



Office of the City Manager

CONSENT CALENDAR
May 22, 2007

To: Honorable Mayor and
Members of the City Council

From: *PK* Phil Kamlarz, City Manager

Submitted by: Claudette Ford, Director, Public Works

Subject: Contract: Recycling Assistance for Berkeley Schools

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 6836 with Marcy Greenhut to provide technical assistance to Berkeley schools for recycling and waste reduction, increasing the amount by \$11,000 for a total amount not to exceed \$35,000, for the period October 18, 2005 to October 30, 2007.

FISCAL IMPACTS OF RECOMMENDATION

This amendment will add \$11,000 to the existing contract limit of \$24,000 to cover expenses through October 2007. Marcy Greenhut is paid \$35.00 an hour and works up to 16 hours per week.

This contract is funded by grants from the Alameda County Waste Management Authority (Fund 646) and the California Department of Conservation (Fund 647). Funds are available in the FY 2007 budget for the additional amount as follows:

- \$5,000 from 646-5608-432.30-38, XX7N06
- \$6,000 from 647-5608-432.30-38, 03RB10

The CMS number is TATV8.

CURRENT SITUATION AND ITS EFFECTS

Ms. Greenhut is contracted to spend up to an average of 16 hours per week through June 30, 2007, to help Berkeley schools design, implement and maintain comprehensive and efficient recycling programs, and to document best practices. The City and the Alameda County Waste Management Authority (ACWMA) are working with the Berkeley Unified School District (BUSD) administration to take over these functions during the 2007-08 school year. Substantial progress has been made toward these goals.

The currently approved contract funds will be exhausted by the end of April. The proposed additional funding and extension will allow the contractor to work through the end of the semester to stabilize the recycling programs in schools with new or pending cafeteria programs.

Contractor will ensure that all recycling programs are in place at the beginning of the Fall 2007 semester, and that BUSD staff has the necessary help for a successful transition to full responsibility for recycling programs.

BACKGROUND

BUSD has 22 sites, including 11 elementary schools, 3 middle schools, 1 high school, 1 adult school, 4 preschools, and 1 alternative school. Each site has different characteristics and logistics for internal collection, and different staff and volunteer resources. At each site the Principal supervises the custodian. Therefore, programs must be customized to each school.

The Public Works Department began providing commercial recycling services to Berkeley schools in 1996. For several years the results were discouraging to City, teachers and students. Custodians did not consider recycling part of their job; programs would collapse and have to be reestablished each year. City staff and school volunteers were unable to provide the necessary design, training, monitoring, and motivation to sustain their recycling program. BUSD was coping with other problems, and had no staff available or trained to implement recycling.

In July 2002, after an open recruitment process, the City Manager approved a contract for \$9,175 for Marcy Greenhut, a former parent volunteer, to work in the schools. In FY 2004, the City Manager approved a second contract for \$18,350. Because fewer schools than expected were ready to take action, funds remained, and the contract was extended through August 2005 for a total 2-year contract amount of \$24,900.

In September 2005, the City again requested proposals from vendors who do school recycling. Of the three responses, Ms. Greenhut had the lowest hourly rate and was the best qualified. The City Manager approved Contract No. 6836 for \$24,000 through October 1, 2006, and extended it to June 30, 2007.

Since 2002 the schools have made gradual, then accelerating progress toward comprehensive and sustainable recycling systems. Recycling is included in Custodian training, with Ms. Greenhut's support. With paper and cardboard collection routine at all sites, the emphasis in the past two years has been establishing the more difficult cafeteria and kitchen recycling. As of March 2007, 12 out of 15 schools recycle their cafeteria bottles/cans; food scraps and paper, including the breakfast programs. All preschools recycle paper, bottles, cans, and some also recycle organics.

BUSD Child Nutrition Services, the Chez Panisse-funded School Lunch Initiative and the city-sponsored recycling program worked together to reduce lunch waste and use compostable food packaging. Oxford elementary school restored its dishwasher, and has achieved a zero waste lunch. Ms. Greenhut's work has been essential to coordinate these efforts, and to make sure everyone has the information and tools they need for success.

As programs succeeded, the attitude of staff and custodians at most schools gradually changed from skeptical to enthusiastic and engaged. The new BUSD Operations Manager is working closely with the contractor to monitor recycling and refuse collection. The School district saves approximately \$140,000 annually, because recycling, composting and waste reduction are

cheaper than refuse collection, and because refuse service is monitored to be no more than they need.

This work has leveraged other resources. In March 2007 the Chez Panisse Foundation received a waste reduction grant to install dishwashers in the three middle schools. In 2005, ACWMA selected BUSD for their I Recycle in School program. This program helps school districts develop the policies and tools they need for recycling, and trains teachers to do service learning projects and implement environmental curriculum. It is only available to schools that have active recycling programs.

BUSD Administration is now taking steps to make recycling and waste reduction part of the District's mission, including central policy and trained staff. Two schools, Willard and Jefferson have just started cafeteria recycling, and need support for the remainder of the school year, while Thousand Oaks and Longfellow are preparing to implement. The contractor will help King Middle School create a plan and team in preparation for the opening of their new cafeteria after the contract has expired. A Best Practices manual and clear documentation of each school's program will be provided. Staff looks forward to BUSD operating a successful waste reduction program in the long term.

RATIONALE FOR RECOMMENDATION

Recycling in the schools supports the City's goal of diverting 75% of its waste by 2010. Technical support through October is necessary to ensure that the school recycling programs are stable, and that District staff is prepared to take over their administration. Ms. Greenhut has the knowledge of the existing systems to do this efficiently. City staff does not have time to assist the schools at the necessary level to accomplish the diversion and transition goals. Funding is available from ongoing recycling grants.

ALTERNATIVE ACTIONS CONSIDERED

Ending the assistance program at the end of April was rejected because some schools are in the midst of their design and training periods, and because District staff is not yet hired and ready to take on the program. Progress and momentum could be lost.

CONTACT PERSON

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Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT AMENDMENT 6836, MARCY GREENHUT, RECYCLING ASSISTANCE FOR
BERKELEY SCHOOLS

WHEREAS, the City of Berkeley has adopted a goal of diverting 75% of waste by 2010; and

WHEREAS, student participation in recycling at school supports current and future waste reduction; and

WHEREAS, the Berkeley Unified School District has made remarkable progress toward establishing a sustainable district-wide recycling and waste reduction program; and

WHEREAS, additional technical assistance is necessary to stabilize newer recycling programs and train District staff; and

WHEREAS, the City Manager executed contracts with Marcy Greenhut in Fiscal Years 2003 and 2006 to provide recycling technical assistance to Berkeley schools after a competitive process; and this amendment will increase the contract by \$11,000 to a total not to exceed \$35,000 and extend the term to October 30, 2007.

WHEREAS, Marcy Greenhut has the skills and specialized knowledge necessary to provide these services efficiently and in a timely manner; and

WHEREAS, the \$11,000 increase is available from recycling grants in budget codes 646-5608-432-3038 (\$5,000) and 647-5608-432-3038 (\$6,000); CMS number is TATV8.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute an amendment to Contract No. 6836 with Marcy Greenhut to provide technical assistance to Berkeley schools for recycling and waste reduction, increasing the amount by \$11,000 for a total amount not to exceed \$35,000, for the period October 18, 2005 to October 30, 2007.