

**INTERLOCAL AGREEMENT FOR 2010-2011**

**Between**

**KING COUNTY and the CITY OF KIRKLAND**

This two-year Interlocal Agreement (hereinafter referred to as the Agreement) is executed between King County, a political subdivision of the State of Washington, and the City of Kirkland, a municipal corporation of the State of Washington, hereinafter referred to as "County" and "City" respectively.

This Agreement has been authorized by the legislative body of each party as designated below:

King County Ordinance No. 16717

City Kirkland

**PREAMBLE**

King County and the City of Kirkland adopted the 2001 King County Comprehensive Solid Waste Management Plan, which includes waste reduction and recycling goals. In order to help meet these goals, the King County Solid Waste Division has established a waste reduction and recycling grant program for the cities that operate under the King County Comprehensive Solid Waste Management Plan. This program provides funding to further the development and/or enhancement of local waste reduction and recycling projects and for broader resource conservation projects that integrate with waste reduction and recycling programs and direction. This grant program does not fund household hazardous waste collection activities. Program eligibility and grant administration terms are discussed in the Grant Guidelines, attached to this agreement as Exhibit B. Grant funding for this program is subject to the yearly budget approval process of the King County Council.

Grant funding approved by the King County Council is available to all King County cities that operate under the King County Comprehensive Solid Waste Management Plan. The City will spend its grant funds to fulfill the terms and conditions set forth in the scope of work which is attached hereto as Exhibit A and incorporated herein by reference. The County expects that any information and/or experience gained through the grant program by the City will be shared with the County and other King County cities.

**I. PURPOSE**

The purpose of this Agreement is to define the terms and conditions for funding to be provided to the City of Kirkland by the County for waste reduction and recycling programs and/or services as outlined in the scope of work and budget attached as Exhibit A.

## II. RESPONSIBILITIES OF THE PARTIES

ORIGINAL

The responsibilities of the parties to this Agreement shall be as follows:

### A. The City

1. Funds provided to the City by the County pursuant to this Agreement shall be used to provide waste reduction and recycling programs and/or services as outlined in Exhibit A. The total amount of funds available from this grant in 2010 shall not exceed \$65,312. The City understands that even though this agreement is two years in duration, funding for this program is subject to the yearly budget approval process of the King County Council.
2. This agreement provides for distribution of 2010 and 2011 grant funds to the City. However, 2011 funds are not available until January 1, 2011, and 2011 funding is contingent upon King County Council approval of the 2011 King County budget.
3. During the two year grant program, the City will submit a minimum of two, but no more than eight, progress reports to the County in a form approved by the County. Reports must be signed by a city official. These reports will include:
  - a) a description of each activity accomplished pertaining to the scope of work; and
  - b) reimbursement requests with either copies of invoices for each expenditure for which reimbursement is requested or a financial statement, prepared by the city's finance department, that includes vendor name, description of service, date of service, date paid and check number.

If the City chooses to submit up to the maximum of eight (8) progress reports and requests for reimbursement during the two year grant program, they shall be due to the County on the last day of the month following the end of each quarter - April 30, July 30, October 31, January 31 - except for the final progress report and request for reimbursement which shall be due by March 31, 2012.

If the City chooses to submit the minimum of two progress reports and requests for reimbursement during the two year grant program, they shall be due to the County on January 31, 2011 and March 31, 2012.

Regardless of the number of progress reports the City chooses to submit, in order to secure reimbursement, the City must provide in writing to the County by the 5<sup>th</sup> working day of January 2011 and January 2012, the dollar amount of outstanding expenditures for which the City has not yet submitted a reimbursement request.

3. The City shall submit a final report to the County which summarizes the work completed under the grant program and evaluates the effectiveness of the projects for which grant funds were utilized, according to the evaluation methods specified in the scope of work. The final report is due within six months of completion of the project(s) outlined in the scope of work, but no later than June 30, 2012.

