

Exhibit A



600 NE Grand Ave.
Portland, OR 97232-2736
(503) 797-1700

Intergovernmental Agreement

Metro Contract No. 930917

THIS AGREEMENT, entered into and under the provisions of ORS Chapter 190, is between Metro, a metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, located at 600 NE Grand Avenue, Portland, OR 97232-2736, and CITY OF PORTLAND'S BUREAU OF PLANNING AND SUSTAINABILITY (hereinafter referred to as "City"), whose address is 1900 SW 4TH Avenue, Portland, Oregon 97201.

In exchange for the promises and other valuable consideration set forth below, the parties agree as follows:

1. Purpose. The purpose of this Agreement is to establish the respective responsibilities of the parties in implementing the Year 22 Metro and Local Government Annual Waste Reduction Plan and the Recycle at Work Program.

2. Term. This Agreement shall be effective July 1, 2011, and shall remain in effect through June 30, 2012 unless earlier terminated in conformance with this Agreement. Costs for this project may be incurred from date of last contract signature.

3. Services Provided and Deliverables. City and Metro shall perform the services described in the attached Scope of Work, which is made part of this Agreement by reference, and otherwise fully comply with the provisions in the attached Scope of Work (Attachments A, B and C).

4. Payment for Services. Metro shall pay City for Annual Waste Reduction services performed and materials delivered in the maximum sum of TWO HUNDRED SIXTY-FIVE THOUSAND, NINE HUNDRED NINE AND NO/100THS DOLLARS (\$265,909.00), and for Recycle at Work services performed and materials delivered in the maximum sum of FOUR HUNDRED SEVENTY-SIX THOUSAND, NINE HUNDRED FIFTY AND NO/100THS DOLLARS (\$476,950.00) in the manner and at the time designated in the Scope of Work.

5. Insurance. City is self-insured for liability and worker's compensation insurance coverage. A certificate of self-insurance is available for Metro upon request.



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6. Indemnification. Subject to the limits of the Oregon Constitution and Oregon Tort Claims Act, City shall hold harmless Metro, its officers and employees from any claims or damages or property or injury to persons or for any penalties or fines, which may be occasioned in whole or in part by City's actions under this Agreement. Subject to the limits of the Oregon Constitution and Oregon Tort Claims Act, Metro shall hold harmless City, its officers and employees from any claims or damages or property or injury to persons or for any penalties or fines, which may be occasioned in whole or in part by Metro's actions under this Agreement.

7. Termination. This Agreement may be terminated by either party without cause upon giving 90 days written notice of intent to terminate. This Agreement may be terminated with less than 90 days notice if a party is in default of the terms of this Agreement. In the case of a default, the party alleging the default shall give the other party at least 30 days written notice of the alleged default, with opportunity to cure within the 30-day period. Termination shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

8. State Law Constraints. Both parties shall comply with the public contracting provisions of ORS chapter 279A, B & C and to the extent those provisions apply, they are incorporated into this Agreement by reference. Specifically, it is a condition of this Contract that all employers working under this Agreement are subject employers that will comply with ORS 656.017.

9. Notices. Legal notice provided under this Agreement shall be delivered personally or by certified mail to the following individuals:

For City:
Bruce Walker
City of Portland
1900 SW 4th Avenue
Portland, OR 97201

For Metro:
Office of Metro Attorney
Metro
600 NE Grand Avenue
Portland, OR 97232-2736

Informal coordination of this Agreement will be conducted by the following designated Project Managers:



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For City:

Bruce Walker
City of Portland
1900 SW 4th Avenue
Portland, OR 97201
(503) 823-7772

For Metro:

Bryce Jacobson
Metro
600 NE Grand Ave.
Portland, OR 97232
(503) 797-1663

City may change the above- designated Project Manager by written notice to Metro. Metro may change the above-designated Project Manager by written notice to City.

10. Assignment. This Agreement is binding on each party, its successors, assigns, and legal representatives and may not, under any condition, be assigned or transferred by either party without prior written approval by the other party.

11. Integration. This writing contains the entire Agreement between the parties, and may only be amended by written instrument, signed by both parties.

12. Severability. If any portion of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the offending provision shall be stricken.

This Agreement is dated as of the last signature date below.

CITY OF PORTLAND

METRO

By: _____

By: _____

Print name and title

Print name and title

Date

Date



Attachment A – Scope of Work

Metro Contract No. 930917

SCOPE OF WORK: Annual Waste Reduction Plan

- I. Task: Funding for Year 22 of the Metro and Local Government Annual Waste Reduction Plan.
 - a) Term: July 1, 2011 to June 30, 2012
 - b) City's responsibilities. City shall:
 1. Provide to Metro a copy of City's Ordinance approving this Intergovernmental Agreement including all of its attachments.
 2. Provide to Metro a copy of the Intergovernmental Agreement with Multnomah County authorizing City to act on County's behalf in developing and implementing a joint annual waste reduction program.
 3. Ensure that by June 30, 2012, the activities specified in Attachment A and Attachment C have been completed.
 4. On or before August 1, 2012, submit the following:
 - A) A completed reporting worksheet.
 - B) Demonstrated compliance with OAR 340-090-0040 and the Regional Solid Waste Management Plan.
 - c) Metro Responsibilities. Metro shall:
 1. Provide technical assistance to City as necessary to develop, execute, monitor, and evaluate the project.
 2. Provide assistance to City on promotional and educational activities.
 3. Monitor the general project progress and review as necessary City's accounting records relating to project expenditures.
 - d) Budget and Terms of Payment:
 1. Upon completion of section (b)(1) and (b)(2) of this Scope of Work, Metro shall pay City \$265,909.00 in one lump sum on a Net 30 day basis upon approval of City's invoice.
 2. City shall provide services described in Attachment C for funding to individual jurisdictions according to the following allocation:



Attachment A – Scope of Work

Funding allocation

| | |
|--|------------------|
| City of Portland | \$258,745 |
| <u>Unincorporated Multnomah County</u> | <u>\$7,164</u> |
| TOTAL | \$265,909 |

3. City and Metro recognize that the Metro and Local Government Annual Waste Reduction Plan is a multi-year program and that future rounds of funding will depend in part on City's performance in implementing program activities during the term of this contract.



