

Draft Minutes
Zero Waste Commission
Strategic Plan Subcommittee
Meeting on Tuesday, June 13, 2017
Peet's Coffee
Telegraph Ave, Berkeley

Subcommittee Commissioners: Chrise de Tournay (Sophie Hahn – Dist. 5); Brazile Clark (Lori Droste – Dist. 7); Elisabeth Watson (Susan Wengraf – District 6)

Commissioner de Tournay called the meeting to order with a quorum at 3:30pm

1. Roll Call: Commissioners present: Chrise de Tournay and Brazile Clark. Absent: Elisabeth Watson
2. Motion to approve the agenda: de Tournay/Clark to approve agenda 2/0/0
3. Announcements and Commissioner Comments: Meeting was moved from original location due to early closure
4. Action items:

Action: Procure and review most current city budget to determine funding provisions for Zero Waste efforts, specifically development of Strategic Zero Waste Plan.
de Tournay to request information 2/0/0.

Action: Revise existing ZW Commission recommendation to Council to allot funding for a Strategic Zero Waste Plan to be developed (originally dated October 2014) with current information as needed.
de Tournay/Clark to request further information 2/0/0.

The ZWC Strategic Plan Subcommittee will bring the attached motion to the whole Commission at the June 26th, 2017 meeting for review, after review by members of subcommittee and Commission Secretary Obermeit.
de Tournay/Clark 2/0/0.

It was noted that we may need to write a short report to Council to accompany the motion.

Additionally, there will be a discussion with the whole commission regarding the Strategic Planning process, our roles, and what we can contribute. Additional support materials and resources can be provided to the Commission.

4. Adjourn: by Commissioner de Tournay at 5:10pm, 2/0/0.

Attached:

- Motion to Council

Zero Waste Commission (ZWC)

Strategic Plan Subcommittee

Motion to Recommend that the City Allocate Funds for a Zero Waste Strategic Plan this Fiscal Year

Motion: The ZWC subcommittee recommends that the Commission approve the following motion:

WHEREAS, the City of Berkeley is “at risk of not meeting Council’s goal to achieve zero waste by 2020,” according to the City Auditor’s report of _____(most recent report date), AND

WHEREAS, the City Auditor concluded that the City “needs more resources to develop a comprehensive, written strategic plan that clearly defines roles and responsibilities, and that assigns sufficient resources...”, AND

WHEREAS, without such a strategic plan, the City “cannot properly ensure the City’s compliance with State, County, and City regulations related to zero waste objectives,” according to the City Auditor, AND

(WHEREAS, the new rate structure approved by Council in (May 2014) is, according to the City Auditor, “not enough to help fund all of the specified zero waste programs and related construction projects,”) AND

WHEREAS, the City has significant opportunities to improve its zero waste services and infrastructure, at reasonable cost, which would expand local economic development and job opportunities AND

WHEREAS, the Berkeley Zero Waste Commission welcomes and supports the City Auditor’s Report findings, NOW THEREFORE

BE IT HEREBY RESOLVED THAT the Berkeley Zero Waste Commission, at its (June 26, 2017) meeting, recommend to the City Council that the City allocate [[\$XXX,000]] in the current fiscal year for a Zero Waste Strategic Plan. The Zero Waste Commission further recommends that the strategic planning process include the Zero Waste Commission in the following phases:

- Allocation of Funds
 - Recommend to City Council to allocate funds for strategic planning
- Scope of Work
 - Receive, review, and provide input to draft(s) of Scope of Work and draft documents prepared by staff or consultant
- Selection of Consultant
 - Review Consultant proposals and provide input to City staff
- Plan Development
 - Utilize ZWC meetings to solicit, collect, and document public input, including that of Zero Waste Commissioners
 - Review draft(s) of documents at plan development milestones
- Plan Approval
 - Advocate for plan approval
- Plan Execution
 - Monitor the implementation of the Plan

The ZWC recommends that the Strategic Plan include:

- Education and Outreach: Recommendations to allocate adequate funding and staffing to ensure that our Zero Waste goals will be achieved
- Infrastructure: Evaluation of the goal and function of the transfer station and recycling center, in line with zero waste, sustainability, climate change, and local economic development goals
- Finance: Review of rate structure and fee recommendations to ensure adequate funding to meet City goals and objectives. Review operational and capital expenditures to ensure fiscal sustainability.
- Staffing: Identification of staffing needs to implement Zero Waste Action Plan and to meet City goals and objectives
- Institutional: Evaluation of the capabilities of the institutional structures and relationships, including the Public Works Department organization, which flow from the 28-year-old concept of integrated solid waste management

as articulated in the City's Solid Management Plan (1986), Source Reduction and Recycling Element (1992), and Berkeley Solid Waste Management Plan Update (2005), to meet today's and tomorrow's needs, specifically with respect to Public Works' responsibility for providing education and outreach for waste reduction, stimulating local reuse and recycling, economic development, and to meeting the City's broader environmental and economic sustainability goals and objectives

- Programming: Assessment to ensure alignment of zero waste collection, processing, materials marketing and use, and service providers, with City goals and objectives
- Enforcement: Recommendations for an appropriate approach to, and adequate staffing for, enforcement of Alameda County's mandatory recycling ordinance, as adopted by the City Council, and regional and state policies related to zero waste and materials management
- Policy: Identification of new or refined policies that would aid in the attainment of the City's goals and objectives. Review, and where needed recommend, refinements or updates to existing City policies or definitions contained therein, or recommend new City policies, as they pertain to zero waste
- Metrics: Development of recommendations to institute the means of measuring progress on implementation of the adopted Strategic Plan.