

# RMDZ Zone Information Reporting System (ZIRS)

## A Variety of Enhancements

December 2012

### Zone Annual Report (ZAR)

#### Streamline Proposal

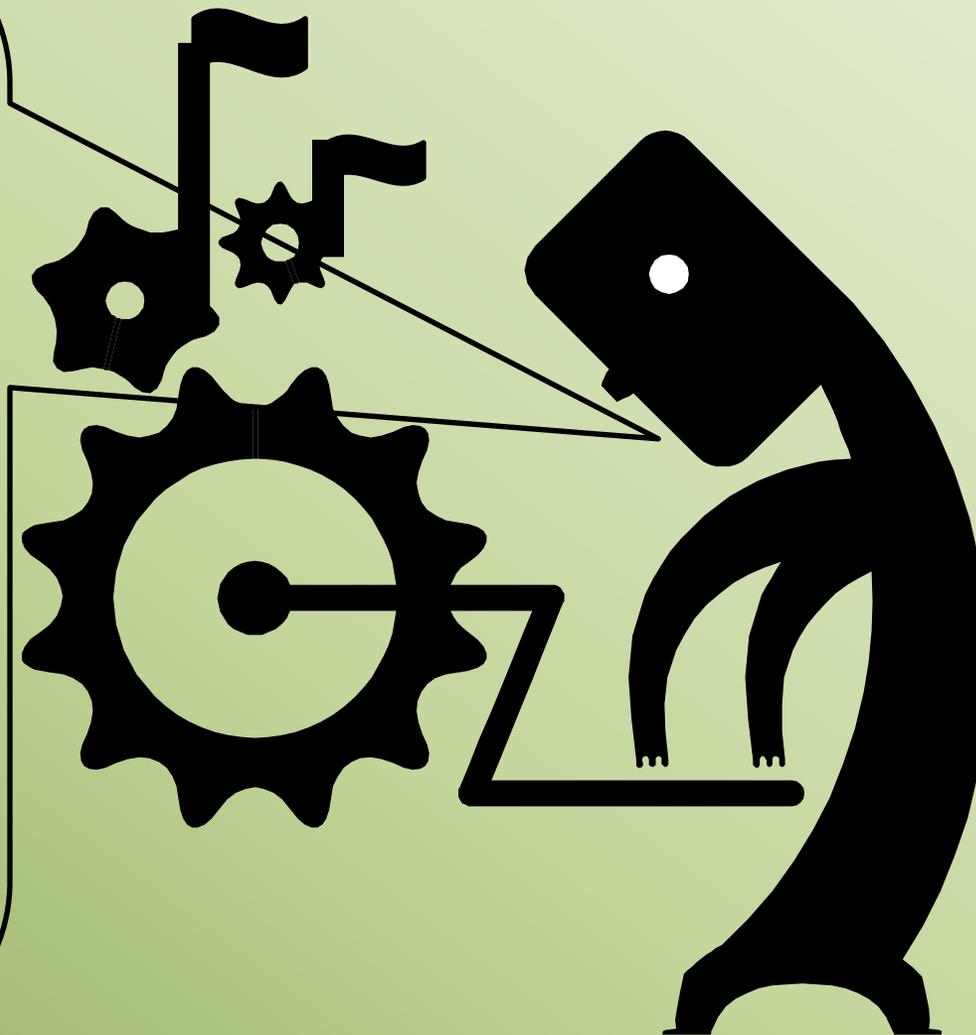
- ZAR Requirements and Options
- ZAP Propositions to Streamline
- Business Data Options

#### ZIF Reminders

- ZIF Streamline Review and Survey
- ZIF PreApprovals and Funding

#### Upcoming Enhancements

- Webpage Updates
- Recycle Store Updates
- Break Out Session – Report Back
  - Confirm Cities in Zone
  - Verify Existing Recycling Businesses
  - Create New ZIFs from Roll Over
  - Vote for Streamline Options



# RMDZ ZAR Streamline Proposal -> **Streamline Background**

- Loans and Local Assistance staff worked together to explore opportunities to streamline RMDZ processes including :
  - ✓ the renewal/expansion process,
  - ✓ annual reporting, and
  - ✓ ZIF processes.
  
- Proposal based on input from CARMDZ, individual ZAs, and experience gained from ZAs while working on the ZAR and from staff.
  
