



## Item 17

# Travis County Commissioners Court Agenda Request

**Meeting Date:** December 18, 2012

**Prepared By:** Thomas Weber    **Phone #:** 854-4629

**Division Director/Manager:** Jon White, Director, Natural Resources & Environmental Quality Division, TNR

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

**Sponsoring Court Member:** County Judge Samuel T. Biscoe

### **AGENDA LANGUAGE:**

Consider and take appropriate action on the following requests:

- A) Approval to proceed with developing an agreement for recycling services from the Texas Facilities Commission;
- B) Approval to proceed with expansion of recycling throughout all county facilities and operations consistent with the City of Austin Universal Recycling Ordinance, where practical; and
- C) Funding from the allocated reserve of \$46,900 for the estimated one year cost of services for the collection and transportation of recyclable materials.

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

Travis County has existing policies that encourage and set recycling goals. However, our existing practices in carrying out the policies have been limited in scope and not comprehensive for all operations. Requirements and best management practices have continued to evolve in our community as resource reutilization has become more feasible.

To this end, Natural Resources & Environmental Quality Division (NREQ) has been evaluating ways in which Travis County could comply with the City of Austin Universal Recycling Ordinance (URO). The URO became effective on October 1, 2012, and mandates commercial recycling in Austin. The URO requires recycling of paper, corrugated cardboard, plastic bottles (one and two), aluminum cans, and glass bottles. While not legally binding to a governmental entity, the URO represents an opportunity for Travis County to further implement its recycling goals of diversion of recyclable materials from landfilling. Implementing the URO for all county facilities would demonstrate our commitment to partnering on the zero waste goals of Austin, as was directed by the Commissioners Court on April 11, 2011.

Some of the next recommended steps are to (1) expand the number of locations where Travis County employees would separate recyclables from landfill trash; (2) expand the commodities recycled to the fullest extent practical, in consideration of

the URO; and (3) initiate a robust and systematic effort of training and orientation at each county facility to consistently and more fully recover all recyclables from the trash.

The Texas Facilities Commission (TFC) has approached Travis County to provide single-stream recycling collection and transportation to our downtown facilities. These services would be provided at no cost and can be easily integrated into the recyclable collections from state buildings nearby. An inter-local agreement with TFC would be established if the county went forward with this arrangement. TFC can collect mixed office paper, corrugated cardboard, aluminum cans, and rigid plastics.

The existing Travis County contract for recycling services for several of the county's buildings recently came up for renewal. A competitive Request for Proposals (RFP) was issued July 23, 2012. The RFP requested either source-separated or single-stream recycling. Bids for services were received for single-stream recycling only and these bids are under evaluation. At this point, it is necessary to request funding for the estimated cost of these services before the purchasing office can further consider finalizing a contract. Under the contract that expired, limited recycling was accomplished without a net cost to the county. Under any foreseeable contract for recycling services for county facilities outside of the downtown area, Travis County will need to expend funds on an on-going basis. The most significant change resulting in a funding need is the drop in the market price of recycled commodities.

#### **STAFF RECOMMENDATIONS:**

It is requested that:

A) NREQ and purchasing office be approved to develop an inter-local agreement (ILA) with TFC establishing recyclable material collection and transportation. Upon completion, the ILA will be provided for Commissioners Court approval.

B) NREQ expand the county recycling program to 37 facilities of Travis County. Exhibit A is a spreadsheet showing where recycling now occurs and where it would occur under either the successful bidder or TFC. Further, it is requested that the Court support this effort. The Court's leadership and direction will help expedite implementation at facilities and will encourage managers of the various facilities to cooperate with NREQ on this implementation. Implementation tasks will include orientation of employees on recycling dos and don'ts. It would include selecting a person or small team at each location who would coordinate with NREQ and have a job duty to help ensure on-the-ground and daily assistance to make implementation a success. Implementation would also include placement of recycling bins and signage.