4. If the City accepts funding through this grant program for the provision of Waste Reduction and Recycling programs and projects for other incorporated areas of King County, the City shall explain the relationship with the affected adjacent city or cities that allows for acceptance of this funding and the specifics of the proposed programs and projects within the scope of work document related thereto.
5. The City shall be responsible for following all applicable Federal, State and local laws, ordinances, rules and regulations in the performance of work described herein. The City assures that its procedures are consistent with laws relating to public contract bidding procedures, and the County neither incurs nor assumes any responsibility for the City's bid, award or contracting process.
6. During the performance of this Agreement, neither the City nor any party subcontracting under the authority of this Agreement shall discriminate on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation, age, or presence of any sensory, mental, or physical handicap in the employment or application for employment or in the administration or delivery of or access to services or any other benefits under this Agreement as defined by King County Code, Chapter 12.16.
7. During the performance of this Agreement, neither the City nor any party subcontracting under the authority of this Agreement shall engage in unfair employment practices as defined by King County Code, Chapter 12.18. The City shall comply fully with all applicable federal, state and local laws, ordinances, executive orders and regulations that prohibit such discrimination. These laws include, but are not limited to, RCW Chapter 49.60 and Titles VI and VII of the Civil Rights Act of 1964.
8. The City shall use recycled paper for the production of all printed and photocopied documents related to the fulfillment of this Agreement. The City shall use both sides of paper sheets for copying and printing and shall use recycled/recyclable products wherever practical.
9. The City shall maintain accounts and records, including personnel, financial, and programmatic records, and other such records as may be deemed necessary by the County, to ensure proper accounting for all project funds and compliance with this Agreement. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and service provided in the performance of this Agreement.

These records shall be maintained for a period of six (6) years after termination hereof unless permission to destroy them is granted by the Office of the State Archivist in accordance with RCW Chapter 40.14. These accounts shall be subject to inspection, review or audit by the County and/or by federal or state officials as so authorized by law.

10. The City shall maintain a record of the use of any equipment that costs more than \$1,000 and is purchased with grant funds from King County for a total period of three (3) years. The records shall be compiled into a yearly evaluation report, a copy of which shall be submitted to King County by March 31 of each year through the year 2012.

11. The City agrees to credit King County on all printed materials provided by the County, which the City is duplicating, for distribution. Either King County's name and logo must appear on King County materials (including fact sheets, case studies, etc.), or, at a minimum, the City will credit King County for artwork or text provided by the County as follows: "artwork provided courtesy of King County Solid Waste Division" and/or "text provided courtesy of King County Solid Waste Division."
12. The City agrees to submit to the County copies of all written materials which it produces and/or duplicates for local waste reduction and recycling projects which have been funded through the waste reduction and recycling grant program. Upon request, the City agrees to provide the County with a reproducible copy of any such written materials and authorizes the County to duplicate and distribute any written materials so produced, provided that the County credits the City for the piece.
13. The City will provide the King County Project Manager with the date and location of each Recycling Collection Event provided by the City, as well as copies of any printed materials used to publicize each event, as soon as they are available but no later than thirty (30) days prior to the event. If there is any change in the date or the location of an event, the City will notify the County a minimum of thirty (30) days prior to the event. If the event brochure is required for admission to the City's event, the City is exempt from having to provide the brochure to King County.
14. If the City accepts funding through this grant program for the provision of recycling collection events for adjacent areas of unincorporated King County, the City shall send announcements of the events to all residences listed in the carrier routes provided by King County. The announcements and all other printed materials related to these events shall acknowledge King County as the funding source.
15. The City understands that funding for recycling collection events for adjacent areas of unincorporated King County will be allocated on a yearly basis subject to the King County Council's yearly budget approval process and that provision of funds for these events is not guaranteed for the second year of the grant program.
16. This project shall be administered by the City's Recycling Coordinator at: 123 5<sup>th</sup> Ave; Kirkland WA 98033; (425) 587-3804; Email: [jmacgillivray@ci.kirkland.wa.us](mailto:jmacgillivray@ci.kirkland.wa.us), or designee.

