



## CITY OPERATIONS COMMITTEE

May 28, 2019, 9:30 AM  
City Council Chambers, 2nd  
Floor

## AGENDA

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**(1) Proposed Policy and Procedure 137.1: Organization and Policy - Office of Sustainability**

Overview: The policy & procedure is being created to advance the environmental sustainability of Orlando by establishing policies to implement sustainability initiatives within the City of Orlando.

Proposed by: Office of Sustainability

**(2) Proposed Policy and Procedure 137.2: Single-Use Products on City Property**

Overview: Summary of Recommended policy, 137.2:  
Define "Single-use products" as food service related products that are designed to be used only once in the same form and then disposed of or destroyed. Single-use products include, but not limited to, polystyrene products, plastic straws, and plastic bags. Recommended policy would mean "single-use products", as defined above, may not be sold or disbursed on City property or used by City contractors, permittees, or licensees, unless authorized by the Chief Administrative Officer, Chief Financial Officer, Chief Venue Officer, or designee.  
Policy would require the use of compostable materials, biodegradable materials, reusable materials, or recyclable materials (plastic #1 and #2) as alternatives.  
In recognition of the needs of customers with disabilities, plastic straws may be provided upon request.  
Policy would effect all City-owned facilities, venues, parks, and affiliated events (18A permits).  
Applicable contracts, agreements, leases, permits, and licenses should include a notice to contractors, permittees, and licensees that single-use products are not permitted on City property. The use of recyclable, reusable, biodegradable, and compostable alternatives is encouraged.  
This policy only applies to new contracts solicited or entered into, and permits granted, after its effective date.

Proposed by: Office of Sustainability



**City Operations Committee  
TUESDAY, MAY 28, 2019 - 9:30 AM**

**PROPOSED POLICY AND PROCEDURE 137.1: ORGANIZATION AND POLICY - OFFICE OF  
SUSTAINABILITY**

**THE POLICY & PROCEDURE IS BEING CREATED TO ADVANCE THE ENVIRONMENTAL  
SUSTAINABILITY OF ORLANDO BY ESTABLISHING POLICIES TO IMPLEMENT  
SUSTAINABILITY INITIATIVES WITHIN THE CITY OF ORLANDO.**

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
137.1 Final	5/16/2019	Backup Material

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**137.1 SUBJECT: ORGANIZATION AND POLICY – OFFICE OF SUSTAINABILITY**

**:1 OBJECTIVE:**

To advance the environmental sustainability of Orlando by establishing policies to implement sustainability initiatives within the City of Orlando.

**:2 AUTHORITY:**

This policy was adopted by City Council on June 3, 2019.

**:3 DIRECTION:**

The Director of Sustainability, as an appointed official, serves at the pleasure of the Mayor and is supervised by and receives direction from the Chief Administrative Officer.

**:4 FUNCTIONS:**

The Office of Sustainability is responsible for developing policies, programs and proposals relating to the environmental sustainability goals of the City of Orlando.

**:5 FORMS:**

None.

**:6 COMMITTEE RESPONSIBILITIES:**

None.

**:7 REFERENCE:**

Chapter 15, Orlando City Code; Green Works Orlando Community Action Plan; Green Works Municipal Operations Sustainability Plan.

**:8 EFFECTIVE DATE:**

This policy is effective beginning June 3, 2019.



**City Operations Committee  
TUESDAY, MAY 28, 2019 - 9:30 AM**

**PROPOSED POLICY AND PROCEDURE 137.2: SINGLE-USE PRODUCTS ON CITY  
PROPERTY**

**SUMMARY OF RECOMMENDED POLICY, 137.2:**

**DEFINE "SINGLE-USE PRODUCTS" AS FOOD SERVICE RELATED PRODUCTS THAT ARE  
DESIGNED TO BE USED ONLY ONCE IN THE SAME FORM AND THEN DISPOSED OF OR  
DESTROYED. SINGLE-USE PRODUCTS INCLUDE, BUT NOT LIMITED TO, POLYSTYRENE  
PRODUCTS, PLASTIC STRAWS, AND PLASTIC BAGS.**

**RECOMMENDED POLICY WOULD MEAN "SINGLE-USE PRODUCTS", AS DEFINED ABOVE,  
MAY NOT BE SOLD OR DISBURSED ON CITY PROPERTY OR USED BY CITY  
CONTRACTORS, PERMITTEES, OR LICENSEES, UNLESS AUTHORIZED BY THE CHIEF  
ADMINISTRATIVE OFFICER, CHIEF FINANCIAL OFFICER, CHIEF VENUE OFFICER, OR  
DESIGNEE.**

**POLICY WOULD REQUIRE THE USE OF COMPOSTABLE MATERIALS, BIODEGRADABLE  
MATERIALS, REUSABLE MATERIALS, OR RECYCLABLE MATERIALS (PLASTIC #1 AND #2)  
AS ALTERNATIVES.**