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Attachment B – Scope of Work

Metro Contract No. 930917

SCOPE OF WORK: Recycle at Work Program

I. Task: Funding the Recycle at Work Program.

a) Term: July 1, 2011 to June 30, 2012

b) City's responsibilities. City shall:

1. Provide technical assistance to businesses by conducting baseline and follow-up on-site evaluations in recycling, waste prevention and sustainable purchasing and operations, following the Recycle at Work Program core actions.
2. Participate in regional outreach campaigns as developed by the Business Recycling Work Group (BRWG) and provide follow-up technical assistance and evaluation as required by the media outreach program design.
3. Develop a jurisdiction specific Outreach Plan that identifies the jurisdiction's strategy for targeting and recruiting businesses for Recycle at Work assistance. The plan must also include the following two components to ensure: 1, a focus on assisting the jurisdiction's government facilities to make sure they are in compliance with Business Recycling Requirements; and 2, a focus on new businesses to the program and organizations with 20 - 250 or more employees. In addition, the plan should take into account the jurisdiction's participation in regional media outreach campaigns. Other elements of the Outreach Plan should include businesses or institutions that are targeted and desired outcomes.
4. Collect data for each business that summarizes key contact information and the actions taken in recycling, waste prevention, sustainable purchasing, operations and business recycling requirement compliance. Enter all data in either the Recycle at Work Information System/BRAWIS, whose design allows for regional consistency and uniform analysis of program data.
5. Conduct a follow-up evaluation at each business that has received technical assistance and provide on-site evaluation assistance, whenever possible and appropriate, of the changes the business has made. In person follow-up is the preferred method, however a phone follow-up is acceptable if this best fits the business needs.
6. Prepare an annual progress report on the accomplishments of the Recycle at Work Program that will include administrative information (staff and expenditures), review of the outreach strategy, the number of site visits and deliveries, evaluations performed, actions recommended and implemented, time spend on data entry, administration and program coordination, outreach and marketing, compliance actions taken, resources delivered, and successes and challenges.
7. Establish a compliance program for Business Recycling Requirements consistent with Section 2.6 of the administrative procedures for Metro Code Chapter 5.10 and provide written description to Metro.
8. Staff participation in quarterly Recycling Specialist Roundtables and training identified by BRWG.
9. Make available resources and tools to businesses as identified by the BRWG and appropriate for the jurisdiction.



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Attachment B – Scope of Work

10. Track the use of any tools or resources that have been developed by Metro with the guidance of BRWG.

c) Metro Responsibilities. Metro shall:

1. Provide technical assistance to jurisdiction as necessary to develop, execute, monitor, and evaluate the project.
2. Provide assistance to jurisdiction on promotional and educational activities.
3. Monitor the general project progress and review as necessary, jurisdiction's accounting records relating to project expenditures.
4. Convene the Business Recovery Work Group (BRWG).
5. Notify the jurisdiction of outreach campaigns and any other business recruitment scheduled for the term of the IGA. BRWG members will review and advise on all outreach campaigns and recruitment to the business sector. In conjunction with the BRWG, develop and provide to the jurisdiction an overview of the outreach that will occur. This overview will include draft guidelines and protocols for the jurisdiction to respond to requests by businesses and to provide assistance. The overview should also include a timeline for the campaigns and recruitment and a process for notifying the jurisdiction of press releases.
6. Develop, in conjunction with the BRWG, the list of actions in waste prevention, recycling and green purchasing that shall be addressed by the jurisdictions in its on-site visits to businesses and that will be incorporated into either the Recycle at Work Information System/BRAWIS.
7. Develop, in conjunction with the BRWG and recycling specialists, the resources, such as desk-side paper collection containers that shall be provided to businesses, and the training that will be given to recycling specialists.
8. Provide technical assistance and resources to the jurisdiction as needed to develop, execute, monitor and evaluate the Recycle at Work program.
9. Provide the jurisdiction with guidelines and protocols on the Recycle at Work information system, on-going support and updates.
10. Provide the jurisdiction with standardized reporting forms for annual progress reports. The report forms will be used to record quantitative data generated from the information system and anecdotal information.
11. Coordinate and convene quarterly roundtables and periodic trainings for recycling specialists as determined by the BRWG.
12. Develop and review the program goals and budget in conjunction with the BRWG.
13. Conduct an evaluation of the Recycle at Work Program as needed, which may include on-site visits to regional businesses by Metro staff or independent third-party contractors.



