

Exhibit A**INTERGOVERNMENTAL AGREEMENT**

THIS AGREEMENT, entered into 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, Oregon 97232-2736, and the CITY OF PORTLAND'S BUREAU OF PLANNING AND SUSTAINABILITY (hereinafter referred to as "City"), whose address is 721 NW 9th Ave, Ste. 350, Portland, Oregon 97209.

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 21 Metro and Local Government Annual Waste Reduction Plan and the Recycle at Work Program.
2. Term. This Agreement shall be effective July 1, 2010, and shall remain in effect through June 30, 2011 unless earlier terminated in conformance with this Agreement.
3. Services Provided. 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-ONE THOUSAND THREE HUNDRED NINETY-SEVEN AND NO/100THS DOLLARS (\$261,397.00) and for Recycle at Work services performed and materials delivered in the maximum sum of FIVE HUNDRED NINE THOUSAND ONE HUNDRED FORTY ONE AND NO/100THS DOLLARS (\$509,141.00) 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.
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.

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
721 NW 9th Ave, Ste. 350
Portland, OR 97209

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:

For City:

Bruce Walker
City of Portland
721 NW 9th Ave, Ste. 350
Portland, OR 97209
(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

BY _____

MAYOR

BY _____

AUDITOR

APPROVED AS TO FORM

Amela Dragic
CITY ATTORNEY
1/3/11

Attachment A**SCOPE OF WORK: Annual Waste Reduction Plan**

- I. Task: Funding for Year 21 of the Metro and Local Government Annual Waste Reduction Plan.
 - a) Term: July 1, 2010 to June 30, 2011
 - 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, 2011, the activities specified in Attachment A and Attachment C have been completed.
 4. On or before August 1, 2011, 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 \$261,397.00 in one lump sum.

2. City shall provide services described in Attachment C for funding to individual jurisdictions according to the following allocation:

Funding allocation

City of Portland	\$255,927
<u>Unincorporated Multnomah County</u>	<u>\$5,470</u>
TOTAL	\$261,397

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.

Attachment B**SCOPE OF WORK: Recycle at Work Program****I. Task: Funding the Recycle at Work Program.**

a) Term: July 1, 2010 to June 30, 2011

b) City's responsibilities. City shall:

1. Hire individuals as staff or contractors who work in City offices or external contractors whose primary responsibilities and duties are to provide waste evaluations, technical assistance and business recycling requirement compliance services to businesses.
2. Provide technical assistance to businesses by conducting baseline and follow-up site evaluations in recycling, waste prevention and sustainable purchasing and operations.
3. Develop an Outreach Plan that identifies the City's strategy for targeting (e.g., sector, size, tenure at location or some other criteria) and recruiting businesses for Recycle at Work assistance (e.g., media campaigns, direct mail, calls, cold visits, partnerships with trade associations or business councils, etc.). The plan must also include the following two strategies to provide waste reduction technical assistance: 1. a focus on assisting the City's government facilities and ensuring that each facility is implementing at least two waste reduction practices from the Best Management Practice guidance document for waste reduction at government facilities ; and 2. a focus on new and large (100 or more employees) businesses. An alternate plan or an element of the new and large business strategy may be captured in your plan. In addition, the plan should take into account the City'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. Participate in regional media outreach campaigns as developed by the Business Recovery Work Group and provide follow-up technical assistance and evaluation as required by the media outreach program design.
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 the Recycle at Work information system developed by Metro and the BRWG, whose design allows for regional analysis of program data.
7. Conduct a follow-up evaluation at each business that has received technical assistance and provide on-site 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 businesses contacted, visited and assisted, evaluations performed, actions recommended and implemented, compliance actions taken, resources delivered, and successes and challenges.
9. Assist Metro in a regional evaluation of businesses that have received technical assistance under Recycle at Work and those businesses that have not.
10. 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.

