City of Fort Worth, Texas

Mayor and Council Communication

DATE: 06/22/21   **M&C FILE NUMBER:** M&C 21-0493

LOG NAME: 84SURPLUS FURNITURE AND OFFICE MATERIAL DONATION, ETC. POLICY

SUBJECT

(ALL) Authorize the Adoption of the Surplus Furniture and Office Material Donation, Reuse, or Recycling Policy to Promote Waste Diversion from City Landfills by Enabling Community Reuse of Materials for Certified Educators of Fort Worth Students and Find that the Policy Serves a Public Purpose

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the adoption of the Surplus Furniture and Office Material Donation, Reuse, or Recycling Policy to promote waste diversion from City landfills by enabling community reuse of materials for certified educators of Fort Worth students; and
2. Find that the policy serves to carry out the public purpose of supporting the reduction, reuse, and recycling of waste and items discarded by City of Fort Worth facilities, and that adequate controls are in place to carry out such public purpose.

DISCUSSION:

The City recognizes that City-owned items such as furniture, office supplies, and other office equipment, which are damaged, outdated or out-of-spec for reasonable use, are not appropriate for resale, and would otherwise be disposed of as waste, may still have reuse value in the community. City staff became aware that such materials may be beneficial to and could be reused by educators in the City of Fort Worth in their day to day work with students. As a result, City staff in the Library and Code Compliance Departments collectively drafted the Surplus Furniture and Office Material Donation, Reuse, or Recycling Policy (Policy).

The Policy creates the Non-Profit Material Reuse Program (MRP), which allows for the redistribution of items such as furniture, office supplies, and other general office or storage equipment which are damaged, outdated or out-of-spec for reasonable use, are not appropriate for resale, and would otherwise be disposed of as waste to certified educators of Fort Worth students or residents, including those who facilitate home schooling. Redistribution would be provided by a non-profit entity registered with the City (MRP Participant).

A MRP Participant can register with the City by submitting a registration form and required documents and information, utilized by City staff to document the legal status of the non-profit entity. In addition, the MRP Participant shall provide a list of current officers, the purpose of the non-profit, proof of sufficient insurance coverage, and a sufficient summary of how the MRP Participant will use and distribute materials. An authorized representative of the non-profit must execute a contract, release of liability, or other appropriate documentation as determined at the sole discretion of the City. The registration form and all supplemental documents must be updated annually.

Registrations and records will be submitted to and maintained by the Solid Waste Services (SW) administration, under the authority of the Code Compliance Director. The Director of Code Compliance shall have authority to implement the measures for the reuse, recycle and/or redistribution of such items from any Department requesting services under this Policy. The City will comply with all state laws and local ordinances when contracting with an MRP Participant, when applicable. Actual contracts will depend on sufficient funding availability. City management may make non-substantive changes to the Policy administratively but any eligibility criteria or substantive changes to the Policy will require City Council approval.

A Form 1295 is not required because: This M&C does not request approval of a contract with a business entity.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that approval of these recommendations will have no material effect on City funds.

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Expedited