



## Annual Internal Review

**This report covers the time period of 1/1/2013 to 12/31/2013**

(This report is due in the first quarter of each calendar year for the previous year.)

### **Zero Waste Advisory Commission** **(Official Name of Board or Commission)**

**The Board/Commission mission statement** (per the City Code) **is:**

The commission is empowered to review and analyze the policies and resources relating to solid waste management in the city, and to advise the city council on solid waste management policies and resources. The commission shall provide assistance to the city council to ensure its citizens that the City provides an economical and environmentally safe system of waste reduction, recovery and disposal. The commission may provide assistance to the city council to protect the public health and quality of the environment through efficient collection, recycling, and disposal of municipal solid waste.

- 1. Describe the board's actions supporting their mission during the previous calendar year. Address all elements of the board's mission statement as provided in the relevant sections of the City Code.**

*(Reference all reports, recommendations, letters or resolutions presented to the City Council on mission-specific issues. If some of the elements of the mission statement were not acted on by the board in the past year, the report should explain why no action was taken.)*

### **January**

- 1. Approved ZWAC Rules of Procedure** – Director Bob Gedert introduced the sections in the Rules of Procedure (adopted at the regular December 2012 meeting) that needed to be disused and voted on: comments and discussion on staff briefing and the number of citizens signing for Citizens' Communication.

Candy Hinkle from the City Clerk's Office answered commissioners' questions about the rules and Austin City Code. The Chair, Rick Cofer, proposed to add a sentence about allowing ten individuals to sign up for Citizen Communication from four to ten. Commissioner Faye Kazi proposed a friendly amendment to divide the number of speakers to five speakers at the beginning and five at the end of the meeting. The proposal passed on a Commissioner Dave Sullivan motion, Commissioner Brent Perdue second on a 6-0-0 vote. Commissioner Cathy Gattuso was absent.

2. **Approved 2013 Committees and Workgroups** – The proposal to maintain the Universal Recycling Ordinance Committee, to create a new Construction and Demolition Ordinance Committee, and to suspend the Hauler License Fee Committee was approved on a Commissioner Dave Sullivan motion, Commissioner Faye Kazi second on a 6-0-0 vote. Commissioner Cathy Gattuso was absent. The proposal to create a Producer Responsibility Working Group and Food Surplus Working Group was approved on a Commissioner Brent Perdue motion, Commissioner Dave Sullivan second on a 6-0-0 vote. Commissioner Cathy Gattuso was absent.
3. **Approved a Resolution to Support Single Use Carryout Bag Legislation** – Commissioner Brent Perdue presented the Resolution to Support Single Use Carryout Bag Legislation resolution authored by absent co-chair Cathy Gattuso. The resolution was adopted on a Commissioner Brent Perdue motion, Commissioner Dave Sullivan second with a friendly amendment to strike point 3 under the THEREFORE clause proposed by Chair Rick Cofer, on a 6-0-0 vote. Commissioner Cathy Gattuso was absent.

## February

1. **Approved Update to ZWAC By-Laws** – Director Bob Gedert presented the changes made to the ZWAC Bylaws approved by Council and the Finance Committee on January 23, 2013. One citizen signed up to address the Commission on this item. Andrew Dobbs, Texas Campaign for the Environment, had a question about donating time between the citizens addressing the Commission. The updated Bylaws were adopted on a Commissioner Brent Perdue motion, Commissioner Dave Sullivan second on a 5-0-0 vote. Chair Rick Cofer and Commissioner Jeff Paine were absent.
2. **Approved URO Phase 2 Ordinance** – Commissioner Brent Perdue recused himself from the discussion and vote on this item and left the dais. Aiden Cohen, Business Outreach Manager, described the extent of the Phase 2 of URO Ordinance, explained what types and sizes of properties will be affected, and answered Commissioners' questions. Mr. Cohen asked the Commission for input in the rule creation process. 2 citizens signed up to address the Commission on this item. Andrew Dobbs, Texas Campaign for the Environment, complimented the work done on the URO Phase 2 Ordinance and expressed a concern about too broad a definition of composting facilities. Ryan Hobbs, Texas Disposal Systems, requested that the (5th definition) of composting facilities be adjusted to match the document he presented to the