- No statutory requirement to submit an annual
  - ✓ Only Public Code requiring a Zone to submit an AR.
  
- Goal to reduce demands on both ZAs and ZLs.

# RMDZ ZAR Streamline Proposal -> Reporting Options

- Incorporate Zone Data Verification Sessions into Zone Works Breakouts?
  - In lieu of “Annual Report Process” use ZoneWorks to verify and update business data, tons, employees, etc.
  - Maintain existing due date of March 30<sup>th</sup> of each year for ZAR submittal.
  - Eliminates extra time spent on questions about how to complete the ZAR.
- Eliminate Zone Reporting Requirement?
- Refine other ZAR database process?



**CalRecycle**  Recycling Market Development Zones  
**Annual Report**

**Contra Costa - 2011**

**Status:** Open

**Comments:** The Contra Costa County Recycling Market Development Zone (CCRMDZ) is comprised of 11 cities; El Cerrito, Richmond, San Pablo, Pinole, Hercules, Martinez, Concord, Pittsburg, Antioch, Brentwood, Oakley; and all unincorporated County areas and communities between including El Sobrante, North Richmond, Rodeo, Crockett, Port Costa, Pacheco, Bay Point, Bethel Island, Discovery Bay and Byron.

General RMDZ Program Activities

Brochures, Booklets, Print Materials

Continued distribution of the CalRecycle RMDZ brochure to parties who express interest. Contains

**ZAR Print Out Modernized Spring 2012**

# RMDZ ZAR Streamline Proposal -> **Zone Action Plan (ZAP)**

## **Proposition A: Get Rid of ZAP Entirely.**

Pros: Frees up ZA and ZL staff time completely from this data entry activity.

Cons: May eliminate certain records of program activities for reporting and justification purposes to the Legislature.

## **Proposition B: Reduce ZAP to broad Annual Goals.**

- Non-essential fields would be removed
  - Remove Date Requested; Request Status; Proposed Activity Metric; Proposed Evaluation Metric.
  - Zap Activity Category; ZL Review Process and Screen; Summary Subtab Screen.
- General Category Drop Down options would be updated to offer more categories consistent with long term actions.
- “Activities” Tab name would be updated name to ZAP to emphasize long term goals, rather than annual activities.

# RMDZ ZAR Streamline Proposal -> Businesses Analysis Functions Streamlined

- Reminder: “Last Communication” column developed
  - Shows the last date of any logged communications
  - Provides snap shot of businesses that may need contacting!
- Now Also Includes “Status” column
  - indicating a recycling manufacture as “Existing” or “Potential”
  - Sortable headers allows you to quickly group and analyze businesses.

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## Zone Businesses: Agua Mansa

[Summary](#) | [Detail](#) | [Contacts](#) | [Addresses](#) | **[Businesses](#)** | [Loans](#) | [Activities](#) | [ZIF](#) | [Documents](#) | [Communications](#) | [Notes](#)

[Add Business](#)

BUSINESS	AKA, DBA	STATUS ↓	TYPE	ADDRESS 1	CITY	COUNTY	PRIMARY CONTACT	LAST COMMUNICATION
<a href="#">Cresset Powers</a>		Potential	Secondary Processor					
<a href="#">Redland Red's</a>		Potential	Mulch/Compost				Philips, Keith	9/27/2012
<a href="#">Toan Bui</a>		Potential	Unknown					
<a href="#">Ability Counts Incorporated</a>		Existing/Open	Reuse	2059 Alantic Ave	Riverside	Riverside	Schwerdt, Alan	
<a href="#">CarbonLite Industries LLC</a>	Carbon Lite Recycling	Existing/Open	Secondary Processor	875 Michigan Ave	Riverside	Riverside	Farahnik, Leon	4/21/2012
<a href="#">EcoPlast</a>		Existing/Open	Secondary Processor	13414 Slover Ave	Fontana	San Bernardino	Yedidsion, Parham	5/29/2012
<a href="#">reRubber</a>		Existing/Open	Recycling manufacturer	315 S Sultana Ave	Ontario	San Bernardino	Wang, Jiun-D	4/21/2012
<a href="#">Southern States Power Co.</a>		Existing/Open	Unknown	4505 Allstate Dr	Riverside	Riverside		
<a href="#">U.S Rubber Recycling, Inc.</a>		Existing/Open	Recycling manufacturer	2225 Via Cerro	Riverside	Riverside	Snyder, Rick	
<a href="#">Elizabeth Shutters</a>		Closed	Reuse					
<a href="#">Remediation Earth</a>		Closed	Conversion Technology				Mamakos, Clare	
<a href="#">Tigon Industries, Inc.</a>		Closed	Recycling manufacturer				Stoner, Charles	

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Recycling Market Development Zones <https://secure.calrecycle.ca.gov/RMDZ/>  
 Contact: [RMDZZIRSHelp@calrecycle.ca.gov](mailto:RMDZZIRSHelp@calrecycle.ca.gov)

# RMDZ ZAR Streamline Proposal -> Business Data Options

- ❑ Reminder: Business Summary Report Developed Sprint 2012 to Utilize in Field
- ❑ Work in Progress: Add Remaining Business Intake Fields into ZIRS Business Section
  - Eliminates duplicative data entry into two different forms

- Potential to investigate other streamline options
- For example: Turn off jobs/tons fields for potential businesses
- Other suggestions?



CalRecycle

## RMDZ Business Summary

### Discount Auto Glass

Zone Information Report System (ZIRS)

Business Information

Business Status: Potential  
Startup: Yes  
Legal Entity: Unknown  
Type of Operation: Reuse  
Description: Diverts windshields from going to landfills. Uses machine to break apart glass from PVB plastic. Raw materials are recycled and/or reused to manufacture new products.  
Phone: (707) 478-4545  
FAX Number: (707) 546-4851  
Email: m\_eweis@sbcglobal.net  
Physical Jurisdiction: Santa Rosa  
Year business entered the Program: 2009

ZONE: Sonoma/Mendocino/Lake Counties

631 S Orchard Ave, 631 S Orchard Ave Ukiah, CA 95482

Contact Name	Title	Phone	Email	Zone Contact Role
Barbara Heinsch	Zone Liaison	(916) 341-6587	barbara.heinsch@calrecycle.ca.gov	Zone Liaison
Govindan Viswanathan	Loan Officer	(916) 341-6536	Govindan.Viswanathan@CalRecycle.ca.gov	Zone Loan Officer
John Kuhry	Economic Development Coordinator	(707) 684-4084	john@edfc.org	Zone Administrator

# RMDZ ZIF Reminders -> One-Stop Entry for ZIF

- ❖ ZIF streamlined so Entire ZIF Process in Completed Online in ZIRS
- ❖ Notification emails automated
- ❖ ZIF Request and Document Subtab merged into single entry area (*One less entry area!*)
- ❖ VDR Automatically Attached (*One less attachment!*)
- ❖ Reimbursement Form Automatically Generated (*One less form to complete!*)

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Home > Zones > ZIFs > Summary  
**Zone ZIF Summary: Tehama**

ZIF: 01126-Other

**ZIF Information**  
 ZIF Status: [Pre-Approved](#) | [Print ZIF Information](#)

**Zone Administrator (ZA) Request**  
 Request Status: Submitted for PreApproval | Date: 8/30/2011  
 Fiscal Year: 2011-2012  
 Category: Industry Trade Shows, Conferences  
 ZIF Activity: Other  
 ZIF Activity Objective: To become more adept in the field of economic development  
 ZIF Activity Description: Training at Introduction to Economic Development Certificate Program Location California State University, Fresno 5241 N. Maple Ave., Fresno, CA 93740 Start Time 10/17/2011 8:00 AM End Time 10/20/2011 6:00 PM Description This program is for both new professionals entering the field of economic development and existing professionals including elected officials who want to advance their career and better serve their community. Participants have the opportunity to  
 Request Amount: 1,215.77  
 Expected Completion Date: 10/21/2011  
 How will funds be used: \$700.00 course fees, \$475 for 5 nights hotel stay (includes taxes), \$280.50 mileage expense for round trip travel at \$0.51 per mile, 5 days of meal expenses at \$75.00.

**Proposed**  
 Activity Metrics: The ZA is well trained and coursed in the field of landfill and recyclables management. The ZA does not have any expertise in the field of economic development. The ZA will attend the Economic Development Certification Training Program at Cal State Fresno.

**Accomplished**  
 Activity Metrics: The ZA passed the exam and received the Economic Development Certificate, so that she may better educate potential RMDZ businesses in regards to economic development financem small business development, and business retention and expansion.