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Attachment B – Scope of Work

d) Budget and Terms of Payment:

1. Upon completion of section (b)(3) of this Scope of Work, Metro shall pay City \$476,950.00 in one lump sum on a Net 30 day basis upon approval of City's invoice.
2. City shall provide services described in section (b) or funding to individual jurisdictions according to the following funding allocation:

| LOCAL GOVERNMENT | FY11-12 RAW ALLOCATION | FY11-12 BRR ALLOCATION |
|---------------------|---------------------------|---------------------------|
| Portland | \$333,864 | \$143,086 |

Total allocation: \$476,950



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Attachment C

2011-12 (Year 22) Metro and Local Government Annual Waste Reduction Work Plan

I. Introduction

Since 1990, Metro and its local government partners have developed cooperative plans to implement the region's waste prevention and recycling programs. These plans serve as one of the implementation tools for the Regional Solid Waste Management Plan (RSWMP) that provides direction for waste reduction programs for the metropolitan region.

The Annual Waste Reduction Work Plan is the primary means by which Metro and local governments plan for waste prevention and recycling programs, projects and activities. Plans are developed on an annual basis by regional work groups and reviewed by stakeholder groups and policy makers.

The region's waste reduction work is guided by the RSWMP, which envisions an evolution from today's end-of-the-pipe solid waste management practices to those that more holistically contribute to the sustainable use of natural resources. The need for Metro to play a lead role in driving this evolution has been reinforced by the Metro Council, Metro Auditor, and key partners, local governments and stakeholders. To that end, Metro is beginning to shift the emphasis of its policies and programs from end-of-life to upstream, focusing on implementation of waste prevention practices.

Year 22 will be the first year that Metro and its local government partners will begin to transition the Annual Waste Reduction Work Plan incrementally toward a focus on upstream waste prevention practices. It is likely that this transition will take several years to accomplish.

II. Plan Structure & Format

The Annual Work Plan is divided into two areas:

- Recycle at Work
- Maintenance & Expansion of Existing Programs

- A. The **Recycle at Work** program is designed to address the individual needs, barriers and the particular circumstances affecting the business sector with regard to waste prevention and recycling. Additional funding assistance is provided to local jurisdictions specifically for the Recycle at Work program. Allocations are based on the number of employees per jurisdiction derived from data supplied by the State of Oregon Employment Department. The Recycle at Work program provides technical assistance to regional businesses through on-site waste evaluations. In order to receive funding, local jurisdictions must develop and submit a Recycle at Work plan that includes the elements listed below.



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1. Hire individuals as staff or contractors who work in the jurisdiction's offices or external contractors whose primary responsibilities and duties are to provide waste evaluations (outlined in number 2 below), technical assistance and business recycling requirement compliance services to businesses.
2. Provide technical assistance to businesses by conducting baseline and follow-up on-site evaluations in recycling, waste prevention and sustainable purchasing and operations, following the Recycle at Work Program core actions.
3. Participate in regional outreach campaigns as developed by the Business Recycling Work Group (BRWG) and provide follow-up technical assistance and evaluation as required by the media outreach program design.
4. Develop an Outreach Plan that identifies the jurisdiction's strategy for targeting and recruiting businesses for Recycle at Work assistance. The plan must also include the following two strategies to ensure: 1, a focus on assisting the jurisdiction's government facilities and ensuring that each facility is in compliance with Business Recycling Requirements; and 2, a focus on new businesses to the program and organizations with 20 - 250 or more employees.. In addition, the plan should take into account the jurisdiction's participation in regional media outreach campaigns. Other elements of the Outreach Plan should include businesses or institutions that are targeted and desired outcomes.
5. Make available resources to businesses as identified by the BRWG and appropriate for the jurisdiction.
6. Collect data for each business that summarizes key contact information and the actions taken in recycling, waste prevention, sustainable purchasing, operations and business recycling requirement compliance. Enter all data in either the Recycle at Work Information System/BRAWIS, whose design allows for regional consistency and uniform analysis of program data.
7. Conduct a follow-up evaluation at each business that has received technical assistance and provide on-site evaluation assistance, whenever possible and appropriate, of the changes the business has made.
8. Prepare an annual progress report on the accomplishments of the Recycle at Work Program that will include administrative information (staff and expenditures), review of the outreach strategy, the number of site visits and deliveries, evaluations performed, actions recommended and implemented, time spend on data entry, administration and program coordination, outreach and marketing, compliance actions taken, resources delivered, and successes and challenges.
9. Establish a compliance program for Business Recycling Requirements consistent with Section 2.6 of the administrative procedures for Metro Code Chapter 5.10 and provide written description to Metro.
10. Staff participation in quarterly Specialist Roundtables and any training identified by BRWG.
11. Track the use of any tools that have been developed by Metro with the guidance of BRWG.



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- B. The second area of the Annual Work Plan focuses on **Maintenance & Expansion of Existing Programs** and established local and regional waste reduction and recycling programs through per capita grants to local governments. In order to maintain past successes, established programs must continue to be funded, staffed and maintained at the same time that new initiatives are introduced. The RSWMP envisions an evolution from today's end-of-the-pipe solid waste management practices to those that more holistically contribute to the sustainable use of natural resources. Therefore, this Annual Waste Reduction Work Plan will begin, in Year 22, to shift emphasis from end-of-life to upstream, focusing on implementation of waste prevention practices and not just recycling and recovery.

The funding assistance provided to local jurisdictions to maintain existing programs is allocated on a per capita basis. Each jurisdiction receives an allocation based upon its percent of the region's total population and its level of compliance with state and regional requirements.

The objectives of the maintenance & expansion section are to maintain and increase recovery through support of existing and new local government waste prevention and recycling programs; to provide an incentive for local governments to participate in regional waste reduction planning activities; and to continue to ensure compliance with the RSWMP and state program elements for waste prevention and recycling programs.

