

## Travis County Commissioners Court Agenda Request

**Meeting Date:** May 19, 2015

**Prepared By:** Thomas Weber, Environmental Quality Program Mgr. **Phone #:** (512) 854-4629

**Division Director/Manager:** Jon A. White, Division Director, NREQ

**Department Head:** Steven M. Manilla, P.E., County Executive-TNR

**Sponsoring Court Member:** County Judge Sarah Eckhardt

**AGENDA LANGUAGE:** Consider and take appropriate action on the approval of a Recycling Participation Order directing implementation of recycling in all Travis County departments and offices.

### **BACKGROUND/SUMMARY OF REQUEST:**

The purpose of the Recycling Participation Order is to engage all county facilities in the recycling of common office discarded materials that are reusable. The Order serves as a mechanism to establish the necessary processes and procedures to implement these recycling strategies in all departments under the supervision of the Commissioners Court and to encourage implementation by all other offices and courts not supervised under the Commissioners Court.

TNR will lead in coordinating, providing technical assistance, and tracking implementation. Facilities Management Department (FMD) will utilize janitorial staff to collect recyclable materials from offices at most county facilities. The Purchasing Office implements statutory requirements relating to the procurement of goods and services and is responsible for ensuring the lawful disposition of salvage property and surplus property. On a county-wide basis, this initiative identifies the involvement and commitment of all departments and offices.

### **STAFF RECOMMENDATIONS:**

Substantial coordination with several county departments and offices has preceded the consideration of this matter by the Commissioners Court. TNR staff discussed and gained support on implementing a Green Team with administrative directors of the courts, leadership in the Sheriff's Office, the Purchasing Officer, Tax Assessor-Collector, FMD, and others. Comments were received and edits made to the draft agreement reflecting input received. TNR recommends approval of the Order and implementation of Green Teams. See Attachment.

**ISSUES AND OPPORTUNITIES:**

There are significant challenges in implementing this Order, considering the decentralized structure of Travis County. However, the use of a Green Team is a model that has worked successfully in other organizations and TNR believes there is considerable support for this model. Along with the Green Team, a Green Steering Committee provides the Commissioners Court and county leadership a mechanism to frequently evaluate and guide progress towards successful implementation.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

TNR will utilize existing staffing and cooperation and existing resources of all departments to implement the agreement. TNR has provided PBO funding requests for FY 2016 associated with further optimizing recycling by Travis County and achieving the goals of the Commissioners Court Zero Waste Initiative.

**ATTACHMENTS/EXHIBITS:**

Commissioners Court Order with Exhibits 1 & 2

**REQUIRED AUTHORIZATIONS:**

Cynthia McDonald	Financial Manager	TNR	(512) 854-4239
Steven M. Manilla	County Executive	TNR	(512) 854-9429
Jon A. White	Director, NREQ	TNR	(512) 854-7212
John Hille	Director, Transactions	County Attorney's Office	(512) 854-9642

**CC:**

Thomas Weber	Env. Quality Program Mgr.	TNR	(512) 854-4629
Keith Coburn	Env. Quality Project Mgr.	TNR	(512) 854-5866
Shaun Marie Auckland	Conservation Coordinator	TNR	(512) 854-4496
Cyd Grimes	Chief Purchasing Agent	Purchasing Office	(512) 854-9761
Roger El-khoury	Director	Facilities Mgmt. Dept.	(512) 854-4579

: :  
**0801 - NREQ - Recycling**

**ORDER OF THE TRAVIS COUNTY COMMISSIONERS COURT  
REGARDING RECYCLING PARTICIPATION  
FOR ALL DEPARTMENTS AND OFFICES OF TRAVIS COUNTY**

**WHEREAS**, Texas Health and Safety Code (THSC), Section 361 425, establishes county requirements for recycling

**WHEREAS**, under this law, counties must establish and operate programs to separate and collect recyclable materials generated

**WHEREAS**, THSC, Section 361 426 specifies a county government shall give preference to purchasing products made of recycled material and that may be recycled when materials have served their intended use

**WHEREAS**, Texas Local Government Code (TLGC), Chapter 263, identifies the requirements for disposition of salvage property including items routinely discarded as waste and for disposition of surplus property not currently needed that possesses some usefulness for a purpose for which it was intended

