



MINUTES
SOLID WASTE MANAGEMENT COMMISSION
Wednesday, January 7, 2004
Solid Waste Management Center, 1201 Second Street

Public Works Department
Solid Waste Management Division

Chairperson Carrie Sprague called the meeting to order at 7:03 p.m.

1. Roll Call: Commissioners Present: Howard Chong, Jay Miyazaki, Peter Schultze-Allen, Carrie Sprague
Commissioner Arriving After Roll Call: Susan Blachman (7:10 p.m.)
Commissioners Absent: None
Staff: Becky Dowdakin
Members of the Public: Elizabeth Catalano, Joe Smith Jr., Adam Taylor
2. Comments from the Public: None
3. Announcements: None
4. Approval of the Minutes from the November 24, 2003 Meeting: Sprague corrected start date of Plant Debris Area Project to December 1, 2003. M/S Miyazaki/Chong to approve minutes of November 24, 2003 as amended; approved 3/0/1 (Schultze-Allen abstaining).
5. Approval of Agenda
6. New Business:
 - a. **Discussion of Budget Reductions Proposed by Public Works Department**

Dowdakin distributed the City Manager's latest budget message from the City's website, and informed the Commission that the specifics of the budget reduction proposals by the Public Works Department (PWD) were only draft proposals, still being discussed by staff, and not yet public information. Dowdakin went on to outline in broad terms some of the areas being studied by PWD staff for possible budget savings, including, moving Transportation back into PWD, reassuming building maintenance responsibilities in the City marina and parks, reduction in uniform/clothing expenses, fleet reduction, and increased contracting of janitorial services and/or reduction of janitorial services provided by City employees. In addition, Dowdakin mentioned that the City Manager was considering centralization of payroll and budget analysis. The Commission discussed the current vacancies and the hiring freeze. Dowdakin informed them that the Solid Waste Management Division (SWMD) had so far been allowed to fill vacancies.
 - b. **Discussion of Use of Refuse Fund (820)**

The Commission discussed the SWMD budget with particular interest in capital expenditures and the ongoing need for capital improvements. Miyazaki requested that staff provide the adopted FY 2004/05 Biennial Budget as soon as it is published. Chong requested that staff explain the budget strategy for capital improvements at the next meeting. This item was tabled until the next meeting by unanimous consent.

7. Old Business:

a. Discussion of Litter Issues Related to Recycling Services

The Commission asked that staff prepare a brief report on findings by Ecology Center and SWMD on “before and after” litter on recycling collection days in the area bordered by Dwight Way, Bancroft Way, Oxford Street and Telegraph Avenue. Sprague agreed to contact the chairperson of the Public Works Commission to learn if she had locations that are more specific in this general area where recycling-related litter appears to be a problem. The Commission pledged to make a recommendation on this issue, which was raised by the Public Works Commission, at the next meeting.

b. Staff Report on Program Development for Annual Cleanup Alternative

Dowdakin stated that staff had been discussing appointment-based alternatives to the existing annual cleanup program with the union (SEIU 790). Since it appears impossible to provide this service without paying overtime to the employees, the favored option is to offer the collection on Saturdays only, and Sundays if needed. Staff will return with a proposal for the Commission at the next meeting. Dowdakin distributed two tables summarizing the outcomes of the 2003 Annual Cleanup. The cost of the program increased again compared to previous years, due primarily to labor cost increases. Plant debris tonnage decreased significantly [by 64.08 tons] and trash tonnage increased slightly [by 21.68 tons]. Joe Smith pointed out that crews observed less plant debris set out compared to previous years, due to the bi-weekly service being better used year round. The Commission discussed at length the best strategy to achieve replacement of the Annual Cleanup program with a viable alternative in 2004. This item was continued to the next meeting by unanimous consent.

c. Discussion of Work Plan Implementation

Dowdakin provided a brief overview, history, and status report on existing recycling programs (item I(c) of the Commission work plan). The Commission discussed the commercial recycling programs at length. Meeting extended 10 minutes to complete this item (M/S Chong/Blachman, approved 5/0/0). Meeting extended 15 minutes to complete status report on work plan item I(c), table update on work plan item I(e), and to hear time-sensitive staff updates (M/S Schultze-Allen/Chong, approved 5/0/0).

8. Staff Updates: Dowdakin announced that **holiday tree collection** is available to all residents on their regular plant debris pick up days in January. Additionally, debris boxes have been set out at the Drop Off Recycling Center at Dwight Way and MLK Jr. Way and at the Transfer Station, for free disposal of holiday trees in January. All other staff updates were postponed until the following meeting.

9. Future Agenda Items and Meeting Days: The next meeting is January 26, 2004. The agenda will include continued discussion of work program, litter, and annual cleanup, Commission input on use of the Refuse Fund (820), staff update on electronics recycling legislation, and staff presentation on SWMD capital expenditures budget.

10. Adjourn: M/S Blachman/Schultze-Allen to adjourn, 5/0/0, at 9:22 p.m.