The program format is intentionally simple and straightforward. Local governments will submit an overview of existing waste prevention and recycling programs in place; detailing the outreach, education and collection programs currently implemented and the efforts they will engage in to maintain these programs. This will provide a comprehensive regional picture of existing programs in place as well as demonstrate compliance with the RSWMP and state law.

III. Required Compliance with the Regional Solid Waste Management Plan and State Law

All local jurisdictions are required to comply with the provisions set forth in the RSWMP and to satisfactorily demonstrate compliance. These provisions include the Regional Service Standard and the Business Recycling Requirements.

Local jurisdictions must also demonstrate compliance with state law (OAR 340-090-0040 and ORS 459A). Metro has been designated by the State as the reporting agency for the region's three-county area and local jurisdictions shall provide data to Metro to assist with this annual reporting responsibility.

Metro will review Annual Reports for compliance with both the RSWMP and state law. Local jurisdictions that are out of compliance with the RSWMP and/or state law may not be eligible for associated program funding assistance from Metro.

IV. Monitoring and Evaluation

The Recycle at Work and Maintenance & Expansion of Existing Programs sections of the annual plan each have independent progress measurement and reporting scenarios tied to the specific



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tasks involved. These performance measures, combined with the annual Department of Environmental Quality Material Recovery Survey Report, are used to assess progress.

Recycle at Work

Recycle at Work has specific reporting requirements associated with the program. A final report shall be submitted to Metro in tandem with the maintenance & expansion reporting noted below no later than August 1, 2012. Jurisdictions must also report on compliance with the Business Recycling Requirement.

Maintenance & Expansion of Existing Programs

Annual reports documenting efforts completed by local governments during FY 2011-12 shall be submitted to Metro no later than August 1, 2012. These annual reports serve as the basis for monitoring the status of existing programs and progress with regard to the RSWMP and required annual reporting to the Oregon Department of Environmental Quality.

The maintenance & expansion efforts shall also be reviewed based upon the following:

- Local governments shall implement waste prevention activities for each area of the residential and commercial sector (single-family, multi-family, business, construction & demolition, commercial organics, toxicity reduction).
- Local governments shall demonstrate compliance with the Regional Service Standard.
- Local governments shall identify and undertake a specific curbside recycling outreach activity for an existing local government program.
- Local government representatives shall participate in at least one regional waste reduction planning group (larger jurisdictions will tend to participate in more than one group).
- Local governments shall provide jurisdictional solid waste and recycling budget information to Metro.
- Curbside recovery levels shall be maintained or increased (total tons and per capita tons recovered and disposed).

Metro publishes a complete Performance Measures Report in the spring following the Annual Work Plan completion and data gathering.



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YEAR 22 (FY 2011-12) LOCAL GOVERNMENT ANNUAL WASTE REDUCTION WORK PLAN TEMPLATE

Jurisdiction: City of Portland Contact: Bruce Walker

I. Program Overview Narrative

The City has 22 FTE assigned to the solid waste and recycling program in the Bureau of Planning and Sustainability (BPS). The staff work on franchising and rate setting for residential waste collection; permitting of commercial waste collection; mandatory business recycling ordinance; educating businesses and citizens on recycling, waste prevention and buying recycled-content products; providing businesses with containers and stickers; enforcing prohibitions against illegal dumping; and participating in regional planning activities. The City has also submitted to Metro a Certification of Compliance with the Regional Service Standard.

The City provides a hotline and email for residents and businesses to ask questions about haulers, recyclers, rules and regulations and assistance with their recycling programs. Extensive information about both the residential and commercial components of the program is available online. The *Curbsider* newsletter is sent to all residents two times each year to inform them about recycling, waste prevention, reuse and other bureau related issues and activities.

Through the BPS website, residents and businesses can easily access garbage and recycling information. The site is geared toward audience needs instead of strictly along program lines so that users can more readily access what they are seeking.

BPS provides residential haulers with several tools to educate customers on proper set out of recyclables at the curb including 1) Curbside Recycling Guides, 2) new customer brochures 3) recycling preparation refrigerator magnet, 4) glass only stickers for the curbside glass container, 5) friendly reminders on how to properly prepare curbside recycling, and 6) "we can't haul it" slips for material left at the curb due to weight and/or contamination problems.

The City contracts with Portland State University's Community Environmental Services to provide a variety of support services including coordination of technical assistance and equipment for public event recycling and food scrap collection, set up and outreach for multifamily recycling and conducting an annual single family weight study. The City maintains its own business recognition program that provides certification and publicizes the accomplishments of the participants. The Portland Composts! program continues in its sixth year of commercial food waste collection, and will launch mandatory commercial collection with attention to large food producing businesses.

The multifamily program has been re-designed in recent years to provide an easy and consistent recycling system for all multifamily dwellers in the City. A variety of free tools and resources are available to property managers and owners that help them fulfill the administrative rule requirements that affect multifamily communities located in Portland.

Master Recyclers in the region support BPS' outreach efforts through a variety of functions such as providing information at "tabling" events and neighborhood clean-ups, providing direct outreach and



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education to multifamily residents and conducting "knock and talks" in door-to-door neighborhood outreach.