**B. The County:**

1. The County shall administer funding for the waste reduction and recycling grant program. Funding is designated by city and is subject to the King County Council's yearly budget approval process. Provided that the funds are allocated through the King County Council's yearly budget approval process, grant funding to the City will include a base allocation of \$5,000 per year with the balance of funds to be allocated according to the city's percentage of King County's residential and employment population. However, if this population based allocation formula calculation would result in a city receiving less than \$10,000 per year, that city shall receive an additional allocation that would raise their total grant funding to \$10,000 per year.

The City of Kirkland's budgeted grant funds for 2010 are \$65,312. This includes \$19,802 for providing Recycling Collection Events to residents of unincorporated King County that are included in the carrier routes as provided to the City by the County and as listed in Exhibit A. Unspent 2010 funds may be carried over to 2011, but 2011 funds will not carry over to 2012.

The City of Kirkland's estimated grant funds for 2011 are \$65,312. 2011 funds are not available until January 1, 2011, and 2011 funding is contingent upon King County Council approval of the 2011 King County budget. Following approval of the 2011 King County budget, the County's grant program administrator will notify the city of the final 2011 grant funding.

2. Within forty-five (45) days of receiving a request for reimbursement from the City, the County shall either notify the City of any exceptions to the request which have been identified or shall process the request for payment. If any exceptions to the request are made, this shall be done by written notification to the City providing the reason for such exception. The County will not authorize payment for activities and/or expenditures which are not included in the scope of work and budget attached as Exhibit A, unless the scope has been amended according to Section V of this Agreement. King County retains the right to withhold all or partial payment if the City's report(s) and reimbursement request(s) are incomplete (i.e., do not include proper documentation of expenditures and/or adequate description of each activity described in the scope of work for which reimbursement is being requested), and/or are not consistent with the scope of work and budget attached as Exhibit A.
3. The County agrees to credit the City on all printed materials provided by the City to the County, which the County duplicates, for distribution. Either the City's name and logo will appear on such materials (including fact sheets, case studies, etc.), or, at a minimum, the County will credit the City for artwork or text provided by the City as follows: "artwork provided courtesy of the City of Kirkland" and/or "text provided courtesy of the City of Kirkland".
4. The County retains the right to share the written material(s) produced by the City which have been funded through this program with other King County cities for them to duplicate and distribute. In so doing, the County will encourage other cities to credit the City on any pieces that were produced by the City.
5. The waste reduction and recycling grant program shall be administered by Morgan John, a Project Manager, or designee, to be specified by the King County Solid Waste Division.

### **III. DURATION OF AGREEMENT**

This Agreement shall become effective on either January 1, 2010 or the date of execution of the Agreement by both the County and the City, if executed after January 1, 2010 and shall terminate on June 30, 2012. The City shall not incur any new charges after December 31, 2011. However, if execution by either party does not occur until after January 1, 2010, this Agreement allows for disbursement of grant funds to the City for County-approved programs initiated between January 1, 2010 and the later execution of the Agreement provided that the City complies with the reporting requirements of Section II. A of the Agreement.

#### **IV. TERMINATION**

- A. This Agreement may be terminated by King County, in whole or in part, for convenience without cause prior to the termination date specified in Section III, upon thirty (30) days advance written notice
- B. This Agreement may be terminated by either party, in whole or in part, for cause prior to the termination date specified in Section III, upon thirty (30) days advance written notice. Reasons for termination for cause may include but not be limited to: nonperformance; misuse of funds; and/or failure to provide grant related reports/invoices/statements as specified in Section II.A.3. and Section II.A.4.
- C. If the Agreement is terminated as provided in this section: (1) the County will be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination; and (2) the City shall be released from any obligation to provide further services pursuant to this Agreement.
- D. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Agreement or law that either party may have in the event that the obligations, terms and conditions set forth in this Agreement are breached by the other party.

