



**CITY OF URBANA, ILLINOIS  
DEPARTMENT OF PUBLIC WORKS**

**ENVIRONMENTAL MANAGEMENT DIVISION**

**MEMORANDUM**

**TO: Mayor Laurel Lunt Prussing and Members of the City Council**  
**FROM: Bill Gray, Public Works Director**  
**Rod Fletcher, Environmental Manager**  
**Courtney Rushforth, Recycling Coordinator**  
**DATE: July 9, 2009**  
**RE: Commercial/Business Recycling Program**

In response to a resolution presented by Council Members Smyth and Bowersox on June 22, 2009 regarding expansion of recycling to City of Urbana businesses, staff has the following comments to aid in the further discussion of this idea and to seek Council feedback:

Information to be Gathered

- Determine all business locations – Currently around 700 business locations
- Determine how many businesses are already served by a private contractor
- Determine business accessibility for 95-gallon totes and 2-cubic yard dumpsters for cardboard recycling
- Locate recycling totes near garbage containers or dumpsters onsite, possibly promote tote sharing

Contracts

- Existing contractors: ABC Sanitary (residential curbside) and Allied Waste (multifamily)
- Both existing contracts end in April 2011

Costs

- Offer collection of cardboard, glass, plastics, mixed paper, aluminum, metal to all businesses
- Determined by number of stops and totes or dumpsters utilized at a business location
- Current cost to the City for one 95-gallon tote = \$11.50/month
- Current tax to homeowners and apartment units for recycling = \$2.50/month

### Suggested recommendations by Staff

- Make commercial recycling available to all businesses
- Presumably the fee to pay for the program would only apply to those businesses that participate
- Send Request For Proposal's (RFP) to qualified contractors to obtain costs
- Solicit businesses through direct mail and other means with costs and program information
- Determine interest and possible costs
- Define scope and use for final price and contract adjustments

### Goals/Timeline

- Meet with contractors and seek their input and solicit RFP's by September 1
- Solicit business interest through direct mail and receive responses by October 15
- Determine interest and possible costs by November 15
- Define scope, final price, contract adjustments, council approval January 2010
- Implement business recycling program coordinate with contractor startup time spring 2010

Public Works staff seeks direction via a Committee of the Whole motion to proceed with the above or modified recommendations and timelines.