Significant changes have been made to both the residential and commercial collection systems as a result of the adoption of the Portland Recycles! Plan in 2007-2008. Designed to guide policy to 2015, the plan is based on goals for increasing waste prevention and recovery but also building long-term sustainability through reduced environmental and human health impacts of collection and improved economic development and job growth. Some of the changes include:

- i. New residential recycling and yard debris carts distributed to all residents during summer 2008.
- ii. Continued implementation of business recycling requirements. The enhanced compliance and enforcement program has been evaluated and is currently being refined for 2011.
- iii. Implement mandatory food-scrap collection for the largest food generators as provided in the Portland Recycles! Plan and our Mandatory Food-Scrap strategy.
- iv. Service standards for commercial hauling companies including offering a full range of recycling and composting services to each customer so they can reach a 75% recycling target. Annual permits are conditioned on meeting these standards.
- v. Launched and evaluated 2,000-home pilot for residential curbside composting. Pilot evaluation included phone surveys, focus groups, waste sorts and hauler data. The citywide food scrap rollout will be based on pilot findings.
- vi. Sustainable fleet requirements for fuel use, emission controls and age of truck fleets.



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II. Budget Information

2011-12 BUDGET BPS Business Assistance Programs

| | | | | |
|-----------------------|--|----------------|------------|--------------|
| Personnel | Salary and benefits | \$ | 811,460.00 | |
| | Overhead | 9.6 x 43500 | \$ | 417,600.00 |
| | Subtotal Personnel | | \$ | 1,229,060.00 |
| Professional Services | Graphics | \$ | 10,000.00 | |
| | Database | \$ | 15,000.00 | |
| | Evaluation | \$ | 20,000.00 | |
| | Subtotal Professional | | \$ | 45,000.00 |
| Misc. Services | Membership, advertising, etc. | \$ | 35,175.00 | |
| | Operations (resource distribution and storage) | \$ | 10,000.00 | |
| | Subtotal Misc. | | \$ | 45,175.00 |
| Education and Travel | Education and Travel | \$ | 10,325.00 | |
| | Subtotal Education and Travel | | \$ | 10,325.00 |
| P&D | Printing and Distribution | \$ | 15,000.00 | |
| | Subtotal PAD | | \$ | 15,000.00 |
| | Total Budget | \$ | | 1,344,560.00 |
| | SW Management Funds | \$ | | 789,084.00 |
| | Recycle at Work Funds | \$ | | 476,950.00 |
| | EECBG-Federal Grant | \$ | | 81,000.00 |

| Staff Name | Position Classification | FTE | Funding Source | Changes from last FY |
|-------------------|--|-----|-------------------|----------------------|
| Jocelyn Boudreaux | Communications Specialists | 0.5 | BPS | |
| Pete Chism | Conservation Program Specialist | 1 | Metro | |
| Paul De Block | Conservation Program Specialist | 1 | BPS | |
| Yvonne Garcia | Assistant Program Specialist | 1 | Metro | |
| Genevieve Joplin | Assistant Program Specialist | 0.6 | BPS | |
| Elle McKay | Management Assistant | 1 | 50:50 BPS/Metro | |
| Pam Neild | Conservation Program Specialist | 0.5 | Metro | |
| Sara Nosanchuk | Conservation Program Coordinator | 1 | Federal grant/BPS | |
| Megan Stein | Conservation Program Coordinator, Senior | 1 | BPS | |
| Kim White | Assistant Program Specialist | 1 | BPS | |
| Lindsey Maser | Senior Administrative Specialist | 1 | Metro | |



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II. Annual Program Tasks

Status Key:

O = Ongoing (minor administrative updates and changes only).

R = Revised (major program policy or implementation adjustments).

N = New (brand new program, or substantially revised or reconstituted).

| Single-family Residential (Include home composting programs) | |
|---|--------|
| Waste Prevention Activities | Status |
| 1. Continue Be Resourceful, a thoughtful consumption campaign, with 'In the Kitchen' as the theme and develop and launch a new healthy home theme for the fall. Outreach has included tabling at 25 events and an interactive web presence with testimonials and editorial posts. Residents can share their story and connect to local resources in the four categories (borrow/share, fix/maintain, reuse/purchase, give/experience). | O |
| 2. Continue to emphasize thoughtful consumption and recycling in education programs. Public outreach and tabling at 50 events such as Fix-It Fairs, Sunday Parkways, Earth Day events and neighborhood fairs and festivals will feature actions to reduce waste, such as reusable shopping and lunch bags, grocery list/menu planning tool, junk mail kits and "Got Bag?" window clings. | O |
| 3. Partner with local reuse organizations to build awareness and recognition of creative reuse and opportunities to donate, purchase and get involved with these groups. Collaborated with ReUse PDX at Better Living Show and Sunday Parkways on waste prevention messaging. | N |
| 4. Work with ReUse PDX and Master Recyclers to support ReuseConex national reuse conference and expo in October 18-20, 2012. | R |
| 5. Continue to be on the board of Junk to Funk, ReUse PDX and Reuse Alliance. Continue to provide financial support to Junk to Funk. | O |
| 6. Purchase a Chinook Book Be Resourceful Ad. | O |
| 7. Continue to encourage Neighborhood Coalitions and Neighborhoods to introduce areas where reusable items are set aside for participants to consider taking home for free or a offering a price at neighborhood cleanups. | O |
| Recycling Activities | Status |
| 1. Required: Curbside recycling outreach activity for an existing program: Continue to publish the Curbsider twice a year. Curbsider includes some information to promote Metro programs and the RIC. | O |
| 2. Continue to implement Portland Recycles! Plan with improvements to the residential collection system. Based on findings in the pilot program, launch a citywide collection program that includes the following changes to the collection system aimed to launch on October 31: a. Adding weekly collection of food scraps mixed with yard debris. b. Moving garbage service to every-other-week collection. | R |
| 3. Distribute Curbside Recycling Guides (English, Spanish, Vietnamese and Russian), through community partners such as neighborhood coalition offices and community centers. | O |
| 4. Supply haulers on annual basis with various materials for customers, including new customer and Curbside Recycling Guide brochures, magnets, glass only stickers, friendly reminder and can't haul it cart tags. Yard debris schedules are also provided until the launch of the citywide curbside changes at which time they will be replaced by a different collection schedule. Distribute Curbside Recycling Guides (English, Spanish, Vietnamese and Russian), through community partners such as neighborhood coalition offices and community centers. | R |