**Remit To Information:**  
 Payable To: Tehama County/Red Bluff Landfill Management Agency  
 Street Address: 19995 Plymire Road  
 Address 2:  
 City: Red Bluff  
 State: CA  
 Zip Code: 96080

**Zone Liaison (ZL) Review**  
 Review Status: Recommend Pre-Approval  
 Review Note: Tehama is very pro-active in economic deve

**Zone Coordinator (ZC) Approval**  
 Approval Status: Pre-Approved  
 Approval Note: Approved to proceed. Verified with Cara/Primo/Kristin

**Zone Information**  
 Tehama | [RMDZ URL](#)  
 19995 Plymire Rd, Red Bluff, CA 96080-9542 | [Map](#)  
 Administrator: [Kristina Miller](#) (530) 528-1103 | [Email All](#)  
 Zone Liaison: [Cindi Rumenapp](#) (916) 341-6604  
 Loan Officer: [Govindan Viswanathan](#) (916) 341-6536

**ZIFs**

ZIF#	FISCAL YEAR	STATUS	AMOUNT(\$)
<a href="#">1126</a>	2011-2012	Pre-Approved	1,215.77
<a href="#">1118</a>	2010-2011	Paid	681.83
<a href="#">1102</a>	2010-2011	Paid	290.00
<b>Total:</b>			<b>2,187.60</b>

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**ZIF Documentation**

TITLE	DATE	UPLOADED BY	TYPE
<a href="#">VDR Form204 FY 2011-12 City of Tehama</a>	11/23/2011	Krysty Emery	204 - Vendor Data Record (VDR)
<a href="#">ZIF 1126 Economic Development Certificate Program</a>	11/17/2011	Cindi Rumenapp	ZIF Backup Documentation

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**Expanded View of Updated Responsibility Labels**

Summary | **ZIF** | Documents | Communications

Summary | **ZA Request** | ZL Review | ZC Approval | Payment | ZIF Documentation

## RMDZ ZIF Reminders -> **Submit PreApproval Requests and Funds Available**

- Submit ZIF PreApproval
  - Reimbursement requires PreApproval from ZIF Coordinator.
- Expand Roll Over Request Concepts into a New and Complete ZIF
- Reminder - Available Funds for this ZIF Cycle
  - ✓ \$3500 available in FY 11/12. Done.
  - \$5000 available in FY12/13.
  - \$5000 available in FY13/14.
    - FY 13/14 activity must be completed and request for reimbursement must be submitted by April 15, 2014.
    - Potential total of \$13,500.

# RMDZ ZIF Reminders -> **Two Categories of ZIF**

Funded Items, Collectively Referred to as Zone Incentive Funds or (ZIF), are broken into two categories.

## **A) Zone Outreach**

**~\$5,000\*/yr**

- i) Covers ZIF Activity Requests
- ii) Processed online in ZIRS
- iii) Coordinated by Krysty Emery
- iiii) VDR for Zone Entity uploaded to ZIRS

## **B) ZoneWorks Attendance**

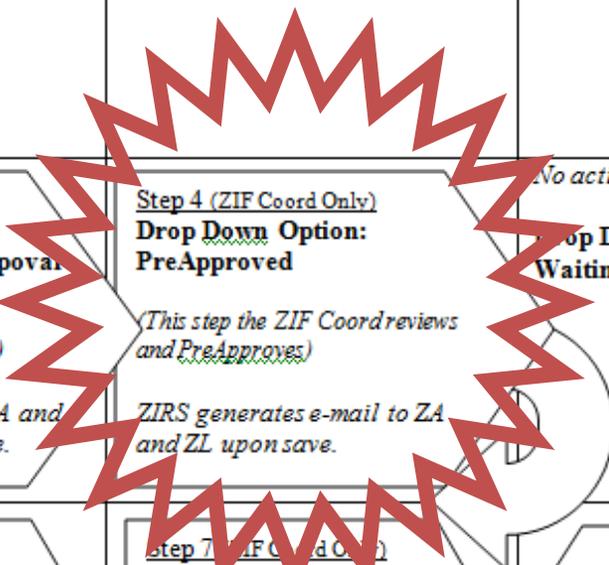
**~\$1000/yr**

- i) Covers ZoneWorks Reg. Fee, Hotel, Airfare
- ii) Processed automatically w/ registration
- iii) Managed by Contractor (Sac State)
- iv) Requires personal VDR for misc. travel expenses not already automatically covered, (e.g. mileage, parking, etc.)
  - i) Included in registration package at conference check in along w/ reimbursement forms.

