

File No. 130150

Committee Item No. 2

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Sub-Committee

Date 04/03/2013

Board of Supervisors Meeting

Date _____

Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Resolution
<input type="checkbox"/>	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Digest
<input type="checkbox"/>	<input type="checkbox"/>	Budget and Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Youth Commission Report
<input type="checkbox"/>	<input type="checkbox"/>	Introduction Form (for hearings)
<input type="checkbox"/>	<input type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grant Information Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input type="checkbox"/>	<input type="checkbox"/>	Contract/Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Form 126 – Ethics Commission
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Award Letter
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

OTHER (Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
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Completed by: Victor Young

Date March 29, 2013

Completed by: Victor Young

Date _____

1 [Accept and Expend Grant - Used Motor Oil Recycling - \$229,123]

2
3 **Resolution authorizing the Department of the Environment to accept and expend a**
4 **grant in the amount of \$229,123 from the California Department of Resources Recycling**
5 **and Recovery for the purpose of increasing used motor oil recycling and household**
6 **hazardous waste management for the period of April 30, 2013, through June 30, 2014.**
7

8 WHEREAS, Public Resources Code (PRC) sections 48690 et seq. authorize the
9 Department of Resources Recycling and Recovery (CalRecycle), formerly known as the
10 California Integrated Waste Management Board, to make grants to qualifying jurisdictions for
11 implementation of their used oil programs as required by PRC Section 48690 et seq.; and

12 WHEREAS, In furtherance of this authority CalRecycle is required to establish
13 procedures governing the administration of the Used Oil Payment Program; and

14 WHEREAS, CalRecycle's procedures for administering the Used Oil Payment Program
15 require, among other things, an applicant's governing body to declare by resolution certain
16 authorizations related to the administration of the Used Oil Payment Program; and

17 WHEREAS, The grant is available to the City and County of San Francisco from
18 CalRecycle; and

19 WHEREAS, Through a recurring grant cycle the City and County of San Francisco has
20 annually entered into agreement with the State of California for implementation of used oil
21 collection programs for the past seventeen (17) years; and

22 WHEREAS, The grant includes provision for indirect costs of \$20,829.36; and

23 WHEREAS, The term of the grant is from April 30, 2013 through June 30, 2015; and

24 WHEREAS, This grant does not require an Annual Salary Ordinance amendment; and
25

1 WHEREAS, This payment does not require an Annual Salary Ordinance amendment;
2 and

3 WHEREAS, The payment was not included in the annual budget process of the City
4 and County of San Francisco but awarded by the State of California; now, therefore, be it

5 RESOLVED, That the Board of Supervisors hereby authorizes the Director of the
6 Department of the Environment, or a designee, to accept and expend \$229,123 from
7 CalRecycle to implement and administer the San Francisco used motor oil program; and be it

8 FURTHER RESOLVED, That the Board of Supervisors hereby authorizes the Director
9 of the Department of Environment, or a designee, to execute in the name of the City and
10 County of San Francisco all documents, including but not limited to, applications, contracts,
11 payment requests, agreements, annual reports (including expenditure reports) and
12 amendments hereto for the purposes of securing used oil payment program funds and to
13 implement and carry out the purposes specified in the program application; and be it

14 FURTHER RESOLVED, That, to meet CalRecycle's requirement that San Francisco's
15 governing body approve the submission of annual funding applications, the Board of
16 Supervisors authorizes the submittal of an annual used oil payment program application to
17 CalRecycle for all available payments under PRC Section 48690 et seq. and this authorization
18 shall remain in effect for five (5) years from July 1, 2013.

21 Recommended:

21 Approved:

Mayor

24 Department Head

24 Approved:

Controller, Grant Division

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: The Department of the Environment
DATE: 1/17/13
SUBJECT: Accept and Expend Resolution for State Grant
GRANT TITLE: Used Motor Oil Recycling Payment Program

Attached please find the original and 4 copies of each of the following:

- ✓ ☒ Proposed grant resolution, original signed by Department, Mayor, Controller,
- ✓ ☒ Grant information form, including disability checklist
- ✓ ☒ Grant budget
- ✓ ☒ Grant application
- ✓ ☒ Grant award letter from funding agency
- ☐ Other (Explain): Legislative Checklist

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted ordinance:

Name: Rachel Buerkle

Phone: 415-355-3704

Interoffice Mail Address:

Certified copy required: Yes ☐

No X

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

File Number: _____

(Provided by Clerk of Board of Supervisors)

220237/ EVOILB-14

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Used Motor Oil Recycling Payment Program OPP3
2. Department: Department of the Environment
3. Contact Person: Rachel Buerkle Telephone: 415-355-3704
4. Grant Approval Status (check one):
☒ [X] Approved by funding agency ☐ [] Not yet approved
5. Amount of Grant Funding Approved or Applied for: \$229,123
- 6a. Matching Funds Required: \$ None
b. Source(s) of matching funds (if applicable):
- 7a. Grant Source Agency: California Department of Resources Recycling and Recovery
b. Grant Pass-Through Agency (if applicable): N/A
8. Proposed Grant Project Summary: To implement used motor oil and oil filter recycling programs, including used oil/filter collection and public education, to promote safe and increased disposal of household hazardous waste as a City service.
9. Grant Project Schedule, as allowed in approval documents, or as proposed:
Start-Date: April 30, 2013 End-Date: June 30, 2014
- 10a. Amount budgeted for contractual services: \$0
b. Will contractual services be put out to bid? N/A
c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? N/A
d. Is this likely to be a one-time or ongoing request for contracting out? N/A
- 11a. Does the budget include indirect costs? ☒ [X] Yes ☐ [] No
b1. If yes, how much? \$20,829.36
b2. How was the amount calculated? The amount allowed by the funding source is 10%. In order to maximize the use of grant funds on direct services, the amount in the budget is 9.09%.

c1. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☐ To maximize use of grant funds on direct services

☐ Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs?

12. Any other significant grant requirements or comments:

****Disability Access Checklist** (Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

☒ Existing Site(s)

☒ Existing Structure(s)

☒ Existing Program(s) or Service(s)

☐ Rehabilitated Site(s)

☐ Rehabilitated Structure(s)

☐ New Program(s) or Service(s)

☐ New Site(s)

☐ New Structure(s)

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

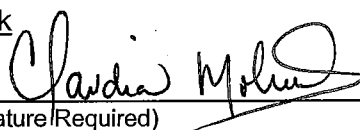
If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Claudia Molina, Departmental ADA Coordinator, Payroll Personnel Clerk

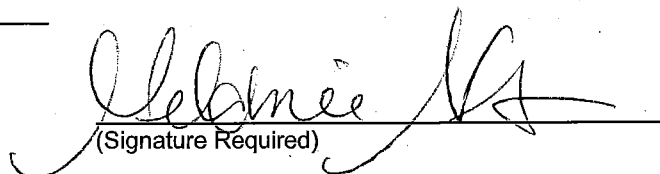
Date Reviewed: 1-15-13


(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Melanie Nutter, Director, Department of the Environment

Date Reviewed: 1/16/13


(Signature Required)

Department of the Environment City and County of San Francisco (SFE)			
Accept and Expend Grant Funds from			
The California Department of Resources Recycling and Recovery (CalRecycle)			
			CalRecycle
Personnel			
SF Environment	5640 - Used Motor Oil Recycling Coordinator	100% FTE Manage all Grant operations, administration, project implementation, outreach and reporting	\$ 101,762
SF Environment	9920 - Used Motor Oil Recycling Associate	100% FTE Coordinate grassroots/community outreach	\$ 56,920
SF Environment	5642 - Residential Toxics Reduction	5% FTE Supervise Used Motor Oil Recycling Coordinator	\$ 6,575
SF Environment	5640 - Outreach Specialist	10% FTE Coordinate outreach activity for used oil recycling program	\$ 9,499
SF Environment	5640 - Accounting and Budget Coordinator	5% FTE Run payroll reports, update payroll spreadsheet, run accounting reports for expenses and update actual expense spreadsheet, process vendor payments, follow up on outstanding A/R balance.	\$ 5,605
		Subtotal Personnel	\$ 180,361
Contractual			
Contractor - TBD		Implementation of community-based outreach programs to increase used motor oil and filter recycling.	\$ 3,250
Contractor - TBD		Pick up and recycling of used oil filters from multiple deposit points.	\$ 1,080
		Subtotal Contractual	\$ 4,330
Premiums			
		Purchase of used motor oil-related incentives to be distributed at public events to Do-It-Yourselfers who change their own motor oil or change oil for others.	\$ 3,000
		Subtotal Material and Supplies	\$ 3,000
Other			
Port of San Francisco	Work Order	Maintenance of two (2) used motor oil/filter drop-off sites on Port of SF property (maintenance personnel costs only)	\$ 9,643
San Francisco Department of Public Health	Work Order	Maintenance of one used motor oil/filter drop-off site at the SF Marina (used oil and filter recycling costs and maintenance personnel)	\$ 10,000
Training costs		Used Oil & Household Hazardous Waste Conferences	\$ 960
		Subtotal Other	\$ 20,603
TOTAL DIRECT COSTS			\$ 208,294
Indirect Costs		Departmental overhead - 10% maximum allowable by CalRecycle	\$ 20,829
TOTAL PROJECT (Direct + Indirect)			\$ 229,123