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.
4. Convene the Business Recovery Work Group (BRWG).
5. Notify the City of media outreach campaigns and any other business recruitment scheduled for the term of the IGA. BRWG members will review and advise on all media outreach campaigns and recruitment to the business sector. In conjunction with the BRWG, develop and provide to the City an overview of the outreach that will occur. This overview will include draft guidelines and protocols for the City 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 City of press releases.
6. Develop, in conjunction with the BRWG, the list of actions in recycling, waste prevention and buy recycled that shall be addressed by the City in its on-site visits to businesses and that will be incorporated into the Recycle at Work information system.
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 City as needed to develop, execute, monitor and evaluate the Recycle at Work program.
9. Provide the City with guidelines and protocols on the Recycle at Work information system, on-going support and updates.
10. Provide the City 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 trainings for recycling specialists as determined by the BRWG.
12. If applicable, work with local government recycling specialists to evaluate Metro buildings and facilities in recycling, waste prevention and sustainable purchasing.
13. Develop and review the program goals and budget in conjunction with the BRWG.
14. 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.

d) Budget and Terms of Payment:

1. Upon completion of section (b)(3) of this Scope of Work, Metro shall pay City \$509,141.00 in one lump sum.
2. City shall provide services described in section (b) or funding to individual jurisdictions according to the following funding allocation:

<u>LOCAL GOVERNMENT</u>	<u>FY10-11 RAW ALLOCATION</u>	<u>FY10-11 BRR ALLOCATION</u>	<u>FY10-11 RAS ALLOCATION</u>	<u>TOTAL ALLOCATION</u>
Portland	\$332,125	\$142,351	\$30,303	\$760,706
Unincorporated Multnomah County	\$2,600	\$1,114	\$648	\$9,832

Exhibit 1 to Attachment B

BEST MANAGEMENT PRACTICES FOR WASTE REDUCTION AT GOVERNMENT FACILITIES

Best Waste Reduction Practices

Purchasing

- Purchase recycled-content, sustainable products.
- Implement purchasing decisions that reduce waste.
- Initiate closed loop contracts to address packaging, electronics, lighting, etc.
- Establish centralized reuse collection point(s). For example, designate SWAP rooms and/or reuse areas on each floor.
- Integrate reuse and purchasing so that existing supplies are inventoried and checked before reordering.
- Purchase 100% recycled content paper.
- Institute Purchasing Card guidelines that each person is required to sign before being granted the authority for purchases. Create a purchasing card sleeve that protects the card and is also a visual prompt reminding employees of guidelines.

Fleet

- Implement recycling for field staff.
- Ensure recycling and proper management of unique materials (can include spray cans, hard hats, street sweeping residue).

Janitorial

- Make sure collection practices are consistent and support recycling at every workspace.

Hauler

- Negotiate contracts to incentivise recycling and track progress.

Public-use areas

- Establish recycling collection at all in-building public use areas.
- Recycle at public events.

Libraries

- Assist in managing media waste.
- Work with existing resource sharing programs to minimize waste.

Facilities

- Recycle and properly manage unique materials (batteries, scrap metal, Styrofoam, electronics, etc.).

Information Technology

- Reuse one-sided printed paper for drafts; have paper baskets available at every printer/copier.
- Set printers/copiers to default to double-sided printing/copying.
- Purchase Green Print software to eliminate unwanted pages.
- Archive computer generated reports instead of printing out large quantities of reports.
- Create online billing and payment system to reduce resources used.
- Submit timesheets electronically rather than hardcopy.

Beyond Solid Waste

Grounds/Landscaping

- Ensure that plant selection is appropriate for climate and the use of native plants is standard practice.
- Implement efficient irrigation practices and measure water consumption through the use of rain gauges and other technologies
- Amend landscaping contracts to include verbiage that states that all landscape "inputs" are low toxicity "General Use Pesticides" rather than "Restricted Use Pesticides."
- Irrigation run-times and frequencies are measured using technologies that can calculate the water usage needed to replenish a plant for healthy growth.
- Encourage the use of compost in landscaping and public works to close the composting loop.

Facilities

- Reduce indoor air quality contaminants by using materials (i.e., floor coverings, furniture, cabinets, paints, adhesives, sealants, etc.) low in volatile organic compounds (VOCs) and composite woods that are urea-formaldehyde free.
- Use green building techniques when remodeling or updating facilities.
- Donate or use online sale sites when getting rid of government furniture and inventory.