commission: “COMPOSTING FACILITIES means an offsite facility holding all required local, State and Federal authorizations, where the organic component of municipal solid waste is decomposed under controlled conditions for purposes of beneficial re-use.” The proposal to approve the staff prepared documents on URO Phase 2 Ordinance (with the amended of composting facilities definition suggested by Mr. Hobbs) was approved on a Commissioner Dave Sullivan motion, Commissioner Faye Kazi second on a 4-0-0 vote. Chair Rick Cofer and Commissioner Jeff Paine were absent. Commissioner Brent Perdue recused himself.

### **March**

1. **Approved 2012 ZWAC Annual Internal Review** – Chair Rick Cofer presented the ZWAC Annual Internal Review and goals for 2013. Commissioner Daniela Ochoa Gonzalez proposed that food surplus efforts be added to the goals for 2013 and for ZWAC. The Annual Review was approved with the suggested amendment on a Commissioner Faye Kazi motion, Commissioner Cathy Gattuso second on a 7-0-0 vote.
2. **Approved 2013 Committee and Workgroup Assignments** – Chair Rick Cofer presented the suggestions for ZWAC 2013 committees and working groups. Commissioners discussed committees and working groups that will function under the Zero Waste Advisory Commission in 2013 and decided to continue the Universal Recycling Ordinance Phase 2 Committee and establish a Construction and Demolition Ordinance Committee, Producer Responsibility Working Group, Food Waste Prevention & Recovery Working Group, and a Communications & Community Engagement Working Group. Commissioner Cathy Gattuso offered to serve as ZWAC liaison to the City of Austin Sustainability Office. Commissioners also assigned members for all committees and working groups. The committees and working groups were approved on a Commissioner Dave Sullivan motion, Commissioner Daniela Ochoa Gonzalez second on a 7-0-0 vote.
3. **Approved Amended ZWAC Rules of Procedure** – Candy Parham, City Clerk’s Office, explained the City of Austin policy on staff briefings and recommended that the ZWAC commissioners adopt the same rule on staff briefings as the City Council. Commissioners discussed issues related to comments on staff briefings and proposed that citizens have the opportunity to comment on staff briefings. Commissioner Sullivan suggested that up to 10 citizens be allowed to sign up for citizen communication on items not on the agenda. The proposal to allow citizens to comment on staff briefings and to allow up to 10 citizens to sign up for citizen communication was adopted on a Commissioner Faye Kazi motion, Commissioner Dave Sullivan second on a 7-0-0 vote.
4. **Approved Resolution Supporting Bottle Deposit Legislation** – The proposal to support the Deposit Legislation—HB 1473, SB645 was approved on a Commissioner Brent Perdue motion, Commissioner Dave Sullivan

second on a 6-1-0 vote. Commissioner Jeff Paine opposed. Commissioner Faye Kazi was off the dais.