Used Oil Payment Program Application Certification

City and County of San Francisco

Fiscal Year: 2012-2013

Cycle: OPP3

Program Requirements Summary

1) Public Resources Code 48691(a)(1)(2)

Provides a combination of used oil curbside collection and Ensuring Certified Used Oil collection center are available.

2) Public Resources Code 48691(b)

Our program has a public education component that informs the public of locally available used oil recycling opportunities.

Acceptance of Used Oil Payment Program Provisions

Applicant acknowledges that submittal of this application constitutes acceptance of all provisions as contained in the Used Oil Payment Program Guidelines. The Guidelines document is available at:

<http://www.calrecycle.ca.gov/UsedOil/LGPayments/2ndCycle/Guidelines.pdf>

Payment Information

Payment Option: April Payment Requested: Standard payment request

Payment Address: San Francisco Department of Environment, 11 Grove St, San Francisco, CA 94102

Contact Type	Name	Title
Secondary Contact	Raquei Ruvalcaba	Used Motor Oil Program Associate
Signature Authority	Melanie Nutter	Director
Signature Authority	David Assmann	Deputy Director
Primary Contact	Cynthia Knowles	Toxics Reduction Specialist
Signature Authority	Maggie Johnson	Residential Toxics Reduction Coordinator

Document Type	Date*	Title
Resolution	6/6/2012	San Francisco 2010 Resolution
Application Certification		Pending Upload
Letter of Designation (LOD)		Pending Upload

* Document Due Date: 08/01/2012

Participant Jurisdiction	Document Type	Date
City of San Francisco		
San Francisco		

Penalty of Perjury Statement:

"I certify under penalty of perjury, under the laws of the State of California that I am authorized to sign this application on behalf of Applicant, that I have read the Used Oil Payment Guidelines and that to the best of my knowledge and belief that information provided in this Application is true and correct."

X

Signature of Signature Authority (as authorized in Resolution) or
Authorized Designee (as authorized in Letter of Designation)

Date

Print Name

Print Title

IMPORTANT! Applicant must print out this page, have Signature Authority sign it, upload signed page to the OPPO system, and retain the original hard copy document in your cycle file.

From: Grants [grants@CalRecycle.ca.gov]
Sent: Friday, October 19, 2012 9:38 AM
Cc: Dickinson, Linda; Biring, Baljot; Lin, Jeffrey; Williams, Cheryl; Kikumoto, Laurie; Ilusorio, Alan; Fong, Matthew; Samra, Harnak; Baker, Barbara; McElroy, Linda; Ilusorio, Alan
Subject: Used Oil Payment (OPP3) Awards and Payments Notice
Attachments: OPP3 April Payments.pdf; OPP3 Oct payments.pdf; Remittance Advice form.pdf

Congratulations on being approved for the award and distribution of payments for the Fiscal Year (FY) 2012/13 Used Oil Payment Program (OPP3). Attached are the award listings for OPP3. The OPP3 list also identifies whether Recipients are scheduled to receive their OPP3 payments (if applicable) in October 2012 or April 2013. For those recipients eligible for October payments, our Fiscal Services Branch has sent over the request for payments to the State Controller's Office and those October participants should be receiving checks in mid-November 2012. However, the April participants should receive their checks in April 2013. Please notify your appropriate staff who will be receiving the checks. In addition, a Remittance Advice (Warrant Payment) form specifying "OPP3" and the invoice amount will be enclosed with each check; an example is attached.

Please retain a copy of this email and the list as part of your OPP3 file. Please remember to fully expend your OPP2 before expending OPP3 monies.

Questions concerning the above information should be directed to your Program Advisor

Proposed Used Oil Payment Program (OPP3) Payments Disbursement in April 2013

Payment Number *			Applicant (Lead) Name	Participant Name	Award Amount
OPP3	12	153	Amador County		\$ 35,000
				City of Amador	
				City of Lone	
				City of Jackson	
				City of Plymouth	
				City of Sutter Creek	
OPP3	12	138	Butte County		\$ 38,958
				City of Biggs	
				City of Gridley	
				City of Oroville	
OPP3	12	84	Castro Valley Sanitary District		\$ 40,595
				Alameda County	
✓ OPP3	12	135	City and County of San Francisco		\$ 229,123
OPP3	12	28	City of Agoura Hills		\$ 5,926
OPP3	12	33	City of Alameda		\$ 21,205
OPP3	12	105	City of Anaheim		\$ 97,045
OPP3	12	39	City of Antioch		\$ 29,431
OPP3	12	26	City of Arcadia		\$ 16,107
OPP3	12	22	City of Arcata		\$ 5,176
OPP3	12	147	City of Avalon		\$ 5,000
OPP3	12	11	City of Azusa		\$ 13,310
OPP3	12	19	City of Bakersfield		\$ 100,056
OPP3	12	215	City of Baldwin Park		\$ 21,541
OPP3	12	157	City of Barstow		\$ 6,660
OPP3	12	156	City of Beaumont		\$ 11,121
OPP3	12	52	City of Bell Gardens		\$ 12,074
OPP3	12	98	City of Bellflower		\$ 21,844
OPP3	12	87	City of Berkeley		\$ 32,527
OPP3	12	66	City of Brentwood		\$ 14,988
OPP3	12	107	City of Buena Park		\$ 23,127
OPP3	12	37	City of Burbank		\$ 29,599
OPP3	12	203	City of Calabasas		\$ 11,847
				City of Hidden Hills	
OPP3	12	129	City of Camarillo		\$ 18,886
OPP3	12	90	City of Carlsbad		\$ 30,513
OPP3	12	67	City of Carpinteria		\$ 5,000
OPP3	12	54	City of Carson		\$ 26,049
OPP3	12	57	City of Ceres		\$ 13,094
OPP3	12	89	City of Cerritos		\$ 14,044
OPP3	12	137	City of Chico		\$ 24,829
OPP3	12	134	City of Chino		\$ 22,482
OPP3	12	32	City of Chino Hills		\$ 21,491
OPP3	12	154	City of Chula Vista		\$ 169,681
				City of Coronado	
				City of El Cajon	
				City of Imperial Beach	
				City of La Mesa	
				City of Lemon Grove	
				City of National City	

Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

- ☒ 1. For reference to Committee: Budget and Finance
An ordinance, resolution, motion, or charter amendment.
- ☐ 2. Request for next printed agenda without reference to Committee.
- ☐ 3. Request for hearing on a subject matter at Committee: _____
- ☐ 4. Request for letter beginning "Supervisor _____ inquires"
- ☐ 5. City Attorney request.
- ☐ 6. Call File No. _____ from Committee.
- ☐ 7. Budget Analyst request (attach written motion).
- ☐ 8. Substitute Legislation File No. _____
- ☐ 9. Request for Closed Session (attach written motion).
- ☐ 10. Board to Sit as A Committee of the Whole.
- ☐ 11. Question(s) submitted for Mayoral Appearance before the BOS on _____

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- ☐ Small Business Commission ☐ Youth Commission ☐ Ethics Commission
☐ Planning Commission ☐ Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a different form.**Sponsor(s):**Supervisor Mar**Subject:**Accept and Expend Grant – Used Motor Oil Recycling - \$229,123**The text is listed below or attached:**Please see attached documents.

Signature of Sponsoring Supervisor: _____

For Clerk's Use Only:

