

CONTRACT # D39917D 4322  
DATE 4-29-10  
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**INTERLOCAL AGREEMENT FOR 2010-2011**

**Between**

**KING COUNTY and the CITY OF WOODINVILLE**

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 Woodinville, 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 \_\_\_\_\_

**PREAMBLE**

King County and the City of Woodinville 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 Woodinville 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

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 \$39,234. 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: 17301 133<sup>rd</sup> Ave NE; Woodinville, WA 98072; 425.489.2700; [AmyE@ci.woodinville.wa.us](mailto:AmyE@ci.woodinville.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 Woodinville's budgeted grant funds for 2010 are \$39,234. This includes \$21,439 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 Woodinville's estimated grant funds for 2011 are \$39,234. 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 Woodinville" and/or "text provided courtesy of the City of Woodinville".
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:

**Amy Ensminger**  
Recycling Coordinator  
City of Woodinville  
Public Works Department  
17301 133rd Avenue NE  
Woodinville, WA 98072

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

City



(Title) CITY MANAGER

04/30/2010

Date

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

Approved as to form:



City Attorney

4/7/10

Date

King County

King County

Accepted for King County Executive

By 

Bob Burns, Interim Director  
Department of Natural Resources & Parks

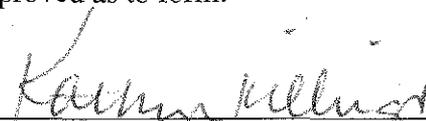
For Dow Constantine, King County Executive

4/16/10

Date

Pursuant to Ordinance No. 16717

Approved as to form:



King County Prosecuting Attorney

3/19/10

Date

**King County Waste Reduction and Recycling Grant Program  
City of Woodinville  
2010/11 Scope of Work**

**A. BASIC INFORMATION**

1. City of Woodinville  
17301 133<sup>rd</sup> Avenue NE  
Woodinville, WA 98072
2. Waste Reduction and Recycling Grant Program, Coordinated Prevention Grant and Local Hazardous Waste Management Program
3. Project Manager:  
Amy Ensminger  
Recycling Coordinator  
425.489.2700, ext 2240  
[amye@ci.woodinville.wa.us](mailto:amye@ci.woodinville.wa.us)  
425-489-2756 (fax)
4. Budget:
  - a) **WRR - \$39,234.00** in 2010 and 2011 for a two year total of **\$78,469.00**  
(amount includes the City's base allocation of \$17,795 plus \$21,439 for serving unincorporated King County residents at Woodinville Recycling & Collection Events).  
*We anticipate spending the same amount of grant funds in 2010 as in 2011.*
  - b) **CPG - \$14,219.00**
  - c) **LHWMP - \$7,390.63**

**B. SCOPE OF WORK**

**1. Task One: Spring Garden Fair – Compost Bin Sale / Rain Barrel Sale**

- *Schedule* - Spring 2010/11
- *Number of Events* - One per year
- *Task Description* – Compost Bin / Rain Barrel sale. At this event, the City will:
  - Purchase up to 200 rain barrels made of recycled content.
  - Purchase up to 200 compost bins made of recycled content.
  - Distribute subsidized rain barrels and compost bins, and provide Woodinville residents with informational material on recycling.
  - Residents will be charged between \$20-\$30 per barrel and/or bin.
  - Promote the program through City of Woodinville newsletters, website, banner, event flyers and advertisements.
  - Distribute up to 250-300 educational pamphlets on how to convert plastic food-grade containers into rain barrels, rain water conservation, composting organic material and the benefits of recycling. This education will further provide residents with a variety of uses for recycled plastic products and the steps towards getting involved.

- *Task Objectives* – The goal of this program is to promote the following:

*Compost Bin use to achieve greater resource efficiency in the City of Woodinville.* Backyard composting extends the life of landfills and reduces stress on local composting facilities. This program should result in greater resource efficiency, as it will encourage City residents to buy products made with recycled material, to manage their yard debris on their own properties and to reuse the composted materials in their gardens.

*Rain Barrel use for water conservation awareness.* By collecting rain water in barrels, residents will reduce the amount of seasonal water usage from the potable municipal water supply. This program should result in greater resource efficiency, as it will promote water conservation awareness and changes in water use behavioral habits.

