



Commercial Franchise

APPLICATION WEBINAR

Sacramento County



City of Sacramento



AGENDA – FRANCHISE APPLICATION WEBINAR

- Part I – City of Sacramento Application & Agreement
- Part II – Sacramento County Application & Agreement
- Key Takeaways
- Questions?

Sacramento County



City of Sacramento



**Recycling &
Solid Waste**
CITY OF SACRAMENTO

AGENDA PART I - CITY

- City of Sacramento Application
- Attachments to City of Sacramento Application
- Timeline & Important Deadlines
- Requesting Support
- City Demo & Questions for the City?
- Agenda Part II – County

CITY OF SACRAMENTO APPLICATION

- Application is on the City of Sacramento Commercial Hauler website
 - Instruction Guide Provided
- Haulers must have a current Business Operation Tax (BOT) Account Number
 - **IMPORTANT:** Haulers without a current BOT Account Number – start the process *as soon as possible*
 - <https://www.cityofsacramento.org/Finance/Revenue/Business-Operation-Tax>
- PDF Tip:
 - To fill in any of the City or County PDFs, download the PDF, then open and edit the downloaded PDF from Computer Download Folder.

FRANCHISE APPLICATION PROCESS FOR HAULERS

The City will begin to accept applications for Franchise agreements in March of 2021 with an effective date of July 1, 2021.

On March 18th at 9 a.m. the application process for BOT will begin. A joint webinar on the application process for BOT will be held on March 15, 2021. For more information, please email wastecompliance@cityofsacramento.org and a link will be posted on this page.

Applications for the BOT, franchise and agreement will be posted on March 15, 2021.

- Application PDF
- Application PDF (Greyscale)
- Instruction PDF

APPLY FOR A BUSINESS OPERATION TAX ACCOUNT (BOT)

APPLY / RENEW ONLINE **DOWNLOAD APPLICATION**

1. Complete a BOT application or apply on-line. This is a tax levied on all businesses that operate in the City of Sacramento.
2. Cannabis business? All cannabis businesses must have a business operation tax account.
3. Working from home? If you are working from home, you will need a home-based business license.

ATTACHMENTS TO CITY APPLICATION

(Pro Tip: Utilize the “Franchise Application Checklist” to Ensure Your App is Complete)

- ☐ Vehicle Inventory – List of ALL vehicles – must use the provided Vehicle Inventory Template
 - **Note:** There is one EMD Inspection for both City & County
- ☐ Diversion Plan – Using the provided Diversion Plan Template
 - **Note:** Applicants who provide only Roll-Off service are required to completed just section I of the Diversion Plan
- ☐ New Applicants Only:
 - Financial Review Document
 - Law Enforcement Background Check (Live Scan)
 - Franchise Application Fee

TIMELINE & IMPORTANT DATES - APPLICATION

- **April 16th, 2021** - Complete applications, including all required attachments must be submitted
- **April 28th, 2021** - last day application can move from Approval to Agreement Process to haul by July 1st, 2021
 - Agreement sent to applicant for signing

EXAMPLE TIMELINE (Dates reflect deadlines – Franchise Haulers are encouraged to submit documents prior to deadlines):



*Insurance Requirements can be found in the Sample Franchise Agreement – Exhibit C

City of Sacramento Application



Franchisee Application Webinar

TIMELINE & IMPORTANT DATES – AGREEMENT & EXECUTED CONTRACT

- May 18th, 2021 – last day for City to receive signed agreement and all required Insurance Certificates from Franchise Hauler Applicant for Council approval
- June 2021 – City Council approval process and agreement finalization
- **IMPORTANT:** There is no grace period after June 30th. Commercial Franchise Haulers without a fully executed contract may not haul waste within the City of Sacramento after June 30th, 2021.

