

DRAFT

Welcome to the Environmental Services Advisory Committee (ESAC)! I'd like to thank you for serving on the advisory committee. The Environmental Services Department provides service to nearly every resident in the City of Tucson and this advisory committee is intended to represent our customers.

This binder of information is intended to provide you with an overview of the department—both the services provided and the financial ability of the department to support them. Included in the binder are the following:

- The charge from the Mayor and Council to the ESAC
- General information about meeting schedule and Open Meetings law
- A list of members and their contact information
- An organization chart for ESAC showing sub-committees and the members
- A one-page fact sheet about services provided and funding sources
- A financial overview showing operating costs for each unit and revenues generated
- An organization chart for Environmental Services

The information provided will give you a picture of the department, how it works, and how you can ease into your role on the advisory committee. In addition to reviewing the enclosed materials, I encourage you to tour the Los Reales Landfill and the ReCommunity recycling facility. Additionally, we invite you to ride along with one of our collections operators to see their work first hand. Our staff will be happy to work with you to schedule a time.

I look forward to working with you, and once again, thank you for your service. Please let me know if you have questions.

Very truly yours,

Andrew H. Quigley
Director, Environmental Services Department



**Office of the City Clerk
BOARDS, COMMITTEES & COMMISSIONS**

**ENVIRONMENTAL SERVICES ADVISORY COMMITTEE
(ESAC)**

CREATED BY:

Resolution No. 18893, April 23, 2001
Resolution No. 19682, September 15, 2003
Ordinance No. 10120, February 15, 2005

MEMBERS:

Thirteen (13) regular members. The Mayor and Council Members shall each appoint one (1) member. The City Manager shall nominate six (6) members for final approval by Mayor and Council.

QUORUM:

7 members.

QUALIFICATIONS:

Members shall be either residential or commercial customers of Environmental Services, and shall serve without compensation.

Members shall have professional or technical competence in one or more of the following areas:

- Utility rate making
- Solid waste management and planning
- Business management
- Financial analysis
- Environmental protection
- Environmental engineering
- Recycling
- Neighborhood issues

ENVIRONMENTAL SERVICES ADVISORY COMMITTEE

PAGE 2

TERMS OF OFFICE:

Members appointed by the Mayor and each Council Member shall serve terms coterminous with the appointing official. Members nominated by the City Manager and approved by Mayor and Council shall serve 4 year terms from date of appointment.

EXEMPT FROM TCC 10A-134(c): Yes

FUNCTIONS:

- ESAC shall act as the official advisory body on Environmental Service capital improvement program planning and rate structure formulation to City government
- Annually review the Environmental Service revenue requirements and recommend to the Governing Body rate adjustments as required.
- Promote the concerns of Environmental Service Customers by ensuring that recommended rate adjustments are kept to a minimum and are consistent with adopted Mayor and Council plans and policies.
- Consult with the Governing Body from time to time as may be required by relative to Environmental Service needs.
- Provide an annual report to the Governing Body on the operations of Environmental Services.
- Review or make recommendations on policies affecting Environmental Services as appropriate.
- The Mayor and Council may specify from time to time other advisory duties by motion or by separate resolution.

LIMITATIONS:

Neither the Committee nor any member thereof shall incur expenses or obligate the City in any way without prior authorization from the Mayor and Council.

OPEN PUBLIC MEETING LAW REQUIREMENTS:

This public body is defined as an advisory committee and must comply with all the provisions of the Open Public Meeting Law.

**ENVIRONMENTAL SERVICES ADVISORY COMMITTEE
PAGE 3**

SUPPORTING DEPARTMENT(S):

Environmental Services Department - 791-3175

Historical Notes:

March 19, 2001 – Mayor and Council motion directing staff to prepare a resolution establishing a committee and that the committee be used in working with the citizens of Tucson to implement the program (One & One Plus Recycling Program). The committee was named the Solid Waste Advisory Committee.

September 15, 2003 – Mayor and Council Resolution 19682 changed the committee name to the Environmental Services Advisory Committee and expanded the advisory scope to include all of the Environmental Services Department's programs and services.

February 15, 2005 – Mayor and Council Ordinance 10120- expanded the number of members from 7 to 13, further defined the membership criteria, expanded the scope of functions and purposes and removed the sunset date.



CITY OF TUCSON

ENVIRONMENTAL SERVICES

Environmental Services Advisory Committee

Some Basic and Helpful Information

- The City Clerk's Office Handbook for Boards, Committees and Commissions can be downloaded for your review here:
[http://cms3.tucsonaz.gov/files/clerks/BCC_Membership_Handbook - Revised 01-22-13pdf.pdf](http://cms3.tucsonaz.gov/files/clerks/BCC_Membership_Handbook_-_Revised_01-22-13pdf.pdf)

- Meeting Information
 - ESAC is scheduled to meet on the 2nd Thursday of each month. The committee may vote to cancel meetings.
 - A quorum of 7 is required for each meeting. ES staff will send out reminder notices and meeting materials. It is important to confirm your attendance or non-attendance. Your fellow committee members will appreciate it if they know ahead of time when a meeting must be cancelled due to lack of a quorum.
 - Open Meeting Law. The Open Meeting Law is a state law which ESAC must adhere to. More information about the law is available here:
<http://cms3.tucsonaz.gov/sites/default/files/clerks/OML/player.html>

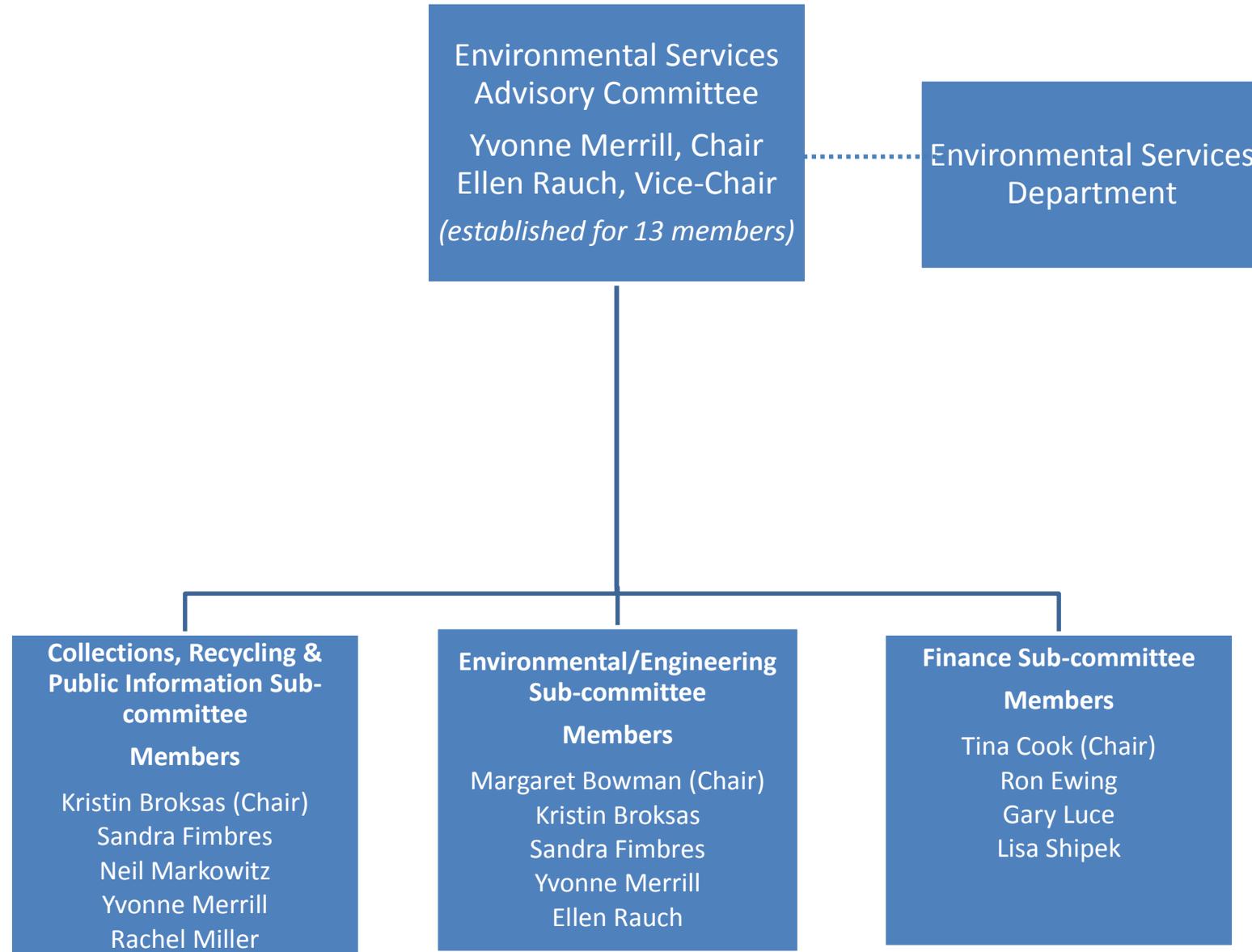
- ESAC Agendas and Minutes
 - ES maintains ESAC meeting information on the website here:
<http://cms3.tucsonaz.gov/es/esac>
 - All meetings will have minutes prepared and a recording of the meeting will be available to members and the public.

Environmental Services Advisory Committee (ESAC)

Members

MEMBER	ROLE	APPOINTOR	CLASSIFICATION
Ms. Margaret Bowman	Member	Mayor and Council	City Manager nominee
Ms. Kristin Broksas	Member	Mayor and Council	City Manager nominee
Ms. Tina Cook	Member	Mayor and Council	City Manager nominee
Mr. Ronald Ewing	Member	Ward 2	
Ms. Sandra Fimbres	Member	Mayor and Council	City Manager nominee
Mr. Gary Luce	Member	Mayor and Council	City Manager nominee
Mr. Neil Markowitz	Member	Ward 6	
Ms. Yvonne Merrill	Chairperson	Ward 1	
Ms. Rachel Miller	Member	Ward 3	
Ms. Ellen Rauch	Member	Ward 5	
Ms. Lisa Shipek	Member	Mayor	

Environmental Services Advisory Committee Organization Chart





ENVIRONMENTAL SERVICES DEPARTMENT (ES)

Overview

Mission: *To promote a healthy Tucson community by providing innovative and cost effective waste management and environmental protection services.*

ES provides waste management services to various customer bases, and develops policies through the Environmental Services citizen’s advisory committee and Mayor and Council to encourage environmental behaviors that benefit the community. ES is responsive to community values and developing sustainable, cost effective services and programs. Through long-term planning, the department is prepared to meet the needs of the community today and into the future.

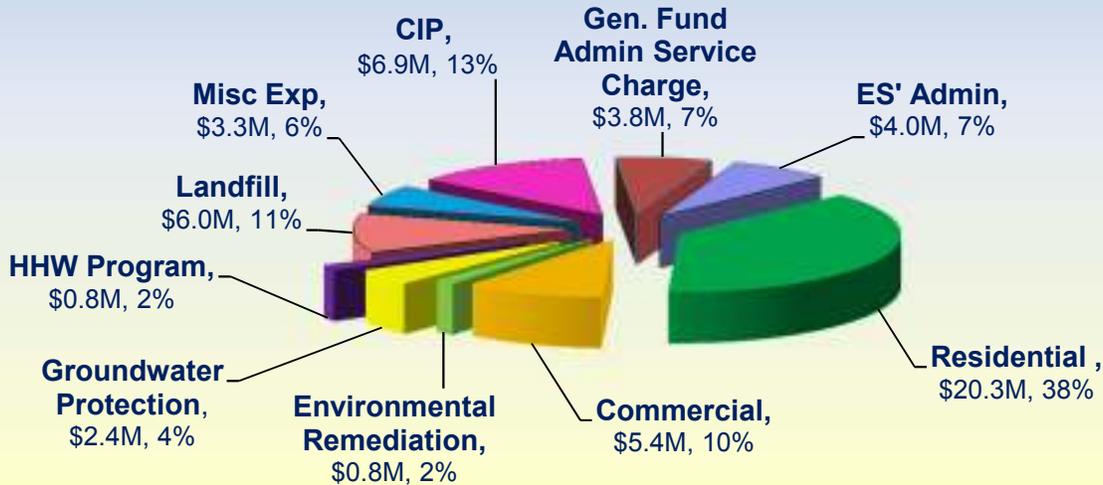
ES is a completely self supporting enterprise fund, municipally-owned utility of the City. Costs of providing services to customers are funded entirely by user charges, fees, and other revenues. No General Fund monies are provided to the department and ES pays \$3.7 million each year (adjusted annually) to the General Fund.