Fleet

- Purchase hybrid vehicles when available in the type of vehicle needed.
- Subsidize mass transit passes and participate in a transportation alliance program that encourages alternative modes of transport.

Janitorial

- Use products that are environmentally preferable (paper towels, cleaners, etc.). Amend janitorial contracts to include verbiage that states all products used will carry the Sustainable Earth, Green Seal or EPA Design for the Environment labels.

Implementation Strategies

- Have a check in mechanism/communications strategy with staff.
- Start a green team with a representative from each office/bureau.
- Have a policy to gain commitment and get attention (used the same way as mandatory recycling).
- Ask for input from bureaus and departments to inform successful strategies and empower staff.
- Share feedback/experience with all bureaus and departments.
- Train the trainer and give needed tools to staff so that they can move forward independently.
- Place priority not only on materials generated in high volume, but on materials with high toxicity as well.
- Target facility/property managers in outreach.
- Restrict use of waste sorts for gaining support of public officials and for poor performing bureaus. To get bureaus to take action, it's just as effective to rely on information from haulers about volume and participation.
- Designate one person to be the sustainability/recycling coordinator.

Attachment C
2010-2011 (Year 21)
Metro and Local Government
Annual Waste Reduction Work Plan

June 1, 2010

I. Introduction

Since 1990, Metro and its local government partners have developed cooperative plans to implement the region's waste reduction 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 reduction 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.

II. Plan Structure & Format

The Annual Work Plan is divided into two areas:

- Regional Program Focus Areas (including Recycle at Work)
- Maintenance of Existing Programs

- A. The **Regional Program Focus Areas** are regionally coordinated work plans that address specific sectors of the region (Multi-Family Residential, Business/Recycle at Work, Construction & Demolition, and Commercial Organics). These plans are designed to address the individual needs, barriers and the particular circumstances affecting each sector. The focus area work plans provide specific action steps, staffing and budgets for achieving the larger objectives within the RSWMP. This annual planning process allows for a flexible and more rapid response to changing conditions, enables the region to quickly phase out those tasks that prove less effective, and allows for shifting efforts and resources between areas as need arises.

These focus areas form the core of the work and activities to be implemented in the region. Each of the programs was identified as needing intensive, focused planning and implementation efforts over the next few years.

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. In order to receive funding, local jurisdictions must develop and submit a Recycle at Work plan that includes the elements listed below.

11. 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, technical assistance and business recycling requirement compliance services to businesses.
12. Provide technical assistance to businesses by conducting baseline and follow-up site evaluations in recycling, waste prevention and sustainable purchasing and operations, following the Recycle at Work Program core actions.
13. 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: 1. a focus on assisting the jurisdiction's government facilities and ensuring that each facility is implementing at least two waste reduction practices from the Best Management Practice guidance document for waste reduction at government facilities; and 2. a focus on new and large (100 or more employees) businesses. An alternate plan or an

element of the new and large business strategy may be submitted. 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.

14. Participate in regional media 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.
15. Make available resources to businesses as identified by the BRWG and appropriate for the jurisdiction.
16. 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 the Recycle at Work information system developed by Metro and the BRWG, whose design allows for regional analysis of program data.
17. Conduct a follow-up evaluation at each business that has received technical assistance and provide on-site assistance, whenever possible and appropriate, of the changes the business has made.
18. Prepare a mid-year and annual progress report on the accomplishments of the Recycle at Work Program that will include administrative information (staff and expenditures), mid-year review of the outreach strategy, the number of businesses contacted, visited and assisted, evaluations performed, actions recommended and implemented, compliance actions taken, resources delivered, and successes and challenges.
19. Assist Metro in a regional evaluation of businesses that have received technical assistance under Recycle at Work and those businesses that have not.
20. 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.

- B. The second area of the Annual Work Plan focuses on **Maintenance of Existing Programs** and established local and regional waste reduction and recycling programs through per capita grants to local governments. Significant progress in waste reduction and recycling has been made over past years through these existing programs. In order to maintain these successes, established programs must continue to be funded, staffed and maintained at the same time that new initiatives are introduced. 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.

The objectives of the maintenance section are to maintain and increase recovery through existing local government waste reduction 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 reduction and recycling programs.

