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**Citizen centered**  
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# Memo

To: Honorable Mayor and City Commissioners

Via: Anthony Lyons, City Manager   
Dan Hoffman, Assistant City Manager 

From: Phil Mann, Director of Public Works

Date: 4/10/2018

Re: Estimated Budget and Timeline to Develop a Zero Waste Plan for Gainesville

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From the time a consultant is under contract it would take approximately 4-6 months to develop a comprehensive Zero Waste Strategy followed by a detailed implementation plan with staff support. The following actions could probably be accomplished in the first 5 to 6 weeks:

- 1) Kickoff meeting between consultant and Solid Waste staff to discuss the scope and timeline of the work, identify the City's definition of a Zero Waste goal and determine what information is available on the community itself and our current solid waste program.
- 2) If commissioner's schedules allow it, the consultant and a member of Solid Waste staff would meet with individual commissioners to discuss their concerns & priorities, and answer questions regarding a path to Zero Waste.
- 3) Consultant and SW staff would hold meetings with stakeholders and/or survey stakeholders.
- 4) At this point a workshop between consultant, SW staff and commissioners would be appropriate in order to get into more detail and discuss options.
- 5) Consultant meets with SW staff a second time to refine scope and timeline.
- 6) Consultant prepares a draft of the basic outline of the plan and presents it to General Policy Committee (GPC).
- 7) Consultant uses feedback from GPC meeting to make changes if desired.

During the remaining weeks consultant would flesh out the plan and provide information about resources available, resources needed, cost to implement various options, and would develop a timeline for what the City can accomplish independently and locally to move the community towards their Zero Waste goals. Consultant could make a progress report to the GPC every couple of months until the plan is completed.

A composition study is also needed to begin to create realistic targets for the Zero Waste Plan. A reasonable option would be two five-day studies performed several weeks apart; with the first one being performed as close to the beginning as possible in order to provide data to use in developing the plan. The second study would help identify and adjust outliers that aren't truly representative of the City's waste stream. An adequate residential waste composition study could probably be performed using a three day format.

The City has had very productive conversations regarding Zero Waste with Alachua County since our last briefing before the GPC. The County has agreed to partner with the City on developing a Zero Waste Strategy followed by a Zero Waste Plan. The City feels comfortable estimating that our contribution to the Strategy would cost \$50,000 and would also require a composition study costing approximately

\$20,000. A detailed implementation plan and staffing to support it would require additional resources. If these resources took the form of an FTE, staff project the City would need to hire a Sustainability Manager and repurpose an existing FTE as a Zero Waste Coordinator. The composition study could most likely be performed under an existing contract managed by the County. The consultant could also be acquired by bridging an existing contract.

Staff suggests that this be discussed during the upcoming budget workshop. All of this is contingent on Commission direction and feedback on timing. To begin development of the strategy in the FY19 budget, Commission would have to request an increment.