*Rain Barrel use for recycled plastic material.* By recycling plastic content containers, we create a new market for the reuse of material that might otherwise end up in our landfills and waste stream.

- *Task Evaluation* - As a result of the compost bin / rain barrel sale, the City will:

- Promote redistribution and create a market for recycled plastic containers.
- Promote water conservation awareness.
- Promote an understanding regarding our water resources.
- Monitor the program by reporting the number of barrels distributed, thus diverting the plastic content material from the waste stream, and estimating the amount of rain water collected.
- Reduce the residential waste stream by an estimated 200 tons of yard debris annually or 2,000 tons in the next ten years.
- Monitor the program by reporting the number of compost bins distributed and estimating the amount of yard debris diverted.

In addition to promoting a market for recycled plastic containers, water conservation awareness, water resource understanding and the diversion of compost materials from the City waste stream, attracting residents to events provides an opportunity to distribute educational material on City recycling programs and water conservation programs in King County to enhance the knowledge of residents and improve behavior in purchasing products, practices and changes in water use habits.

## 2. *Task Two: Chipping Event\**

- *Schedule* - Spring 2010/11
- *Number of Events* - One per year
- *Activities* - Implemented in 2001 in the wake of a countywide burn ban, this program enables City residents to bring their excess branches and woody debris to a central area to be chipped. The program has been successful in reducing the amount of debris going into the waste stream. Our first event yielded approximately 35 cubic yards of chipped debris. By 2009, the amount has increased to roughly 675 cubic yards. The chips are used by the City as mulch in the significant number of planting and habitat restoration events performed each year.

- *Event Promotional Methods:*
  - Posting notices in City newsletters (whenever possible)
  - Posting notices at City Hall, Carol Edwards Center, City web, local businesses
  - Publication on the City of Woodinville TV (Comcast 21 / Verizon 41)
  - Posting banners (whenever possible)
  - Publicizing event in the local newspaper, the Woodinville Weekly
- *Task Evaluation - Event reports will include:*
  - Number of vehicles attending
  - Volume of material collected
  - Event cost by budget category
  - Event comments

*\*The Chipping Event will be funded by King County WRR and State Department of Ecology grant funds.*

### 3. Task Three: Recycling and Collection Events

- *Schedule - Spring and Fall 2010/11*
- *Number of Recycling and Collection Events - Two*
- *Event Hours - 9:00am to 3:00pm*
- *Location of Event - Woodinville Park & Ride*

#### Materials to be collected:

- |   |                                 |
|---|---------------------------------|
| • Tires <sup>+</sup>                        | • Reusable Household Goods      |
| • Lead Acid Batteries*                      | • Textiles                      |
| • Household Batteries*                      | • Appliances & Scrap Metal      |
| • Used Motor Oil*                           | • Cardboard                     |
| • Used Motor Oil Filters*                   | • Clean Scrap Wood              |
| • Used Antifreeze*                          | • Bulky Yard Debris             |
| • Used Petroleum Based Products*            | • Porcelain Toilets and Sinks   |
| • Refrigerators and Freezers <sup>+</sup> * | • Other materials when possible |

<sup>+</sup>*User fees apply*

*\*Collection of these materials funded by LHWMP grant*

- *The following educational materials will be distributed -*
  - Information on City recycling programs
  - Educational materials produced by King County Department of Natural Resources, Local Hazardous Waste Management Program in King County and State of Washington Department of Ecology
  - Reduce, Reuse, Recycle Bags
  - Promotional Giveaways
  - Recycling Websites / Links
  - Other educational materials as appropriate

➤ *Event promotional methods -*

- This event will be coordinated with King County and flyers will be sent to Public Health, Seattle & King County, King County Solid Waste Division, Woodinville and surrounding King County households. Woodinville will send promotional flyers to King County households included in the following carrier routes:

ZIP CODE	ROUTES
98052	C008, C035, C036, C044
98053	C064
98072	B001 - B031, R008, R010, R013, R014, R015, R019, R020
98077	R030 - R037, R039, R041

- Posting notices in City newsletters (whenever possible)
  - Posting notices at local businesses
  - Posting notices at City Hall, Carol Edwards Center, City web, local businesses
  - Publication on the City of Woodinville TV (Comcast 21 / Verizon 41)
  - Posting banners (whenever possible)
  - Publicizing event through King County Solid Waste Promotional Activities
- *Evaluation -* Event reports will include:
- Number of vehicles attending
  - Volume of each material collected
  - Event cost by budget category
  - Event comments
  - Graphic or tabular comparison of 2010/11 volumes and vehicles with prior years' events
- *Performance Objectives -* The City plans to send out approximately 12,000 promotional flyers to Woodinville and surrounding King County households per event and to publicize the events through the City website, Newsletter, Recreation Guide, Web TV, Recycling Information Line and postings.
- Based on past events, the City anticipates that each year a large amount of material will continue to be diverted from the local waste stream and processed for recycling. The events continue to provide an opportunity to recycle moderate risk waste. The Local Hazardous Waste Management Program in King County will provide for event expenses as well.
- *Impact Objectives -* By hosting Recycling and Collection Events, Woodinville can reduce the amount of recyclable material finding its way to the local landfill. The City of Woodinville has a population of roughly 10,500. The City expects, based on past events, 1,200-1,400 households will actively participate each year by bringing recyclable materials to the event for proper disposal and recycling.

In addition to diverting materials from the City waste stream, attracting residents to events provides an opportunity to distribute educational material on City and King County recycling programs. The educational materials can enhance the knowledge of residents and improve behavior in purchase, handling and disposal of recyclable materials.

#### 4. *Task Four: Recycling Education Program*

➤ *Schedule – 2010/11*

The City will continue to create and produce flyers, newsletters and promotional material relating to waste reduction and recycling. The project's intent is to provide the material to help educate and encourage residents to make recycling an everyday lifestyle practice and to promote continued participation in recycling programs.

Recycling promotional tote bags will continue to be available as an environmentally responsible alternative to plastic and/or non-biodegradable bags. The bags will be provided to residents as a way of saying thank you for their participation and support in our recycling programs. Our goal is to educate, encourage and promote citizens to "reuse" instead of producing waste that ends up in our landfill.

*Event Promotion Methods* - The City will notify Woodinville and King County residents of special events through direct mailings. Flyers, brochures and additional educational material will be distributed at these and other City events, at local businesses and the library, at the Carol Edwards Center, through information printed in the City newsletter, on the City website, Web TV, and through local newspaper ads.

➤ *Recycling Programs, Education and Benefits via the Internet* - The City will continue to update its website to provide a greater variety of educational tools, resources and recycling information. We will research programs, available resources and their accessibility, as well as current, state-of-the-art information and procedures. Educational updates, links, programs and products will be provided whenever possible.

➤ *Task Evaluation* - By updating the website, the recycling information line, providing resources, producing handouts, flyers, newsletters and promotional material in-house, we anticipate keeping costs down on promotion and advertising of our recycling events. The city will provide a cost comparison sheet for 2010 and prior events.