## **April**

1. **Approved Resolution Concerning Austin Energy Waste Disposal Contract** – Director Gedert presented his review of the Austin Energy Waste Disposal Contract and commented on different definitions of diversion. He noted that items like utility poles cannot be recycled or composted; and since they are chemically treated, they are only eligible for regulated reuse. Mr. Gedert also explained the environmental safeguards of this contract. Jim Eldred, Austin Energy, explained the kind of waste Austin Energy generates and the ways it is disposed of. Mr. Eldred also explained class 2 waste and informed Commissioners on the facts related to the Waste Disposal Contract and answered their questions. Ms. Yolanda Miller, Purchasing Office, explained the City of Austin policies on contract bidding, described the specifics of the Austin Energy Waste Disposal Contract, and answered the Commissioners' questions about the bidding process. Commissioner Faye Kazi made a motion to support awarding the Austin Energy Waste Disposal Contract but to allow no extensions. Commissioner Dave Sullivan seconded the motion and expressed support to the staff's position. Ms. Kathleen Garrett, Austin Energy, responded to Chair Rick Cofer's concern about subcontracting parts of the contract and the use of landfills. Ms. Garrett also informed the Commissioners about how Austin Energy audits their contracts. The proposal to recommend the approval of the Austin Energy Waste Disposal Contract with the expiration date of September 30, 2015 and with the intent of not exercising any extensions after the contract expiration was approved on a Commissioner Faye Kazi motion, Commissioner Dave Sullivan second, on 4-1-1 vote, with Commissioners Brent Perdue, Dave Sullivan, Jeff Paine, and Faye Kazi voting in favor, Commissioner Rick Cofer voting against, and Commissioner Daniela Ochoa Gonzalez abstaining from the vote.
2. **Approved Resolution for Vehicle Purchase** – Phil Tindall, Austin Resource Recovery, asked ZWAC Commissioners for an approval of the authorization to purchase three light duty vehicles by way of a contract through the Texas Local Government Purchasing Cooperative (Buy Board) from Caldwell Country Chevrolet and Philpott Motors, Ltd. Jimmy Miller, Austin Resource Recovery, answered Commissioners' questions about the use of the vehicles to be purchased. The proposal was approved on a Commissioner Brent Perdue motion, Commissioner Dave Sullivan second on a 6-0-0 vote.
3. **Approved Resolution for Mattress Collection and Recycling Contract** – Phil Tindall, Austin Resource Recovery, asked for a favorable recommendation to authorize award and execution of a 12-month service requirements agreement with Goodwill Industries of Central Texas for mattress collection and recycling processing services. The proposal was approved on a Commissioner Dave Sullivan motion, Commissioner Brent Perdue second on a 6-0-0 vote.

**May**

1. **Approved Resolution for ARR Advertising Expenditures** – Phil Tindall, Austin Resource Recovery, presented the proposal to authorize recurring expenditures necessary to conduct routine City of Austin business with multiple agencies and vendors in separate amounts not to exceed \$155,000. Phil Tindall and Gena McKinley, Austin Resource Recovery, answered Commissioners' questions. The proposal was approved on a Commissioner Brent Perdue motion, Commissioner Dave Sullivan second on a 5-0-0 vote. Commissioners Daniela Ochoa Gonzalez and Faye Kazi were absent.

**June**

1. **Approved Resolution for Rapid Response Remediation Services Contract** – Mr Thain Maurer, Environmental Compliance Specialist with Watershed Protection Department, presented the proposal to authorize award and execution of a 36-month service agreement with GRUENE ENVIRONMENTAL COMPANIES for rapid response services (for the remediation, transportation, proper disposal of hazardous and non-hazardous regulated materials found on City of Austin Rights of Way). Mr. Maurer answered Commissioner' questions. The proposal was approved on a Commissioner Dave Sullivan motion, Commissioner Cathy Gattuso second on a 5-0-0 vote. Commissioners Jeff Paine and Daniela Ochoa Gonzalez were absent.
2. **Approved Resolution to Accept Grant Funds from TCEQ** – Jimmy Miller, Austin Resource Recovery, presented the proposal to approve an ordinance authorizing acceptance of \$2,292,116 in grant funds from the Texas Commission on Environmental Quality to purchase 13 Compressed Natural Gas refuse trucks for Austin Resource Recovery. Jimmy Miller answered Commissioners' questions. The proposal was approved on a Commissioner Faye Kazi motion, Commissioner Dave Sullivan second on a 5-0-0 vote. Commissioners Jeff Paine and Daniela Ochoa Gonzalez were absent.
3. **Approved Resolution to Purchase Cart Trailers** – Phil Tindall, Austin Resource Recovery, presented the proposal to authorize award and execution of the purchase of 4 bartop gooseneck trailers. Phil Tindall answered Commissioners' questions. The proposal as approved on a Commissioner Dave Sullivan motion, Commissioner Cathy Gattuso second on a 5-0-0 vote. Commissioners Jeff Paine and Daniela Ochoa Gonzalez were absent.
4. **Approved Resolution for Purchase of F450 Trucks** – Phil Tindall, Austin Resource Recovery, presented the proposal to authorize award and execution of a contract with PHILPOTT MOTORS, LTD. For the purchase of 4 medium-duty vehicles. Jimmy Miller and Phil Tindall answered Commissioners' questions. The proposal was approved on a Commissioner Faye Kai motion, Commissioner Dave Sullivan second on a 5-0-0 vote. Commissioners Jeff Paine and Daniela Ochoa Gonzalez were absent.
5. **Approved Resolution for Action-Printing Contract** – Phil Tindall, Austin Resource Recovery, presented the proposal to authorize award and execution of a