The program format is intentionally simple and straightforward. Local governments will submit an overview of existing 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 are to 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 Regional Program Focus Areas and Maintenance of Existing Programs sections of the annual plan each have independent progress measurement and reporting scenarios tied to the specific tasks involved. These performance measures, combined with the annual Department of Environmental Quality Material Recovery Survey Report, are used to assess progress.

Regional Program Focus Areas

Monitoring and evaluation methods have been developed for each focus area and are incorporated into the individual plans.

Recycle at Work has specific reporting requirements associated with the program. A mid-year progress report is required and a final report is submitted to Metro in tandem with the maintenance reporting noted below no later than August 1, 2010. Jurisdictions must also report on compliance with the Business Recycling Requirement.

Maintenance of Existing Programs

Annual reports documenting efforts completed by local governments during FY 2009-10 are submitted to Metro no later than August 1, 2010. 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 efforts will also be reviewed based upon the following:

- Local governments will demonstrate compliance with the Regional Service Standard.
- Local governments will identify and undertake a specific curbside recycling outreach activity for an existing local government program.
- Local government representatives will participate in at least one regional waste reduction planning group (larger jurisdictions will tend to participate in more than one group).
- Local governments will provide jurisdictional solid waste and recycling budget information to Metro.
- Maintain or increase curbside recovery levels (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.

YEAR 20 (FY 2009-10)

LOCAL GOVERNMENT ANNUAL WASTE REDUCTION WORK PLAN TEMPLATE

Jurisdiction: City of Portland

Contact: Bruce Walker

I. Program Overview Narrative

The City has 26 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 "Recycle at Work" that provides certification and publicizes the accomplishments of the participants. The Portland Composts! program continues in its fifth year of voluntary commercial food waste 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 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:

- New residential recycling and yard debris carts distributed to all residents during summer 2008.
- Launch of new business recycling requirements in spring 2009. New staff has been added to the program to support this initiative. An enhanced compliance and enforcement program is currently under development.
- New 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. Beginning in 2009, annual permits are conditioned on meeting these new standards.
- Sustainable fleet requirements for fuel use, emission controls and age of truck fleets.
- New staff and program development to support higher recycling requirements for construction waste.

II. Budget Information

The FY 2010-11 allocation for the City of Portland (and unincorporated area of Multnomah County) equals \$770,538. With the 2010-2011 annual budget of \$5.1 million, this represents 15 percent of the overall City solid waste and recycling budget.

2010-11 BUDGET

BPS Business Waste Prevention, Recycling and Composting Outreach

Personnel			
Salary and benefits		\$	688,474.00
Overhead	8 FTE x \$43500	\$	348,000.00
Subtotal Personnel		\$	1,036,474.00
Professional Services			
Graphics		\$	15,000.00
Database		\$	21,000.00
Evaluation		\$	20,000.00
Subtotal Professional		\$	56,000.00
Misc. Services			
Membership, advertising		\$	31,000.00
Operations (resource distribution and storage)		\$	10,000.00
BEST Business Center		\$	20,000.00
Recycle at Schools equipment/service/contract		\$	30,303.00
Subtotal Misc.		\$	91,303.00
Education and Travel			
Education and Travel		\$	9,000.00
Subtotal Education and Travel		\$	9,000.00
P&D			
Printing and Distribution		\$	15,000.00
Subtotal PAD		\$	15,000.00
Total Budget		\$	1,207,777.00
SW Management Funds		\$	702,998.00
Recycle at Work Funds		\$	474,476.00
Recycle at Schools Funds		\$	30,303.00

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

III. Annual Program Tasks

Complete the following tables listing specific efforts planned for completion during this fiscal year. Identify if the particular program or activity is primarily ongoing (O), revised (R) or new (N).

Include the Recycle at Work outreach plan in the Business section.

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)	
Tasks	Status
1. Required: Curbside recycling outreach activity for an existing program: Continue to publish the Curbsider two times a year (schedule change from Summer/Winter to Spring/Fall). Curbsider includes information provided by Metro RIC.	O
2. Continue to implement Portland Recycles! Plan with improvements to the residential collection system. Administer pilot program launched May 2010 that included the following changes to the collection system: a. Adding weekly collection of food scraps mixed with yard debris. b. Moving garbage service to every-other-week collection. c. Shifting some pilot households to every-other-week recycling collection.	R
3. Continue outreach and education to 2,000 households selected for the food scrap pilot program.	N
4. Conclude evaluating the 2,000 food scrap pilot household's behavior, attitudes and opinions regarding every-over-week garbage and recycling collection and adding food scraps to their yard debris. This information will be collected through phone surveys, focus groups, waste sorts and hauler data. The citywide food scrap rollout will be based on pilot findings.	N
5. Continue to emphasize waste prevention and recycling in education programs. Public outreach and tabling at 50 events such as Fix-It Fairs, Earth Day events and neighborhood fairs and festivals will feature actions to reduce waste, such as junk mail kits and Got Bag? window clings.	O
6. Distribute Curbside Recycling Guides (English, Spanish, Vietnamese and Russian), through community partners such as public libraries, community centers, neighborhood and business associations and environmental organizations.	O
7. 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 will be provided until the launch of the food scrap pilot at which time they will be replaced by a different	O

collection schedule (every-other-week garbage and/or recycling schedules).	
8. Provide thorough information to residents on website. Continue to improve and refresh web content. Web includes information about the food scrap pilot for the general public and web pages specific to food scrap pilot residents. These pages are available and will be expanded as outreach shifts throughout the pilot timeframe. The pilot web pages include a calendar function for garbage, recycling and composting collection with a downloadable reminder app. The BPS website will also include new and expanded thoughtful consumption campaign mentioned below (#11).	O
9. Portland Recycles! Small Grants Program for increased recycling and waste prevention projects will wrap up second year of implementation with 18 recipients in 2010. The grant's goal is to offer neighborhood, community and nonprofit organizations money for projects or items that will help them overcome barriers to waste prevention and increase recycling while educating the community. Continued funding is pending budget decisions.	R
10. Continue to educate residents about backyard composting, worm bins and grasscycling on the website and in program outreach/education materials. Information includes obtaining compost bins from the MetroPaint facility. Master Recyclers will provide outreach on this topic at 20 community events.	O
11. Based on market research, launch new education campaign on thoughtful consumption. Outreach will include interactive tabling at 25 events and an interactive website.	N
12. Master Recyclers will conduct outreach at 3 events helping residents see the relationship between climate change and consumption/recycling/composting	N
13. 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.	O
14. Coordinate with Master Recyclers and Neighborhood Coalitions to expand educational outreach provided to neighborhood cleanup event attendees. Provide educational materials for distribution at over 50 events.	O

Multifamily Residential	
Tasks	Status
1. Continue to implement 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 and new Move-in and Move-out guides.	O
2. Continue to implement Portland Recycles! Plan with new recycling requirements, reporting/monitoring/verification requirements and enforcement protocols.	O
3. Continue to execute a comprehensive outreach program to property managers and multifamily residents in support of administrative rules requiring a two-sort collection system with comingled recyclables in one container, and glass separate in another. The outreach program includes a dedicated phone line, routinely updated website, on-site presentations, distribution of educational materials, and representation with the Metro Multifamily Housing Association through Metro including attendance at luncheons. New outreach tools include advertisements in "The Landlord Times" (MMHA publication) coordinated with the annual outreach and targeted outreach to the ten largest multifamily property management companies in Portland.	O/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 15% annually.	O