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| | |
|---|---|
| 5. Provide thorough information to residents on website. Web includes Curbside Collection E-Schedule, information about the food scrap pilot for the general public and web pages specific to food scrap pilot residents. Information available on the website will change significantly as programs change and Portland Online is upgraded. Supply haulers on annual basis with various materials for customers, including new customer and Curbside Recycling Guide brochures, magnets, glass only stickers, friendly reminder and can't haul it cart tags. Yard debris schedules are also provided until the launch of the citywide curbside changes at which time they will be replaced by a different collection schedule. | R |
| 6. Continue to educate residents about backyard composting and grasscycling on the website and in program outreach/education materials. Information includes obtaining new styles and sizes of compost bins from the MetroPaint facility. Master Recyclers will provide outreach on this topic at 20 community events. Provide thorough information to residents on website. Web includes Curbside Collection E-Schedule, information about the food scrap pilot for the general public and web pages specific to food scrap pilot residents. Information available on the website will change significantly as programs change and Portland Online is upgraded. | O |
| 7. Master Recyclers will conduct outreach at 3 events helping residents see the relationship between climate change and consumption/recycling/composting. Continue to educate residents about backyard composting and grasscycling on the website and in program outreach/education materials. Information includes obtaining new styles and sizes of compost bins from the MetroPaint facility. Master Recyclers will provide outreach on this topic at 20 community events. | O |
| 8. Master Recyclers provide outreach information on home composting, curbside recycling, thoughtful consumption at farmer's markets, Fix-It Fairs, Eco-parties and other events. The program is projected to provide outreach at events, presentations or information tables at 150 events in Portland. Master Recyclers will conduct outreach at 3 events helping residents see the relationship between climate change and consumption/recycling/composting. | O |
| 9. Promote online web tool created through PortlandMaps for residents to find personalized information about their curbside collection schedule. Coordinate with Master Recyclers and Neighborhood Coalitions to expand educational outreach provided to neighborhood cleanup event attendees. | N |
| 10. Partner with Metro to administer Neighborhood Cleanups. | O |

| Multi-family Residential | |
|---|--------|
| Waste Prevention Activities | Status |
| 1. Continue as point-of-contact for Portland multifamily residents and property managers interested in on-site food scrap collection: provide information about necessary steps, recommended actions and educational resources; liaison with garbage and recycling companies regarding MF customers; and maintain interested-parties list for anticipated 2012 MF food scrap collection pilot. Tentatively, the MF food scrap collection pilot will consist of up to two dozen properties reflecting various kinds of MF properties: small (under 20 units); medium (under 100 units); large (> 100 units); and condominiums. Depending on resources and responses, we would like to include a high-rise building if possible, as well as one serving special needs populations, and perhaps a moorage, foster home or senior retirement center. Proposed service provision is currently in the research and development stage. | O |
| 2. Continue inclusion of multifamily residents in City of Portland "Curbsider" mailings to provide them with additional resources and opportunities for waste prevention actions. | N |
| 3. Continue to coordinate thoughtful consumption and recycling presentations by Master Recyclers, AmeriCorps or City staff at the request of multifamily communities and explore development of a multifamily Green Team approach. | N |



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| 4. Utilize Metro grant for additional staff to provide support to multifamily recycling program; anticipate that some of position time (< 50%) will assist the Residential Outreach and Events program in building and supporting additional outreach to low income / immigrant / underserved MF communities through events such as RE:Think; Fix-it Fairs and "Be Resourceful" presentations (remainder of position time described below, # 7). | O / N |
| Recycling Activities | Status |
| 1. Continue annual outreach campaign through commercial garbage and recycling companies to multifamily property owners and managers to provide information and resources to residents and property managers. Educational materials include: door bags with materials for residents (e.g., refrigerator magnets, how-to brochures); indoor and outdoor signs for community collection areas; Metro's Property Manager's Guide, Move-in and Move-out guides; and new bilingual (English / Spanish) door hanger cards. Explore continuing to provide incentive of garbage service credit piloted in 2011 as a way to increase participation by property managers and owners. | O / N |
| 2. Continue to implement Portland Recycles! Plan recycling requirements, reporting/monitoring/verification requirements and enforcement protocols. | O |
| 3. Develop additional outreach approach to non-participating multifamily property owners / managers. These tools are coordinated with the annual outreach: dedicated phone line; routinely updated website; on-site presentations; distribution of educational materials; regional presence at Metro Multifamily Housing Association maintenance and Spectrum fairs and advertisements in "The Landlord Times" (MMHA publication). Additional outreach will be targeted at the ten largest multifamily property management companies in Portland by means of a phone (and possible online) survey to identify barriers and obstacles. | R |
| 4. Continue to work with referrals from multifamily residents, owners, on-site managers and garbage and recycling companies regarding program requirements, compliance concerns and requests for recycling assistance. Continue to increase the number of multifamily units contacted through outreach by 10% annually. | O |
| 5. Continue to identify multifamily communities not in City of Portland Multifamily Recycling database, as well as those in database who have not received assistance or outreach within last five years. Continue efforts to collaborate with City of Portland's Bureau of Development Services to receive updates on new multifamily properties as they are completed for outreach purposes. | O |
| 6. Participate in the regional multifamily program development as designated through Metro's Local Government Recycling Coordinator's Work Group; anticipate possible revision and reprinting of multifamily communication tools (Metro Property Managers guide, and resident Move-in and Move-out guides) and ongoing identification of best practices for outreach strategies with multifamily communities. | R |
| 7. Utilize Metro one-time grant to fund additional staffing for MF outreach either through an AmeriCorps placement or ~ 8-month internship with BPS. This position will be provide support to Residential Outreach as described in # 4 and continue implementation of "Low-income Multifamily Outreach Plan" assisting low performing communities, specifically larger communities with lower-income residents and non-English speaking populations. In addition, this position will assist in research and development of the proposed MF food scrap collection pilot for targeted for Spring 2012. | O |
| 8. Coordinate Master Recyclers multifamily outreach including presentations, "apartment community adoptions", and knock-and-talk events as requested. Work with MR coordinator to discuss possible development of "Green Team" protocol for multifamily communities in response to multiple requests by property managers. Continue multifamily recycling presentations to Master Recycler class in rotation with other regional program coordinators. | O |
| 9. Explore piloting a food scrap collection program with multifamily communities and continue to monitor composting service activities in this sector. | O / N |