36-month contact with ONE TOUCH POINT GINNY'S for flat sheet printing services for the Austin Resource Recovery Department. Phil Tindall and Bob Gedert answered Commissioners' questions. The proposal was approved on a Commissioner Brent Perdue motion, Commissioner Cathy Gattuso second on a 5-0-0 vote. Commissioners Jeff Paine and Daniela Ochoa Gonzalez were absent.

6. **Approved Resolution for Photo and Video Service Contract** – Phil Tindall, Austin Resource Recovery, presented the proposal to authorize award and execution of two 36-month contacts with CASTLEVIEW PRODUCTIONS for videography services and with HENNIG PRODUCTIONS for photography services. The proposal was approved on a Commissioner Dave Sullivan motion, Commissioner Cathy Gattuso second on a 5-0-0 vote. Commissioners Jeff Paine and Daniela Ochoa Gonzalez were absent.
7. **Approved Resolution for Purchase of Reusable Bags** – Phil Tindall, Austin Resource Recovery, presented the proposal to obtain a favorable ZWAC recommendation for the City Council to authorize approval of the purchase of 50,000 Reusable Canvas Bags from the lowest bidder. Phil Tindall answered Commissioners' questions. The proposal was approved on a Commissioner Cathy Gattuso motion, Commissioner Brent Perdue second on a 5-0-0 vote. Commissioners Jeff Paine and Daniela Ochoa Gonzalez were absent.

#### August

1. **Approved Resolution concerning Austin Special Events Ordinance** – Mr. Gordon Derr, Austin Transportation Department Assistant Director, introduced the draft of the Special Events Ordinance and discussed the issues related to waste disposal and recycling. Director Gedert, Mr. Derr, and Ms. Jessica King from Austin Resource Recovery answered Commissioners' questions. Commissioner Brent Perdue moved to approve the draft of the Special Events Ordinance with two conditions: 1) The elements of the Special Events Ordinance related to waste diversion be handled through the Austin Resource Recovery shareholder process, and 2) the rules created through the stakeholder process be approved by the Boards and Commissions and by the City Council. The proposal to support the adoption of this ordinance with the conditions listed above was approved on a Commissioner Brent Perdue motion, Commissioner Daniela Ochoa Gonzalez second on a 5-1-0 vote. Commissioner Faye Kazi opposed. Commissioner Dave Sullivan was absent.
2. **Approved Resolution for Trillium Contact** – Mr. Gerry Calk, Fleet Department Director, presented the proposal to authorize approval of purchase and installation of 28 additional time-fill fuel dispensers for the Compressed Natural Gas station. Austin Resource Recovery is providing funding in the amount of \$190,000. Mr. Calk answered Commissioners' questions. The proposal was approved on a Commissioner Faye Kazi motion, Commissioner Jeff Paine second on a 6-0-0 vote. Commissioner Dave Sullivan was absent.
3. **Approved Resolution for Heavy Duty Equipment Purchase** – Mr. Jimmy Miller, Austin Resource Recovery, made a presentation on heavy duty equipment purchase with the purpose to obtain a favorable ZWAC

recommendation for the City Council to take action resulting in the authorization to purchase four (4) High Dump Street Sweepers, fifteen (15) 25-Yard Semi-Automated Trucks, two (2) 11-Yard Semi-Automated Trucks, one (1) agricultural tractor and one (1) 20-foot shredder by way of a contract through the Texas Local Government Purchasing Cooperative (Buy Board) in an amount not to exceed \$7,210,800. Mr. Miller and Mr. Gedert answered Commissioners' questions. The proposal was approved on a Commissioner Cathy Gattuso motion, Commissioner Daniela Ochoa Gonzalez second on a 6-0-0 vote. Commissioner Dave Sullivan was absent.