\*\$5K available in FY 12/13 and FY13/14

# RMDZ ZIF Reminders -> ZIF Pre Approval Bingo

<p>Tabs in ZIRS – Inside an open ZIF</p>	<p><b>ZA Request</b> (ZA/ZL use only to Submit)</p> <p><i>(This is the only tab the ZA should ever edit. A ZL may also use this tab, but only to help a ZA create a ZIF request.)</i></p>	<p><b>ZL Review</b> (ZL use only to Recommend)</p> <p><i>(This is the only tab the ZL should ever edit. A ZL may use the Request Tab, but only to help a ZA create a ZIF request.)</i></p>	<p><b>ZC Approval</b> (ZIF Coord use only To PreApprove and Approve)</p> <p><i>(The Approval Tab and the Payment Tab are the only tabs the ZIF Coordinator should ever edit.)</i></p>	<p><b>Payment</b> (CSUS use only)</p> <p><i>(The Approval Tab and the Payment Tab are the only tabs the ZIF Coordinator should ever edit.)</i></p>
	<p><u>Step 1 (ZA or ZL Only)</u> <b>Drop Down Option: Pending</b></p> <p><i>(This option is if a ZA drafts and saves a ZIF but does not yet want to submit it for preapproval to the ZL staff.)</i></p>	<p>No action required</p>	<p>No action required</p>	<p>No action required</p>
<p><u>ZIF Activity</u> <u>PreApproval</u> Process Row</p> <p><i>(This row is the ZA asking for permission to spend money)</i></p>	<p><u>Step 2 (ZA or ZL Only)</u> <b>Drop Down Option: Submitted for PreApproval</b></p> <p><i>(This step the ZA creates a ZIF and Submits for PreApproval)</i></p> <p>ZIRS generates e-mail to ZL upon save.</p>	<p><u>Step 3 (ZL only)</u> <b>Drop Down Option: Recommended for PreApproval</b></p> <p><i>(This step the ZL reviews and Recommends for PreApproval)</i></p> <p>ZIRS generates e-mail to ZA and ZIF Coordinator upon save.</p>	<p><u>Step 4 (ZIF Coord Only)</u> <b>Drop Down Option: PreApproved</b></p> <p><i>(This step the ZIF Coord reviews and PreApproves)</i></p> <p>ZIRS generates e-mail to ZA and ZL upon save.</p>	<p>No action required</p> <p><b>Drop Down Option Reads: Waiting Approval</b></p>
<p><u>Reimbursement</u> <u>Approval</u> Process Row</p> <p><i>(This row is the ZA asking for reimbursement of the money after the activity has been completed.)</i></p>	<p><u>Step 5 (ZA or ZL Only)</u> <b>Drop Down Option: Submitted for Reimbursement</b></p> <p><i>(This step the ZA Submits for Approval for reimbursement)(Also attaches Backup Receipts)</i></p> <p>ZIRS generates e-mail to ZL upon save.</p>	<p><u>Step 6 (ZL only)</u> <b>Drop Down Option: Recommended for Reimbursement</b></p> <p><i>(This step the ZL reviews and Recommends for Approval for payment.)</i></p> <p>ZIRS generates e-mail to ZA and ZIF Coordinator upon save.</p>	<p><u>Step 7 (ZIF Coord Only)</u> <b>Drop Down Option: Approved or Denied</b></p> <p><i>(This step the ZIF Coord reviews and Approves for reimbursement)</i></p> <p>ZIRS generates e-mail to ZA ZL and CSUS upon save.</p>	<p><u>Step 8 (ZIF Coord/CSUS Only)</u> <b>Drop Down Option: In Process or Paid</b></p> <p>ZIRS generates e-mail to ZA, ZL, ZIF Coord upon save.</p>



Contact your ZL first  
for any Zone or ZIRS questions.

ZLs will contact Krysty Emery  
for ZIRS User Application issues.  
(916) 341-6684  
[Krysty.emery@calrecycle.ca.gov](mailto:Krysty.emery@calrecycle.ca.gov)

Krysty will get back to both the ZL and the ZA usually in  
a cc:ed e-mail or coordinated phone call.