EXAMPLE TIMELINE (Dates reflect deadlines – Franchise Haulers are encouraged to submit documents prior to deadlines):



*Insurance Requirements can be found in the Sample Franchise Agreement – Exhibit C

City of Sacramento Application



Franchisee Application Webinar

REQUESTING SUPPORT - CITY



- Many questions can be answered via the City of Sacramento Commercial and Construction Services website
- Haulers and Generators may also contact the Commercial Waste Compliance Team:



- Email: wastecompliance@cityofsacramento.org
- Phone: (916)808-4846



- Note: Phone is checked every business day – please leave a voicemail with contact information

- **COMING SOON** - City of Sacramento Listserv! Watch your email for more information

Requesting Support



Franchisee Application Webinar

↻ CITY DEMO ↻

Questions for the City?

Commercial Franchise

City of
SACRAMENTO
Department of Public Works

Application Webinar

County Commercial Solid Waste Collection Franchise Application



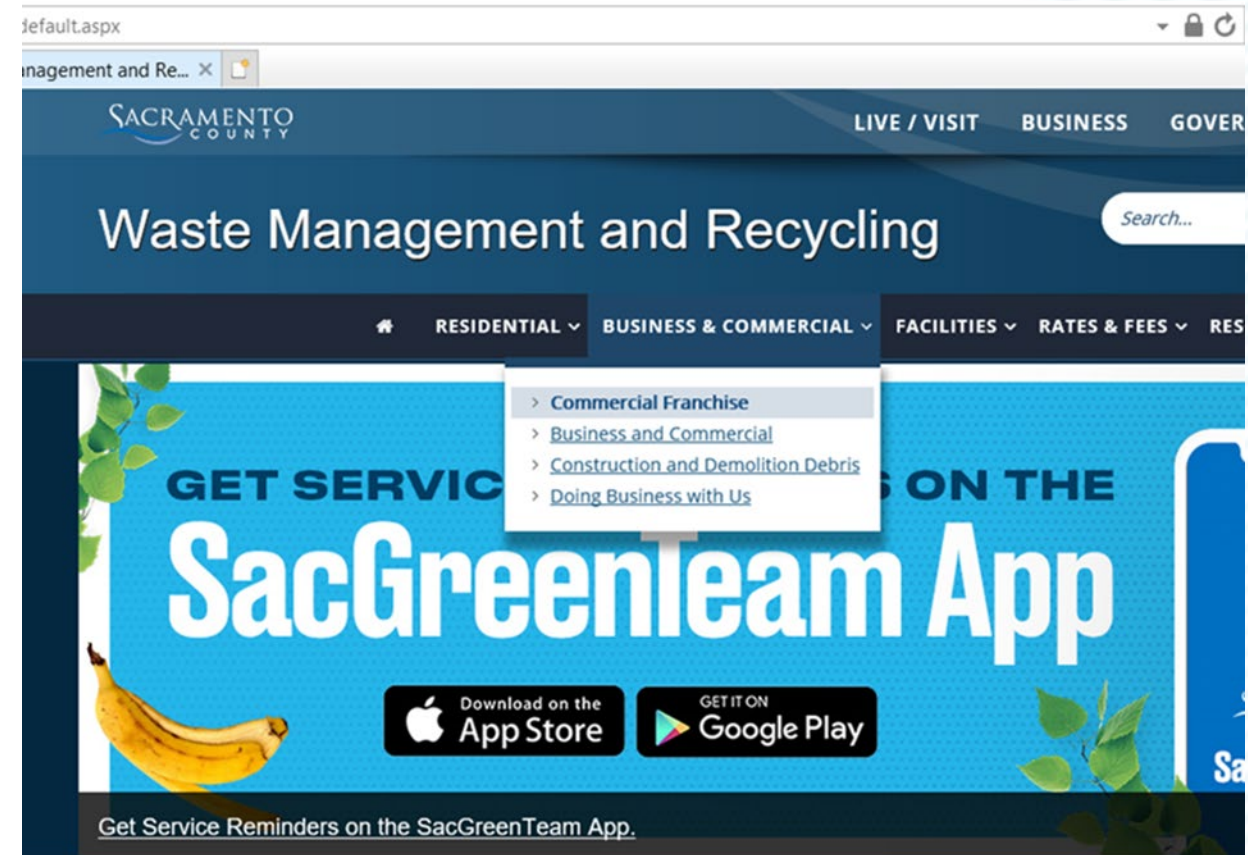
Application

WHERE:

Application and attachments at www.SacGreenTeam.com, click on “Business & Commercial” tab, click on “Commercial Franchise” in drop down menu.