4. **Approved Resolution for URO Data Collection and Reporting Contract** – Ms. Elizabeth Corey, Austin Resource Recovery, presented the proposal to authorize award and execution of a 24-month requirements service agreement with Emerge Knowledge Design Inc. to design, develop, and maintain a secure web-based data collection and reporting system in an amount not to exceed \$200,000, with four (4) 12-month extension options in an estimated amount not to exceed \$100,000 per extension option, for a total contract amount not to exceed \$600,000. Ms. Corey, Mr. Cohen, and Mr. Tindall of Austin Resource Recovery answered Commissioners' questions. Commissioners proposed authorization and negotiation of the agreement but requested that the final draft of the contract be submitted to the Commission for final approval. The proposal was approved on a Commissioner Daniela Ochoa Gonzalez motion, Commissioner Cathy Gattuso second, on a 6-0-0 vote. Commissioner Dave Sullivan was absent.
5. **Approved Resolution for 2013 -2014 Fiscal Year ARR Budget** – Bob Gedert, Austin Resource Recovery, delivered a presentation on the Fiscal Year 2013-2014 Budget. Bob Gedert answered Commissioners' questions. Commissioner Daniela Ochoa Gonzalez expressed her concern about URO 2 enforcement and requested that funds for enforcement staffing be included. Commissioner Brent Perdue asked that in the future, Commissioners receive budgetary information prior to the meeting. Chair Rick Cofer suggested that funding for URO enforcement be included in the FY 2013-2014 budget. The FY 2013-2014 budget was approved with the addition of the URO enforcement funding on a Commissioner Faye Kazi motion, Commissioner Daniela Ochoa Gonzalez second, on a 6-0-0 vote. Commissioner Dave Sullivan was absent.

## September

1. **Approved Resolution for City of Austin Advertising Contract** – Mr. Phil Tindall, Austin Resource Recovery, presented the proposal to authorize recurring purchases of advertising in an amount not to exceed \$225,000 for fiscal year 2014 (Austin American Statesman—\$85,000, Austin Business Journal—\$70,000, and Community Impact—\$70,000). Mr. Tindall and Ms. Jessica King, Austin Resource Recovery, answered Commissioners' questions. The proposal was approved on a Commissioner Faye Kazi motion, Commissioner Dave Sullivan second, on a 7-0-0 vote.

## October

1. **Approved Recommendation for Mobile Food Vendors' Participation in Waste Diversion** – The recommendation was sponsored by Commissioner Cathy Gattuso and Chair Rick Cofer. Commissioner Cathy Gattuso read the recommendation for the City of Austin to enact policies to allow mobile food vendors to divert waste. Mr. Greg Guernsey, Director of the City of Austin's Planning and Development Review Department, explained the current City zoning codes related to mobile food vendors and recycling, and commented on zoning issues. Mr. Guernsey answered Commissioners' questions. Ms. Jessica King, Austin Resource Recovery, commented on some City health regulations related to mobile food vendors and recycling. Commissioner Dave Sullivan was concerned about the expression "effectively forbidding" in the recommendation. Commissioner Jeff Paine was concerned about the wording "for fuel production" and suggested to strike it. The recommendation as amended by Commissioner Jeff Paine was adopted on a Commissioner Cathy Gattuso motion, Commissioner Dave Sullivan second, on a 6-0-0 vote. Commissioner Faye Kazi was absent.