# Business and Community Wrap Up -> Workshop Break Out

- ❑ Verify Cities in Zones
  - Compare Zone “Places” data in ZIRS to CalRecycle Zone Webpages
  - Verified data in ZIRS will be used to keep Webpages current
  - CalRecycle Webpages will include direct link to local Zone Webpage
  
- ❑ Verify that “Existing” businesses are manufacturing a recycled product
  - “Existing” business are:
    - A business **currently producing a product from recycled material, and**
    - Located in a RMDZ.
  - “Potential” business are:
    - not yet open, forming a start up, **or**
    - open, but not yet producing a product with recycled material, or
    - alternatively, producing a recycled product **but not yet in** a RMDZ.
  
- ❑ Expand Roll Over Request Concepts into a New and Complete ZIF
  - Share Information about successful ZIF Activities
  
- ❑ Vote for Streamline Options

# RMDZ ZIRS Breakout Session -> City and Business Verification

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## Zone Places: Chico / Northern Butte County

Summary **Detail** Contacts Addresses Businesses Loans Activities ZIF Documents Communications Notes

**Places** ZIP Codes [Add Place](#)

PLACE	TYPE OF PLACE ↓	IN ZONE
<a href="#">Chico</a>	City	Partial
<a href="#">Butte Valley</a>	CDP	Inside
<a href="#">Durham</a>	CDP	Inside
<a href="#">Nord</a>	CDP	Partial

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## Zone Businesses: Agua Mansa

Summary Detail Contacts Addresses **Businesses** Loans Activities ZIF Documents Communications Notes

[Add Business](#)

BUSINESS	AKA, DBA	STATUS ↓	TYPE	ADDRESS 1	CITY	COUNTY	PRIMARY CONTACT	LAST COMMUNICATION
<a href="#">Cresset Powers</a>		Potential	Secondary Processor					
<a href="#">Redland Red's</a>		Potential	Mulch/Compost				Philips, Keith	9/27/2012
<a href="#">Toan Bui</a>		Potential	Unknown					
<a href="#">Ability Counts Incorporated</a>		Existing/Open	Reuse	2059 Alantic Ave	Riverside	Riverside	Schwerdt, Alan	
<a href="#">CarbonLite Industries LLC</a>	Carbon Lite Recycling	Existing/Open	Secondary Processor	875 Michigan Ave	Riverside	Riverside	Farahnik, Leon	4/21/2012
<a href="#">EcoPlast</a>		Existing/Open	Secondary Processor	13414 Slover Ave	Fontana	San Bernardino	Yedidsion, Parham	5/29/2012
<a href="#">reRubber</a>		Existing/Open	Recycling manufacturer	315 S Sultana Ave	Ontario	San Bernardino	Wang, Jiun-D	4/21/2012
<a href="#">Southern States Power Co.</a>		Existing/Open	Unknown	4505 Allstate Dr	Riverside	Riverside		
<a href="#">U.S Rubber Recycling, Inc.</a>		Existing/Open	Recycling manufacturer	2225 Via Cerro	Riverside	Riverside	Snyder, Rick	
<a href="#">Elizabeth Shutters</a>		Closed	Reuse					
<a href="#">Remediation Earth</a>		Closed	Conversion Technology				Mamakos, Clare	
<a href="#">Tigon Industries, Inc.</a>		Closed	Recycling manufacturer				Stoner, Charles	

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 Contact: [RMDZZIRSHelp@calrecycle.ca.gov](mailto:RMDZZIRSHelp@calrecycle.ca.gov)

# RMDZ ZAR Streamline Proposal -> **Official Ballot**

## Fill In Completely

### 1. Reporting Options

- Incorporate Zone Data Verification Sessions into Zone Works Breakouts
- Refine database report process to remove duplicative screens
- Remove Zone Report Requirement
- \_\_\_\_\_

### 2. ZAP Propositions

- Proposition A: Get Rid of ZAP Entirely
- Proposition B: Reduce to Broad Annual Goals  
Streamline entry fields
- \_\_\_\_\_

## Write In

Business Streamline Ideas \_\_\_\_\_

\_\_\_\_\_

ZIF Streamline Ideas \_\_\_\_\_

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