

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 5/23/05		Item Number: _____	
AGENDA ITEM: Consideration of Adoption of a Resolution Authorizing the Application for a Regional Used Oil Block Grant in conjunction with the Cities of Beverly Hills and West Hollywood.			
Contact Person/Dept.: Damian Skinner		Phone Number: (310) 253-6402	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Master Notification List; City of West Hollywood, City of Beverly Hills, KJ Services – via telephone on 5/2/05; California Integrated Waste Management Board – via telephone on 5/10/05.			
Department Approval: Charles D. Herbertson		CAO Approval:	
05/11/05			
City Controller Approval:			

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt a resolution approving the application for a regional Used Oil Block Grant, in conjunction with the Cities of West Hollywood and Beverly Hills, and authorizing the City of Culver City Public Works Department, Sanitation Division, to serve as the regional grant administrator.
2. Authorize entering into a professional services agreement with KJ Services to provide Consulting and Event Services for the 11th Cycle Used Oil Block Grant.

BACKGROUND:

Illegally dumped used motor oil is a serious environmental threat. Oil dumped on the ground can contaminate the ground water supply, and oil dumped on the streets can run into the gutter or into La Ballona Creek that travels directly into the Santa Monica Bay without treatment. It is in the best interest of the City of Culver City to provide convenient, free opportunities for residents to safely and legally dispose of their used motor oil.

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Since 1987, it has been illegal to dispose of used oil in sewers, drainage systems, surface or ground waters, marine waters, or onto the land or in the trash. In 1991, the California Integrated Waste Management Board (CIWMB) established a Used Oil Recycling Block Grant Program with the mission to discourage the illegal disposal of used oil and promote used oil recycling statewide. The program assists cities with the establishment and promotion of sustainable used oil recycling programs. The Block Grant is non-competitive and is funded by a per quart fee on the sale of lubricating oil. Jurisdictions may apply regionally and pool their funds.

For the past nine years, the Westside Cities Solid Waste Task Force (Task Force) comprised of the Cities of Culver City, West Hollywood, and Beverly Hills, has participated in a Regional Used Oil Recycling Block Grant program. Since 2003, the City of Culver City has been the administrator of the program.

DISCUSSION:

The City of Culver City will serve as the lead agency for the 11th cycle grant effective July 1, 2005. As part of this responsibility, Culver City needs to apply for the Grant for Fiscal Year 2005 –2006.

The funds will be used in part to hire KJ Services, a consulting firm, who will be responsible for promoting the program through public outreach and education, coordinating used oil-recycling drop off locations, providing program reports to the State of California, developing giveaway programs and attending City sponsored events.

Specifically, in the City of Culver City, the scope of services include coordinating with local oil change outlets to develop programs to promote the use of re-refined oil, oil filter recycling and developing oil recycling outreach materials for citywide distribution. Additionally, KJ Services will provide an outreach booth, outreach materials, displays, and giveaways at City coordinated events. KJ Services will participate in the following scheduled events: Hazardous Waste Roundup at West LA College, the Ballona Creek Cleanup, Fiesta La Ballona, and the George Barris Car Show.

In 2001, the Task Force hired KJ Services through a competitive interview/bid process. Since then, KJ Services has provided extremely valuable administrative and event services for the 8th, 9th, and 10th grant cycles. The Task Force requests that the City Council retain KJ Services to administer the 11th grant cycle.

The City of Culver City Public Works Department, Sanitation Division, will administer the program for the next two years.

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FISCAL ANALYSIS:

The Used Oil Recycling Block Grant program funded by the CIWMB advances funds to the City to be used for this program. Ninety percent (90%) of the Block Grant is advanced, while the remaining ten percent (10%) is withheld to be released on a reimbursement basis once all the conditions in the grant have been completed. The estimated grant is in the amount of \$30,285. No Culver City General Fund money is required for this program. The remaining 10%, the estimated \$3,028, of the grant funds will be provided by the Sanitation Enterprise fund with reimbursement by the CIWMB upon the submission of final reports.

As the lead agency, Culver City will provide grant management services, including accounting and reporting to the CIWMB. According to the grant guidelines, the lead agency is required to adhere to the following accounting procedures:

- Track and account for each Block Grant cycle separately.
- Place all grant funds in an interest bearing account with a fully insured financial institution.
- Use all interest accrued and received from this account only for eligible expenses related to the grant.
- Account for interest accrued in the grant's Expenditure Itemization Summary report.
- Return any unused accrued interest to the CIWMB at the end of the grant term.

Grant funds are deposited in account 41467800.343520.

ATTACHMENTS:

- Resolution 2005-RXXX
- Grant Application
- Letter of Authorization – City of West Hollywood
- Letter of Authorization – City of Beverly Hills

MOTION:

That the City Council:

1. Adopt the resolution authorizing the Regional Used Oil Block Grant application in conjunction with the Cities of Beverly Hills and West Hollywood;

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2. Authorize entering into a professional services agreement with KJ Services to provide Consulting and Event Services for the 11th Cycle Used Oil Block Grant, funding from Account No. 41467800.