#### **V. AMENDMENTS**

This Agreement may be amended only by written agreement of both parties. Amendments to scopes of work will only be approved if the proposed amendment is consistent with the most recently adopted King County Comprehensive Solid Waste Management Plan. Funds may be moved between tasks in the scope of work, attached as Exhibit A, only upon written request by the City and written approval by King County. Such requests will only be approved if the proposed change(s) is (are) consistent with and/or achieves the goals stated in the scope and falls within the activities described in the scope

#### **VI. HOLD HARMLESS AND INDEMNIFICATION**

The City shall protect, indemnify, and hold harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or issues whatsoever occurring from actions by the City and/or its subcontractors pursuant to this Agreement. The City shall defend at its own expense any and all claims, demands, suits, penalties, losses, damages, or costs of any kind whatsoever (hereinafter "claims") brought against the County arising out of or incident to the City's execution of, performance of or failure to perform this Agreement. Claims shall include but not be limited to assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.

## **VII. INSURANCE**

- A. The City, at its own cost, shall procure by the date of execution of this Agreement and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with performance of work pursuant to this Agreement by the City, its agents, representatives, employees, and/or subcontractors. The minimum limits of this insurance shall be \$1,000,000 general liability insurance combined single limit per occurrence for bodily injury, personal injury, and property damage. If the policy has an aggregate limit, a \$2,000,000 aggregate shall apply. Any deductible or self-insured retentions shall be the sole responsibility of the City. Such insurance shall cover the County, its officers, officials, employees, and agents as additional insureds against liability arising out of activities performed by or on behalf of the City pursuant to this Agreement. A valid Certificate of Insurance and additional insured endorsement is attached to this Agreement as Exhibit C, unless Section VII.B. applies.
- B. If the Agency is a Municipal Corporation or an agency of the State of Washington and is self-insured for any of the above insurance requirements, a written acknowledgement of self-insurance is attached to this Agreement as Exhibit C.

## **VIII. ENTIRE CONTRACT/WAIVER OF DEFAULT**

This Agreement is the complete expression of the agreement of the County and City hereto, and any oral or written representations or understandings not incorporated herein are excluded. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

## **IX. TIME IS OF THE ESSENCE**

The County and City recognize that time is of the essence in the performance of this Agreement.

## **X. SEVERABILITY**

If any section, subsection, sentence, clause or phrase of this Agreement is, for any reason, found to be unconstitutional or otherwise invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions.

**XI. NOTICE**

Any notice required or permitted under this Agreement shall be deemed sufficiently given or served if sent to the King County Solid Waste Division and the City at the addresses provided below:

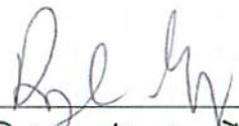
Morgan John, Project Manager, or a provided designee,  
King County Solid Waste Division  
Department of Natural Resources and Parks  
201 South Jackson Street, Suite 701  
Seattle, WA 98104-3855

If to the City:

John MacGillivray, Solid Waste Coordinator  
City of Kirkland Public Works  
123 5<sup>th</sup> Ave  
Kirkland WA 98033

IN WITNESS WHEREOF this Agreement has been executed by each party on the date set forth below:

City

  
\_\_\_\_\_  
(Title) *Public Works Director*  
*Marilynne Beard*  
*Assistant City Manager*  
*12/21/09*  
\_\_\_\_\_  
Date

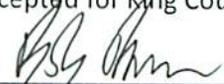
Pursuant to \_\_\_\_\_

Approved as to form:

  
\_\_\_\_\_  
City Attorney  
*12/23/09*  
\_\_\_\_\_  
Date

King County

Accepted for King County Executive

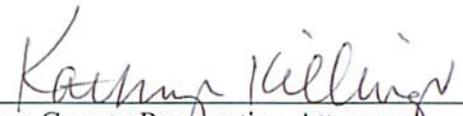
By   
\_\_\_\_\_  
Bob Burns, Interim Director  
Department of Natural Resources & Parks

For Dow Constantine, King County Executive  
*3/18/10*  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Pursuant to Ordinance No. 16717

Approved as to form:

  
\_\_\_\_\_  
King County Prosecuting Attorney  
*2/17/10*  
\_\_\_\_\_  
Date

# KING COUNTY WASTE REDUCTION/RECYCLING GRANT PROGRAM



## CITY OF KIRKLAND GRANT APPLICATION 2010-2011 SCOPE OF WORK AND BUDGET

### GRANT MANAGEMENT CONTACT INFORMATION

#### Grant Applicant:

City of Kirkland - Public Works Solid Waste Division  
123 5th Avenue  
Kirkland, WA 98033

#### Grant Project Management:

John MacGillivray  
Solid Waste Coordinator  
City of Kirkland  
123 5th Avenue  
Kirkland, WA 98033  
(425) 587-3804 (office)  
(425) 587-3807 (fax)  
[jmacgillivray@ci.kirkland.wa.us](mailto:jmacgillivray@ci.kirkland.wa.us)

#### Outside Consultants:

##### **Recycling Collection Events**

Mr. Paul Devine  
Olympic Environmental Resources  
4715 SW Walker Street  
Seattle, WA 98116  
(206) 938-8262 (office)  
(206) 938-9873 (fax)  
[pauldevine@msn.com](mailto:pauldevine@msn.com)

##### **Residential Recycling**

Ms. Samantha Wilder  
Wilder Environmental Consulting  
P.O. Box 46188  
Seattle, WA 98146  
(206) 763-0739  
[swilder@wilderenvironmental.com](mailto:swilder@wilderenvironmental.com)

**GRANT BUDGET OVERVIEW**

The City of Kirkland's 2010-2011 Waste Reduction/Recycling Grant allocation has been distributed among the following tasks:

<b>2010-2011 Kirkland Waste Reduction and Recycling Grant Budget Overview</b>			
<b>Task</b>	<b>2010</b>	<b>2011</b>	<b>Total</b>
1. *Residential Recycling Collection Events	\$35,910.29	\$35,910.29	\$71,820.58
2. Residential Recycling Program	\$29,401.21	\$29,401.21	\$58,802.42
<b>Total</b>	<b>\$65,311.50</b>	<b>\$65,311.50</b>	<b>\$130,623</b>
*Includes \$19,802 annual allocation to serve unincorporated areas			

**TASK 1: RESIDENTIAL RECYCLING COLLECTION EVENTS**

**A. Task 1 Overview**

The City of Kirkland will conduct a total of four (4) residential recycling collection events to include spring and fall events in both 2010 and 2011. Each event will be held on a Saturday at the Houghton Park and Ride. The following materials will be collected:

<b>City of Kirkland - Recycling Collection Events</b>			
<b>Material Collected</b>	<b>Fall</b>	<b>Spring</b>	<b>User Fee</b>
Appliances	✓		
Refrigerators/Freezers	✓		✓
Water Heaters	✓		✓
Ferrous and Non-Ferrous Metals	✓		
Tires	✓	✓	
Lead Acid Batteries	✓	✓	
Household Batteries	✓	✓	
Porcelain Toilets/Sinks	✓	✓	✓
Propane Tanks	✓	✓	✓
Cardboard	✓	✓	
Reusable Household Goods	✓	✓	
Textiles	✓	✓	
Used Motor Oil and Oil Filters	✓	✓	
Used Anti-freeze	✓	✓	
Used Petroleum-based Products	✓	✓	
Bulky Yard Debris		✓	
Clean Scrap Wood		✓	
Electronic Equipment*	✓	✓	
Garbage Cans		✓	
Fluorescent Lamps/Bulbs	✓	✓	
*Electronic products collected in the E-Cycle Washington Program are no longer accepted at City of Kirkland Recycling Collection Events			

## **B. Task 1 Promotion and Education**

The educational materials distributed at each event will include information on city recycling programs; materials produced by the King County Department of Natural Resources and the Local Hazardous Waste Management Program; the E-Cycle Washington Program; and other educational materials, as appropriate.