- Service area of 226 square miles, 222 authorized FTE, 210 actual FTE (employees)
- Weekly trash and recycling collection service to approx. 132,000 residential customers
- Collection services to approximately 3400 commercial customers
- Owns and operates the Los Reales Landfill, serving Tucson and Pima County
- Manages the Tucson/Pima County Household Hazardous Waste (HHW) Program

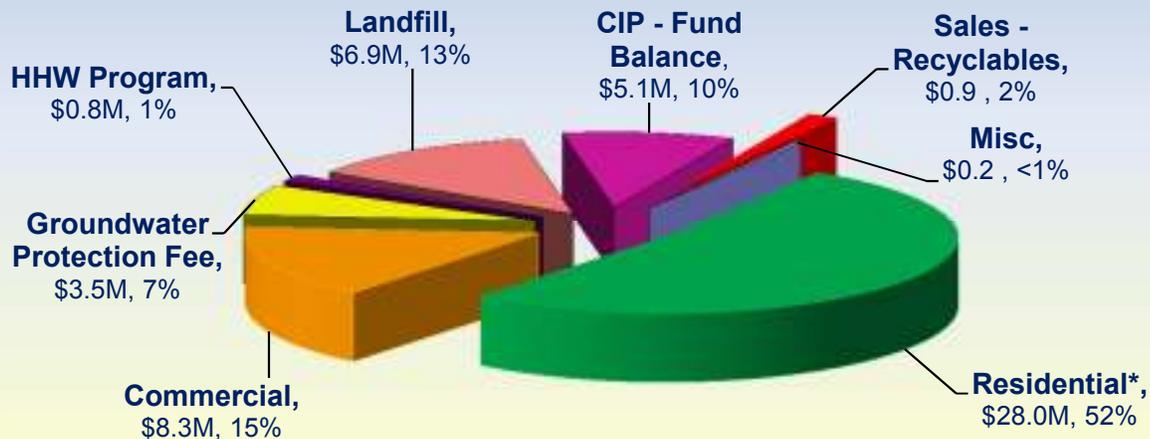
Funding Sources	Services Provided
<p>Residential Collections <i>Monthly Fees: \$15 – \$16.75/month</i></p> <p><i>A fuel surcharge may be included in monthly fee. The surcharge is three cents (\$0.03) per month for each ten cents (\$0.10) the city pays above \$3.30 per gallon. Surcharge is adjusted every three (3) months based on the actual city fuel price.</i></p>	<ul style="list-style-type: none"> • Weekly trash & recycling collection • 2 times/year Brush & Bulky collection • Low Income Assistance Program for residents • Roll-out service for residents with disabilities • Container replacement and cleaning • HHW collection & disposal • Neighborhood Clean-Up Program • 12 Neighborhood Recycling Centers • Annual Treecycle Program • Recycling education & outreach to K-12 students • Recycling Info-line & other services through Tucson Clean & Beautiful, Inc. • Environmental site assessment and compliance for City properties • HHW Home Pick-up Program (\$25) • On-Call Brush & Bulky (\$55)
<p>Commercial Collections <i>Fees based on service requested. Customers can choose any hauler.</i></p>	<ul style="list-style-type: none"> • Metal container trash & recycling collection • Compactor leasing & service • Roll-off service • Waste audits for businesses • Event recycling
<p>Los Reales Landfill <i>\$32/ton commercial customers \$15/load self-haulers Competes with private companies</i></p>	<ul style="list-style-type: none"> • Disposal services for private, public & self-haulers • Drop off for recycling, scrap-metal, tires, HHW, electronics • Planning for closure & post-closure environmental protection • Gas-to-Energy system/technology
<p>Groundwater Protection Fee <i>Monthly fee: \$1.06 for most homes</i></p>	<ul style="list-style-type: none"> • Assessment, monitoring & clean-up of contamination at inactive City landfills • Monitoring and remediation at three State Superfund Sites

