

**RECYCLEMORE Framework
City Managers Recommendations
Initial Discussion Draft
December 5, 2017**

SERVICE TYPES

Required Services

- ❖ Monitoring of the Republic Services (RS) Post Collection Agreement. This includes:
 - Ensure that the terms of the PCA are being met, including
 - Expected diversion rates at the Organic Materials, Dry Materials, C&D, and Recyclable Materials Processing Facilities
 - Expected level of service at the Transfer Station and by the HHW Program
 - Expected level of service for solid waste diversion program in all WCCUSD facilities – including those in El Cerrito
 - Monitoring Contractor’s compliance with Applicable Law, permits, facility requirements and best management practices, including proper records management, provision of insurance, etc.
 - Oversight of all PCA recycling and diversion programs performed by Republic pursuant to PCA
 - Validate PCA rates to ensure accuracy and reasonableness
 - Validate quarterly and annual reports
 - Seek amendments to the PCA that reduce costs to JPA participating agencies.
 - Seek amendments to the PCA that increase the benefits of the JPA to its participating agencies.
 - Negotiate the lowest possible rates for participating agency citizens and businesses.

- ❖ AB 939 Compliance/Reporting. This includes:
 - Collecting and submitting information from member agencies to update Electronic Annual Report (EAR) and updating and uploading other required reports
 - Reporting annual waste and diversion tonnages to the Board and member agencies
 - Maintain regional SRRE and HHWE
 - Coordinate WCCUSD Source Reduction and Recycling Compliance
 - Coordinating with CalRecycle staff for on-site member agency meetings

- ❖ HHW Programs. This includes:
 - Work with member agencies to determine desired level of service
 - Set and approve HHW Budget
 - Provide oversight of contract for HHW facility and any satellite or mobile events

- Ensure expected level of service is being maintained
- Monitoring Contractor's compliance with Applicable Law, permits and best management practices, including proper reporting, records management and retention, provision of insurance, etc.
- Continue to operate the Motor Oil Recycling Program and all related public information, compliance and events
- Implement and oversee Pharmaceutical Program

Optional but Recommended Services

- ❖ Administration and oversight of RecycleMore including Board packet preparation, human resources, information technology and financial matters (audit services).
- ❖ Public Outreach/Education, beyond existing Republic Services efforts. This includes:
 - Outreach and education regarding HHW and Motor Oil Recycling Program
 - Multi-family and commercial recycling and organics outreach and education – but only if El Cerrito gets to equally benefit from RM efforts.
- ❖ Legislative Monitoring – as a standing Board agenda item.
 - Providing timely updates on proposed legislation that will affect local government solid waste and diversion programs;
 - Provide analysis for Board to take actions to support or oppose proposed legislation
 - Assist member agencies in interpreting and/or implementing legislation that has passed, where regional action or program templates are required.
 - C&D Recycling Compliance template and education produced by RM is a good example of assisting with implementation.
- ❖ Special Projects, with unanimous approval of the Board and funding included in annual budget

Policy Recommendations to Improve Focus and Efficiency

RESERVE POLICY

- ❖ Establish three funds:
 - Operating Reserve equal to three months or twenty-five (25) percent of annual expenditures
 - Emergency Reserve at \$300,000
 - Legal Liability Reserve (OPEB & PERS) at \$550,000
- ❖ No recycling reserve fund – rates adjusted annually to reflect current markets
- ❖ No special projects fund
- ❖ Onetime expenses budgeted annually
- ❖ Any funds above these amounts shall be either disbursed to the Member Agency pursuant to current formula or held by the Agency pursuant to that formula for future programs and projects benefiting that Member

ANNUAL RATE SETTING

- ❖ Current PCA rates pursuant to formula
- ❖ RecycleMore rate setting methodology shall be defined through a resolution of the Board reflecting current and past practice, and any changes would require unanimous approval of the Board.

STRUCTURE

- ❖ Board shall reflect one voting representative per member agency
- ❖ Board meets four quarterly and more frequently if needed
- ❖ The Internal Operations Committee becomes Ad Hoc and meets only as needed
- ❖ RecycleMore Executive Director and staff shall meet on an as needed basis jointly with Member Agency staff who shall be advisory to the Executive Director, and Member Agency staff shall also serve as a resource to each respective City Manager/County CAO and Board Member.