries from the Community Recycling Awareness Artwork Contest, KJServices along with City staff will select the 14 winning recycling posters and use them to create a 12-month calendar for 2017.

### Design of Calendar

KJServices will provide all design work necessary to produce the City of Bellflower's *Community Recycling Awareness* calendar. This task includes the design of the layout for each calendar month's page, the writing of all the required text, coordination with and approval by the City, and approval by the CalRecycle City/County Payment Program Manager.

The calendar will be designed with a focus on the City's bottle and can recycling message. The artwork, text, and layout will all be designed to drive home the City's message about the importance of recycling. Since these calendars will be used in school classrooms and offices, as well as homes, it is important that the message is communicated clearly and effectively on each calendar page and as a cohesive message throughout the calendar. KJServices' goal is to produce an educational piece that will reinforce the City's recycling message every day of the year.

The basic design elements will include:

- Calendar size of 11" x 17".
- Environmental artwork produced by Bellflower school children, (one each on the cover, "centerfold" section and on each calendar page).
- A "centerfold" section that includes a description of the City's recycling program, along with useful information about storm drains, proper disposal of Household Hazardous Waste (HHW), and a collection of recycling "fun facts".
- Each calendar page will include important dates such as Holidays, City events, etc.
- The calendar will also include a list of the bottle and can Recycling Buy Back Centers throughout the City, and provide a map of their locations.
- The calendars will be produced in full color on paper with the maximum recycled content possible.

### Calendar Production

KJServices will oversee the production of the calendars. This task includes the production of a color proof prior to the calendar's production. The calendars will not be printed until the City has reviewed and approved the color proof. Additionally, upon completion KJS will deliver the calendars to the City.

### **COST – \$12,850**

KJServices – 20 hrs @ \$80/hr - \$1,600

Design of the Calendar - \$3,000 (Design, image scanning, layout of 24 page four-color (4CP) over four-color (4CP), 11" x 17" folded to 11" x 8 1/2" calendar. Design also includes color proof, the production of all the necessary film, and a blueline).

Printing Costs – \$8,250 for 3,000 copies (4CP/4CP calendar. Finished size 11" x 17". Paper 100# recycled gloss book cover and 100# recycled gloss book text. 100# picked to prevent bleed-through that sometimes occurs with 80# recycled cover and text papers. Also includes bindery – saddle stitching, and one hole drilled for hanging).

**TASK #4 – PROGRAM IMPLEMENTATION, MANAGEMENT, AND REPORTING**

The City will use a small portion of the grant funds to hire a consultant to oversee and coordinate the activities of the grant. KJServices staff will coordinate all the previously mentioned tasks and will be responsible for preparing the necessary grant Progress Reports, Budget Reimbursement Requests, and Program Evaluation Report.

**Cost - \$1,200**

KJServices – 15 hrs @ \$80/hr = \$1,200

**CALRECYCLE GRANT BUDGET SUMMARY BY TASK**

<b>TASK #1 – COMMUNITY EDUCATION AND OUTREACH</b>	<b>\$1,750</b>
<b>TASK #2 – ELEMENTARY SCHOOL RECYCLING ARTWORK CONTEST</b>	<b>\$4,292</b>
<b>TASK #3 – 2017 COMMUNITY RECYCLING AWARENESS CALENDAR</b>	<b>\$12,850</b>
<b>TASK #4 – PROGRAM IMPLEMENTATION, MANAGEMENT, AND REPORTING</b>	<b>\$1,200</b>
<b>TOTAL PROGRAM EXPENSE</b>	<b>\$20,092</b>