ENVIRONMENTAL SERVICES

FY 2014 Adopted Expenditure Budget, \$53.7M



FY 2014 Adopted Revenue Budget, \$53.7M

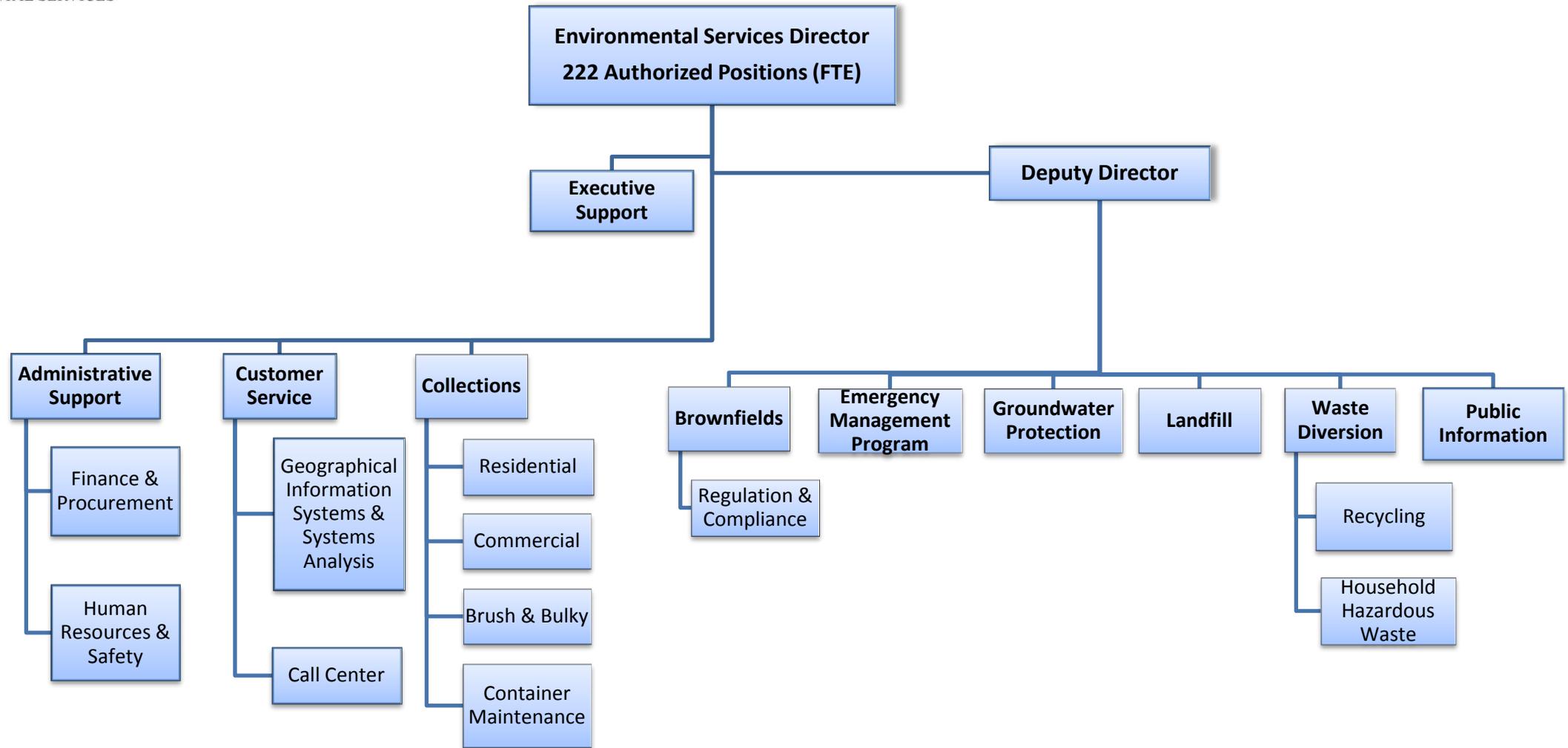


**Residential revenues include landfill fees*

Financial Notes

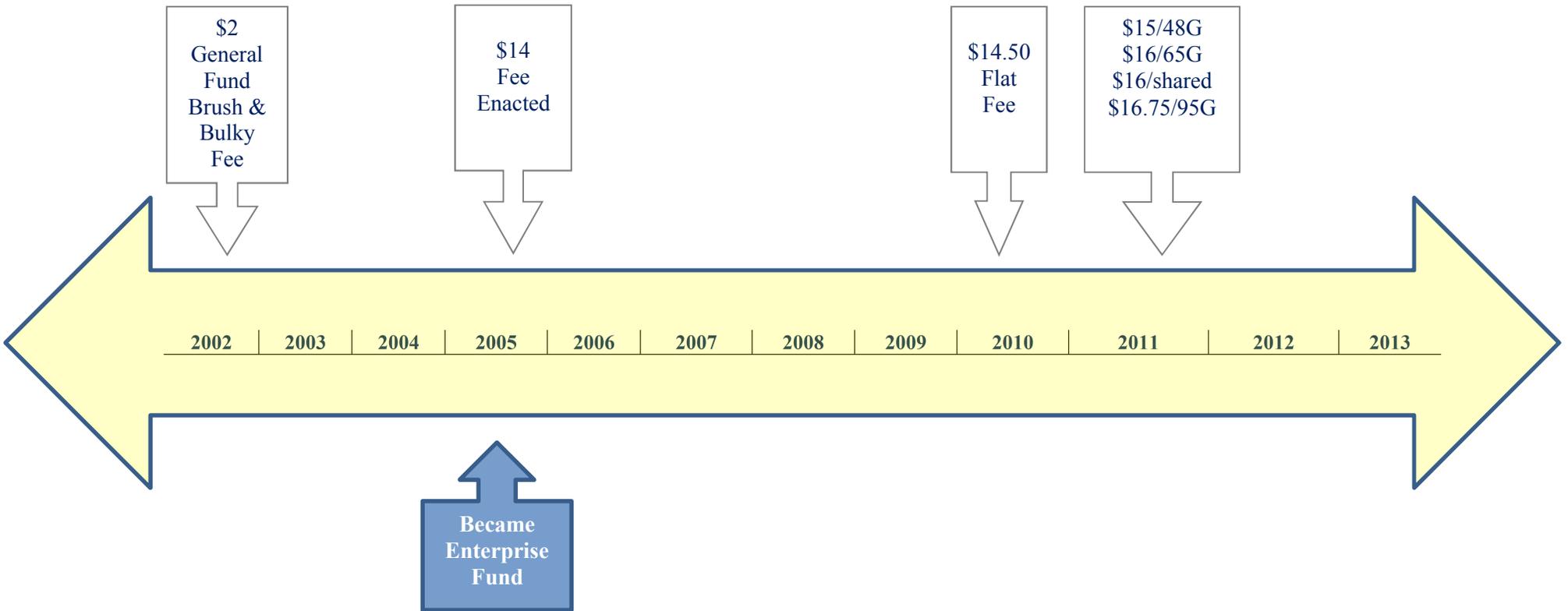
- As of June 2013, the working capital is \$16.6M. This exceeds our goal for 120 days working capital.
- 21% of the budget is allocated for vehicle maintenance/fuel to General Services' Fleet Services Division.
- 7% of the budget is allocated for the General Fund's annual Administrative Service Charge.

Environmental Services Department





Historical Residential Rates* By Fiscal Year



* Rates for first container