HOW:

Submit completed application and attachments to commercialwaste@sacounty.net



News & Updates

> **Residential Rate Increase Update:** At the public hearing with the County Board of Supervisors (Board) on Board voted to increase residential solid waste collection rates with a \$5.00 increase effective March 1, 2021, increase effective January 1, 2022. The \$5.00 increase applies to the standard 30-gallon, 60-gallon, and 90-g which includes one recycling cart and one green waste cart. The full rate schedule showing all Board approve



Application

WHEN:

Submit March 15 - April 16, 2021 to ensure the County Franchise Agreement is executed by July 1, 2021 when current SWA Franchises expire.

**NO GRACE PERIOD. APPLICATIONS
MUST BE SUBMITTED BY APRIL 16, 2021.**

**Please submit
your application
as soon as
possible.**

Franchise Agreement & Executed Contract Timeline

- March 15 - April 16, 2021.....** Applicant Submit Completed Application and Attachments (Applicants please submit your application as soon as possible)
- May 4, 2021.....**County Deadline to Approve Application and Recommend for Board Approval
- June 15, 2021.....**County Board of Supervisors Meeting to Award Franchises
- June 16, 2021.....**Franchise Agreement Sent to Applicant for Signature via DocuSign
- July 1, 2021.....**Effective Date of County Franchise Agreement

Application Form-

Section 1- Identification

Section 2- Business Entity Type

Section 3- Services Provided

SECTION 1 – IDENTIFICATION	
Legal Business Name or Name of Applicant Corporation (Entity Granted Franchise):	
Local Street Address of Business OR Corporation (Street, City, State, Zip):	
Business Mailing Address (If Different From Above):	
Business Phone:	Business Fax:
Business Website:	
Sacramento County Business License No:	
Primary Contact for Correspondence (Name, Title):	
Primary Contact Information (Email, Address, Phone):	
Authorized Signatory Contact (If Different Than Primary Contact) (Name, Title):	
Authorized Signatory Contact (Email, Address, Phone):	
SECTION 2 – BUSINESS ENTITY TYPE	
Type of Organization (check one): Mark the applicable status of your company.	
Corporation:	Limited Liability Company (LLC):
<input type="radio"/>	<input type="radio"/>
Limited Partnership:	General Partnership:
<input type="radio"/>	<input type="radio"/>
Limited Liability Partnership:	Sole Proprietorship:
<input type="radio"/>	<input type="radio"/>
Other (Please specify):	
	<input type="radio"/>
SECTION 3 – SERVICES	
Service(s) Provided (check all that apply):	
*Note: Franchisees are required to provide recycling and organic material recycling services to each of its generators unless that generator has obtained an exemption, or provided an alternative service verification.	
Business Solid Waste Collection*	Source Separated Recyclables Collection*
<input type="checkbox"/>	<input type="checkbox"/>
Multifamily Solid Waste Collection*	Construction and Demolition Waste Collection
<input type="checkbox"/>	<input type="checkbox"/>
Organic Waste Collection*	Other (Please Specify)
<input type="checkbox"/>	<input type="checkbox"/>



Application Form-

Section 4- Diversion Plan

SECTION 4 – DIVERSION PLAN

Franchisees are required to provide education, outreach, and technical assistance to ensure commercial generator recycling compliance as required by Section 6.20.285 of Sacramento County Code, as well as AB 341, AB 1826, and SB 1383 state compliance requirements.

Franchisees are required to submit a Diversion Plan to the County on an annual basis with this application.

Complete Attachment 2 - Annual Diversion Plan Template, attached hereto, and attach to the completed application.

Annual Diversion Plan

Question #1:

Describe the methodology to meeting the County and City diversion requirements.

Note: If franchisee provides C&D and roll-off services only, they do not need to complete questions #2 through #5.

Question #2:

Provide a description of the following related to AB 341, AB 1826, and SB 1383 requirements for covered generators:

- a) Proposed methodology for identifying covered generators.
- b) Proposed methodology for tracking compliant and noncompliant covered generators.
- c) Proposed efforts for increasing required subscription levels.

Annual Diversion Plan, Continued

Question #3:

Provide a description of your Franchisee's contamination reduction program.

Note: Refer to County and City Franchise Agreement Section: Contamination Monitoring, Recordkeeping and Reporting, to assist in describing requirements of that program.

Annual Diversion Plan, Continued

Question #4:

Complete details for your Franchisee's three education and outreach campaigns:

- a. **Campaign #1** – Directed to all covered generators of AB 341, AB 1826 and SB 1383. If efforts for each law are different, please specify.
 - Provide examples of all education and outreach material for covered generators and multifamily generators.
 - Attach examples of outdoor and indoor signage provided to customers. How do customers obtain them? Free or charge?
 - **Note: If such education and outreach materials or signage are not yet developed, please describe what is being developed and timeline.**

Annual Diversion Plan, Continued

Question #4:

4. Complete details for your Franchisee's three education and outreach campaigns:

- b. Campaign #2** – Directed to all non-compliant covered generators of AB 341, AB 1826, and SB 1383. If efforts for each law are different, please specify.
 - Provide information on your steps to follow-up with noncompliant businesses and multifamily.
- c. Campaign #3** –Franchisee's choice campaign
 - Provide details about any additional education and outreach campaign(s) of your choice.

Note: Examples include an outreach campaign specific to reducing battery disposal in the garbage, etc.

Annual Diversion Plan, Continued

Question #5:

Provide a description of the Franchisee's recordkeeping and reporting systems and how it will accurately meet CalRecycle mandatory reporting requirements under AB 341, AB 1826, and SB 1383.

Note: Refer to SB 1383 to understand the recordkeeping and reporting requirements.

Application Form-

Section 5- Vehicle Inventory, and Inspections

Only one County EMD inspection is required for both City and County Franchise Application. Applicants must submit a complete Vehicle Inventory Form with each application.

Section 6- Insurance Requirements

Section 7- Financial Review (Only new applicants)

SECTION 5 – VEHICLE INVENTORY & INSPECTIONS
A. Franchisee Vehicle Inventory
Franchisees are required to submit its Commercial Solid Waste Vehicle Inventory Form on an annual basis. Complete Attachment 3 - Vehicle Inventory Form, attached hereto, and attach to the completed application.
B. Franchisee Annual Required Vehicle Inspections
All Franchisee vehicles shall be inspected by Sacramento County Environmental Management Department (EMD) before they may be used for commercial solid waste operations. EMD will contact Franchisee to schedule an appointment for vehicle inspections. A per vehicle inspection cost will be charged. A vehicle franchise decal for each vehicle that has passed an inspection will be mailed to applicant and must be affixed to the vehicle. It is illegal for any vehicle not clearly displaying this decal to collect commercial solid waste in the unincorporated areas of the County. Note: Any change in the vehicle inventory during the term of the franchise agreement, such as adding a new truck, must be reported on a revised Commercial Solid Waste Vehicle Inventory form. Email the revised form to commercialwaste@saccounty.net . New vehicles must be inspected by EMD before being put into service.
SECTION 6 – INSURANCE REQUIREMENTS
Franchisees are required to provide a valid Certificate of Insurance (COI) showing proof of adequate coverages as required in Attachment 4, attached hereto. A valid and adequate COI must be submitted annually as part of the application.
SECTION 7 – FINANCIAL REVIEW (Required for new applications only)
Applicants must provide satisfactory proof to the County that the applicant has adequate financial resources to conduct commercial solid waste collection services.

Application Form-

Section 8- Judgements

Section 9- Sheriff's Clearance (New applicants ONLY)

Section 10- Certification (sign, date)

SECTION 8 – JUDGEMENTS		
Chapter 6.20.245 B.4 of Sacramento County Code requires that a complete listing and explanation of any civil or criminal rulings or judgments in excess of five-thousand dollars (\$5,000), or convictions against applicant, or any of applicant's partners, major stockholders (stockholder owning 10% or more of company), or corporate directors of parent or subsidiary companies. Applicants that are subject to the periodic reporting requirements of section 13(a) of the Securities Exchange Act, may, in lieu of the information required by sections 13.24.110.C.1.f. and 13.24.110.C.2.d., submit the information reported pursuant to 17 CFR sections 229.103 (legal proceedings) and 229.403 (security ownership of certain beneficial owners and management) on the most recent form 10-K filed by the applicant with the Securities and Exchange Commission. Pursuant to the statement above, please complete the following:		
A. Has the applicant, a manager, a financial officer, a partner, a corporate officer, a major stockholder, a parent company, or a subsidiary company ever been convicted of a criminal offense? (Omit minor traffic violations or offenses as a minor)	<input type="radio"/> Yes	<input type="radio"/> No
If yes, please provide the following for each conviction (attach a separate sheet if necessary to the completed application):		
Name of Person or Company:		
Type of Conviction:		
Date of Conviction:		
Brief Description of Conviction:		
B. Has the applicant, a manager, a financial officer, a partner, a corporate officer, a major stockholder, a parent company, or a subsidiary company ever had a criminal or civil ruling or judgment in excess of \$5,000?	<input type="radio"/> Yes	<input type="radio"/> No
If yes, please provide the following for each ruling or judgment (attach a separate sheet if necessary to the completed application):		
Name of Person or Company:		
Type of Judgement or Ruling:		
Date of Judgement or Ruling:		
Brief Description of Judgement of Ruling:		
SECTION 9 – SHERIFF'S CLEARANCE/ LIVE SCAN (Required for new applications only)		
The applicant, and any of the applicant's partners, major stockholders (stockholder owning 10% or more of company), or corporate directors of parent or subsidiary companies, must complete the Sheriff's Clearance Form attached hereto as Attachment 5, and submit it to the Sheriff's Department at:		



Application Attachments & Resources

Attachments

- County Franchise for Commercial Solid Waste Collection Agreement (Please READ, available on website)
- Annual Diversion Plan (available on website)
- Vehicle Inventory Form (available on website)
- Insurance Requirements of Franchise Agreement (available on website)
- Sheriff's Clearance Form/Live Scan (only for new applicants)






Resources

- Chapter 6.20 of Sacramento County Code (Will be linked on SacGreenTeam website, Commercial Franchise webpage prior to 3/19/21)

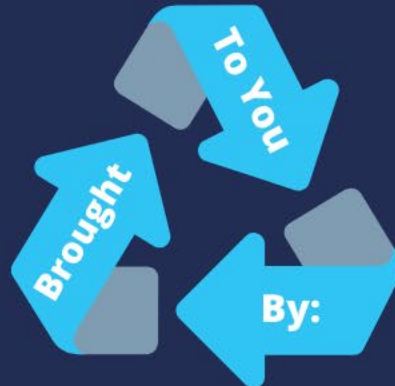
Have questions later?
Contact: Doug Eubanks
eubanksd@saccounty.net



KEY TAKEAWAYS:

-  **Begin the Insurance Certificate process *now***
-  **There is no grace period after June 30th, 2021**
 -  **Haulers are encouraged to submit documents before deadlines**
-  **City - If no Business Operations Tax (BOT) Account, apply *ASAP***
-  **County - If no Business License, apply *ASAP***

Sacramento County



City of Sacramento