**IN RECOGNITION OF THE NEEDS OF CUSTOMERS WITH DISABILITIES, PLASTIC STRAWS  
MAY BE PROVIDED UPON REQUEST.**

**POLICY WOULD EFFECT ALL CITY-OWNED FACILITIES, VENUES, PARKS, AND AFFILIATED  
EVENTS (18A PERMITS).**

**APPLICABLE CONTRACTS, AGREEMENTS, LEASES, PERMITS, AND LICENSES SHOULD  
INCLUDE A NOTICE TO CONTRACTORS, PERMITTEES, AND LICENSEES THAT SINGLE-  
USE PRODUCTS ARE NOT PERMITTED ON CITY PROPERTY. THE USE OF RECYCLABLE,  
REUSABLE, BIODEGRADABLE, AND COMPOSTABLE ALTERNATIVES IS ENCOURAGED.  
THIS POLICY ONLY APPLIES TO NEW CONTRACTS SOLICITED OR ENTERED INTO, AND  
PERMITS GRANTED, AFTER ITS EFFECTIVE DATE.**

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
137.2	5/16/2019	Backup Material

## **137.2 SUBJECT: SINGLE-USE PRODUCTS ON CITY PROPERTY**

**:1 OBJECTIVE:**

To advance the environmental sustainability of Orlando by reducing the use of polystyrene products and single-use plastics on City property and encouraging biodegradable, compostable, recyclable, and reusable alternatives.

**:2 AUTHORITY:**

This policy was adopted by City Council on June 3, 2019.

**:3 DIRECTION:**

The Director of Sustainability, as an appointed official, serves at the pleasure of the Mayor and is supervised by and receives direction from the Chief Administrative Officer.

**:4 METHOD OF OPERATION:**

**A. Definitions.**

1. "Biodegradable materials" are manufactured products made entirely from natural materials, like uncoated paper or plant fibers, that will undergo a natural process of deterioration.
2. "City contractor" is a food service related contractor, vendor, concessionaire, or lessee of the City.
3. "City permittee" is any person or entity issued a special event permit or temporary use permit by the City for a special event or temporary use on City property.
4. "City property" includes land or facilities owned, operated or managed by the City, and public rights-of-way within the jurisdictional boundaries of the City of Orlando.
5. "Compostable materials" are manufactured products made from paper, wood, or vegetable-derived plastics.
6. "Plastic" is a synthetic material derived from petroleum or a biologically-based source.
7. "Plastic bag" is a bag provided to a customer, typically at the point of sale or distribution, for the purpose of transporting food service related items, and is made predominantly of nonwoven, flexible plastic that is less than 10 mils thick.

8. "Plastic straw" is a tube intended for transferring a beverage from its container to the mouth of the drinker, or for mixing a beverage in its container, which is made predominantly of plastic.
9. "Polystyrene," commonly known as "Styrofoam," is a synthetic polymer made from the styrene monomer.
10. "Polystyrene products" are disposable food service articles including protective packaging, containers, cups and lids.
11. "Recyclable materials" are raw or processed materials that can be recovered or diverted from the nonhazardous waste stream to be reused or repurposed into another item which may otherwise be produced using raw or virgin materials. For purposes of this policy, recyclable materials include glass, aluminum, or plastics made from polyethylene terephthalate (PET, #1) or high-density polyethylene (HDPE, #2).
12. "Reusable materials" are manufactured products that are durable, washable items, often not discarded and can be used multiple times.
13. "Single-use products" are food service related products that are designed to be used only once in the same form and then disposed of or destroyed. For purposes of this policy, single-use products are polystyrene products, plastic straws, and plastic bags, as defined herein.

B. Policy.

Single-use products may not be sold or disbursed on City property by City contractors or permittees, unless authorized by the Chief Administrative Officer, Chief Financial Officer, Chief Venues Officer, or designee. The use of biodegradable, compostable, recyclable, and reusable materials is encouraged.

In recognition of the needs of customers with disabilities, plastic straws may be provided upon request.

C. General Guidelines.

Applicable contracts and permits shall include a provision that single-use products may not be sold or disbursed on City property as provided in this policy.

The City may revoke or cancel any permit for non-compliance with this policy, and may use past non-compliance as grounds for not renewing or re-issuing a permit. Where applicable under the terms of a contract, the City may pursue appropriate contractual remedies for non-compliance with this policy,

including termination and/or preclusion or debarment from future City contracts.

This policy only applies to new contracts solicited or entered into, and permits granted, after its effective date.

D. Exemptions.

1. Single-use products used for pre-packaged food that have been filled and sealed prior to receipt by the City contractor or permittee, or for packaging unwrapped food items, such as raw meat, poultry and fish.
2. Single-use products used by a City permittee for events or facility rentals attended by 100 people or less.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

Chapter 15, Orlando City Code; Green Works Orlando Community Action Plan; Green Works Municipal Operations Sustainability Plan.

:8 EFFECTIVE DATE:

This policy is effective beginning October 1, 2019.