**WHEREAS**, the Travis County Commissioners' Court adopted the Travis County Waste Management Policy on December 17, 1996 to address these requirements and to prevent environmental pollution associated with waste disposal,

**WHEREAS**, on January 8, 2013, the Travis County Commissioners' Court approved an implementation plan for expansion of recycling throughout all County facilities and operations consistent with the City of Austin Universal Recycling Ordinance, where practical

**WHEREAS**, on January 7, 2014, the Travis County Commissioners' Court and the City of Austin executed an Interlocal Agreement for the promotion and implementation of the Zero Waste Initiative

**WHEREAS**, the cooperation and full participation of all Travis County Departments and Offices, whether under the direct supervision of the Commissioners' Court or not, is essential to successfully achieving an expansion of recycling and the attainment of zero waste goals by Travis County, and

**WHEREAS**, the Court requested quarterly reports on total waste generation and waste diversion for recycling at all county facilities

TRAVIS COUNTY, TEXAS  
COUNTY CLERK  
DANA DEBEAUVOUR

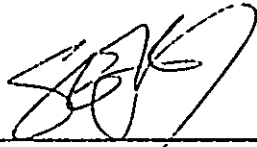
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**NOW THEREFORE:**

- 1 The Commissioners Court finds that
  - a implementation of a recycling participation agreement by all departments and offices of the Travis County organization is necessary to achieve policies of optimizing material recovery, conservation, and reuse, and
  - b reducing the consumption of goods and commodities and reducing the quantity of waste disposed at landfills will result in significant operational cost savings
- 2 The Commissioners Court hereby approves this Order and directs all departments of the Commissioners Court to implement the roles and duties as set forth in **Exhibit 1**
- 3 The Commissioners Court encourages full participation by all Offices of Travis County to implement the roles and duties as set forth in **Exhibit 1**
- 4 Within 60 days of approval of this Order, each department and –participating office shall complete the appropriate number of Green Team Registration Forms for the physical area(s) as set forth in **Exhibit 2** Completed forms must be submitted to TNR in the requested format

Ordered on this 19 day of MAY, 2015



Sarah Eckhardt, County Judge



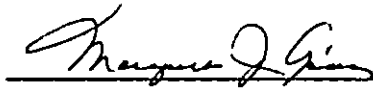
Ron Davis  
Commissioner, Precinct 1



Brigid Shea  
Commissioner, Precinct 2



Gerald Daugherty  
Commissioner, Precinct 3



Margaret Gomez  
Commissioner, Precinct 4

## EXHIBIT 1

### Recycling Participation Obligations

1. Obligations of Transportation and Natural Resources Department.  
TNR will lead in inter-departmental coordination, providing technical assistance, tracking, and implementation. Initial and periodic on-site assessments will be conducted of each County office space to identify recycling needs. The department will provide training, selected resources, tools and reporting templates. TNR will assign a Conservation Coordinator who will prepare and distribute quarterly reports to the Commissioners' Court, within 45 days after each calendar year quarter.
2. Obligations of Facilities Management Department  
FMD will direct and supervise janitorial staff to carry out the transfer of recycled materials from public areas and employee office and work areas of County facilities to recycling carts at each designated location for hauler pick-up. Recycled materials will be transferred from containers located inside each building location when a container becomes full, or on a weekly basis, whichever occurs sooner.
3. Obligations of the Purchasing Office  
The Purchasing Office will provide the Conservation Coordinator an annual report that identifies commodities purchased during the prior year by, or on behalf of, any of the County departments, including replacement "virgin" toner cartridges, re-manufactured toner cartridges, and supplies from Office Depot with recycled content. Additionally, the annual report will summarize revenue gained from Dell computer/electronics take back program, sale of scrap metal, and from auction of salvage and surplus material. The Purchasing Office agrees to work closely with the Conservation Coordinator to finalize and to periodically update the report content and format.

The Purchasing Office agrees to make continuing efforts through coordination and with the assistance of other departments and offices:

- a) using the accounting system to improve the ability to track commodity amounts purchased by broad, recognizable groups, with an emphasis on recyclable materials such as copier paper, specialty paper, and disposable batteries; and
- b) to modify contractual agreements upon renewal, re-bid, or modification to include standard provisions requiring vendor and service provider reporting of recyclable material content, quantities of goods returned through "take-back programs," and the quantities and ratio of recyclable material recycled to disposed of in landfills, for example of roadway and building construction and demolition waste.