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| Recycle at Work Outreach Strategy | |
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| Target audience, goals, and outreach strategy | Status |
| Government Facilities (required) | |
| Goals: The City of Portland and Multnomah County have committed to reduce greenhouse gas emissions through their Climate Action Plan. The consumption-related goal for City and County operations is to stop the growth of waste generation and recover (recycle, compost and energy capture) 85 percent of all waste generated by 2012. | O |
| Outreach Strategy: In order to accomplish these goals, BPS has outlined actions to help the City of Portland: <ul style="list-style-type: none"> • Establish a recycling coordinator for each bureau to relay information to fellow employees and lead bureau waste reduction and recovery efforts. • Deliver monthly recycling and composting data to recycling coordinators. • Meet quarterly with recycling coordinators to discuss case studies, present new information, and update recovery report. • Summarize and track recovery efforts on an annual basis. • Engage, inform and motivate recycling coordinators, their directors and co-workers through presentations, studies, and other information about the benefits of recovering waste for beneficial uses. • Benchmark waste generation and recovery rates and announcing achievements and new initiatives. | O |
| New and Medium Businesses (required) | |
| Goals: <ol style="list-style-type: none"> 1. Make new businesses aware of business recycling requirements and the assistance available through the Recycle at Work program. 2. Increase the number of large waste generators in compliance with our mandatory recycling and composting programs. | O |
| Outreach Strategy: <ol style="list-style-type: none"> 1. Include a link to our business assistance program on the New Business Welcome Kit website; a postcard is sent to every new business by the Revenue Bureau directing them to this site. 2. Contact large food waste generators to let them know about our composting and recycling requirements. Ask that they come into compliance within six months. 3. Monitor large paper waste generators to ensure that they're in compliance with the recycling mandate. | O N N |
| Target Businesses that are Underserved or Underrepresented | |
| Goals: Foster relationships with three organizations serving minority business organizations: Oregon Association of Minority Entrepreneurs, Asian Pacific American Chamber of Commerce and the Hispanic Metropolitan Chamber of Commerce | O |
| Outreach Strategy: <ol style="list-style-type: none"> 1. Regularly attend events and networking opportunities presented by the listed organizations. 2. Learn about the needs and interests of member businesses of the listed organizations. 3. Identify opportunities to sponsor events, table at events and present information to members of the listed organizations. | O |



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| Target Geographical Areas | |
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| Goals: 1. Increase the number of late adopters participating in our program 2. Increase the number of program participants in targeted geographical areas | O |
| Outreach Strategy: 1. Assign an Advisor to each of the following eight business districts: St. Johns Main Street, Midway Business Association, Kenton Business Association, Hillsdale Main Street, Alberta Main Street, Historic Mississippi Business Association, Hawthorne Belmont Business Association, and Gateway Business Association 2. Assign an advisor to build and maintain a relationship with the Alliance of Portland Neighborhood Business Associations. 3. Each advisor will be responsible for learning about the needs and interests of their district and for identify opportunities to sponsor events, table at events and present information to members. | N |
| Compliance Strategy for Business Recycling Requirements (required) | |
| Goals: Increase the number of large waste generators in compliance with our mandatory recycling and composting programs. | |
| Outreach Strategy: 1. Contact large food waste generators to let them know about our composting and recycling requirements. Ask that they come into compliance within six months. 2. Monitor large paper waste generators to ensure that they're in compliance with the recycling mandate. 3. Require haulers to send a notice to all business customers annually informing them of the requirement to recycle and compost, and of the free assistance available through our program. | N |
| Master Recycler Ongoing Outreach | |
| 1. Continue presenting the Recycle at Work program to 90 new volunteers. 2. Master Recyclers will conduct outreach in about 30 businesses through green teams, presentations, tabling and organizing earth day events. | O |

| Construction & Demolition | |
|--|--------|
| Waste Prevention Activities | Status |
| 1. Create a new program website that will provide information on the benefits of recycling, the requirements, and tools for reducing, reusing, and recycling C&D materials. | N |
| 2. Provide specific waste prevention strategies/information on new program website identified in 1. above. | N |
| 3. Be Resourceful' residential thoughtful Consumption Campaign will launch a new theme of "Being Resourceful in Home Care", emphasizing home size reduction, maintenance and building/remodeling with sustainable materials. | N |
| 4. Master Recyclers will provide outreach to promote the Green Building Hotline, Be Resourceful in Home care, and the Rebuilding Center at 15 events. | O |
| Recycling Activities | Status |
| 1. Phase 1 – Program changes using existing C&D recycling requirements: a. Revise the existing Pre-Construction Recycling Plan Form to create a more user-friendly format with emphasis and information on reuse/salvage. The form would be provided to permit applicants at time of permit submittal/application (beginning of permit process). Currently the form is sent after a permit is issued (end of permit process). | R |