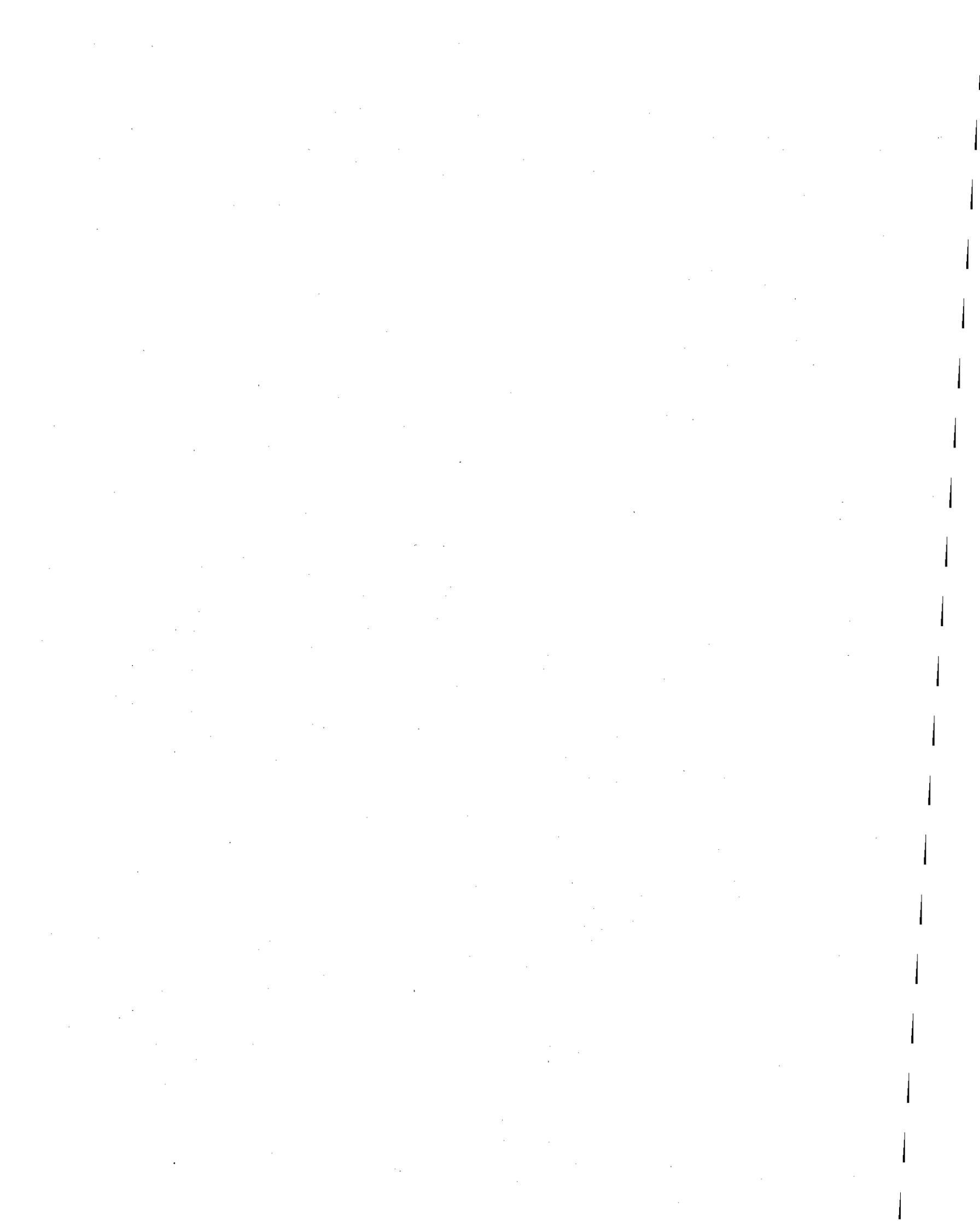
## 2010 RECYCLING BUDGET

(Anticipate spending equal amounts of WRR grant funds in 2010 and 2011)