Each event will be promoted by direct mailing promotional flyers to City of Kirkland single-family households and surrounding unincorporated Kirkland residents, as assigned; posting notices in spring and fall editions of the Reuse, Recycle, Conserve newsletter; posting notices on the city's web site, cable channel, and at City Hall.

## **C. Task 1 Budget**

The total budget assigned to this task is \$71,820.58 which includes the \$39,604 allocated for providing collection event services to unincorporated Kirkland households in 2010 and 2011.

<b>2010-2011 Kirkland Recycling Collection Event Budgets (two events each year)</b>					
Budget Item	WRR - 2010	LHWMP - 2010	WRR - 2011	LHWMP - 2011	Total
Management/Staffing/Admin	\$9,218.29	\$4,501.71	\$8,970	\$4,750	\$27,440
Event Staff Costs	\$5,280	\$1,800	\$5,280	\$1,800	\$14,160
Collection/Hauling Costs					
Wood Waste	\$2,000	0	\$2,000	0	\$4,000
Scrap Metal/Appliances	\$2,500	0	\$2,600	0	\$5,100
Tires	\$1,500	0	\$1,500	0	\$3,000
Used Oil/Anti-Freeze	0	\$1,800	0	\$1,850	\$3,650
Batteries	0	\$2,000	0	\$2,100	\$4,100
Fluorescent Lamps/Bulbs	0	\$1,000	0	\$1,100	\$2,100
Advertising					
Printing	\$5,651	\$1,700	\$5,651	\$1,700	\$14,400
Sorting	\$1,500	\$400	\$1,500	\$400	\$3,800
Mailing	\$5,651	\$2,100	\$5,651	\$2,100	\$15,200
Event Supplies	\$850	\$254.04	\$850	\$280	\$2,234.04
Other Expenses - Rentals	\$1,510	\$175	\$1,510	\$0	\$3,195
Site Rental	\$250	\$250	\$398.29	\$0	\$898.29
Total	\$35,910.29*	\$15,980.75	\$35,910.29	\$16,080**	\$103,881.33
	\$51,891.04		\$51,990.29		
*Includes \$19,802 annual allocation to service unincorporated areas					
**Estimated 2011 LHWMP allocation					

## **D. Task 1 Evaluation**

Event reports will include:

- Number of vehicles attending
- Volume of each material collected
- Event cost by budget category
- Event comments

### **E. Task 1 Performance Objectives**

Before each event, the City will send out approximately 31,000 promotional flyers to single-family City of Kirkland households and surrounding unincorporated King County residents. The City estimates that 85-100 tons of material will be collected at the events each year. The recycling collection events will also be used as an opportunity through which to collect moderate risk household hazardous wastes to include batteries, motor oil, and fluorescent lamps and bulbs - funding for which will be provided King County Health Department Local Hazardous Waste Management Program Grant.

### **F. Task 1 Impact Objectives**

Based upon past participation data, the City of Kirkland expects between 1,200 and 1,400 households to participate annually and which will result in between 85-100 tons of material being diverted from the landfill each year for proper disposal and recycling. The recycling collection events are also an opportunity to distribute educational materials residents to positively affect their behavior in purchasing, handling, and disposing of recyclable materials and moderate risk household wastes.