C) The court approve funding from the allocated reserves to allow NREQ and Purchasing to complete the selection of a vendor to provide recycling services for those County facilities that cannot be serviced for free by TFC. TNR can provide \$20,000 in funding from its current year budget. Based upon the total estimated cost

of the recycling services of \$66,900, additional funding of \$46,900 from the allocated reserves is estimated to provide for one full year of recycling.

**ISSUES AND OPPORTUNITIES:**

Cooperation with the TFC presents an opportunity to greatly enhance our recycling at downtown locations with minimal cost. Another opportunity is to increase diversion of wastestreams from landfill disposal. The biggest issue with regard to expanding recycling is orienting our employees so that the county can maximize diversion of waste. This is a management issue that will need to rely upon the willingness of departments beyond TNR to assist us. Otherwise, improper placement of non-recyclables or contamination will undercut county success at implementation.

**FISCAL IMPACT AND SOURCE OF FUNDING:**

This initiative will reduce landfill costs over time as less volume is disposed. NREQ proposes the county use TFC to reduce the overall cost of recycling. If TFC is not utilized, the cost of the additional recycling by a private vendor would be approximately \$22,000/year. This proposal is for single-stream recycling. It saves the county labor costs for custodial services, when compared to source separation. Long-term costs could go down if reimbursement rates for recycled commodities go up. Finally, TNR wants to make the Commissioners Court and PBO mindful that it will be necessary to request an on-going line item in the TNR budget for FY2014 and beyond, so that we can continue this County-wide initiative.

On-going yearly expenses for this program are estimated to be \$66,900. TNR has reserved \$20,000 on funds reservation 300000440 for FY13. The funding source is cost center 1490010001 general ledger account 511890.

**EXHIBITS/ATTACHMENTS:**

Exhibit A - Current and Future Recycling by Travis County

**REQUIRED AUTHORIZATIONS:**

|                  |                   |                 |          |
|------------------|-------------------|-----------------|----------|
| Cynthia McDonald | Financial Manager | TNR             | 854-4239 |
| Steve Manilla    | County Executive  | TNR             | 854-9429 |
| Diana Ramirez    | Budget Analyst    | Budget/Planning | 854-9694 |
|                  |                   |                 |          |
|                  |                   |                 |          |

**CC:**

|                  |                       |                   |          |
|------------------|-----------------------|-------------------|----------|
| Loren Breland    | Purchasing Agent      | Purchasing Office | 854-4854 |
| Shaun Auckland   | Env. Specialist       | TNR/NREQ          | 854-4496 |
| Keith Coburn     | Env. Project Mgr.     | TNR/NREQ          | 854-5866 |
| Christina Jensen | Financial Analyst Sr. | TNR               | 854-7670 |