TASKS		Local Hazardous Waste Mgmt Program	King County Waste Reduction & Recycling	Coordinated Prevention Grant	TOTAL GRANT AMOUNTS
<b>REVENUE SOURCES</b>		<b>\$7,390.63</b>	<b>\$39,234.00</b>	<b>\$14,219.00</b>	<b>\$60,843.63</b>
1) <b>Compost Bin &amp; Rain Barrel Sale</b>	Recycling Coordinator Costs		\$1,400.00		
	Assistant Recycling Coordinator Costs		\$200.00		
Recycling Coord (40 hrs)	Staff Event Costs		\$500.00		
Asst. Recyc Coord (8 hrs)	Event Supplies (food/truck/fuel) / Advertising		\$1,104.00		
Maintenance Staff (14-16 hrs)	Compost Bins (200 ea)		\$6,000.00		
	Rain Barrels (200 ea)		\$8,000.00		
			<b>\$17,204.00</b>		<b>\$17,204.00</b>
2) <b>Chipping Event</b>	Recycling Coordinator Costs		\$350.00	\$1,174.50	
	Assistant Recycling Coordinator Costs		\$100.00	\$300.00	
Recycling Coord. (40 hrs)	Event Staff Costs		\$200.00	\$600.00	
Asst Recyc Coord (8 hrs)	Professional Services		\$1,500.00	\$4,285.00	
Maintenance Staff (20 hrs)	Advertising / Promotions		\$250.00	\$750.00	
	Event Supplies (Food)		\$100.00		
			<b>\$2,500.00</b>	<b>\$7,109.50</b>	<b>\$9,609.50</b>
3) <b>Spring / Fall Recycle &amp; Collection Events</b>	Recycling Coordinator Costs		\$3,500.00		
	Assistant Recycling Coordinator Costs		\$500.00		
Recycling Coord (100 hrs)	Event Staff Costs	\$1,090.63	\$500.00		
Asst Recyc Coord ( 16 hrs)	<b>Collection / Hauling Costs:</b>				
Maint Supervisor (20 hrs)	Oil / Antifreeze	\$4,000.00			
Maintenance Staff (20 hrs)	Batteries	\$1,300.00			
Maintenance Staff (16 hrs)	Fridges / Freezers	\$1,000.00			
Maintenance Staff (16 hrs)	Tires		\$600.00		
	Scrap metal, appliances (haul fees)		\$400.00		
	Wood waste		\$3,200.00		
	Porcelain		\$400.00		
	Cardboard		\$200.00		
	Printing / Mailing		\$7,200.00		
	Event Supplies - (water/ice/donuts/cookies/lunch)		\$350.00		
	Site Rental		\$400.00		
	Other Expenses (Port-o-let)		\$230.00		
	Backhoe/Fuel (\$1000) / Sweeper (\$200)		\$1,200.00		
		<b>\$7,390.63</b>	<b>\$18,680.00</b>		<b>\$26,070.63</b>
4) <b>Education Program</b>	Recycling Coordinator Costs		\$350.00		
Recycling Coordinator (10 hrs)	Promotional Materials / Supplies		\$500.00		
			<b>\$850.00</b>		<b>\$850.00</b>
<b>TOTAL ESTIMATED EXPENDITURES</b>		<b>\$7,390.63</b>	<b>\$39,234.00</b>	<b>\$14,219.00</b>	<b>\$60,843.63</b>

NOTE: Hourly rates for City staff: Recycling Coordinator - \$35.00-\$45.00; Event Staff - \$15.00 - \$55.00 (average \$40.00)

WRR GRANT FUNDS		one-year	two-year
TASK ONE	COMPOST BIN / RAIN BARREL SALE	\$17,204.00	\$34,408.00
TASK TWO	SPRING CHIPPING EVENT	\$2,500.00	\$5,000.00
TASK THREE	SPING / FALL RECYCLING & COLLECTION EVENTS	\$18,680.00	\$37,360.00
TASK FOUR	RECYCLING EDUCATION PROGRAM	\$850.00	\$1,700.00
		<b>\$39,234.00</b>	<b>\$78,468.00</b>



**Insurance Authority**

11-Feb-10

Cert#: 6613

P.O. Box 88030

Tukwila, WA 98138

Phone: 206-575-6046

Fax: 206-575-7426

King County Solid Waste Division  
Attn: Morgan John, Program Manager  
201 South Jackson Street, Suite 701  
Seattle, WA 98104-3855

RE: City of Woodinville  
2010 Waste Reduction and Recycling Grant Program (ILA - WR/R Grant  
#D39917D).

**Evidence of Coverage**

The above captioned entity is a member of the Washington Cities Insurance Authority (WCIA), which is a self insured pool of over 130 municipal corporations in the State of Washington.

WCIA has at least \$1 million per occurrence combined single limit of liability coverage in its self insured layer that may be applicable in the event an incident occurs that is deemed to be attributed to the negligence of the member.

WCIA is an Interlocal Agreement among municipalities and liability is completely self funded by the membership. As there is no insurance policy involved and WCIA is not an insurance company, your organization cannot be named as an "additional insured".

Sincerely,



Eric B. Larson  
Deputy Director

cc: Richard Leahy  
Amy Ensminger, Recycling Coordinator

cletter

