



PASADENA

FRANCHISE NEWSLETTER

CITY OF PASADENA

DECEMBER 2015

VOLUME 17, ISSUE 3

NEW INSURANCE REQUIREMENT

All Franchisees are now required to provide “**Endorsement Waiver of the Right of Subrogation for General Liability, Automobile Liability and Worker’s Compensation against the City of Pasadena.**” (see documents attached).

FRANCHISE FEE PAYMENT AND TONNAGE REPORT

Each franchisee with a non-exclusive solid waste collection franchise granted pursuant to Chapter 8.61 of the Pasadena Municipal Code shall pay a monthly franchise fee of 23.066 percent of all gross monthly receipts resulting from the operation of business in the City.

Franchisee shall also submit a monthly collection tonnage report for solid waste and/or construction and demolition materials, when applicable on the first day of every month as follows: Specifically, a franchise fee payment and tonnage report are due on the first day of the second month after the close of the month being reported. For example, the payment and tonnage report for the month of November are due on January 1.

If franchise fee payment is not received by the 5th day of a particular month, an invoice will be mailed to the franchise hauler. If the payment is not received by the 11th, the account will be referred to our collections Department.

Please see that all your franchise fee payments and tonnage reports are submitted to the City in a timely manner to avoid collection fees and poor past performance, which may affect your yearly franchise renewal.

THIRD PARTY TONNAGE

It is time again to begin working on your third party survey report forms, which are due in March 2016. Below are the 8 franchisees that submitted third party surveys for 2015-2016 franchise term:

- AAA Rubbish
- American Reclamation
- Athens Services
- Consolidated Disposal
- Universal Waste Services
- Valley Vista
- Waste Management
- Waste and Recycling

FRANCHISE AMENDMENTS

The following franchisees have not submitted the signed franchise amendment. Please see that the 2 signed franchise amendment forms and Taxpayer Protection Amendment form are completed, signed and returned to us ASAP, as it is critical that we process your franchise amendment in a timely manner.

*American Reclamation

*Recology Los Angeles

CONTACT INFORMATION

Telephone Numbers:

(626) 744-7162 and (626) 744-4245

Fax:

(626) 396-7774 and (626) 396-8584

E-mails:

crubio@cityofpasadena.net

rramirez@cityofpasadena.net

Reminder*

Franchise fees, tonnage reports, insurance certificates and other miscellaneous documents requested by City staff should be mailed to:

Regular Mail Delivery

City of Pasadena
Department of Public Works/SMIWM
Attention: Carmen Rubio
P.O. Box 7115
Pasadena, CA 91109-7215

UPS or FedEx Mail Delivery

City of Pasadena
Department of Public Works/SMIWM
Attention: Carmen Rubio
233 West Mountain Street, #235
Pasadena, CA 91103

CLOSED 9/80 OFF FRIDAYS:

December 11, 2015
December 25, 2015
January 8, 2016
January 22, 2016
February 5, 2016
February 19, 2016

HOLIDAY (CITY OFFICE CLOSED):

12/25/15 (Christmas Day)
1/1/16 (New Year's Day)
1/18/16 (Martin Luther King Jr.)
2/12/16 (Lincoln's Birthday)
2/15/16 (Washington's Birthday)

WASTE CHARACTERIZATION ANALYSIS

It is time again to begin working on your Waste Characterization Analysis report which is due in March 2016. Below are the franchisees that submitted a Waste Characterization Analysis for 2015-2016 franchise term:

- Consolidated Disposal Service dba Republic Service
- Waste and Recycling Services

FRANCHISE AUDITS

It is that time of the year again that the City selects franchises to be audited for the time period of January 2015 through December 2015. As required by your franchise agreement, keep all records in order, in case you are selected to be audited.

CHRISTMAS TREE COLLECTION

Franchisees are required to pick up Christmas trees per your franchise agreement. Please inform your customers about your company's holiday tree collection/recycling options and ask their support in properly disposing of Christmas trees. In January 2016, we will request information on the number of Christmas trees each franchisee collected from Pasadena.

NON-PERMITTED HAULERS

In the past three months, staff issued a citation(s) to the following non-permitted haulers:

- BG's Big Box
- Bins, Bins, Bins
- City Wide Bins
- Junk Removal / Yossi Liani
- Melva Disposal & Recycling

We urge you to continue reporting non-permitted haulers to our Code Compliance Officer, Gevorg Grigoryan at (626) 744-7118 or e-mail him at ggrigoryan@cityofpasadena.net