4. Obligations of Each Department.
  - a) Participation.  
Each department head will seek appropriate volunteers, or assign an employee or multiple employees, if necessary, to the Travis County Green Team.

- i) The number of employees on the Green Team must account for the need to manage recycling within all of each department's office area. If there is a department unit with multiple locations or multiple floors, it may be necessary to assign a Green Team Leader for each location.
- ii) Each Green Team Leader must complete and submit a registration form to the TNR Conservation Coordinator by no later than 60 days following execution of this Order (**Exhibit 2**).
- iii) The Department Head will make appropriate modifications to a Green Team Leader's work plan and job duties to afford the necessary level of effort to accomplish the obligations under this Agreement.

b) Training.

Each Green Team Leader must register on-line for a recycling training course and successfully complete the training. The training course will give the employee knowledge on Travis County Green Initiatives, guidance on recycling, recycling implementation, and energy and water conservation.

c) Coordination.

Each Green Team Leader must attend and participate in bi-annual coordination meetings to be scheduled in September and March of each year. The meetings will include representatives from TNR, FMD, Purchasing, and the Green Team Leaders of each department. The purpose of the meetings is to discuss and receive updates on each area's recycling, address documentation needs, communicate issues, and disseminate future conservation event opportunities.

d) Implementation.

The Green Team Leader is that location's expert on Green Initiatives and the recycling program. As a result of training, the leader will confidently and accurately respond to co-worker questions regarding the recycling programs. If the leader sees an issue with recycling services, it will be reported to the Conservation Coordinator. The Green Team Leader will also be the point of contact for requesting toner, battery and other material recycling and will notify the Conservation Coordinator. Occasionally, the Conservation Coordinator may request for the Green Team Leader to post signage, monitor container placement, and distribute information on program updates.

e) Water and Energy Consumption.

In addition to facilitating County goals to reduce waste disposal and increase recyclable material diversion, Green Team Leaders are encouraged to implement common sense energy and water conservation practices controllable by consumers within County buildings and facilities. These could include turning off lights, appliances, computer and printing equipment when not in use and reducing outdoor water usage.

f) Policies and Procedures.

The Departments agree to fully participate in the development of recycling and waste management procedures to be adopted as employee operating procedures into the Travis County Code and implemented countywide by all departments. The procedures will implement policies that strengthen consistency, maximize resource recovery, streamline implementation for the benefit of Green Leaders and department managers, include employee and departmental incentives that positively promote the policies, and yield a cultural shift towards zero waste goals.

5. Resource Recovery

Any department that generates specialized materials suitable for recycling may manage specialized material recycling, including sale or disposition of the material, only after coordination with the Purchasing Office to ensure salvage and surplus asset requirements are met. The managing department will report the following information to the TNR Conservation Coordinator for inclusion in the quarterly reports to the Commissioners' Court:

- Description of waste generated
- Volume, weight, or quantity recycled
- Revenues
- Net Cost after Revenue
- Frequency or dates of pickup of waste

6. Revenue

When a department identifies the ability to receive revenue from resource recovery activities, it must consult with the Purchasing Office to establish the proper arrangement. Any department that generates revenue from resource recovery activities is responsible for ensuring documentation of the receipt of the funds and the basis for the amount of revenue gained. Upon receipt, the funds will be transferred to the TNR Conservation Coordinator within two (2) working days. The Conservation Coordinator and TNR Financial Services will track and account for all receipts of revenue in close coordination with the County Auditor and deposit the revenue with the Travis County Treasurer into the General Fund through G/L Account #483080 (Sale of Recycling Material).

7. Paper Use Reduction

Each Green Team Leader will make continuing efforts to encourage paper use reduction and will provide highlights of results from departmental efforts. Efforts may include re-setting printer and copier preferences to duplex printing and copying, creation or expansion of paperless processes, and similar initiatives. The Conservation Coordinator will work directly with Records Management and ITS to implement paper management protocols to benefit the reduction of paper use by all departments.