5. Continue to work with CES and Metro's Data Resource Center to identify communities not in database, as well as those in database who have not received assistance or outreach within last five years.	N
6. Coordinate and participate in the regional Multifamily Work Group to include evaluation to determine effectiveness of recently developed communication tools (Metro Property Managers guide, and resident Move-in and Move-out guides) and best practices for outreach strategies with multifamily residents and owners/managers.	R
7. Implement "Low-income Multifamily Outreach Plan" by means of dedicated staff person (see #8) to assist low performing communities, specifically larger communities with lower-income residents and non-English speaking populations.	N
8. Utilize Metro grant to fund one-time AmeriCorps placement in collaboration with Housing Authority of Portland (HAP). AmeriCorps staff person will be supervised by Portland and based at HAP to provide on-site assistance to property managers, resident service coordinators and residents to evaluate baseline recycling, design and implement resident education and outreach and measure outcomes at HAP public and affordable housing communities. Additional assistance will also be offered to other non-profit low-income housing providers such as REACH, Central City Concern, and Rose City CDC. The AmeriCorps placement at BPS has been approved and the recruitment is currently underway. If this process is unsuccessful for any reason, BPS will work with CES and amend its current multifamily contract. BPS staff has already worked with CES to develop a scope of work that may be used if necessary.	N
9. Create new chapter for Master Recycler Handbook to provide detailed information about multifamily recycling, waste prevention and barriers. Provide presentations to Master Recycler classes as requested. Coordinate Master Recyclers outreach including presentations, "apartment community adoptions", and knock-and-talk events at 10 locations.	N

Recycle at Work Outreach Strategy

Target audience, goals, and outreach strategy	Status
Government Facilities (required)	
Goals:	O
a. Help City of Portland operations to reach 85% recovery and stop the growth in their waste generation.	
b. Provide recycling and composting assistance to Metro, Multnomah County, State and Federal owned buildings and offices.	
Outreach Strategy:	O
a. Sustainability Advisor assigned to support and sustain working relationships with recycling contacts in each City Bureau with regard to waste prevention, recycling and composting efforts that support City goals.	
b. Track progress of each City of Portland bureau towards an 85% recovery rate, and benchmark the City's progress towards this goal.	
c. Educate bureau recycling contacts on how to prevent waste and recycle.	
New Businesses (required)	
Goals:	O
a. Make new businesses aware of resources and assistance available through Recycle at Work and Portland Composts.	
Outreach Strategy:	O
a. Include a link to the BEST Business Center website on the New Business Welcome Kit website; a postcard is sent to every new business by the Revenue Bureau directing them to this site.	

Large Businesses (required)	
Goals:	O
a. Provide assistance to large generators through Recycle at Work and Portland Composts.	
Outreach Strategy:	O
a. Target large generators in our outreach, and prioritize assistance to businesses that are the largest generators of waste.	
b. Employ self-help tools for small, non-target businesses that allow Sustainability Advisors needed time to assist large generators.	
Compliance Strategy for Business Recycling Requirements (required)	
Goals:	N
a. Lead with assistance and phase in an enforcement strategy.	
b. Identify a model to better integrate compliance strategy into existing Recycling at Work services and resources.	
Outreach Strategy:	N
a. Provide businesses information on recycling requirements and assistance through website, resources and direct interaction with Sustainability Advisors.	
b. Complete an evaluation of the current compliance standard, notification, recognition, outreach and reporting.	
c. Complete an evaluation of the five Best Management Practices in diverting waste from the landfill.	
Other Recycle at Work Activities	
1. Continue to provide blue recycling and green composting containers and stickers to commercial customers.	O
2. Complete an evaluation of the BEST Business Center, Recycle at Work and Portland Composts. Identify opportunities to improve service offerings, resources, compliance, recognition, outreach, goal setting and reporting. Develop an integrated service model to bridge the three business facing programs offered by the Bureau.	N
3. Rebrand program and develop new messaging and outreach strategy based on evaluation recommendations.	N
4. Enhance program website and technical resources to align with evaluation recommendations.	N
5. Continue to collaborate with the BEST Business Center, which conducts Sustainability Surveys with businesses, obtains pledges to take certain measures, and works with partners, including Recycle at Work and Portland Composts to implement recommended measures. In addition, BEST offers carbon footprinting workshops businesses, and recognition through Portland Climate Champions.	O
6. Master Recyclers will provide outreach assistance for 15 businesses and non-profits including, starting green teams, technical assistance, event recovery planning and implementation, presentations and tabling at business fairs.	O
7. Integrate data capture for Portland Composts, Recycle at Work and BEST Business Center into Portland's Salesforce database; Streamline data tracking and reporting.	O