**EXHIBIT A**  
**CURRENT & FUTURE TRAVIS COUNTY**  
**RECYCLING LOCATIONS**

| Current & Future Travis County Recycling Locations  |        |                     | Now            | Future |                    | \$/Month    |
|---|--------|---------------------|----------------|--------|--------------------|-------------|
| CUSTOMER  |        | ADDRESS             |                | TFC    | Recommended Vendor |             |
| West Command Center                                 | 3800   | Hudson Bend         | OC             |        | √                  | \$ 90.00    |
| Travis County - Precinct 1 ( Tax Office)            | 4705   | Heflin Ln           | OC             |        | √                  | \$ 300.00   |
| Travis County - Precinct 4                          | 4011   | McKinney Falls Pkwy | LF             |        | √                  | \$ 100.00   |
| Smith Road Facility                                 | 1600   | Smith Rd            | OC             |        | √                  | \$ 270.00   |
| Travis County STAR Flight                           | 7800   | Old Manor rd        | √              |        | √                  | \$ 180.00   |
| Travis County Health and Human Services             | 502    | Highland Mall Blvd  | OC             |        | √                  | \$ 60.00    |
| Travis County Sheriff/Fire Marshall (Ruiz Building) | 5555   | Airport             | √              |        | √                  | \$ 180.00   |
| Travis County - Tax Office                          | 5501   | Airport Blvd        | √              |        | √                  | \$ 120.00   |
| Travis County HHS Weatherization                    | 5021   | Cesar Chavez        | OC             |        | √                  | \$ 250.00   |
| Travis County East Service Ctr (Fleet)              | 6011   | Blue Bluff Rd       | OC             |        | √                  | \$ 290.00   |
| Travis County Health and Human Services             | 2201   | Post Rd             | OC             |        | √                  | \$ 90.00    |
| Travis County Del Valle Correctional                | 3614   | Bill Price Rd       | Cardboard Only |        | √                  | \$ 1,220.00 |
| Exposition Center (Banquet Hall)                    | 7331   | Decker Ln           | OC             |        | √                  | \$ 315.00   |
| Gardner Betts Juvenile Probation (Main Bldg)        | 2515   | Congress            | LF             |        | √                  | \$ 600.00   |
| South Congress Building                             | 2501   | Congress            | LF             |        | √                  | \$ 60.00    |
| Smart Facility-2                                    | 3404   | FM 973              | LF             |        | √                  | \$ 140.00   |
| South Rural Community Center                        | 3518   | FM 973              | LF             |        | √                  | \$ 60.00    |
| Precinct 2  | 10409  | Burnet Rd           | LF             |        | √                  | \$ 150.00   |
| West Rural Community Center                         | 8656-B | Hwy 71              | LF             |        | √                  | \$ 160.00   |
| West Service Center (Meeting Hall/Offices)          | 4501   | FM 620              | LF             |        | √                  | \$ 120.00   |
| Satellite 3   | 14624  | Hamilton Pool Road  | LF             |        | √                  | \$ 50.00    |
| North Rural Community Center                        | 15822  | Foothills Farm Loop | IH             |        | √                  | \$ 60.00    |
| East Rural Community Center                         | 600    | Carrie Manor Road   | LF             |        | √                  | \$ 120.00   |
| East Command Center                                 | 7811   | Burleson-Manor Road | LF             |        | √                  | \$ 180.00   |
| Satellite 4   | 5412   | Lockhart Hwy        | LF             |        | √                  | \$ 60.00    |
| Nootsie House                                       | 9512   | FM 620              | IH             |        | √                  | \$ 50.00    |
| Counseling and Education                            | 1101   | Nueces              | LF             | √      |                    |             |
| Rusk Building                                       | 910    | Lavaca              | √              | √      |                    |             |
| University Savings Building                         | 1010   | Lavaca              | √              | √      |                    |             |
| Herman Marion Sweatt County Courthouse              | 1000   | Guadalupe           | √              | √      |                    |             |
| Holt Building                                       | 1004   | Guadalupe           | √              | √      |                    |             |
| CPS Office  | 209    | West 9th St.        | OC             | √      |                    |             |
| Gault Building                                      | 505    | West 11th St.       | LF             | √      |                    |             |
| Blackwell-Thurman Criminal Justice Center           | 509    | West 11th St.       | √              | √      |                    |             |
| Ned Granger Building                                | 314    | West 11th St.       | √              | √      |                    |             |
| County Jail   | 500    | West 10th St.       | LF             | √      |                    |             |
| Executive Office Building                           | 411    | West 13th St.       | √              | √      |                    |             |
| Palm Square   | 100    | North IH 35         | √              | √      |                    |             |
| Forensic Center                                     | 1213   | Sabine St.          | √              | √      |                    |             |
| Unscheduled Pick Ups (estimated)                    |        |                     |                |        |                    | \$ 300.00   |
| Total   |        |                     |                |        |                    | \$ 5,575.00 |

Legend-

TFC= Texas Facilities Commission

NC= No Charge

LF= Landfill

IH= Employees drop-off the recycling

OC= On Call (but sometimes recyclables may go to landfill)