## November

1. **Approved Resolution Supporting Assistance for Ecology Action** – The recommendation was sponsored by Commissioner Cathy Gattuso and Chair Rick Cofer. Commissioner Cathy Gattuso read the recommendation for the City of Austin to support relocation of Ecology Action, possibly to a City owned land. Director Gedert expressed his support for the recommendation. The recommendation was adopted on a Commissioner Cathy Gattuso motion, Commissioner Daniela Ochoa Gonzalez second, on a 5-0-0 vote. Commissioner Jeff Paine was absent.
2. **Approved 2014 Meeting Schedule** – The proposed 2014 Zero Waste Advisory Commission Meeting Schedule was adopted on a Commissioner Dave Sullivan motion, Commissioner Cathy Gattuso second, on a 5-0-0 vote. Commissioner Jeff Paine was absent.
3. **Approved Resolution for Contract for Replacement Brooms and Accessories for Sweepers** – Director Bob Gedert presented the proposal to authorize award and execution of a 36-month requirements service contract with United Rotary Brush Corporation for replacement brooms and accessories for City-owned street sweepers. The amount of the contract for the 36-month term was not to exceed \$352,775, with three 12-month extension options. The first extension option was not to exceed \$129,339, the second extension option was not to exceed \$135,706, and the third extension option was not to exceed \$142,391. The total contract amount was not to exceed \$760,211. The proposal was approved on a Commissioner Faye Kazi motion, Commissioner Dave Sullivan second, on a 5-0-0 vote. Commissioner Jeff Paine was absent.



4. **Approved Resolution Supporting Travis County and City of Austin Interlocal Agreement** – Ms. Jessica King, Austin Resource Recovery, introduced the draft of Interlocal Agreement between Travis County and the City of Austin, for the Promotion and Implementation of the Zero Waste Initiative and answered Commissioners’ questions. The proposal was approved on a Commissioner Cathy Gattuso motion, Commissioner Dave Sullivan second on, a 5-0-0 vote. Commissioner Jeff Paine was absent.
  5. **Approved 2014 ZWAC Officers** – A vote for Rick Cofer as Board Chair was passed on a Commissioner Dave Sullivan motion, Commissioner Cathy Gattuso second, on a 4-0-0 vote. Commissioner Jeff Paine was absent. A vote for Cathy Gattuso as Board Co-Chair was passed on a Commissioner Sullivan motion, Commissioner Faye Kazi second, on a 4-0-0 vote. Commissioner Jeff Paine was absent.
- 2. Determine if the board’s actions throughout the year comply with the mission statement.**  
*(If any of the board’s actions were outside the scope of the mission statement, the report should explain the non-compliance issues.)*
- The 2013 actions of the Zero Waste Advisory Commission were in full compliance with the Commission’s mission statement.
- 3. List the board’s goals and objectives for the new calendar year.**  
*(Make sure the goals and objectives fall within the mission statement of the board/commission.)*
- Master Plan Implementation - The Commission will collaborate with staff by making recommendations to the Austin Resource Recovery Director regarding project implementation.
  - Master Plan Implementation - Review and improve communication strategies in all demographic zones to increase and track recycling rates in all nine geographic zones.
  - Master Plan Education - ZWAC will receive regular updates on the interlocal agreement between the City of Austin and Travis County regarding expansion to zero waste initiatives, strategies, benefits and costs.
  - Master Plan Implementation - The Commission will consider a Styrofoam ban to take place in 2014 as opposed to the previously considered period of 2015.
  - Zero Waste Economic Development - ZWAC will ask for reports on efforts to attract companies that reuse resources and participate in economic development associated with zero waste goals.

- Universal Recycling Ordinance - The Commission will continue to hold meetings with stakeholders to finalize rules and then monitor implementation of URO rules.
- Producer Responsibility - This ongoing program is a part of the Master Plan. The Commission's Producer Responsibility working group will collaborate with staff by making recommendations to the Austin Resource Recovery Director regarding collaboration with its regional partners to target non recyclable, non-compostable materials or hard to - handle materials across the region.
- Construction and Demolition Recycling - This on going program is a part of the Master Plan. The Commission's C&D Ordinance committee will solicit the input of stakeholders regarding the ordinance and collaborate with staff by making recommendations to the Austin Resource Recovery Director.
- Food Waste Prevention & Recovery – ZWAC's liaison to Food Shift Austin – an organization focused on the prevention and reuse of waste consistent with the Zero Waste Master Plan will provide updates to ZWAC and ARR staff.