



CC Regular Meeting

AGENDA ITEM REPORT

Meeting:	April 1, 2025
Title:	First Amendment to Professional Services Agreement with SAESHE to Provide Program Management Services for the Used Motor Oil Payment Program
Presented by:	Rafael Fajardo, Director of Public Works/City Engineer
Recommendation:	Authorize the City Manager to execute the First Amendment to the Professional Services Agreement with SAESHE for a two-year contract extension for management of the City's Used Motor Oil Payment Program in an amount not-to-exceed \$26,600.

EXECUTIVE SUMMARY/BACKGROUND:

The City of Covina has provided an education program since 1994 that encourages the proper disposal of used motor oil and used oil filters. The City's program implements strategic community engagement activities that target Covina's do-it-yourselfers, and provides support to a network of six certified collection centers. The program is funded by a Payment Program that is awarded by CalRecycle annually.

In January 2022, the City entered into a consulting agreement with SAESHE for management of the Used Motor Oil Payment Program. The Professional Services Agreement with SAESHE has expired, and allows for two optional one-year extension terms. The Public Works Department is pleased with the consulting services provided by SAESHE to date, and recommends execution of the extension years. The proposed First Amendment would extend the consulting agreement to December 24, 2026, for an amount not-to-exceed \$26,600.

DISCUSSION:

Used motor oil contains toxic components, and if improperly disposed, will negatively impact our waterways and groundwater supply. Furthermore, used motor oil does not wear out and can be recycled indefinitely. For these reasons, CalRecycle provides municipalities with a funding source for the implementation of community programs that encourage the recycling of both used motor oil and used oil filters. Covina's program consists of public education, filter exchange events, drain container distribution, collection center oversight, as well as State reporting. The City has contracted with SAESHE since 2022 to manage this program on behalf of the Public Works Department.

The initial term of the consulting agreement with SAESHE has expired, and allows for two additional one-year extension terms. The City has been pleased with the work effort and performance demonstrated by SAESHE. As such, the Public Works Department recommends a First Amendment to the PSA with SAESHE, authorizing the consultant to continue management of the City's Used Motor Oil Payment Program through December 24, 2026, for a not-to-exceed cost of \$26,600.


FISCAL IMPACT:

The fiscal impact for extending the SAESHE PSA for two additional years is an amount not-to-exceed \$26,600, for continued consulting services. The Department of Public Works budget contains sufficient funding for implementation of the used motor oil recycling program. The program is primarily funded by CalRecycle's Used Motor Oil Payment Program (accounts in series 2530-5550; grant award is approximately \$7,500 per year). Program enhancements are funded by the Public Works Waste Management fund as needed (accounts in series 6200-5580), when program costs exceed the City's annual CalRecycle grant allotment.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

The project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt per Section 15061 (b) (3). The program is covered by the General Rule that CEQA applies to projects that have the potential for causing a significant effect on the environment. The proposed First Amendment with SAESHE to provide consulting services will not result in any impact to the environment.

Respectfully submitted,



Rafael M. Fajardo
Director of Public Works/City Engineer