Construction & Demolition	
Tasks	Status
1. Continue to implement Portland Recycles! Plan and new recycling requirements. Development of construction waste strategy includes new requirements for demolition projects, revised recycling requirements and reporting, best practices, and new outreach strategies and supporting materials. New City Code and Administrative Rules will be adopted to establish necessary authority and requirements. New program elements are expected to be implemented in FY 2010-2011.	R

2. Continue to send recycling information to all projects over \$50,000. Update website and print materials that support recycling requirement.	R
3. Explore adding recycling requirements to permit process as part of program development under item #1 above.	R
4. The revised Tenant Improvement Guide with current strategies and industry practices is now live on the BPS website: www.portlandonline.com/bps/tiguide . A marketing piece to direct people to the website will be distributed through business associations and staff from BEST Business Center and the Green Building Program will educate potential users about the guide at outreach events.	R
5. Master Recyclers will provide outreach materials and information on green building, salvage, deconstruction, and remodeling at 10 events.	O
6. Continue to provide support for regional Green Building hotline.	O
7. Create and fill staff position to lead program development for recycling compliance and technical assistance.	R

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

Tasks	Status
1. Report to City Council in 2011 on status of recycling strategy adopted in the Portland Recycles! Plan. Review will highlight program implementation to date and results on recycling rates, participation rates, service capacity from waste haulers and other relevant metrics.	N
2. 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.	R
3. Develop enforcement protocol and inspection strategy for business compliance with recycling requirements. The enforcement protocol is currently under development and will be utilized pending internal approval. The strategy and timeline for conducting business inspections will be developed once the evaluation of the Recycle at Work program is completed in fall 2010. BPS anticipates implementing the inspection strategy in the spring.	N

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

Tasks	Status
1. Evaluate timing and develop strategy for implementing mandatory food-scrap collection for the largest food generators as provided in the Portland Recycles! Plan	R
2. Ensure that garbage and recycling permittees are providing food-scrap collection to those customers that request such service, either directly or by subcontract.	R
3. Work with Metro to promote local processing facilities including evaluation of existing facilities, identification of potential sites and review of new proposals.	O
4. Work with Metro to develop and permit new reload and transfer capacity in Portland.	N

School Outreach & Education

Tasks	Status
1. Portland Public Schools and Metro Waste Reduction Education staff cooperatively provides waste reduction education presentations and administration of the Green Schools program.	O
2. Continue to provide funding support for School and Community Reuse Action Project (SCRAP). BPS will provide \$16,000 in FY 2010-2011.	O
3. Complete the following tasks with one-time Recycle at School funding:	N

<ul style="list-style-type: none"> a. Resource delivery –posters, factsheet, containers, etc. b. Material design and printing (durable posters, stickers, etc.). c. Containers – refilling inventory from this year's requests and ensuring adequate inventory to move away from rental and towards schools keeping them. d. Staffing. 	
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Toxicity Reduction	
Tasks	Status
1. Continue to inform residents about the Metro facilities, services and collection events in the Curbsider, 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 40 events.	O
3. Support state electronics recycling program through information in the Curbsider, BPS website and other educational opportunities. Master Recyclers are projected to conduct outreach at 50 events.	O
4. Master Recycler course work will train 30 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

Other	
Tasks	Status
1. Required: Demonstrate compliance with the Regional Service Standard (including individual jurisdictions within cooperatives). Portland has submitted a Certification of Compliance to Metro.	N
2. Required: Report jurisdictional solid waste and recycling data to Metro, including curbside collection tonnage, and analyze data to determine program effectiveness. Continue to work at reconciling methodology for Portland and DEQ data calculations.	O
3. Required: BPS staff participates in the Business Recovery Work Group, the Organics Work Group, the Construction and Demolition Waste Work Group and the Multifamily Work Group.	O
4. Continue to administer the Master Recycling program, in partnership with Metro, Washington and Clackamas counties. For FY 10-11, 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
5. Continue to provide recycling technical assistance and equipment to large Waterfront events as well as expand the technical assistance and equipment provided to small and medium sized events.	O
6. Master Recyclers will offer technical assistance, education and coordination of event recycling at 10 events.	O
7. Implement new public place recycling collection on downtown transit mall. 175 collection containers will be installed to collect paper, plastic/metal containers and glass.	N