## **TASK 2: RESIDENTIAL RECYCLING PROGRAM**

### **A. Task 2 Overview**

The residential recycling project is intended to assist in maintaining Kirkland's exceptional single family residential recycling diversion rate and increase the multifamily recycling diversion rate. Both single- and multifamily residents will receive copies of our award-winning biannual *Reuse, Recycle, Conserve* (RRC) newsletter which provides residents with current information on waste prevention and will be contacted at recycling booths at local farmers markets and special events. The City will purchase items for distribution to its single- and multifamily residents that promote waste reduction and recycling. Education and outreach to multifamily residents will also include the purchase and distribution of recycling tote bags/containers and educational materials; on-site property manager assistance with increasing recycling volume and implementing food scrap recycling; and tenant group recycling presentations.

### **B. Task 2 Promotion and Education**

Activities will include the biannual publishing and mailing of a single- and multifamily *Reuse, Recycle, Conserve* newsletter, consultant staffing at recycling booths at local special events, markets and neighborhood association meetings, and web site maintenance. The City will purchase and distribute materials to single- and multifamily residents that promote waste reduction and recycling. Items, materials, and services purchased may include compostable bag samples, reusable lunch bags and coffee mugs, and other recycled content products, and printing services for outreach and education literature.

Property managers will be approached and offered educational, material, and logistical assistance to include on-site evaluations of tenant recycling opportunities and the potential to qualify for the City's multifamily food scrap recycling program; on-site recycling presentations to tenant groups; and "move-in kits" comprised of a reusable recycle tote bag filled with educational materials tailored to the multi-family resident.

### **C. Task 2 Budget**

The total budget assigned to this task is \$71,820.58

<b>2010-2011 Kirkland Residential Recycling Project</b>			
<b>Budget Item</b>	<b>Description</b>	<b>2010</b>	<b>2011</b>
Newsletter	Four printings/ mailing of single and multifamily newsletter.	\$11,000	\$11,000
Materials Storage Space	Public storage space to store single and multifamily education and outreach material.	\$1,560	\$1,560
Supplies	Single and multifamily education and outreach supplies to include recycling tote bags, stickers, compostable bags, printing services and other waste reduction tools and deliverables.	\$5,000	\$5,000
Consultant Labor	Labor to include container deliveries, tenant / property manager outreach, presentations to tenant groups and neighborhood associations, mileage, e-mails, meetings, and final reporting. (~162 hours/year)	\$11,841.21	\$11,841.21
	Total	\$29,401.21	\$29,401.21

#### **D. Task 2 Evaluation**

The following data will be gathered and used to gauge the success of the Residential Recycling Program task:

- Copies of newsletters mailed to single- and multifamily residents
- Number of multifamily recycling containers distributed
- Number of properties that receive recycling assistance
- Number of properties that sign up and qualify for our Food Scrap Recycling Program for Condo and Apartments
- List of presentations at booth, neighborhood associations, and special events

#### **E. Task 2 Performance Objectives**

The specific performance objectives for this project to be achieved over the two-year grant period include:

- Compose and deliver four (4) single and multi-family newsletters
- Staff at least six booths at city functions, special events, and local farmers markets to promote waste reduction and recycling to single- and multifamily residents
- Add at least 15 properties to our new multifamily food scrap program
- Purchase and distribute at least 1,000 multifamily recycling tote bags/containers
- Assist at least 10 multifamily properties in implementing new on-site recycling programs

#### **F. Task 2 Impact Objectives**

For the 2010-2011 WRR grant period, our overall goals for this project are to maintain Kirkland's already high single family residential recycling diversion rate (69%) and achieve and maintain at least a 70% rate over the course of the two years. Similarly, our goal is to increase our multifamily recycling diversion rate from 16% to at least 18% by the end of the grant period.

If these recycling diversion rate goals are achieved, the Residential Recycling Program task will positively impact the landfill by diverting more recyclable materials from the waste stream. The education and outreach assistance component of the task will serve to modify the current and future waste reduction and recycling behavior and awareness of our single- and multifamily residents.