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| b. Explore expanding distribution of revised form to all projects (including those below \$50,000). This approach will cover a larger number of projects and capture more demolitions than are currently captured. | |
| c. Introduce compliance measures in the field. | |
| 2. Phase 2 - Evaluate effectiveness of Phase 1 changes. As necessary, explore new requirements for demolition projects, incentivize deconstruction, revise recycling requirements and reporting, and develop new outreach strategies and supporting materials. New City Code and Administrative Rules would need to be adopted to establish necessary authority and requirements. | N |
| 3. Continue to work with DEQ to obtain ongoing C&D-specific recovery rates for region and Portland in order to establish a benchmark and measure future success. | O |
| 4. Continue to provide technical expertise on construction waste inquiries for the Green Building Hotline. | O |
| 5. Continue to monitor and support C&D requirements in the Oregon Reach Code (Commercial and Residential). Explore adopting C&D requirements from the Reach Code if complementary to City requirements. | O |

Commercial Recycling Policy (as opposed to outreach which is included above)

| Waste Prevention Activities | Status |
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| 1. Decouple waste prevention from recycling requirements. Continue to require waste prevention but adjust approach to engage businesses. Will not be enforcing waste prevention with recycling requirements. | R |
| 2. Create waste prevention strategy and outreach campaign. Incorporate into our regular service offerings. | R |
| Recycling Activities | Status |
| 1. Work with garbage and recycling permittees to provide a collection system to each customer that can achieve 75% recycling. At a minimum, permittees must offer a two-sort system for separate collection of commingled recyclable and glass. | O |
| 2. Implement enforcement protocol and inspection strategy for business compliance with recycling requirements. The enforcement protocol will be finalized summer 2011 and implementation will begin soon after, pending internal approval. The strategy and timeline for conducting business inspections will be adjusted if needed. | R |

Commercial Organics Policy (as opposed to outreach which is included above)

| Waste Prevention Activities | Status |
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| 1. Continue to support Fork it Over in service delivery. | O |
| 2. Strengthen a business to business mentoring component of our service to promote practices of food waste reduction. | O |
| Recycling Activities | Status |
| 1. Implement mandatory food-scrap collection for the largest food generators as provided in the Portland Recycles! Plan and our Mandatory Food-Scrap strategy. | N |
| 2. Ensure that garbage and recycling permittees are providing food-scrap collection to those customers that request such service, either directly or by subcontract. | O |



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| Toxicity Reduction | |
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| Waste Prevention Activities | Status |
| 1. Continue to inform residents about the Metro facilities, services and collection events in the <i>Curbsider</i> , through calls to the Hotline, on the website and event outreach activities. | O |
| 2. Master Recyclers provide outreach and materials and information on hazardous materials. Master Recyclers will conduct outreach at 20 events. | O |
| 4. Master Recycler course work will train 50 Portlanders about Greener Cleaner, Metro facilities, services and collection events through in class training, a chapter in the manual and a tour of the facilities. | O |
| Recycling Activities | Status |
| 1. Promote battery, paint and electronics recycling at Portland Recycles! display. | O |
| 2. Support state electronics recycling program through information in the <i>Curbsider</i> , BPS website and other educational opportunities. Master Recyclers are projected to conduct outreach at 50 events. | O |

| Other | |
|---|--------|
| Required Elements <i>(may be addressed here or in narrative portion of the plan)</i> | Status |
| 1. Demonstrate compliance with the Regional Service Standard (including individual jurisdictions within cooperatives) Portland has submitted a Certification of Compliance to Metro. | O |
| 2. Maintain or increase curbside recovery levels (total tons and per capita tons recovered and disposed). | O |
| 3. Participate in at least one regional waste reduction planning group. <i>(please provide details)</i> BPS staff participates in the Business Recovery and the Local Government Recycling Coordinators Work Groups. | O |
| Waste Prevention Activities | Status |
| 1. Continue to administer the Master Recycling program, in partnership with Metro, Washington and Clackamas counties. For FY 11-12, three classes are planned with a total of 90 students. City staff will continue to participate at the board meetings and in classes and provide necessary assistance. | O |
| 2. Master Recyclers will offer technical assistance, education and coordination of event recycling and composting at 16 events. | O |
| Recycling Activities | Status |
| 1. Continue to administer the Master Recycling program, in partnership with Metro, Washington and Clackamas counties. For FY 11-12, three classes are planned with a total of 90 students. City staff will continue to participate at the board meetings and in classes and provide necessary assistance. | O |
| 2. Implement a new public place recycling collection on downtown transit mall. 175 collection containers will be installed to collect paper, plastic/metal containers and glass. | N |
| 3. Continue to provide and expand recycling and composting technical assistance and equipment to large Waterfront events. Expand the technical assistance and equipment provided to small and medium sized events. | O |
| 4. Master Recyclers will offer technical assistance, education and coordination of event recycling and composting at 16 events. | O |
| 5. Provide financial support to Oregon Green Schools, | O |
| 6. Provide financial support to SCRAP. | O |