## 8. Green Steering Committee

- a) Upon execution of this Order, a Green Steering Committee will be convened that will meet regularly, but no less than once annually.
- b) The purpose of the Committee is to assess progress on implementation, to prepare, review and finalize Policy and Procedure recommendations to the Commissioners Court, to provide guidance to resolve inter-departmental or other significant issues, to review status reports on participation levels and success, to receive presentations from the Green Team, and to set new priorities for implementation by Green Team Leaders when necessary to achieve the goals of the Agreement. The Committee will revise prepare amendments to this Order, and recommend those changes to the Commissioners Court.
- c) The Green Steering Committee will be composed of Standing Members including the Natural Resources & Environmental Quality Director in TNR who will serve as the chair person presiding, the Purchasing Agent, the Facilities Management Department Director, the Chief Deputy Sheriff, or their designee or alternate.
- d) The Committee will also be composed of at least three Additional Members, including a representative of the Commissioners Court or their designee, and at least two departmental heads or directors. The Additional Members will be selected from either a show of interest in participating or by recruitment by the Standing Members following the Committee's initial meeting.
- e) Although principally serving in an advisory role, decisions and recommendations by the Committee can be finalized by any method it chooses. Results from the Committee will be communicated back to the Conservation Coordinator and Green Team Leaders.



EXHIBIT 2



Travis County Recycling Program  
 Transportation & Natural Resources  
 700 Lavaca Street 5<sup>th</sup>. Floor  
 Austin, TX 78701  
 (512) 854-4496

## Green Team Registration Form

Use the following worksheet to collect background information on your office space and contact information for employees responsible for conservation efforts. If you need assistance in completing this form, you might want to review your organization's records or interview facility and department contacts. If your Department/Division occupies several different buildings, you should record the requested information on a separate form for each office space. Please refer to the Office Area Green Team Leader duties and requested Acknowledgement.

### Departmental Information

<b>Department Name:</b>		
<b>Division/Unit:</b>		
<b>Name of Director:</b>		
<b>Immediate Supervisor:</b>		
<b>Telephone Number:</b>		<b>Email:</b>

### Physical Layout and Organization

<b>Building Name:</b>		
<b>Building Location:</b>	<b>Floor:</b>	<b>Suite:</b>
<b>Number of Employees:</b>	<b>Size (Area):</b>	<b>Number of Floors:</b>
<b>Is the facility Equipped with</b>	<input type="checkbox"/> Freight Elevators	<input type="checkbox"/> Loading Dock

### Office Area Green Team (Additional and Back Up Contacts)

<b>Name of Contact:</b>	<b>Title:</b>
<b>Telephone:</b>	<b>Email:</b>
<b>Name of Contact:</b>	<b>Title:</b>
<b>Telephone:</b>	<b>Email:</b>

## **Duties of Office Area Green Team Leader**

### **Registration:**

Each Green Team Leader must register on-line for a recycling training course and successfully complete the training. The training course will give the employee knowledge on Travis County Green Initiatives, guidance on recycling, recycling implementation, and energy and water conservation.

### **Coordination:**

Each Green Team Leader must attend and participate in bi-annual coordination meetings to be scheduled in September and March of each year. The meetings will include representatives from TNR, FMD, Purchasing, and the Green Team Leaders of each department. The purpose of the meetings is to discuss and receive updates on each area's recycling, address documentation needs, communicate issues, and disseminate future conservation event opportunities.

### **Implementation:**

The Green Team Leader is that location's expert on Green Initiatives and the recycling program. As a result of training, the leader will confidently and accurately respond to co-worker questions regarding the recycling programs. If the leader sees an issue with recycling services, it will be reported to the Conservation Coordinator. The Green Team Leader will also be the point of contact for requesting toner, battery and other material recycling and will notify the Conservation Coordinator. Occasionally, the Conservation Coordinator may request for the Green Team Leader to post signage, monitor container placement, and distribute information on program updates.

### **Water and Energy Consumption:**

In addition to facilitating County goals to reduce waste disposal and increase recyclable material diversion, Green Team Leaders are encouraged to implement common sense energy and water conservation practices controllable by consumers within County buildings and facilities. These could include turning off lights, appliances, computer and printing equipment when not in use and reducing outdoor water usage.

### **Paper Use Reduction**

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### **Acknowledgement:**

I, the undersigned, hereby acknowledge that I will carry out the duties of an Office Area Green Team Leader, in accordance with the Commissioners Court Order Regarding Recycling Participation being implemented by my department or office.

Printed Name:

Signature:

