

MARIN COUNTY HAZARDOUS & SOLID WASTE  
MANAGEMENT JOINT POWERS AUTHORITY

EXECUTIVE COMMITTEE MEETING

Thursday, May 26, 2011  
Marin Municipal Water District  
220 Nellen Avenue, Corte Madera

11:30 AM -12:30 PM

AGENDA

Call to Order.

1. Approval of Executive Committee Minutes from February 24, 2011 and March 18, 2011. (Action)
2. Novato Household Hazardous Waste Grant. (Action)
3. FY 11-12 Budget Process, Budget Sub-Committee Recommendation and Fee Schedule. (Action)
4. Approval of Zero Waste Grant Applications. (Action)
5. JPA Member Designation Bylaws. (Action)
6. Zero Waste Tool Kit Acceptance. (Action)
7. The Hive Advertising Strategy and Creative Presentation. (Information/Action)
8. Local Task Force Position Vacancy/Appointment. (Action)
9. JPA Audit and Financial Statements for year ending June 30, 2010. (Action)
10. Open Time.
11. Next scheduled Executive Board Meeting to be held on Wednesday, July 20, 2011.  
Next scheduled JPA Board Meeting to be held on Thursday, June 23, 2011.
12. Adjourn.

The full agenda including staff reports can be viewed at  
[www.marinrecycles.org/mins\\_agendas.cfm](http://www.marinrecycles.org/mins_agendas.cfm)

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All public meetings and events sponsored or conducted by the County of Marin are held in accessible sites. Requests for accommodations may be requested by calling (415) 473-4381 (voice) (415) 473-3232 (TTY) at least **four work days** in advance of the event. Copies of documents are available in alternative formats, upon written request.

Contact the County's Waste Management Division, at 499-6647 for more information



## Draft

MARIN COUNTY HAZARDOUS & SOLID WASTE  
MANAGEMENT JOINT POWERS AUTHORITY

Executive Committee  
Thursday February 24, 2011  
Marin Municipal Water Dist.  
220 Nellen Avenue, Corte Madera, Ca

## MINUTES

**MEMBERS PRESENT**

Debra Stutsman, San Anselmo  
George Rodericks, Belvedere  
Jim Schutz, San Rafael

**MEMBERS ABSENT**

Matthew Hymel, County of Marin  
Michael Franks, Novato

**STAFF PRESENT**

Michael Frost, JPA Staff  
Alex Soulard, JPA Staff  
Eric Lueder, JPA Staff  
Kiel Gillis, JPA Staff  
Jeff Rawles, DPW

**OTHERS PRESENT**

John Elam, Tamalpais Community Svcs Dist.  
David Haskell, GCRWRW  
Bruce Baum, GCRWRW  
Douglas Kerr, GCRWRW

Call to Order The Executive Committee meeting came to order at 09:04 AM

1. Approval of Executive Committee Minutes from January 13, 2011 M/s Rodericks, Frank to approve the Committee minutes from the January 13, 2011 meeting. The motion passed unanimously.
2. JPA Grant Program Document Approval Staff reported that the Zero Waste Grant Program Guidelines had been developed. Staff requested the Committee approve the Guidelines, authorize Staff to release the materials and execute the program. Jim Schutz asked staff to clarify if funding was limited only to the Primary and Secondary Waste Reduction Programs indicated in the grant documents. Staff identified that as proposed, funding would be limited to the Primary and Secondary Programs indicated on the grant documents, however the Executive Committee has authority to approve grant applications regardless of program selection. Staff identified that they will be flexible in working with applicants to develop a waste reduction program suitable for approval. John Elam, the AB 939 LTF Chair, reported that the LTF had put these recommendations forward as a way to focus the funding and maximize its effectiveness. M/s Rodericks, Schutz to approve the Grant Program Documents as proposed. The motion passed unanimously.
3. JPA Chair and Vice Chair Appointments Staff reported that both Chair and Vice-Chair seats have been filled by Debra Stutsman and George Rodericks respectfully, for the last two terms. Staff proposed nominations be made for the next Board meeting. M/s Jim Schutz, Rodericks to nominate George Rodericks as Chair and Michael Rock as Vice-Chair. Motion passed unanimously.

4. Siting Element and Landfill Update Staff reported that the upcoming annual report to CalRecycle will identify the Redwood Landfill now has a predicted disposal capacity less than 15 years. In response to this, staff identified the JPA will need to revise the Countywide Siting Element portion of the Regional Agency Integrated Waste Management Plan. To develop this plan, staff is anticipating a \$50,000 budget will be required. George Rodericks asked if the funding will be used to consider alternatives other than a new landfill. Staff identified that funding will be used for waste alternatives, not for a new disposal location. No action was necessary
5. Open Time Staff reported that Donna Bjorn, the candidate for the Ross Valley seat on the LTF, had relinquished her position allowing Renee Goddard will now fill that seat with no alternate. Staff also identified a presentation to the JPA Oversight Committee on March 17, 2011.
6. Next scheduled Executive Board Meeting to be held on Wednesday, April 20, 2011.  
Next scheduled JPA Board Meeting to be held on Thursday, May 26, 2011.
7. Adjourn.

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## Draft

MARIN COUNTY HAZARDOUS & SOLID WASTE  
MANAGEMENT JOINT POWERS AUTHORITY

Executive Committee  
Friday, March 18, 2011  
3501 Civic Center Dr. Rm #404  
San Rafael, CA 94903

## MINUTES

**MEMBERS PRESENT**

Debra Stutsman, San Anselmo (Chair)  
George Rodericks, Belvedere  
Jim Schutz, San Rafael  
Matthew Hymel, County of Marin

**OTHERS PRESENT**

Christopher Gray, City of San Rafael  
Dave Della Zoppa, Mill Valley Refuse

**STAFF PRESENT**

Michael Frost, JPA Staff  
Alex Soulard, JPA Staff  
Eric Lueder, JPA Staff  
Kiel Gillis, JPA Staff  
Jeff Rawles, DPW

Call to Order The Executive Committee meeting came to order at 10:30AM.

1. Household Hazardous Waste Facility Budget Adjustment and Reduced Hours of Operation. Staff provided a brief review on the history of the San Rafael Household Hazardous Waste Facility (HHWF) describing the facility staffing by Marin Sanitary and facility oversight provided by the facility's permit holder, the City of San Rafael Fire Department. Staff stated that there had been cost overruns for the past few years which resulted in a budget deficit. Staff presented three options to address the fiscal issue. Jim Schutz requested clarification on items A and B in regards to funding. Staff identified that both options A and B would defer the facility costs onto the following year through borrowing and increased tipping fees.

Matthew Hymel identified that the existing service offered 6 days a week is much greater when compared to other Bay Area facilities. Mr. Hymel also noted that operating at only three days a week is still at a level of service higher than other facilities and that public safety should not be compromised if hazardous materials are stockpiled for disposal during the next fiscal year. Christopher Gray discussed at length his recent visit to the facility which he noted several service deficiencies the Fire Department was previously unaware of. Mr. Gray noted that during his visit he found; facility customers were often business owners were representing themselves as Marin County residents and were making multiple trips to the facility, no educational materials were provided regarding less toxic alternatives, facility staff was not consolidating shipments, and that over \$100,000 per year is paid for scheduled staff overtime at the facility. Mr. Gray suggested the City of San Rafael could have a greater level of involvement and enforcement to address these issues which would reduce overall

costs. He identified an ability to work with waste haulers to address their limited storage capabilities while ensuring public safety and suggested a door to door service be available.

Mr. Hymel stated that accounting practices of fees assessed at the facility should be evaluated. Staff reported that Marin Sanitary Service (MSS) expressed concern over reduced facility hours contributing to illegal dumping on Jacoby Street, wanted to ensure HHWF staff are being paid a fair market rate, and wanted to resume regular business hours as soon as possible. Jim Schutz stated that MSS would be willing to use their funds on a short term basis to maintain staff levels and to keep the HHW program operating. M/s Hymel, Rodericks to recommend adoption of Option B to the full JPA Board to reduce the San Rafael HHW Facility hours of operation from six to three days per week, allow the HHWF to stockpile materials as long as they do not present a public safety concern, and have the JPA Budget Subcommittee work with City of San Rafael staff on an ongoing solution. The motion passed unanimously.

2. Set Full JPA Board Meeting for 9:00 AM at MMWD Board Room, 220 Nellen Avenue, Corte Madera, on March 24, 2011. Members agreed on a 9:00 AM JPA Board meeting.
3. Open Time. No comments were received.
4. Next scheduled Executive Board Meeting to be held on Wednesday, April 20, 2011.  
Next scheduled JPA Board Meeting to be held on Thursday, March 24, 2011 and Thursday, May 26, 2011.
5. Adjourn.

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:  
George Rodericks

Date: May 26, 2011

Corte Madera:  
David Bracken

To: Executive Committee Members

County of Marin:  
Matthew Hymel

From: Michael Frost  
Executive Director

Fairfax:  
Michael Rock

Re: Novato Household Hazardous Waste Grant

Larkspur:  
Dan Schwarz

In the budget for FY 10-11, the JPA allocated funds for the eighth year to Novato Sanitary District to augment Novato's Household Hazardous Waste Program. The Novato Sanitary District accepted the \$32,463 grant at their May 9, 2011 meeting.

Mill Valley:  
Jim McCann

It is requested that your Committee approve and authorize your Executive Officer to sign the grant contract with Novato Sanitary District.

Novato:  
Michael Frank

Ross:  
Gary Broad

Attachment

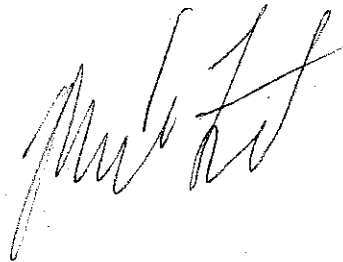
San Anselmo:  
Debbie Stutsman

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San Rafael:  
Jim Schutz

Sausalito:  
Adam Politzer

Tiburon:  
Margaret Curran





CAO Contract Log # \_\_\_\_\_

**JPA OF MARIN  
PROFESSIONAL SERVICES CONTRACT  
2010 -- Edition 2**

THIS AGREEMENT is made and entered into this 9th day of May, 20 11 by and between the MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY, hereinafter referred to as "JPA" and Novato Sanitary District, hereinafter referred to as "Contractor."

**RECITALS:**

Whereas CONTRACTOR has requested a grant to aid in Household Hazardous Waste services, and

Whereas JPA has determined that it has the capacity to award a grant to Contractor for assistance to Contractor in providing a household hazardous waste program for Contractor, and

Whereas in consideration of JPA awarding said grant to Contractor, Contractor agrees to provide household hazardous waste services and education to the residents of Novato Sanitary District Service Area as set forth below; and

Whereas Contractor warrants that it is qualified and competent to render the aforesaid services; and

Whereas the parties agree that the award of this grant does not constitute any kind of precedent for future actions on the part of the JPA; and

NOW THEREFORE and in consideration of the agreements made herein, the parties agree as follows:

**1. SCOPE OF SERVICES:**

Contractor agrees to provide all of the services described in **Exhibit "A"** attached hereto and by this reference made a part hereof.

**2. FEES AND PAYMENT SCHEDULE:**

The fees and payment schedule for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as **Exhibit "B"** and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the Contract. Contractor shall provide JPA with his/her/its Federal Tax I.D. number prior to submitting the first invoice.

**3. MAXIMUM COST TO JPA:**

In no event will the cost to JPA for the services to be provided herein exceed the maximum sum of \$32,463.00 including direct non-salary expenses. As set forth in paragraph 14 of this Contract, should the funding source for this contract be reduced, Contractor agrees that this maximum cost to JPA may be amended by written notice from JPA to reflect that reduction.

**4. TIME OF AGREEMENT:**

This Agreement shall commence on the date this agreement is made and entered into, and shall terminate on June 30, 2011. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

**5. INSURANCE:**

The Contractor shall maintain a commercial general liability insurance policy in the amount of \$1,000,000 (\$2,000,000 aggregate). Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor in order to perform said services, Contractor shall also provide comprehensive business or commercial automobile liability coverage including non-owned and hired automobile liability in the amount of \$300,000.00. Said policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless JPA specifically consents to a "claims made" basis. The JPA shall be named as an additional insured on the commercial general liability policy. The insurer shall supply a certificate of insurance with endorsements signed by the insurer evidencing such insurance to JPA prior to commencement of work. Should any of the required insurance policies in this contract be cancelled or non-renewed, it is the contractor's duty to notify the JPA immediately upon receipt of the notice of cancellation or non-renewal.

By initialing in the space provided, Contractor warrants that the services to be provided under this Contract do not require the use of any type of vehicle by Contractor.

The Contractor acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has employees, a copy of the certificate

evidencing such insurance or a copy of the Certificate of Consent to Self-Insure shall be provided to JPA prior to commencement of work.

In addition, Contractor may be required to carry errors and omissions, professional liability or malpractice insurance. If such insurance is required, the coverage limits and deductibles shall be set forth on Exhibit "C" attached hereto.

Nothing herein shall be construed as a limitation of Contractor's liability, and Contractor shall indemnify and hold the JPA harmless and defend the JPA against any and all claims, damages, losses and expense that may arise by reason of the Contractor's negligent actions or omissions. JPA agrees to timely notify Contractor of any negligence claim.

Failure to provide and maintain the insurance required by this contract will constitute a material breach of the agreement. In addition to any other available remedies, JPA may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

**6. ANTI DISCRIMINATION AND ANTI HARASSMENT:**

Contractor and/or any subcontractor shall not unlawfully discriminate against or harass any individual including, but not limited to, any employee or volunteer of the JPA of Marin based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any subcontractor understands and agrees that Contractor and/or any subcontractor is bound by and will comply with the anti discrimination and anti harassment mandates of all Federal, State and local statutes, regulations and ordinances including, but not limited to, JPA of Marin Personnel Management Regulation (PMR) 21.

**7. SUBCONTRACTING:**

The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the JPA except for any subcontract work identified herein. If Contractor hires a subcontractor under this Agreement, Contractor shall require subcontractor to provide and maintain insurance coverage(s) identical to what is required of Contractor under this Agreement and shall require subcontractor to name Contractor as additional insured under this Agreement. It shall be Contractor's responsibility to collect and maintain current evidence of insurance provided by its subcontractors and shall forward to the JPA evidence of same.

**8. ASSIGNMENT:**

The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the JPA.

**9. LICENSING AND PERMITS:**

The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.

**10. BOOKS OF RECORD AND AUDIT PROVISION:**

Contractor shall maintain on a current basis complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work on this Contract. In addition, Contractor shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items. These documents and records shall be retained for at least five years from the completion of this Contract. Contractor will permit JPA to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. Any audit may be conducted on Contractor's premises or, at JPA's option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from JPA. Contractor shall refund any monies erroneously charged.

**11. WORK PRODUCT/PRE-EXISTING WORK PRODUCT OF CONSULTANT:**

Any and all work product resulting from this agreement is commissioned by the JPA of Marin as a work for hire. The JPA of Marin shall be considered, for all purposes, the author of the work product and shall have all rights of authorship to the work, including, but not limited to, the exclusive right to use, publish, reproduce, copy and make derivative use of, the work product or otherwise grant others limited rights to use the work product.

To the extent Consultant incorporates into the work product any pre-existing work product owned by Consultant, Consultant hereby acknowledges and agrees that ownership of such work product shall be transferred to the JPA of Marin.

**12. TERMINATION:**

- A. If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the JPA may terminate this Contract by giving five (5) calendar days written notice to the party involved.
- B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
- C. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.
- D. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract so long as proof of required insurance is provided for the periods covered in the Contract or Amendment(s).

### **13. APPROPRIATIONS:**

The JPA's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Marin JPA Board of Supervisors, the State of California or other third party. Should the funds not be appropriated JPA may terminate this agreement with respect to those payments for which such funds are not appropriated. JPA will give Contractor thirty (30) days' written notice of such termination. All obligations of JPA to make payments after the termination date will cease.

Where the funding source for this Agreement is contingent upon an annual appropriation or grant from the Marin JPA Board of Supervisors, the State of California or other third party, JPA's performance and obligation to pay under this Agreement is limited by the availability of those funds. Should the funding source for this Agreement be eliminated or reduced, upon written notice to Contractor, JPA may reduce the Maximum Cost to JPA identified in Paragraph 4 to reflect that elimination or reduction.

### **14. RELATIONSHIP BETWEEN THE PARTIES:**

It is expressly understood that in the performances of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as officers, employees or agents of the JPA. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and workers' compensation.

### **15. AMENDMENT:**

This Contract may be amended or modified only by written agreement of all parties.

### **16. ASSIGNMENT OF PERSONNEL:**

The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to JPA, as is evidenced in writing.

### **17. JURISDICTION AND VENUE:**

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Marin JPA, California.

### **18. INDEMNIFICATION:**

Contractor agrees to indemnify, defend, and hold JPA, its employees, officers, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's negligence, recklessness or willful misconduct in the performance of this contract.

### **19. COMPLIANCE WITH APPLICABLE LAWS:**

The Contractor shall comply with any and all Federal, State and local laws and resolutions (including, but not limited to the JPA of Marin Nuclear Free Zone, Living Wage Ordinance, and Resolution #2005-97 of the Board of Supervisors prohibiting the off-shoring of professional services involving employee/retiree medical and financial data) affecting services covered by this Contract. Copies of any of the above-referenced local laws and resolutions may be secured from the JPA's contact person referenced in paragraph 20.

NOTICES below.

20. **NOTICES:**

This Contract shall be managed and administered on JPA's behalf by the Department Contract Manager named below.  
All invoices shall be submitted and approved by this Department and all notices shall be given to JPA at the following location:

Contract Manager:	Michael Frost, Deputy Director
Dept./Location:	Department of Public Works
	P. O. Box 4186
	San Rafael, CA 94913-4186
Telephone No.:	415.499.3725

Notices shall be given to Contractor at the following address:

Contractor:	Beverly James, General Manager
	Novato Sanitary District
Address:	500 Davidson St.
	Novato, CA 94945
	415.892.1694
Telephone No.:	

21. **ACKNOWLEDGEMENT OF EXHIBITS**

	<input checked="" type="checkbox"/> Check applicable Exhibits	<b>CONTRACTOR'S INITIALS</b>
EXHIBIT A.	<input checked="" type="checkbox"/> Scope of Services	
EXHIBIT B.	<input checked="" type="checkbox"/> Fees and Payment	
EXHIBIT C.	<input checked="" type="checkbox"/> Insurance Reduction/Waiver	

IN WITNESS WHEREOF, the parties have executed this Contract on the date first above written.

APPROVED BY  
JPA OF MARIN:

By: \_\_\_\_\_  
Executive Officer

CONTRACTOR:

By: Beverly B. James  
Name: Beverly B. James  
Telephone No.: 415-892-1694



## EXHIBIT "A"

### SCOPE OF SERVICES (required)

#### GRANT SERVICES TO BE PROVIDED BY CONTRACTOR

Grant funds shall be used only to supplement or expand Novato Sanitary District's Household Hazardous Waste program by providing permanent collection opportunities, with corresponding and effective publicity campaigns. Activities should complement Marin's Regional Household Hazardous Waste Program.

#### REPORTING

The CONTRACTOR shall submit to JPA Staff no later than May 31, 2011, a Progress Report detailing a full accounting of grant expenses and activities incurred to date. Additionally, a Final Report shall be submitted to JPA Staff no later than June 30, 2011. These reports shall minimally include the following information:

- A description of how JPA grant funds were used to supplement and further the CONTRACTOR's existing program.
- An evaluation of the programs goals and objectives.
- A detail of the Grant budget, including an expenditure itemization.
- Volume of material collected (recycled and disposed).
- Program residential participation rates.
- CESQG (Conditionally Exempt Small Quantity Generator) participation rates.
- Public awareness activities.

EXHIBIT "B"

FEES AND PAYMENT SCHEDULE (required)

COMPENSATION OR FEES TO BE PAID TO CONTRACTOR

**GRANT TERM**

The term of the grant shall commence on date Agreement is entered into on first page, and shall terminate on June 30, 2011. All costs must be incurred during the grant term.

**GRANT FUNDING**

Grant funds shall be used only to supplement or expand Novato Sanitary District's Household Hazardous Waste program by providing permanent collection opportunities, with corresponding and effective publicity campaigns. Activities should complement Marin's Regional Household Hazardous Waste Program.

**ELIGIBLE COSTS**

All costs must be directly related to the development and/or management of the approved grant project. Such costs may include materials, services, equipment, and facilities that increase opportunities for the proper collection and management of unwanted household hazardous products provided that they are reasonable, cost-effective, and focused on local and/or Marin County Regionwide needs.

**PAYMENT OF GRANT FUNDS**

Grant funds totaling Thirty-two thousand four-hundred sixty-three (\$32,463) will be paid between July 1 and August 31, 2011, as JPA revenue become available. Additionally, notwithstanding any other provisions of this agreement, the JPA's obligations under this Contract are contingent upon and subject to the availability of funds for this grant

*The Contractor will not be eligible for compensation for any work performed that is outside of the contractual Scope of Services or in excess of the approved contract amount without prior written authorization from the JPA.*

Beverly B. James  
Signature of Contractor

5/12/11  
Date

**EXHIBIT "C"**

**INSURANCE REDUCTION/WAIVER (if applicable)**

CONTRACTOR: *Novato Sanitary District, Beverly James*

CONTRACT TITLE: *General Manager*

This statement shall accompany all requests for a reduction/waiver of insurance requirements. Please check the box if a waiver is requested or fill in the reduced coverage(s) where indicated below:

	<i>Check Where Applicable</i>	<i>Requested Limit Amount</i>	<i>CAO Use Only</i>
General Liability Insurance	<input type="checkbox"/>	\$	
Automobile Liability Insurance	<input type="checkbox"/>	\$1,000,000	
Workers' Compensation Insurance	<input type="checkbox"/>	\$	
Professional Liability Deductible	<input type="checkbox"/>	\$	

Please set forth the reasons for the requested reductions or waiver.

Professional liability is not required for this type of service.

Contract Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Extension: \_\_\_\_\_

Approved by Risk Manager: \_\_\_\_\_

Date: \_\_\_\_\_

# CERTIFICATE OF COVERAGE

14-Apr-2011

**PRODUCER**

Alliant Insurance Services, Inc.  
100 Pine Street  
11th Floor  
San Francisco, CA 94111 (415) 403-1400

THIS CERTIFICATE IS ISSUED AS A MATTER OF EVIDENCE ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE MEMORANDUM(S) OF COVERAGE (MOC) BELOW.

**INSURED**

Novato Sanitary District  
Member of CSRMA  
500 Davidson Street  
Novato, CA 94945-

167

THIS CERTIFICATE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER, AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**MEMORANDUM OF COVERAGE NUMBER**

CSL NSD 0910 1

**PROGRAM AFFORDING COVERAGE**

California Sanitation Risk Management Authority (C.S.R.M.A.)

**COVERAGES**

THIS IS TO CERTIFY THAT THE COVERAGE IS AFFORDED TO THE ABOVE NAMED MEMBER, AS PROVIDED BY THE MEMORANDUM(S) OF COVERAGE, FOR THE COVERAGE PERIOD SHOWN BELOW, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THE PROGRAM DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH MEMORANDUM(S) OF COVERAGE. THE FOLLOWING COVERAGE IS IN EFFECT:

PUBLIC ENTITY LIABILITY IS DEFINED IN THE MEMORANDUM(S) OF COVERAGE ON FILE WITH THE ENTITY, AND COPIES ARE AVAILABLE ON REQUEST.

Type Of Coverage:	EffectiveDate	ExpirationDate	S.I.R.	Deductible	Liability Limit Per Occurrence
<b>Public Entity Liability Including:</b>					
<b>General Liability (Coverage)</b>					
General Liability	31-Dec-2010	31-Dec-2011	-	\$100,000	\$15,000,000
Products/Completed Operations					
Contractual Liability					
<b>Public Entity Errors &amp; Omissions (Coverage)</b>					
Errors & Omissions	31-Dec-2010	31-Dec-2011	-	\$2,500	\$15,000,000
<b>Automobile Liability (Coverage)</b>					
Owned Automobiles	31-Dec-2010	31-Dec-2011	-	\$25,000	\$15,000,000
Non-Owned Automobiles					
Hired and Non-Owned Auto					

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENTS/SPECIAL PROVISIONS**

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY IS NAMED AS AN ADDITIONAL COVERED PARTY PER THE MEMORANDUM OF COVERAGE WITH RESPECTS TO MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JPA HOUSEHOLD HAZARDOUS WASTE GRANT AGREEMENT. COPIES OF THE MEMORANDUM OF COVERAGE ARE AVAILABLE UPON REQUEST.

**CERTIFICATE HOLDER**

MARIN COUNTY COUNTY DEPARTMENT OF  
PUBLIC WORKS,  
WASTE DIVISION  
P.O. BOX 4186  
SAN RAFAEL, CA 94913  
Attn: MICHAEL FROST, DEPUTY DIRECTOR

10883 - 376

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED MEMORANDUM(S) OF COVERAGE BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE MEMORANDUM(S) OF COVERAGE PROVISIONS.

AUTHORIZED REPRESENTATIVE



CERTIFICATE OF INSURANCE						14-Apr-2011	
<b>PRODUCER</b>  Alliant Insurance Services, Inc. 100 Pine Street 11th Floor San Francisco, CA 94111                      (415) 403-1400				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.			
<b>INSURED</b> Novato Sanitary District Member of CSRMA 500 Davidson Street Novato, CA 94945-				<b>INSURERS AFFORDING COVERAGE</b>  Please refer to Coverages section below.			
COVERAGES							
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
CoverageType	Insurer	Policy	EffectiveDate	ExpirationDate	LimitType	Amount	
Workers Compensation and Employer Liability							
	Safety National Casualty Corporation	SP4042084	01-Jul-2010	01-Jul-2011	Statutory		
					E.L. Each Accident	\$1,000,000	
					Disease - Each Employee	\$1,000,000	
					S.I.R.	\$750,000	
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENTS/SPECIAL PROVISIONS							
THIS CERTIFICATE OF INSURANCE IS ISSUED FOR EVIDENCE ONLY WITH RESPECTS TO MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JPA HOUSEHOLD HAZARDOUS WASTE GRANT AGREEMENT.							
IMPORTANT							
If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
DISCLAIMER							
The Certificate of Insurance on this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.							
CERTIFICATE HOLDER				CANCELLATION			
MARIN COUNTY COUNTY DEPARTMENT OF PUBLIC WORKS, WASTE DIVISION P.O. BOX 4186 SAN RAFAEL, CA 94913 Attn: MICHAEL FROST, DEPUTY DIRECTOR				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
				AUTHORIZED REPRESENTATIVE			

# CERTIFICATE OF COVERAGE

14-Apr-2011

## PRODUCER

Alliant Insurance Services, Inc.  
100 Pine Street  
11th Floor  
San Francisco, CA 94111

(415) 403-1400

THIS CERTIFICATE IS ISSUED AS A MATTER OF EVIDENCE ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE MEMORANDUM(S) OF COVERAGE (MOC) BELOW.

## INSURED

Novato Sanitary District  
Member of CSRMA  
500 Davidson Street  
Novato, CA 94945-

167

THIS CERTIFICATE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER, AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

## MEMORANDUM OF COVERAGE NUMBER

CSWC NSD 1011 1

## PROGRAM AFFORDING COVERAGE

California Sanitation Risk Management Authority (C.S.R.M.A.)

## COVERAGES

THIS IS TO CERTIFY THAT THE COVERAGE IS AFFORDED TO THE ABOVE NAMED MEMBER, AS PROVIDED BY THE MEMORANDUM(S) OF COVERAGE, FOR THE COVERAGE PERIOD SHOWN BELOW, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THE PROGRAM DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH MEMORANDUM(S) OF COVERAGE. THE FOLLOWING COVERAGE IS IN EFFECT:

PUBLIC ENTITY LIABILITY IS DEFINED IN THE MEMORANDUM(S) OF COVERAGE ON FILE WITH THE ENTITY, AND COPIES ARE AVAILABLE ON REQUEST.

## Type Of Coverage:

Public Entity Liability Including:

EffectiveDate

ExpirationDate

S.I.R.

Deductible

Liability Limit Per  
Occurrence

## Worker's Compensation (Coverage)

Limit

01-Jul-2010

01-Jul-2011

\$750,000

## DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENTS/SPECIAL PROVISIONS

THIS CERTIFICATE OF INSURANCE IS ISSUED FOR EVIDENCE ONLY WITH RESPECTS TO MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JPA HOUSEHOLD HAZARDOUS WASTE GRANT AGREEMENT.

## CERTIFICATE HOLDER

MARIN COUNTY COUNTY DEPARTMENT OF  
PUBLIC WORKS,  
WASTE DIVISION  
P.O. BOX 4186  
SAN RAFAEL, CA 94913  
Attn: MICHAEL FROST, DEPUTY DIRECTOR

10883 - 1254

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED MEMORANDUM(S) OF COVERAGE BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE MEMORANDUM(S) OF COVERAGE PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Sello*

**CALIFORNIA SANITATION RISK MANAGEMENT**  
**AUTHORITY**

**ADDITIONAL COVERED PARTY ENDORSEMENT**

This Endorsement forms a part of the Memorandum Of Coverage issued by the CALIFORNIA SANITATION RISK MANAGEMENT AUTHORITY.

ADDITIONAL COVERED PARTY: MARIN COUNTY COUNTY DEPARTMENT OF PUBLIC WORKS, HAZARDOUS & WASTE MANAGEMENT

CSRMA MEMBER ENTITY: Novato Sanitary District

DESCRIPTION OF ACTIVITY: MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT

DATE(S) OF ACTIVITY: 12/31/2010 - 12/31/2011

LOCATION OF ACTIVITY: Marin County Hazardous and Solid Waste Management

MAXIMUM COVERAGE LIMIT: \$2,000,000

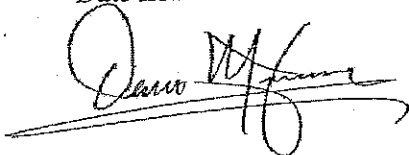
DEDUCTIBLE: 100,000

The person or organization first named above is added as an ADDITIONAL COVERED PARTY pursuant to Section III(A), "Definitions" and Section VII, "Covered Parties." Coverage is provided through participation in a risk sharing joint powers authority, for general and automobile liability as defined in the Memorandum of Coverage.

The coverage being provided by this Endorsement is limited to "occurrences" arising out of the activity or location described, and the time period indicated herein, and is subject to all the terms, conditions and exclusions of the Memorandum of Coverage. Pursuant to Section III (A), the person or entity named above is only an Additional Covered Party with respect to operations performed by or on behalf of the CSRMA MEMBER ENTITY, or facilities owned or used by the CSRMA MEMBER ENTITY.

Coverage is in effect for the DATE(S) OF ACTIVITY indicated above and will not be cancelled or allowed to expire at a date other than the last date indicated except upon 30 days' written notice to the Additional Covered Party.

Date issued: 04/14/2011







# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Date: May 26, 2011

Belvedere:

George Rodericks

To: Executive Committee Members

Corte Madera:

David Bracken

From: Michael Frost  
Executive Director



County of Marin:

Matthew Hymel

Re: Proposed FY 2011-2012 Budget

Fairfax:

Michael Rock

The following is the budget proposed by your budget subcommittee for the Hazardous and Solid Waste JPA. The budget has three separate budget centers listed below:

Larkspur:

Dan Schwarz

Mill Valley:

Jim McCann

(Administration) The County contract for the JPA's planning and administration is funded through this cost center.

Novato:

Michael Frank

(HHW) The Household Hazardous Waste program is funded through this budget center. Expenditures are paid to the San Rafael Fire Department who provide facility oversight.

Ross:

Gary Broad

(Zero Waste) Implementation of Zero Waste Programs is funded through this cost center.

San Anselmo:

Debbie Stutsman

San Rafael:

Jim Schutz

## Administration

The JPA Administration Cost Center funds administration and planning that are required AB 939 programs for all member agencies. While print advertising and some expenses have been reduced, the Administration budget is increased by \$175,696 to fund countywide sharps collection program, a website update that will modernize [www.MarinRecycles.org](http://www.MarinRecycles.org) and hire a consultant to update the JPA's Siting Element as outlined below:

Sausalito:

Adam Politzer

Tiburon:

Margaret Curran

- 1) \$50,000 is additionally budgeted (Acct #5210510) to hire a consultant to revise the Countywide Siting Element. The JPA must revise the Countywide Siting Element to plan for 15 years disposal capacity through existing or planned solid waste disposal and transformation facilities or through additional strategies as required by state law.
- 2) \$75,000 is additionally budgeted (Acct #5210520) to hire a consultant to upgrade [www.MarinRecycles.org](http://www.MarinRecycles.org) to make the site more modern, functional, and convenient to use for the public and staff.

- 3) \$66,000 is budgeted (Acct #5210530) to fund the countywide sharps collection program. This program was previously included in the HHW 6.2 budget, but provides service to all member agencies.
- 4) A contingency of 7% is budgeted.
- 5) To support JPA Administration and AB 939 compliance a tipping fee of \$1.83 is recommended. This is \$0.75 increase from the previous year is necessary to fund the JPA's Siting Element and JPA website updates.

### Zero Waste

In 2010, the JPA completed and accepted a Zero Waste Feasibility Study that outlined steps the JPA could pursue to reduce its disposal to 95% diversion (Zero Waste) by 2025.

During the FY 10/11 Budget cycle the JPA began implementing the programs recommended in the 1<sup>st</sup> Phase of the Study. These programs included a Zero Waste Toolkit to update franchise agreements and waste reduction ordinances, an Outreach Campaign, an Elementary School Education Program, the Zero Waste Grant Program and an increase in the level of staff support.

For the FY 11/12 Budget it is proposed Zero Waste Programs continue to include Outreach, Education Programs, and staffing. Funding is added for coordination of Construction and Demolition (C and D) programs and legal counsel. Because the planning and toolkit are completed the actual program costs are reduced, although repayment of the loan from the HHWF skews the bottom line (see item 6 below). The following items highlight changes or continuing major programs:

- 1) \$4,000 is additionally budgeted (Acct #5210100) to cover costs of JPA Legal Counsel that is associated with contracts and grants.
- 2) \$25,000 is additionally budgeted (Acct # 5211510) for a Consultant to train and inspect C and D Facilities for certification under the new C and D Ordinances.
- 3) \$25,000 is budgeted (Acct # 5211510) for an Elementary School Zero Waste Education Program. This amount is unchanged from the FY 10/11 Budget.
- 4) \$200,000 is budgeted (Acct #5211520) for Zero Waste Outreach. This amount is unchanged from the FY10/11 amount.
- 5) \$250,000 is budgeted (Acct #5211530) for the Zero Waste Grant Program this amount decreased \$111 from the FY 10/11 Budget of \$250,111.
- 6) \$250,111 is budgeted in expenditures and revenue to offset the loan made to the HHWF in FY 10/11. This method was utilized under direction from the Department of Finance and visually inflates the budget.

- 7) A contingency of 7% is budgeted for the zero waste fund.
- 8) To support the Zero Waste Program budget a tipping fee of \$1.95 is recommended. This is a \$0.34 increase from FY 10/11 which had utilized carryover funds to begin the Zero Waste Program.

### **Household Hazardous Waste**

Due to cost overruns of the Household Hazardous Waste Facility (HHWF) during FY 09/10 the HHW Fund (70071) began FY 10/11 fiscal year with a negative \$189,233 fund balance. In addition, estimated cost overruns of \$234,044 at the HHWF in FY 10/11 required a significant program reduction as well as a loan of \$250,111 from the Zero Waste Fund (70073) and deferral of \$141,706 in estimated FY 10/11 disposal and transportation costs. To accommodate these issues the FY 11/12 Household Hazardous Waste budget and tipping fee reflect increased facility costs, repay the loan to the Zero Waste Fund, pay deferred disposal and transportation costs, take over the Countywide Bulb and Battery drop-off program, and build a 10% budget reserve. A 20% reserve is deemed prudent and has been the norm in previous years to mitigate program fluctuations. It is recommended a 20% reserve be reestablished over the next two fiscal years.

Specific budget elements are:

- 1) \$1,228,518 is proposed in (Acct #5210140); overall increase of \$123,413 to this account. This is a negotiated fixed fee budget figure with Marin Sanitary Service. Attached is an exhibit detailing the negotiated budget.
- 2) \$141,706 is added to the submitted budget (Acct #5210140) for disposal fees for hazardous materials that were stockpiled during the last three months of FY 10/11.
- 3) \$40,000 is added in (Acct #5210130) to fund a Bulb and Battery drop-off program that is available at 11 retail locations throughout Marin. This program was previously funded through a State Grant.
- 4) Included in this budget is \$37,388 for the Novato HHW grant, which equals \$22,385 for Novato self-haul to Redwood Landfill, and \$15,003 for JPA fees in past years (this is the ninth year of a ten-year program to repay Novato for past years). Since the self haul portion of the grant amount is calculated from current year disposal fees, the increase in HHW fund disposal fees results in a \$4,925 increase to the Novato HHW Grant.
- 5) A 10% (\$163,874) Contingency amount is budgeted. However, as stated above, a 20% reserve is deemed prudent and has been the norm in previous years to

mitigate program fluctuations. It is recommended a 20% reserve be reestablished over the next two fiscal years

- 6) To support the HHW budget a tipping fee of \$5.00 for HHW collection, operation and oversight and \$1.19 to repay the Zero Waste Fund and fund deferred FY 10/11 disposal and transportation costs for a total of \$6.19. This is a \$2.29 or 59% increase from the previous year fee. However, \$1.19 of this increase is for one time expenses that will not continue into FY 12/13.

#### Tipping Fee

Revenue for the JPA is established by a tipping fee on the waste disposed. For Marin County over 52% of the waste disposed, and tipping fee revenues, comes from outside of Marin because of the Redwood Landfill. The tipping fees for Fiscal Year 2011-2012 are set using tonnage disposed during calendar year 2009. The JPA agreement requires tipping fees to be calculated using tons of waste disposed. This figure is updated every two years as required by the JPA agreement.

#### County Contract

There is no staffing increase to the County of Marin contract for administration and there has been no cost of living increase for County employees.

#### Attachments

C: Farhad Mansourian

F:\Waste\JPA\Budget\FY 11-12\Limited FY 2011-2012 Budget.doc

**JPA Tipping Fees**  
FY 2011 - 12

Per Ton Disposal Fee									
2009 DISPOSAL (tons)			TOTAL	Zero Waste	Administration	HHW	HHW 10/11	Total	
MSW & Debris	Self-Haul	TONS		\$1.95	\$1.83	\$5.00	\$1.19	\$8.78	
MSW Haulers									
Bay Cities Refuse	7,075	N/A	7,075	\$13,796.11	\$12,947.12	\$35,374.65	\$8,419.17	\$70,537.05	
Marin Sanitary Service (MSS)	62,277	N/A	62,277	\$121,440.79	\$113,967.51	\$311,386.65	\$74,110.02	\$620,904.98	
Mill Valley Refuse	23,380	N/A	23,380	\$45,580.06	\$42,784.52	\$116,897.60	\$27,821.63	\$233,093.81	
Novato (Redwood Empire Disposal)	30,987	N/A	30,987	\$0.00	\$56,706.59	\$0.00	\$0.00	\$56,706.59	
Shoreline (Redwood Empire Disposal)	5,089	N/A	5,089	\$9,924.12	\$9,313.40	\$25,446.45	\$6,056.26	\$50,740.22	
Tam, CSD	1,826	N/A	1,826	\$3,560.88	\$3,341.74	\$9,130.45	\$2,173.05	\$18,206.12	
Total Franchised Hauler	130,634	N/A	130,634	\$194,311.96	\$239,060.90	\$498,235.80	\$118,580.12	\$1,050,188.78	
Landfills									
Redwood	N/A	199,160	199,160	\$388,362.68	\$364,463.44	\$995,801.75	\$237,000.82	\$1,985,628.69	
Total Landfills	N/A	199,160	199,160	\$388,362.68	\$364,463.44	\$995,801.75	\$237,000.82	\$1,985,628.69	
Non-Disposal Facilities									
MSS Transfer Station	N/A	710	710	\$1,384.50	\$1,299.30	\$3,550.00	\$844.90	\$7,078.70	
Marin Resource Recovery	N/A	33,125	33,125	\$64,593.75	\$60,618.75	\$165,625.00	\$39,418.75	\$330,256.25	
Total Non-Disposal Facilities	N/A	33,835	33,835	\$65,978.25	\$61,918.05	\$169,175.00	\$40,263.65	\$337,334.95	
TOTALS	130,634	232,995	363,630	\$648,652.89	\$665,442.39	\$1,663,212.55	\$395,844.59	\$3,373,152.42	



# DRAFT BUDGET

5/19/2011

## JPA ADMINISTRATION 2012 (70070) 96X-CWM BUDGET BY OBJECT COUNTYWIDE WASTE MANAGEMENT JPA

10/11 BUDGET	10/11 EXP THRU 2/28/2011	10/11 TOTAL EST EXPENDITURE	ACCOUNT NAME	OBJECT	11/12 BUDGET REQUEST	NARRATIVE
\$355,153	\$177,577	\$355,153	Salaries and Wages	5110110	\$355,153	Contract staff salaries and wages for 6.1 Programs.
\$355,153	\$177,577	\$355,153	Salaries and Wages Total		\$355,153	
\$4,000	\$3,949	\$4,000	Legal Expense	5210100	\$4,000	JPA legal counsel.
\$8,500	\$8,250	\$8,250	Outside Accg & Audit Fees	5210200	\$8,500	Financial review.
\$17,455	\$16,226	\$16,226	Insurance	5210500	\$17,455	JPA same as previous year
\$1,000	\$0	\$500	OFC Equip Rep & Maint.	5210800	\$1,000	Same as previous year.
\$15,904	\$15,904	\$15,904	Rent	5211200	\$15,904	Rent for space used.
\$15,904	\$0	\$0	Training	5211300	\$1,500	Training. Same as previous year.
\$1,500	\$0	\$0	Mileage & Routn Trvl Exp	5211400	\$600	Routine travel. Same as previous year.
\$30,000	\$8,301	\$23,000	Outreach	5211500	\$18,000	Compost Bins, Reusable Bags & Xmas Tree Advert.
\$0	\$0	\$0	Siting Element Revision	5211510	\$50,000	Siting Element Revision (Consultant to develop document to address 15-year disposal planning mandate.)
\$0	\$0	\$0	Website Update	5211520	\$75,000	Consultant to update website and upgrade content to modern format.
\$0	\$0	\$0	Sharps Program	5211530	\$66,000	Sharps container and disposal service Countywide.
\$5,500	\$0	\$3,500	Supplies & Reproduction	5220100	\$5,500	Same as previous year.
\$5,850	\$0	\$5,850	County Financial Service	5310700	\$5,850	Pro-rate County Department of Finance's cost plan.
\$105,613	\$52,629	\$77,230	Services & Supplies Total		\$269,309	
\$460,766	\$230,206	\$432,383	JPA 6.1 Program Total	Total	\$624,462	

## 2012 (70070) 96X-CWM REVENUE BUDGET BY REVENUE SOURCE COUNTYWIDE WASTE MANAGEMENT JPA

10/11 BUDGET	10/11 REV THRU 2/28/2011	10/11 TOTAL EST REVENUE	ACCOUNT NAME	REVENUE SOURCE	11/12 REVENUE REQUEST	
\$1,500	\$1,065	\$1,500	Interest	4410125	\$1,500	JPA funds in interest bearing account.
\$0	\$0	\$0	Other Aid State	4530527	\$0	
\$392,720	\$248,957	\$392,720	Solid Waste Man. Fees	4640910	\$665,442	Solid Waste Disposal Fees
\$0	\$0	\$0	Misc.	4710642	\$0	
\$39,987	\$39,987	\$39,987	Carry-Over		\$1,824	
\$434,207	\$290,009	\$434,207	Total Revenue		\$668,766	
\$-26,559		\$1,824	GENERAL CONTINGENCIES General Contingencies	9000010	\$44,304	

7%





**JPA ZERO WASTE PROGRAMS**  
**2012 (70073) ZERO WASTE BUDGET BY OBJECT COUNTYWIDE WASTE MANAGEMENT JPA**

10/11 BUDGET	10/11 EXP THRU 2/28/2011	10/11 TOTAL EST EXPENDITURE	ACCOUNT NAME	OBJECT	11/12 BUDGET REQUEST	NARRATIVE
\$168,401	\$84,201	\$168,401	Salaries and Wages	5110110	\$168,401	Contract staff salaries and wages for Zero Waste Programs
\$168,401	\$84,201	\$168,401	Salaries and Wages Total			
\$0	\$0	\$0	Legal Expense	5210100	\$4,000	JPA legal counsel.
\$100,000	\$98,000	\$123,000	Zero Waste Development	5211500	\$50,000	Zero waste development, (\$25K for Zero Waste Elementary School Program and \$25K for Consultant for C and D Facility Certification and Staff Training)
\$200,000	\$199,700	\$199,700	Zero Waste PSA	5211500	\$200,000	Public education (Media expert to develop and implement PSA)
\$250,111	\$0	\$0	Zero Waste Implementation 10/11	5211500	\$250,111	FY 10/11 Zero waste grant funding for municipalities implementation.
\$0	\$0	\$0	Zero Waste Implementation 11/12	5211500	\$250,000	FY 11/12 Zero waste grant funding for municipalities implementation.
\$550,111	\$297,700	\$322,700	Zero Waste Services Subtotal		\$754,111	
\$718,512	\$381,901	\$491,101	JPA 6.1 Program Total	Total	\$922,512	

**2012 (70073) ZERO WASTE REVENUE BUDGET BY REVENUE SOURCE COUNTYWIDE WASTE MANAGEMENT JPA**

BUDGET BUDGET	EXP THRU REV THRU 2/28/2011	TOTAL EST TOTAL EST REVENUE	ACCOUNT NAME	REVENUE SOURCE	BUDGET REVENUE REQUEST	
\$500	\$0	\$500	Interest	4410125	\$500	JPA funds in interest bearing account.
\$0	\$0	\$0	Other Aid State	4530527	\$0	
\$535,554	\$248,957	\$285,443	Solid Waste Man. Fees	4640910	\$648,663	FY 11/12 Solid Waste Disposal Fees
\$0	\$0	\$0	FY 10/11 hhw repayment	4640910	\$250,111	FY 10/11 Solid Waste Disposal Fees Repayment.
\$0	\$0	\$0	Misc.	4710642	\$0	
\$293,431	\$293,431	\$293,431	Carry-Over		\$88,273	
\$828,485	\$542,388	\$579,374	Total Revenue		\$987,537	
\$110,973		\$88,273	GENERAL CONTINGENCIES General Contingencies	9000010	\$65,025	7%



## DRAFT BUDGET

# HOUSEHOLD HAZARDOUS WASTE PROGRAM

## 2012 (70071) 96Y-NNO BUDGET BY OBJECT COUNTYWIDE WASTE MANAGEMENT JPA

10/11 BUDGET	10/11 EXP THRU 2/28/2011	10/11 TOTAL EST EXPENDITURE	ACCOUNT NAME	OBJECT	11/12 BUDGET REQUEST	NARRATIVE
\$39,461	\$19,731	\$39,461	Salaries and Wages	5110110	\$39,461	Contract staff salaries and wages for 6.2 Programs.
\$164,729	\$51,944	\$66,293	HHW Oversight	5110120	\$158,500	City of San Rafael HHW Oversight including West Marin HHW events.
\$32,463	\$0	\$32,463	Novato HHW Grant	5110130	\$37,388	Novato HHW Grant and \$15,003 (\$150,028/10 yr) for Novato fee reimbursement.
\$0	\$0	\$0	Bulb and Battery Program	5110135	\$40,000	Program for Drop-off of Fluorescent Bulbs and Batteries at convenient locations
\$1,105,105	\$789,192	(2) \$1,218,531	Contract SVC	5210140	\$1,228,518	HHW Contract (offset with SQG and BOP Grant funds).
\$5,000	\$2,048	\$2,048	Deferred HHW Costs	5210150	\$141,706	FY 10/11 deferred disposal and transportation
			JPA legal counsel	5210131	\$2,500	JPA legal counsel work on HHW contracts and HHW Grant Agreements.
\$1,346,768	\$862,915	\$1,358,795	JPA 6.2 Program Total	Total	\$1,648,073	

## 2012 (70071) 96Y-NNO REVENUE BUDGET BY REVENUE SOURCE COUNTYWIDE WASTE MANAGEMENT JPA

10/11 BUDGET	10/11 REV THRU 2/28/2011	10/11 TOTAL EST REVENUE	ACCOUNT NAME	REVENUE SOURCE	11/12 REVENUE REQUEST	
\$3,000	\$1,224	\$612	Interest	4410110	\$3,000	JPA funds in interest bearing account.
\$0	\$0	\$0	Other Aid State	4530527	\$0	
\$1,297,306	\$803,063	\$1,297,306	HHW Man. Fees	4640910	\$1,653,213	Fees charged to haulers and facility operators
\$0	\$0	\$250,111	HHW 10/11	4640910	\$145,734	
\$0	\$0	\$0	Misc. Revenue	4710642	\$0	HHW 10/11 deferral.
-\$189,233	-\$189,233	-\$189,233	Carry-Over		\$0	
\$1,111,073	\$415,054	\$1,358,796	Total Revenue		\$1,811,946	
-\$235,685		\$0	GENERAL CONTINGENCIES			
			General Contingencies	9000010	\$163,874	

10%

(1) Amounts invoiced by City of San Rafael as City Costs  
 (2) FY10/11 costs include \$40,355 of funds that were not encumbered for FY 09/10 Novato HHW Grant.



		Actual 2009/2010	MSS Proposed 2011/2012	JPA Staff Proposal	Agreed Upon Budget
8111	Classified Personnel	249,785.77	\$ 292,732.87		
8112	Temporary Help (into 8111)	0.00	-		
8113	Overtime Pay	98,509.94			
8114	Holiday Pay	21,848.27	\$ 25,579.20		
	Vacation		-		
8121	Group Life/Health Insurance (was 8128)	41,580.10	\$ 50,935.46		
8125	Worker's Compensation	20,706.19	\$ 26,971.20		
8126	Retirement	24,549.33	\$ 27,718.16		
8129	Payroll Taxes	29,991.14	\$ 24,398.08		
	<b>PERSONNEL SUBTOTAL</b>	<b>486,970.74</b>	<b>\$ 448,334.97</b>	<b>\$339,903.20</b>	<b>\$339,903.20</b>
8130	Legal and Professional	0.00			
8211	Travel & Conference	1,119.26			
8212	Training Instruction & Medical Examinations	134.40	\$ 311.61		
8216	Professional Dues and Subscriptions	0.00	-		
8240	Rental/Land	51,981.30	\$ 82,530.60		
8241	Equipment Replacement Fund	0.00	-		
8242	Building and Structure Replacement	0.00	-		
8243	Equipment Rental	1,831.96	\$ 1,921.53		
8260	Printing	0.00	-		
8261	Duplication	0.00	-		
8262	Books and Publications	0.00	-		
8263	Audio/Video Materials	0.00	-		
8270	Contractual Services	0.00	-		
8271	Waste Disposal Costs	545,230.00	\$ 589,063.89	\$555,589	\$555,589
8280	Advertising & Community Promotions	0.00	-		
8290	Insurance & Surety Bonds	5,419.56	\$ 5,110.67		
8291	Admin. Allocation	39,308.29	\$ 45,399.87		
8310	Office Supplies	366.06	\$ 1,067.58		
8330	Clothing & PPE Supplies	50,477.42	\$ 54,103.10		
8360	Miscellaneous Supplies & Materials	131,584.52	\$ 159,725.55		
8422	Maintenance Buildings & Improvements	0.00	-		
8523	Facility Closure Fund	0.00			
	<b>NON-PERSONNEL SUBTOTAL</b>	<b>827,452.77</b>	<b>\$ 939,234.40</b>	<b>\$843,174.37</b>	<b>\$869,530.64</b>
8361	Operating Ratio	137,978.16	\$ 145,656.45	124,190.46	124,190.46
	<b>GRAND TOTAL:</b>	<b>1,462,401.67</b>	<b>\$ 1,533,225.82</b>	<b>\$1,307,268.04</b>	<b>\$1,323,624.31</b>
	<b>OUTSIDE FUNDING SOURCES:</b>	<b>0.00</b>	<b>-</b>		
	BOP Grant Monies	(23,486.54)	\$ (23,000.00)	\$ (23,000.00)	\$ (23,000.00)
	Projected SOG Monies	(52,819.82)	\$ (72,106.31)	\$ (72,106.31)	\$ (72,106.31)
	<b>Net Amount:</b>	<b>1,376,095.31</b>	<b>\$ 1,438,119.51</b>	<b>\$1,212,161.73</b>	<b>\$1,228,518.00</b>
	<b>Nicasio Event</b>				
	<b>Total w/Nicasio</b>	<b>1,376,095.31</b>			



# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

**Belvedere:**  
George Rodericks

**Corte Madera:**  
David Bracken

**County of Marin:**  
Matthew Hymel

**Fairfax:**  
Michael Rock

**Larkspur:**  
Dan Schwarz

**Mill Valley:**  
Jim McCann

**Novato:**  
Michael Frank

**Ross:**  
Gary Broad

**San Anselmo:**  
Debbie Stutsman

**San Rafael:**  
Jim Schutz

**Sausalito:**  
Adam Politzer

**Tiburon:**  
Margaret Curran

Date: May 26, 2011

To: Executive Committee Members

From: Michael Frost  
Executive Director

Re: Approval of Zero Waste Grant Applications

Zero Waste Grant applications were received from seven cities by the due date of April 30, 2010. Applications were received from Fairfax, Larkspur, Ross, San Anselmo, San Rafael, Tiburon, and the County. The applications are attached for your approval.

All applicants applied for their full grant amount and selected programs that include both Primary Programs and Secondary Programs. Primary programs include adoption of the Zero Waste Tool Kit documents and inclusion of food scrap composting in franchise agreements. Secondary programs are other programs outside the Toolkit that work towards the Zero Waste Goals.

Budgeted funding for member agencies will rollover to future grant cycles. Funding that was set aside for special districts will revert to the County for future grants.

It is recommended that your Committee:

- 1) Approve the attached grant applications.
- 2) Authorized your Executive Officer to execute grant agreements.

Attachments

F:\Waste\JPA\JPA Agenda Items\ExCom 110523\ZW Grant Apps.doc

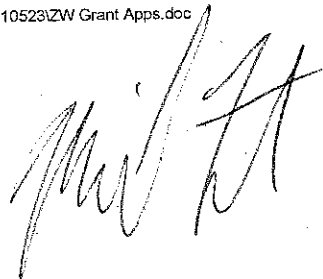






Exhibit A

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT  
JOINT POWERS AUTHORITY

Fiscal year 2010 - 2011

Zero Waste Grant Application Form

Applicant Authority / Jurisdiction

<u>Name</u> Town of Fairfax	
<u>Mailing Address</u> 142 Bolinas Road, Fairfax, CA 94930	
<u>Primary Contact Name</u> (As Authorized in Resolution) Michael Rock	<u>Title</u> Town Manager
<u>Telephone No.</u> 415-458-2345	<u>Email Address</u> mrock@townoffairfax.org
<u>Signature</u> <i>Michael Rock</i>	<u>Date</u> 4-15-11

Jurisdictional Fund Allowance

\$ 11,847

Requested Grant Amount

\$ 11,847

1. Grant Fund Use:

(Identify the Zero Waste category and program type the funds will be primarily used for)

Primary: C+D Ordinance

Secondary: C+D Ordinance Enforcement Costs; Coordinator for Recycling + Composting at local events; Adding public recycling receptacles; local Composting Classes.

2. Project Description

Provide a description of the project as use of the requested funds.

Town of Fairfax will develop and adopt C+D Ordinance and implement Secondary waste reduction practices as listed above in Grant Fund Use.




**MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT  
JOINT POWERS AUTHORITY**

Fiscal year 2010 - 2011

**Zero Waste Grant Application Form**

**Applicant Authority / Jurisdiction**

<u>Name</u>  CITY OF LARKSPUR	
<u>Mailing Address</u>  400 Magnolia Avenue Larkspur, CA 94939	
<u>Primary Contact Name</u> (As Authorized in Resolution)	<u>Title</u>
Dan Schwarz	City Manager
<u>Telephone No.</u>	<u>Email Address</u>
(415) 927-5018	dschwarz@larkspurcityhall.org
<u>Signature</u> 	<u>Date</u> 4/22/11

Jurisdictional Fund Allowance

\$ 16,330.75

Requested Grant Amount

\$ 16,330.75

**1. Grant Fund Use:**

(Identify the Zero Waste category and program type the funds will be primarily used for)

Primary WRPs as indicated in FY 2010/2011 Zero Waste Grant Guidelines:  
Zero Waste Resolution, Construction and Demolition (C&D) Ordinance  
and Commercial and MultiFamily Recycling Ordinance.

**2. Project Description**

Provide a description of the project as use of the requested funds.

The City of Larkspur will work toward adoption of the Primary WRPs identified in #1 above, using the JPA's model ordinances and resolutions. Project will include participation of Planning and Building Department staff, and the City Attorney, in the review and preparation of the documents for public hearing, report and agenda preparation, public noticing, and preparation and printing of public education materials.



**Exhibit A**

**MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT  
JOINT POWERS AUTHORITY**

Fiscal year 2010 - 2011

**Zero Waste Grant Application Form**

**Applicant Authority / Jurisdiction**

Name

Town of Ross

Mailing Address

P.O. Box 320, Ross CA 94957

Primary Contact Name  
(As Authorized in Resolution)

Gary Broad

Title

Town Manager

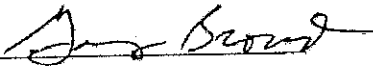
Telephone No.

(415) 453-1453 x107

Email Address

gbroad@townofross.org

Signature



Date

4/26/11

Jurisdictional Fund Allowance

\$ 7,207

Requested Grant Amount

\$ 7,207

**1. Grant Fund Use:**

(Identify the Zero Waste category and program type the funds will be primarily used for)

Primary WRP's : Zero Waste Resolution, Construction and Demolition Ordinance, Commercial and Multi-Family Recycling Ordinance.

**2. Project Description**

Provide a description of the project as use of the requested funds.

The Town of Ross will work toward ~~also~~ adoption of the resolution and ordinances described above using models provided by the JPA.



Exhibit A

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT  
JOINT POWERS AUTHORITY

Fiscal year 2010 - 2011

Zero Waste Grant Application Form

Applicant Authority / Jurisdiction

<u>Name</u> Town of San Anselmo	
<u>Mailing Address</u> 525 San Anselmo Avenue, San Anselmo, CA 94960	
<u>Primary Contact Name</u> (As Authorized in Resolution)	<u>Title</u>
Debra Stutsman	Town Manager
<u>Telephone No.</u>	<u>Email Address</u>
(415) 258-4652	dstutsman@townofsananselmo.org
Signature <u>Debra Stutsman</u> Date <u>4/27/11</u>	

Jurisdictional Fund Allowance  
\$ 16,614.67

Requested Grant Amount  
\$ 16,614.67

1. Grant Fund Use:

(Identify the Zero Waste category and program type the funds will be primarily used for)

Primary: C&D Ordinance, Commercial/multi-family  
Recycling Ordinance

Secondary: Ord. enforcement costs, Recycling/Zero Programs  
at Town events, summer camps, recycling contain.

2. Project Description

Provide a description of the project as use of the requested funds.

Town of San Anselmo will develop the ordinances, conduct enforcement and implement a zero waste/recycling program that is practical + educational for town events and summer camps.





**Exhibit A**  
**MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT**  
**JOINT POWERS AUTHORITY**

Fiscal year 2010 - 2011  
Zero Waste Grant Application Form

**Applicant Authority / Jurisdiction**

Name: City of San Rafael

Mailing Address: 1400 Fifth Avenue, San Rafael, CA 94901

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Primary Contact Name: Jim Schutz Title: Assistant City Manager  
(As Authorized in Resolution)

Telephone No.: (415) 485-3475 Email Address: jim.schutz@cityofsanrafael.org

Signature

Date

4/28/11

---

Jurisdictional Fund Allowance: \$ 58,879.43

Requested Grant Amount: \$ 58,879.43

---

**1. Grant Fund Use:**

(Identify the Zero Waste category and program type the funds will be primarily used for)

1. Zero Waste Resolution
2. Construction and Demolition Debris Ordinance and Implementation
3. Multi-Family and Commercial Recycling Ordinance and Implementation
4. Single-Use Plastics Ordinances

**2. Project Description**

Provide a description of the project as use of the requested funds.

1. Adoption of Zero Waste Resolution.
2. Adoption and implementation of Construction & Demolition Debris Ordinance.
3. Adoption and implementation of Multi-Family and Commercial Recycling Ordinance, including targeted multi-family outreach and education campaign by Marin Sanitary Services.
4. Preparation of Single-Use Plastics Ordinances (carryout bag ban and take-out food containers), including facilitated process involving 6 Marin jurisdictions (San Rafael, Novato, San Anselmo, Tiburon, Sausalito and Mill Valley).
5. Monitoring of Zero Waste programs and preparation of final grant report.



Exhibit A

MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT  
JOINT POWERS AUTHORITY

Fiscal year 2010 - 2011  
Zero Waste Grant Application Form

Applicant Authority / Jurisdiction

Name

*Town of Tiburon*

Mailing Address

*1505 Tiburon Blvd.  
Tiburon, CA 94920*

Primary Contact Name

(As Authorized in Resolution)

*Laurie Tyler*

Title

*Associate Planner*

Telephone No.

*415-435-7397*

Email Address

*Hyler@ci.tiburon.ca.us*

Signature

*Laurie Tyler*

Date

*9/27/11*

Jurisdictional Fund Allowance

*\$ 13,407.21*

Requested Grant Amount

*\$ 13,407.21*

1. Grant Fund Use:

(Identify the Zero Waste category and program type the funds will be primarily used for)

*Primary WRRPs: Zero Waste Resolution  
Construction and Demolition Ordinance  
Commercial and Multi-Family Recycling Ordinance*

2. Project Description

Provide a description of the project as use of the requested funds.

*Town of Tiburon will develop and adopt these three  
primary WRRPs using the model ordinances and resolution  
provided by the JPA.*



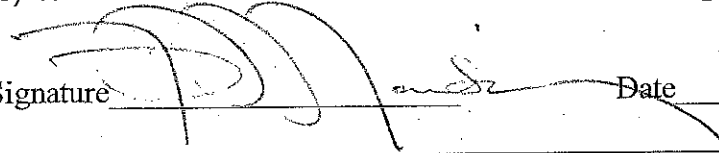
## Exhibit A

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Fiscal year 2010 - 2011

## Zero Waste Grant Application Form

### Applicant Authority / Jurisdiction

<u>Name</u> County of Marin	
<u>Mailing Address</u> PO Box 4186, San Rafael, CA 94913-4186	
<u>Primary Contact Name</u> (As Authorized in Resolution) Farhad Mansourian	<u>Title</u> Director of Public Works
<u>Telephone No.</u> (415) 499-6570	<u>Email Address</u> FMansourian@co.marin.ca.us
<u>Signature</u> 	<u>Date</u> 4/30/11

Jurisdictional Fund Allowance  
\$38,577.42

Requested Grant Amount  
\$38,577.42

(Plus 9 optional \$3,500 amounts if Special Districts are covered by the program.)

### 1. Grant Fund Use:

(Identify the Zero Waste category and program type the funds will be primarily used for)

- Outreach and Training Coordinator to set up Recycling and Composting at Schools
- Coordinator for Recycling and Composting at Local Events
- Local Composting Classes
- Support of Food Scrap Composting Program

### 2. Project Description

Provide a description of the project as use of the requested funds.

The County of Marin will contract with Conservation Corps North Bay (Contractor) for the full grant amount to perform the following services:

#### Task 1 – Provide Recycling and Composting Services at the 2011 Marin County Fair

- a. Contractor shall supply Ten (10) Zero-Waste eco-stations equipped with landfill, recycling and compost bins provided by Contractor placed in the highest volume food court areas and staffed by

- Contractor to provide education and direction to fair guests on waste diversion practices at the fair and in Marin County
- b. Contractor shall supply an additional Fifty (50) Zero-Waste stations equipped with landfill, recycling and compost bins placed in lower volume areas throughout the fairgrounds and behind vendor tents (20 stations provided by Contractor and 30 stations provided by the County)
  - c. Contractor Shall supply customized signage in collaboration with Revolutionary Green throughout the fair, at food courts, on collection bins, and in bathrooms educating guests on what can be composted and recycled
  - d. Contractor shall purchase and supply Biobags for compost collections
  - e. Contractor shall provide and coordinate the use of 5 gallon buckets for post-consumer and pre-consumer food waste collection, located inside each vendor booth
  - f. Contractor shall sort garbage, recycling and compost at all sixty (60) Zero-Waste stations to maximize diversion and minimize contamination while providing collections of materials to be put in compost and recycling dumpsters
  - g. Contractor shall ensure all cardboard is collected and placed in cardboard recycling dumpsters
  - h. Contractor shall place one-hundred (100) blue recycling containers next to garbage cans throughout the fairgrounds
  - i. Contractor shall place signage directing guest to compost paper towels used in bathrooms and near out houses
  - j. Contractor shall collect paper towels throughout the event to be placed in the compost dumpster
  - k. Contractor shall organize and conduct a period of instruction on waste diversion practices at the fairgrounds for County Marin Center staff and La Rocca Janitorial staff
  - l. Contractor shall work in collaboration with County Marin Center staff and other contracted partners including Revolutionary Green, Marin Sanitary Services and LaRocca Janitorial Staff
  - m. Contractor shall work with event coordinator and the waste hauler to develop a waste reduction program for the event as well as generate waste diversion data. This data will include amount of waste, recyclables and compostables generated during the event by material type. This data will then be compiled in a report and included with the billing invoice to the County.

Task 2 – Optional Recycling and Composting Services at other events for the Marin Center upon request by County staff.

- a. At County discretion, Contractor will provide zero-waste stations at smaller scale special events
- b. Contractor will provide zero-waste stations equipped with landfill, recycling and compost bins. These stations will be placed in high volume food court areas and staffed by Contractor to provide education and direction to event guests on waste diversion practices at the event and in Marin County
- c. Contractor shall provide customized signage on collection bins, and in bathrooms educating guest on what can be composted and recycled
- d. Contractor shall purchase and supply Biobags for compost collections
- e. Contractor shall provide and coordinate the use of 5 gallon buckets for post-consumer and pre-consumer food waste collection, located inside vendor booths
- f. Contractor shall sort garbage, recycling and compost at all Zero-Waste stations to maximize waste diversion and minimize contamination while providing collections of materials to be put in compost and recycling dumpsters
- g. Contractor shall ensure all cardboard is collected and placed in cardboard recycling dumpsters
- h. Contractor shall provide and place blue recycling containers next to garbage cans as needed throughout the Marin Center
- i. Contractor shall place signage in bathrooms and near out houses directing guest to compost paper towels
- j. Contractor shall collect paper towels throughout the event and place in compost dumpster
- k. Contractor shall work with event coordinators and the waste hauler to develop a waste reduction program for the events as well as generate waste diversion data. This data will include amount of waste, recyclables and compostables generated during the events by material type. This data will then be compiled in a report for each event and included with the billing invoice to the County.

Task 3 – Optional Outreach and Training Coordinator to solicit interest and set up Recycling and Composting at local (K-12) Schools upon request by County staff.

- a. Contractor shall solicit interest in recycling coordination from an estimated 6 to 8 Elementary, Middle, and High Schools (K-12) and shall set up programs at schools upon approval by County staff.
- b. Contractor shall develop a campus wide waste/recycling assessment focusing on administrative offices, classrooms, restrooms and outdoor eating areas to determine level of recycling and areas to increase diversion
- c. Contractor shall provide Consultation and recommendations to schools to begin or expand on school wide recycling and/or food scrap recycling programs
- d. Contractor shall develop Pre and post outreach waste audits to determine percentage of recyclable/compostable waste in trash and/or determine effectiveness of recycling program in place
- e. Contractor shall provide school with a detailed report on waste audit findings with recommendations for improvement
- f. Contractor shall support with implementation of recommendations to divert recycling and food scraps i.e. setting up waste stations that include recycling and composting bins
- g. Contractor shall conduct up to five (5) school visits to support and train school organized student leadership teams, student council members, green teams and/or teachers, staff and yard supervisors on sustaining a recycling and composting program on campus at each school
- h. Contractor shall provide the school and the County with an End of year report on program's diversion accomplishments

Task 4 – Optional Local Composting Classes upon request by County staff.

- a. Contractor shall provide a Composting Workshop series to include (6) Composting Workshops for a total of 210 participants in Fiscal year 2011/12. Workshops will be led by Contractor or by sub-contracted specialists and will be located at locations agreed to by County

Workshops shall consist of:

- One workshop per year to be attended by 20 members of the General Public as coordinated by Contractor as agreed.
- Two Composting Workshops per year incorporated in the semester-long College of Marin Introduction to Organic Horticulture for-credit course and field-based lab attended by 70 Students in the College of Marin Environmental Landscaping Program
- Two Composting Workshops for 15 Corpsmembers each at Conservation Corps North Bay's Indian Valley Organic Farm & Garden
- One Composting Workshop for 100 Middle and High school youth participants in Conservation Corps North Bay's Project ReGeneration summer youth camp

Workshop instruction will include:

The environmental benefits of gardening and the 4 R's in the Garden - Reduce, Reuse, Recycle & Rot, the biology of composting, methods of composting, composting for all occasions (School, home, farm, garden, or business), how to set up and manage compost, hands-on experience building compost, and compost application in the Garden

- b. Contractor shall provide County with an end of year report on attendance data for all workshops.





# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:  
George Rodericks

Date: May 26, 2011

Corte Madera:  
David Bracken

To: Executive Committee Members

County of Marin:  
Matthew Hymel

From: Michael Frost  
Executive Director

Fairfax:  
Michael Rock

Re: JPA Member Designation Bylaws

Larkspur:  
Dan Schwarz

At the January 27, 2011 JPA Board meeting the Board directed staff to work with County Counsel to draft bylaws that would allow the Novato City Council to designate their seat on the JPA to the Novato Sanitary District and designate how public members are appointed to the AB939 Local Task Force. The attached bylaws have been reviewed with County Counsel, who act as the JPA attorney, and are attached for your review.

Novato:  
Michael Frank

Ross:  
Gary Broad

On December 23, 2010 Beverly James, Manager-Engineer of the Novato Sanitary District requested the District to be a member of the JPA to facilitate collaboration on the JPA's Zero Waste Program as well as any future programs. At their January meeting Michael Frank and other Executive Committee members discussed the possibility of designating the City of Novato's JPA seat to the Sanitary District and determined that the Novato Sanitary District's request has merit as the District is the garbage franchisor for the City of Novato, which is the only City that does not franchise its own garbage service.

San Anselmo:  
Debbie Stutsman

San Rafael:  
Jim Schutz

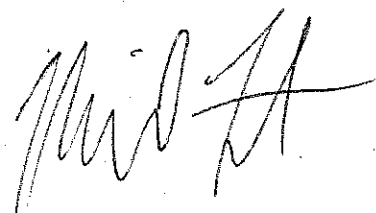
Sausalito:  
Adam Politzer

Tiburon:  
Margaret Curran

Additionally, at this January JPA Board meeting Board Members asked for clarification of the appointment process for public members on the AB939 Local Task Force. The Board requested that the process be clarified in the bylaws. The language has been added, which designates the steps each public agency must take in appointing new members to the LTF.

It is requested that your Committee review the attached bylaws and recommend their adoption by the JPA Board.

Attachment



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THE MARIN COUNTY HAZARDOUS AND SOLID WASTE  
MANAGEMENT JOINT POWERS AUTHORITY  
BY-LAWS

WHEREAS, Section 5.3 of the Revised Hazardous and Solid Waste Joint Powers Agreement provides that the Board of Directors may adopt from time to time such policies, procedures, by-laws, rules or regulation for the conduct of its affairs as may be required; and

WHEREAS, Section 7.2b of the Revised Hazardous and Solid Waste Joint Powers Agreement designates one member of the governing body or the chief administrative officer of the COUNTY and each of the Cities and Towns to serve on the Board of Directors; and

WHEREAS, Section 7.4b the Revised Hazardous and Solid Waste Joint Powers Agreement requires the establishment of an AB 939 Local Task Force; and

WHEREAS, the Marin County Hazardous and Solid Waste Management Joint Powers Authority now desires to adopt by-laws to clarify the duties and responsibilities of member agencies with respect to Membership Designation and AB 939 Local Task Force appointments;

NOW, THEREFORE, BE IT RESOLVED, that Board of Directors adopts the following by-laws for Marin County Hazardous and Solid Waste Management Joint Powers Authority:

ORGANIZATION OF AUTHORITY

**Membership Designation.** By majority vote of the Board of Directors, each Member City, Town and County, may designate a qualified chief administrative officer of another municipal entity to act on their behalf. If approved, the designee shall have the authority to exercise all powers and authority on behalf that member agency (City, Town or County). Any change in designation or appointment shall be by action of the governing body of the appointing agency.

LOCAL TASK FORCE APPOINTMENTS.

Pursuant to Section 7.4b, Five (5) Public Representatives shall be nominated to serve on the AB 939 Task Force and shall be appointed as follows:

## **PUBLIC REPRESENTATIVES**

### **County of Marin(1)**

#### **San Rafael (1)**

#### **Novato (1)**

The County of Marin, San Rafael, and Novato, shall each be responsible for soliciting, advertising, and nominating one representative to serve on the Task Force, respectively. Each nominee shall be appointed by majority vote of the Board and serve at will of the Board for a term of four years. The each member agency shall have the authority to revoke such designation at any time.

### **Ross Valley Cities (1)**

The Ross Valley Cities (Ross, San Anselmo, Fairfax, Larkspur, and Corte Madera) shall co-operate, agree and nominate one representative to serve on the Task Force. The Ross Valley Cities shall be responsible for jointly soliciting, advertising, and nominating one individual to the Task Force. The Ross Valley Cities' nominee shall be appointed by majority vote of the Board and serve at will of the Board for a term of four years. The Ross Valley Cities shall have the authority to revoke such designation at any time.

### **Southern Marin Cities (1)**

Southern Marin Cities (Sausalito, Tiburon, Belvedere and Mill Valley) shall co-operate, agree and nominate one representative to serve on the Task Force. Southern Marin Cities shall be responsible for jointly soliciting, advertising, and nominating one individual to the Task Force. The Southern Marin Cities' nominee shall be appointed by majority vote of the Board and serve at will of the Board for a term of four years. Southern Marin Cities shall have the authority to revoke such designation at any time.

# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:  
George Rodericks

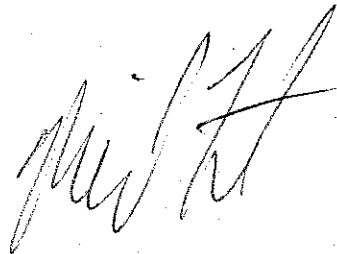
Date: May 26, 2011

Corte Madera:  
David Bracken

To: Executive Committee Members

County of Marin:  
Matthew Hymel

From: Michael Frost  
Executive Director



Fairfax:  
Michael Rock

Re: Zero Waste Tool Kit Acceptance

Larkspur:  
Dan Schwarz

Attached is the final draft Zero Waste Tool Kit, which is ready for acceptance by the JPA Board. Prior drafts were presented to the Local Task Force, Executive Committee, and Marin's Community Development Agency Directors for comments, which have been incorporated into this final draft.

Mill Valley:  
Jim McCann

Novato:  
Michael Frank

Contained in this document are the four components as requested by the JPA: (1) Development of Model Construction and Demolition(C&D) Ordinances, (2) Development of Model Commercial and Multi-Family Recycling Ordinances, (3) Development of Model Zero Waste Resolution(s), and (4) Model Franchise Agreement Language for Best Practices.

Ross:  
Gary Broad

San Anselmo:  
Debbie Stutsman

San Rafael:  
Jim Schutz

(1) Development of Model Construction and Demolition (C&D) Ordinances: The toolkit recommends implementing a sytem which provides each municipality enforcement authority, while the JPA certifies qualified C&D facilities. This research shows a C&D ordinance to be a significant undertaking with enforcement falling to local building officials, and JPA staff undertaking the task of certifying C&D facilities. Funding has been allocated in the FY 11/12 budget for staff training and facility certification.

Sausalito:  
Adam Politzer

Tiburon:  
Margaret Curran

(2) Development of Model Commercial and Multi-Family Recycling Ordinances: R3 reviewed sample ordinances from several Bay Area and Statewide communities as well as from other states, and prepared a draft ordinance that is consistent with the requirements of AB 32 projected to be effective January 1, 2012.

(3) Development of Model Zero Waste Resolution(s): R3 consulting group has provided a draft Zero Waste Resolution that is in line with the JPA's Zero Waste Goals and programs.

(4) Model Franchise Agreement Language for Best Practice: R3 has provided a prioritized list of additional services and requirements

to add to franchise agreements. A Model Franchise Agreement is included to provide member agencies with legal descriptions and language that can be incorporated into franchise amendments or future franchise agreements.

#### Recommendation

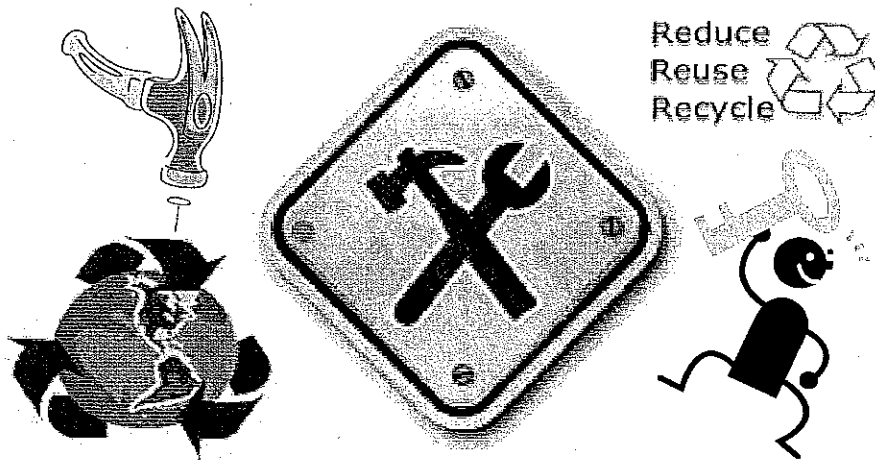
It is recommended your Committee review the attached Tool Kit and recommend acceptance to the JPA Board.

#### Attachment

F:\Waste\JPA\JPA Agenda Items\ExCom 110523\ZW Toolkit Accept.doc

# Marin County Hazardous and Solid Waste Management JPA

## Zero Waste Tool Kit



**Presented by  
R3 Consulting Group**

**March 2011**





## Zero Waste Tool Kit Components

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R3

# Zero Waste Tool Kit Components

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### Introduction

The Marin Hazardous and Solid Waste Management Joint Powers Authority (JPA<sup>1</sup>) has established a Zero Waste Goal of achieving 80 percent waste reduction by 2012 and zero disposal by 2025. To address how best to meet this Zero Waste Goal, the JPA has initiated a two-phase process. Phase I, the "Zero Waste Feasibility Study," completed in December 2009, focused on **establishing** programs and policies to strengthen the regional framework for meeting the Zero Waste Goal. Phase II, the "Zero Waste Tool Kit," will focus on **implementation** of specific programs and policies by the Member Agencies and the JPA to meet the Zero Waste Goal.

The Member Agencies and the JPA have successfully implemented programs to comply with the Integrated Waste Management Act (AB 939) requirements of diverting from landfill 50 percent of waste generation on a countywide basis. As a regional agency, comprising of all the communities in Marin County, the JPA reports diversion progress to the Department of Resources Recycling and Recovery (CalRecycle) on a regional basis.

In order for Zero Waste to be attained on a regional basis, it is highly beneficial and cost effective for the JPA, Member Agencies, and haulers to implement programs and policies that are consistent countywide. To promote regional consistency and effective programs that can be adopted/implemented by the Member Agencies, and administered/implemented by either each Member Agency or by the JPA, model documents have been developed. These documents include:

- Model Construction and Demolition Debris Ordinance;
- Model Commercial and Multi-Family Recycling Ordinance;
- Model Zero Waste Resolution;
- Model Extended Producer Responsibility and Environmentally Preferable Purchasing Resolution; and
- Model Franchise Agreement Language.

### Limitations

Each Member and/or Franchising Agency has municipal code and franchise agreement language that governs its solid waste management programs and service providers. Because of this,

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<sup>1</sup> The JPA is comprised of 12 Member Agencies: Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael, Sausalito, Tiburon and unincorporated Marin County.

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the model documents developed will need to be customized to "fit" each Member and/or Franchising Agency's specific code sections, formats, definitions, services, service provider, etc. **Please note that the purpose of customizing the model documents is to tailor the specific language to "fit" into current Member and/or Franchising Agency ordinance and franchise agreements while maintaining regional programmatic consistency of the model documents.**

### Development of a Model Construction and Demolition Debris Ordinance

To assist the JPA with identifying potential changes to the Construction and Demolition Debris Model Ordinance established in November 2000, information was compiled on Construction and Demolition programs in over 40 jurisdictions in the Bay Area and statewide. **Appendix A - Table 1** shows a comparison of the programs identified. The information obtained, incorporates various program characteristics, including, among other things:

- Requirements
  - Minimum diversion;
  - Deposit/Fee;
  - Salvage and deconstruction;
  - Certified facilities; and/or
  - Reporting
- Threshold
  - dollar amount; and/or
  - square footage
- Enforcement

#### RECOMMENDED MODEL CONSTRUCTION AND DEMOLITION DEBRIS ORDINANCE

Based on meetings with the JPA staff, Task Force members and Community Development Agency (CDA) directors, a Model Construction and Demolition Debris Ordinance, Diversion Reporting Form, Facility Certification Standards, and Facility Certification Form have been prepared and included in **Appendix B** for the JPA and Member Agencies to consider for implementing a regional program based on the options presented in the case studies below.

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With the Model Construction and Demolition Debris Ordinance, the JPA will focus on certifying facilities annually using certification standards and a certification application form similar to those used in the City of San José. Prior to final inspection and issuance of an occupancy permit, a Member Agency could access an avoided disposal fee if the building permit applicant does not demonstrate that it used a JPA approved C&D Recovery Facility or a franchised/permitted C&D hauler.

The Model Construction and Demolition Ordinance has been prepared for Member Agencies to implement Construction and Demolition diversion requirements for the following areas:

- Franchised and permitted haulers;
- Self-haulers; and
- Contractors and home builders.

The above three items would be done by amending franchise agreements and permits with haulers, providing information packets to contractors/home builders during the permit process, and adopting a Construction and Demolition Ordinance. Information packets would include Construction and Demolition diversion requirements, the Construction and Demolition Diversion Form, approved Construction and Demolition recovery facilities, Construction and Demolition haulers, and other pertinent information.

### CONSTRUCTION AND DEMOLITION DEBRIS ORDINANCE CASE STUDIES

R3 prepared case studies of Construction and Demolition programs operated in the cities of Los Angeles, San José, and San Ramon. These programs were selected to show the JPA and Member Agencies the range of options that are currently in place, from deposit requirements and enforcement through rebates or certifications. The case studies can be found in **Appendix F**.

### Development of a Model Commercial and Multi-Family Recycling Ordinance

R3 reviewed ordinances from several communities that have been adopted in the Bay Area and statewide, two from other states, and the sample ordinance established by the Institute of Local Governments. Various program features included, among other things:

- Threshold
  - Garbage collection size and frequency; and/or

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- Size of business / number of dwelling units
- Designated Recyclables
  - Paper / OCC;
  - Plastic;
  - Glass;
  - Metals;
  - Organic Materials; and/or
  - Other
- Enforcement

**Appendix A – Table 2** shows a comparison of the programs identified.

### RECOMMENDED MODEL MANDATORY COMMERCIAL RECYCLING ORDINANCE

A Model Mandatory Commercial Recycling Ordinance, **Appendix C**, has been prepared for the Member Agencies to consider implementing. The model is consistent with the requirements of the Mandatory Commercial Recycling Ordinance that is required as part of AB 32, projected to be effective January 1, 2012. Draft regulatory provisions include:

- Businesses (including multi-family dwellings of 5 or more units) generating four cubic yards or more of service per week to subscribe to recycling service;
- Require each jurisdiction to implement a recycling program by July 1, 2012; and
- Enforcement by CalRecycle through review of an Annual Report.

The model ordinance includes options to incorporate:

- Businesses, multi-family dwellings and special events requirements; and
- Enforcement options such as educational outreach, incremental notification and enforcement, and citations and fines.

### Development of a Model Zero Waste Resolution(s)

R3 collected various zero waste related resolutions and ordinances passed by several communities throughout California to use as comparative guides to develop a model(s) that can be adopted by the JPA and its Member Agencies. The cities of

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Alameda, Burbank, Fresno, Los Angeles, Oakland, Palo Alto, and San José have created a Zero Waste Implementation / Strategic Plan, similar to the JPA's Zero Waste Feasibility Study. Policies and programs selected for review in the plans were then analyzed for feasibility. Some communities then created resolutions or ordinances for each policy/program to establish the Zero Waste goals, such as:

- Construction and Demolition Recycling – Mandatory recycling of construction materials;
- Mandatory Recycling for Residential and Commercial Sectors – implement recycling programs, require minimum percentage of waste to be taken to material recovery facilities;
- Product Stewardship/Extended Producer Responsibility (EPR) – encourage manufacturers to design long lasting, repairable and recyclable products, take-back products at end of their useful life;
- Environmental Purchasing Policies;
- Adding Materials to Recycling Program – New materials may include film plastic, textiles, food waste, etc.; and
- Waste Reduction Programs – Plastic Bag Ban and Polystyrene Container Ban.

**Appendix A – Table 3** shows a comparison of the various Zero Waste related plans, resolutions, and ordinances identified. The City of San Francisco has created a very easy to follow webpage including environmentally specific ordinances, regulations, and resolutions that have been passed to date.

### **RECOMMENDED MODEL ZERO WASTE RESOLUTION AND MODEL EXTENDED PRODUCER RESPONSIBILITY AND ENVIRONMENTALLY PREFERABLE PURCHASING RESOLUTION**

The JPA and/or Member Agencies have the option to follow the City of San Francisco's lead by 1) developing similar ordinances, regulations and resolutions over a period of time or 2) creating and implementing a Zero Waste resolution by incorporating some or all of these policies/programs immediately. **Appendix D** includes a Model Zero Waste Resolution based on the JPA's adopted goals, as well as, a Model Extended Producer Responsibility and Environmentally Preferable Purchasing Resolution based on the City of San Francisco's recently passed EPR Resolution; both prepared for the Member Agencies consideration.

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## Model Franchise Agreement Language

To assist the JPA with identifying the best practices and model franchise agreement language, R3 reviewed the Member Agencies solid waste franchise agreements. Table 4 below, illustrates the current terms of the Member Agencies franchise agreements.

**Table 4**  
**Marin County Franchise Agreements**

Jurisdiction	Term		Amendments	Evergreen
Almonte Sanitary District	1/1/04	12/31/13	no	
Alto Sanitary District	6/7/65	12/31/15	1992	
Belvedere	11/6/95	12/31/05	7/1/10	1 year
Bolinas Community Public Utility District	4/1/03	6/30/13	no	
Marin Central 1-6	10/18/94	12/31/20	7/15/08	1 year
Corte Madera	7/1/06	12/31/26	no	
Fairfax	6/30/98	6/30/13	no	
Homestead	12/28/64	12/31/15	1/1/92	
Larkspur	2/19/03	12/31/24	no	1 year
Las Gallinas Valley Sanitary District	2/1/00	12/31/20	no	1 year
Marin City Community Service District	7/1/95	6/30/10	no	1 year
Mill Valley	1/16/96	12/31/05	no	1 year
Novato Sanitary District	12/31/05	12/31/15	no	
Ross	12/14/94	12/31/20	10/12/00	1 year
Ross Valley North Franchise area	7/11/06	11/30/09	no	
Ross Valley South Franchise Area	7/11/06	7/10/26	7/15/08	
San Anselmo	2/1/04	1/31/09	10/30/2008*	
San Rafael	9/4/01	12/31/21	no	1 year
Sausalito	2/5/02	2/4/17	no	
S Marin Area 1	4/1/93	12/31/2017**	7/15/08	
S Marin Areas 2-7	9/7/93	12/31/2017**	7/15/08	
Stinson Beach County Water District	7/21/90	12/31/2009***	5/20/99	
Strawberry	2/24/65	12/31/25	8/9/95	
Tamalpais	NO AGREEMENT ON FILE			
Tiburon	1/30/96	12/31/05	no	1 year
West Marin Area 1	7/1/90	6/30/15	7/15/08	

\* transition extension through 7/31/09 exercised

\*\*original agreement expired in 2002 with an extension of 15 years. Was the agreement extended to 12/31/2017?

\*\*\*has second extension been exercised (would extend term through 12/31/2019)

### Priority of Franchise Agreement Changes

To assist the JPA with identifying the best practices and model franchise agreement language, R3 reviewed the member Agency solid waste franchise agreements and provided an overview of

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performance related "Best Practice" options for the JPA and the Member Agencies to consider in adopting an amended or new franchise agreement. The following is an overview of the items that should be incorporated into franchise agreements. A model franchise collection service agreement can be found in **Appendix E**; however, the specific language will have to be tailored to "fit" into current franchising agencies ordinance and franchise agreements.

1. **Expanded Services** – Include Sharps, On-premise Household Hazardous Waste (HHW) Collection, Electronic Waste (computers, monitors, TVs), and Universal Waste (florescent lamps, aerosol cans, mercury switches) Collection, and Organics Collection (green waste and food waste) and Recyclables Collection as part of the basic required services. Included "equal capacity" for commercial and multi-family sectors (recycling/organics must be provided at a volume at least equal to or greater than regular trash service).
2. **Diversion Requirements**
  - Contractor must meet a minimum guaranteed diversion rate of 60% of all materials collected under the terms of the franchise agreement by December 31, 2016, and 80% by 2020.
  - Diversion is calculated as the tons of materials collected by contractor that are sold or delivered to a processing facility, recycler or re-user, net of all residue, divided by the total tons of materials collected by the contractor in each Agreement Year;
3. **Hauler Incentives** – Tie extensions to the franchise agreement to meeting Diversion Requirements; tie rate/compensation increases/decreases to meet Diversion Requirements; tie assessment of liquidated damages to failure to meeting the Diversion Requirements; tie additional outreach and/or diversion programs to meeting the Diversion Requirements.
  - Failure to meet minimum guaranteed diversion rate will require subject contractor to one or more of the following: 1) not eligible for contract extension, 2) begin new diversion programs at no additional cost, 3) pay liquidated damages, and 4) forego a rate increase; and
  - Rate increases or decreases for exceeding or not meeting diversion requirements.

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### 4. Collection Vehicles

- Require new vehicles in amended or new contracts with base terms of 7 years or longer;
- Require vehicle replacement based on hauler's depreciation schedule (generally the maximum age allowable is 10 years);
- Use of Compressed Natural Gas (CNG) / Liquefied Natural Gas (LNG) fueled collection vehicles;
- Use of CNG/LNG street sweepers;
- Use of hybrid fueled support vehicles;
- Split body collection trucks that allow for collecting trash and green/food waste at one stop but placed in separate compartments in the collection truck (will reduce the number of vehicle stops per house and reduce wear and tear on City streets);
- On-board global positioning system (GPS) route/customer tracking with real-time direct link to customer service center;
- Safety markers, back up cameras, on-board spill kits;
- Pre-and Post-trip inspections;
- Schedule repair of hydraulic lines;
- Washed daily, steam cleaned weekly;
- Use low volatile organic compounds (VOCs) or water based paint to paint vehicles;
- Painted every 3 years, or sooner if needed; and
- Establish maximum weight when loaded 10 – 15% lower than manufacturer's specifications to reduce wear and tear on City streets.

### 5. Customer Rates and Future Adjustments

- Customer rates based on the volume of trash disposed;
- Implement 18-20 gallon "super recycler" trash cart as part of base services;
- Unlimited recycling provided as a "free" service;
- Unlimited green waste/food waste (residential) provided as a "free" service;
- Commercial food waste provided at discounted rate compared to trash rate;

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- Roll-off/debris box rates based on a "pull" cost plus the cost for processing/disposal of the specific materials collected; and
- Future rate changes utilize a RRI (Refuse Rate Index) tied to U.S. Bureau of Labor Statistics published indices for the solid waste industry.

### 6. Definitions – Clearly define all terms used in the franchise agreement. Examples include:

- **Food Waste:** Food scraps and trimmings from food preparation, including but not limited to: meat, fish and dairy waste, fruit and vegetable waste, grain waste, Stable Matter, and acceptable food packaging such items as pizza boxes, paper towels, waxed cardboard and food contaminated paper products.
- **Recyclable Materials:** Those materials which are capable of being recycled and which would otherwise be processed or disposed of as Garbage. Recyclable Materials include those materials defined by the CITY, including newsprint (including inserts); mixed paper (including magazines, catalogs, envelopes, junk mail, corrugated cardboard, brown bags and paper, paperboard, paper egg cartons, office ledger paper, and telephone books); glass containers; aluminum beverage containers; small scrap and cast aluminum (up to 20 pounds); steel including "tin" cans, empty aerosol cans (empty, non-toxic products) and small scrap (up to 20 pounds); bimetal containers; plastic bags, plastic food containers, #1-7 plastics regardless of form or mold (including but not limited to plastic containers, bottles, wide mouth tubs, plastic bags, film plastic, and polystyrene), aluminum foil and pans.

### 7. Term of the Agreement

- Competitive Procurement Process - Base Term of 7 – 10 years, with options to extend tied to the hauler meeting specific performance requirements such as meeting minimum diversion standards (75-80%), and not exceeding a dollar amount of assessed liquidated damages (\$35,000 in any one contract year).
- Extension of Current Agreement - One 5-year term, with City option for additional extension(s) tied to contractor meeting specific performance requirements such as meeting minimum diversion

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standards (75-80%), and not exceeding a dollar amount of assessed liquidated damages (\$35,000 in any one contract year).

### **8. Hauler Fees** - Require the hauler to pay the City the following fees:

- Franchise Fee – a percentage of hauler's gross revenue received for providing franchised services;
- Vehicle Impact Fee – set amount or per vehicle fee charged to the hauler subject to legal review and nexus study to compensate the City for road wear-and-tear directly attributable to solid waste collection vehicles;
- AB 939 Fee – to compensate the City for the time/cost necessary for the City to submit required reports to CalRecycle, manage the contract, manage the City's solid waste efforts; and
- Audit and Performance Review Fee – to require the hauler to pay for the cost of audits and performance reviews.

### **9. Sectors to be Serviced**

- Single-family Residential;
- Multi-family Residential;
- Commercial/Industrial Services;
- Construction and Demolition/Temporary Services;
- City Facilities (i.e. parks, public facilities) ; and
- Street Sweeping; and
- Public Schools.

### **10. Method of Service**

- Automated, semi-automated, or manual collection;
- Mandatory commercial and multi-family recycling and/or "equal capacity" provided for trash and recycling;
- Bulky waste collected in non-compaction vehicles to allow for greater reuse and recycling of bulky waste materials; and
- On-call door-to-door collection of HHW, E-Waste, U-Waste, or sharps and pharmaceutical.

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### 11. Collection Containers

- New in contracts with base terms of 7 years or longer (applies to both contract extensions and new contracts);
- 20, 32, 64, 96 gallon carts for recyclables, organics, and trash;
- Cart bodies and lids the same color;
- Carts made from a minimum 25% recycled content material and fully recyclable when service life ends;
- Carts lids 100% ultraviolet (UV) protected;
- Carts have a minimum 10 year manufacture warranty;
- Carts to be labeled with instructions as to use;
- Contractor to place its name on residential carts;
- Carts and bins to be washed by contractor at least once every 7 years;
- Carts and bins to be repaired/exchanged by next scheduled service day;
- Ownership of carts may be transferred to the City after ten years at City option;
- Bins to be repainted a minimum of every 3 years, or sooner if requested by customer or City;
- Bin lids may be plastic to save weight and reduce noise;
- Split bins that allow for recyclables trash to be placed in one bin with separate compartment for each;
- Graffiti to be removed from carts, bins, roll-off with 24 hour's notice by the customer or the City;
- Use low VOCs or water based paint to paint bins and roll-offs;
- Bins to be labeled for contents (trash, recyclables, organics); and
- Bins labeled with bin size inventory ID.

### 12. Facilities

- Processing transfer and disposal facilities to fully licensed and permitted at all times;
- Contractor to provide written documentation (annually) of status of facilities licenses and permits; and

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- Contractor to propose facilities to be used, with approval by City.

### **13. Recordkeeping and Reporting Requirements**

- Use accepted accounting principles;
- Separate any non-franchised services, and/or separated by different jurisdictions;
- Include specific reporting information on:
  - Customer information;
  - Material collected, diverted, & disposed;
  - Gross Revenue received;
  - Customer Education and Outreach activity; and
  - Customer Service issues.

### **14. Performance Reviews**

- Require Performance Review to be done every 5 years, with hauler paying for the cost of the review.

### **15. Performance Bonds**

- The performance bond should be equal to 10% of annual gross receipts.

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# Appendix A

## Program Comparison Tables





TABLE 1

## Construction and Demolition Debris Ordinance

Jurisdiction	Dollar Amount	Threshold Square Footage	Other	Requirements					Enforcement
				Minimum Diversion	Debris Fees	Salvage & Deconstruction	Certified Facilities	Reporting	
MARIN COUNTY									
Mill Valley	no	*New SFD: up to 3,500 sq. ft. - 60 pls req.; ≥ 3,500 - 60 pls req. *New 2nd units: ≥500 sq. ft. - 50 pls req. *New MFD: all - 60 pls req. *New Mixed Use: all - 50 pls req. *Additions: 50% or greater increase in conditioned floor area - 60 pls req.	no	no	no	no	no	Green Building Compliance Form and Checklist	no
Novato	no	500+ sq. ft.	no	50%	no	no	no	Waste Management Plan (WMP) and Documentation	Civil penalties not to exceed \$1,000/violation or imprisonment not exceeding 6 months
San Rafael	no	1,000 sq. ft. of building area	no	50%	no	yes	no	WMP and Documentation	no
Sausalito	no	no	no	50%	no	no	no	Resource Management Plan	Exclusive franchise for debris box collection: Deny final occupancy permit: Civil penalty (\$100 first day, \$150 second day, \$200 third day, \$300 fourth day, and \$500 every day after); or assess administrative violation fee of \$500
Thurston	no	*All new construction *500+ sq. ft. for additions to existing dwelling units *3,000+ sq. ft. for new construction and additions to non-residential buildings *Town-sponsored projects *New Residential 500+ sq. ft. *New Commercial projects & additions over 2,000 sq. ft. *All residential remodels & additions, new MFD construction, and commercial remodels	no	no	no	no	no	Green Building Compliance Checklist and supporting documentation	no
Main County	no		no	50%	no	no	no	WMP	Civil penalties not to exceed \$2,500/violation
ALAMEDA COUNTY									
Albany	Construction and Renovation projects \$75,000+ Demolition projects \$25,000+	no	no	100% asphalt, concrete and similar materials 80% by weight all other C&D Debris generated	Projects not using City's Franchised Hauler The hauler of 3% of project cost or \$10,000	no	no	Debris Recycling Statement	Fines not to exceed \$500/violation or imprisonment for up to 6 months Stop work order on a project where work has already commenced
Berkeley	Construction and Renovation projects \$100,000+ Demolition projects \$50,000	no	no	100% asphalt and concrete 90% of remaining waste generated	no	salvageable materials available for reuse prior to demolition	no	Waste Diversion Plan Waste Diversion Report	Fines not to exceed \$1,000/violation or imprisonment for up to 6 months
Dublin	All projects with building or demolition permit values \$100,000+	no	no	100% concrete and asphalt 50% remaining waste generated	Projects over \$1M pay a Performance Security (\$5 Ft. x (\$50,000) x (\$5) x \$2,738)	no	no	WMP and Waste Reduction and Recycling Form	Fines: First violation \$100 Second violation within a year \$200 Each additional violation within a year \$500
Emeryville	Construction and Renovation Projects \$50,000+	*Construction and Renovation projects 1,000 sq. ft. or more *All Demolition Projects within the City *All City Projects including Construction, Demolition and Renovation	no	100% concrete and asphalt 50% of remaining C&D debris	no	no	no	WMP	Fines: First violation \$100 Second violation within a year \$200 Third violation within a year \$400 Additional penalties within a year charged as a misdemeanor

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**TABLE 1**  
**Construction and Demolition Debris Ordinance**

Jurisdiction	Dollar Amount	Threshold Square Footage	Other	Requirements				Reporting	Enforcement
				Minimum Diversion	Deposit/Fee	Salvage & Deconstruction	Certified Facilities		
Fremont	Construction and Renovation Projects \$300,000+ All Demolition Projects	no	no	100% concrete and asphalt 50% remaining waste generated	no	no	no	Waste Handling Plan and Waste Disposal and Diversion Report	Administrative remedy - penalty of \$1,000/ton of material that w to be diverted as set forth in the Waste Handling Plan, but was not demonstrated to have been diverted.
Hayward	Projects valued at \$75,000+ and all City sponsored projects	no	no	100% asphalt, concrete and similar materials 50% of remaining waste generated	no	no	no	Debris Recycling Statement and Summary Report	
Livermore	Projects valued at \$300,000+ for construction or renovation \$40,000 for demolition	no	no	50%	Construction projects valued \$1M+ requires performance security deposit of 1% up to \$100,000 Demolition projects require deposit of \$10,000 plus 1% up to \$100,000	no	no	WMP	Civil Action
Newark	All projects (City and private) valued at \$100,000+ Structure demolition projects \$20,000+	Pavement Demolition 1,000+ sq. ft.	no	100% Asphalt and Concrete 50% remaining waste	no	no	no	WMP	Civil Action
Oakland	All new construction, all demolition projects, commercial projects valued at \$50,000+	no	no	50%	no	no	no	Waste Reduction and Recycling Plan and C&D Debris Summary Report	Administrative Citations & Civil Penalties
Oro Loma Sanitary District	All construction, demolition or renovation projects \$100,000+	no	no	100% Asphalt and Concrete 50% by weight of total of all other C&D Debris generated	no	no	no	Debris Recycling Statement	Fines and penalties
Piedmont	Construction, Demolition, and Renovation projects \$50,000+	no	no	50%	no	Salvage materials to the extent possible	no	Salvage Materials form & Franchised Hauler monthly reports	Franchise Agreement
Pleasanton	Construction or Renovation project of \$125,000+ Demolition project of \$25,000+	no	no	90% portland cement concrete and asphalt and 50% of the remaining C&D debris	WMP Fee	no	no	WMP	Franchise Agreement

TABLE 1 Construction and Demolition Debris Ordinance									
Jurisdiction	Dollar Amount	Threshold		Other	Requirements				Enforcement
		Square Footage	Volume		Minimum Diversion	Deposit/Fee	Salvage & Deconstruction	Certified Facilities	Reporting
San Leandro	Construction, Demolition, and Renovation projects \$100,000+	no		no	100% asphalt, concrete and similar material and 60% by weight of all other C&D debris generated	no	no	no	Debris Recycling Statement
Union City	Construction, Demolition, and Renovation projects \$100,000+	Residential remodels increasing square footage 50%+		no	50%	Performance Security and Permit Fee lesser of 3% of project cost or \$10,000	Salvage materials to the extent possible prior to land filling	no	WMP
Alameda County	Construction projects \$100,000+ Demolition projects \$25,000+	no		no	75% of inert solids and 50% of remaining waste generated from Traditional Public Works Projects 50% of debris generated from County Projects	no	no	no	no
SANTA CLARA COUNTY									
Palo Alto	All projects requiring a permit for construction and new demolition and projects requiring a permit for renovation or addition valued at \$25,000+	no		no	100% of all C&D debris not salvaged for reuse must be sent to an approved facility for recycling	Administrative Fee	Salvageable materials must be made available for reuse	Yes	WMP
San José	Residential construction projects \$115,000+ Non-Residential construction projects \$135,000+ Residential alterations \$2,000+ Non-Residential alterations \$5,000+	no		Exemptions: Roofing and seismic tie-down projects, installation/ replacement of shingles, pre-fab patio enclosures and covers (no foundation/ other structural building mods are required), pools/spas	2010 - 55% 2011 - 60% 2012 - 65% 2013 - 70%	Deposit	no	yes	Document destination of material
CONTRA COSTA COUNTY									
Antioch	All Projects \$75,000+	no		no	50%	no	no	no	WMP
Brentwood	All Projects \$75,000+	no		no	50%	no	no	no	WMP
Clayton	no	All projects 500 sq. ft. + requiring a building, grading, or demolition permit		no	50%	Deposit	no	no	WMP

TABLE 1 Construction and Demolition Debris Ordinance									
Jurisdiction	Dollar Amount	Threshold Square Footage	Other	Minimum Diversion	Requirements			Certified Facilities	Enforcement
					Deposit/Fee	Salvage & Deconstruction	Reporting		
Concord	All demolition projects; Building, Encroachment, or Grading project requiring permit valued at \$50,000+; City-owned/ sponsored project valued at \$150,000+; Roofing/Re-roofing project valued at \$10,000+	no	50% or more of roof area is re-roofed, or requires 5 squares or more of roofing material regardless of permit value	50% C&D materials generated by weight and 75% Inert Debris generated by weight	Program Fee and Performance Security deposit	yes	Final Report		Franchise Handler
Contra Costa County	no	All construction, renovation or demolition projects for which a building permit or demolition permit is required covering 5,000 sq. ft. or more	no	50%	no	no	Debris Recovery Plan	no	Fines and civil penalties
Lafayette	Construction, demolition and renovation projects \$50,000+	Construction, demolition or renovation projects covering 5,000 sq. ft. or more	no	50%	Performance Security Deposit	Deconstruction to the maximum extent feasible or salvage prior to landfilling	WMP	no	Fines and civil penalties
Marinez	Construction, demolition and renovation projects \$75,000+	Construction, demolition or renovation projects covering 5,000 sq. ft. or more	no	50%	Diversion Security Deposit equal to 1% of total costs for project and an Administrative Fee	Deconstruction to the maximum extent feasible or salvage prior to disposal to recycling center, transformation facility or landfill	WMP	no	Abatement, Civil Action and/or Misdemeanor
Moraga	Construction, demolition and renovation projects \$250,000+	Construction, demolition or renovation projects covering 3,000 sq. ft. or more	no	Substantial C&D debris must be redirected via reuse or recycling	Deposit	Deconstruction to the maximum extent feasible or salvage prior to landfilling	WMP	no	Fines and civil penalties
Orinda	Construction, demolition and renovation projects \$50,000+	Construction, demolition or renovation projects covering 1,000 sq. ft. or more (except Public Agency Projects)	no	50%	Deposit of 2% or \$5,000 whichever is less	Deconstruction to the maximum extent feasible or salvage prior to landfilling	WMP	no	Fines and civil penalties
Pleasant Hill	Construction, demolition and renovation projects \$50,000+	Construction, demolition or renovation projects covering 5,000 sq. ft. or more	no	50%	Performance Security Deposit	Deconstruction to the maximum extent feasible or salvage prior to landfilling	WMP	no	Civil action, Misdemeanor, Public nuisance

TABLE 1 Construction and Demolition Debris Ordinance									
Jurisdiction	Threshold			Requirements					Enforcement
	Dollar Amount	Square Footage	Other	Minimum Diversion	Deposit/Fee (Applicant charged to applicants that do not use the permitted hauler)	Salvage & Deconstruction	Certified Facilities	Reporting	
San Ramon	All demolition projects and all other projects valued at \$100,000+	no	no	50%			yes	WMP	Permitted commercial recycling transporter; Approved construction/demolition debris recycling facilities; Fines and civil penalties
<b>SAN MATEO COUNTY</b>									
Atherton	\$50,000+	no	generation of 10 tons or more of construction and demolition debris	60% from demolition and new construction projects 50% from remodeling and re-roofing projects	Deposit \$50/ton (minimum \$1,000 except for re-roofing projects minimum \$500)	no	no	Recycling and Waste Reduction Form	Fines and civil penalties
Brisbane	Renovation, remodel, or addition to existing structure or new construction project valued over \$75,000	Demolition work greater than 200 sq. ft. Re-roofing project greater than 500 sq. ft.	no	Demolition: 100% inerts & 50% C&D excluding inerts Construction, remodeling & re-roofing projects: 50% of all C&D tonnage	Deposit \$0.025/estimated pound of C&D debris and an Administrative Fee	Each structure planned for demolition shall be made available for salvage and recovery	no	documentation of compliance within 60 days following completion of project	Fines and civil penalties
San Carlos	\$10,000+ AND 5 tons or more of Construction and Demolition Debris	no	Any re-roofing of residential and commercial structures with wood shake, tile, or concrete	1) Projects comprised of at least 95% inert materials: 60% of all generated debris: 60% of all generated, 25% shall exclude inert materials 2) Projects generating waste comprised of mixed debris: 60% of all generated, 25% shall exclude inert materials 3) Projects generating waste that doesn't include inert materials: 50% of all generated tonnage	Deposit of \$50/estimated ton (not less than \$1,000) and an Administrative Fee	Every project shall be made available for deconstruction, salvage and recovery prior to demolition; 5 day waiting period from issuance of demolition permit	no	WMP and Waste Management Report within 60 days following completion	Fines and civil penalties
<b>SAN FRANCISCO COUNTY</b>									
San Francisco	no	no	All Projects requiring a building or demolition permit from the City or State	65%	no	no	yes	1. Demolition Debris Recovery Plan 2. Plan Report within 30 days of completion 3. Registered facilities annual report	Facility and Transporter Registration

**TABLE 1**  
**Construction and Demolition Debris Ordinance**

Jurisdiction	Threshold		Other	Requirements				Enforcement	
	Dollar Amount	Square Footage		Minimum Diversion	Deposit/Fee	Salvage & Deconstruction	Certified Facilities		Reporting
ORANGE COUNTY									
Orange	no	no	All Projects requiring a building or demolition permit from the City or State	no	Deposit up to \$500	no	yes	receipts, weight tickets, or other documentation	Fines and Civil penalties
Rancho Santa Margarita	\$10,000+	250+ sq. ft.	no	60%	yes	Demolition projects shall be made available for deconstruction, salvage and recovery prior to demolition	yes	Waste reduction and recycling plan Facilities - quarterly reports	Fines and Civil actions, Withhold building permit, Issue stop work notice
LOS ANGELES COUNTY									
Burbank	no	500+ sq. ft. for all New construction; additions; remodels, alterations, and renovations; and tenant improvements	All Demolition projects regardless of size or value	50%	Administrative Fee - \$50 Deposit - \$250-\$1,000: residential \$250-\$5,000: commercial (depending on total tons generated) AB 939	no	no	WMP and Recycling Summary Report	Forfeit refund of deposit
Los Angeles	no	no	All projects regardless of size or value	Year One: 50% Year Two: 60% Year Three: 70%	Compliance Fee (charged to Haulers); Rebate based on diversion (rebate will be phased out dropping from \$10 to \$5/ton for year one and no rebate for year two onward)	no	yes	Quarterly Reports through certified facilities and haulers	City Certified Facilities and Haulers

TABLE 2 Multi-Family and Commercial Recycling Ordinance Comparison													
Jurisdiction	Sector	Effective Date	Threshold		Designated Recyclables						Funding	Enforcement Method	
			Garbage Collection Size	Frequency	Size of Business/ # of Dwelling Units	Other	Paper/ OCC	Plastic	Glass	Metal			Organic Materials
Rancho Cordova, CA	MFD and Commercial	December-08	4CY+	Weekly	All business and MFD with 5+ Units		x	x	x	x	Asseptic Packaging	Commercial Franchise Fees	Notice of Violation, Enforcement order (up to \$1,000 per day Violation occurs)
Elk Grove, CA	MFD and Commercial	July-10	4CY+	Weekly	all generators	minimum 30% recycling service	x	x	x	x			Recycling plan from all haulers,
Sacramento Regional Solid Waste Authority (Sacramento County & City of Sacramento, CA)	Commercial	May-07	4CY+	Weekly	all businesses		x	x	x	x	Wood	SWA Franchise Fee	Notice of Violation, Enforcement order, penalty of misdemeanor
	MFD	June-09	10CY+	Weekly	5+ Dwelling Units	minimum 30% recycling service	x	x	x	x			
Chula Vista, CA	All Generators of Residential, Commercial & Industrial Recyclables	January-08	all generators	all generators	all generators	all generators	x	x	x	x	White Goods, Used Oil, Used Oil Filters, Yard Waste, Clean Lumber, Concrete and Asphalt		City Manager is responsible for enforcing ordinance
San Carlos, CA	Commercial, MFD and Special Events	April-10	2CY+	Weekly			x	x	x	x			3 step enforcement for Contamination/Other Violations: 1. Issuance of a Courtesy Notice 2. Issuance of a Warning Notice 3. Issuance of a Violation Notice
	Residential/MFD	January-08	MFD generating more than 6 CY waste including recyclables	Weekly	SFD Serviced by City								SFD refuse container containing recycling or Failure to provide recycling service to a residential, commercial or mixed use facility: 1-3 Notices: Tag container advising requirements 4th Notice: \$100 Admin Citation 5+ Notice(s): Admin Citation \$250-\$1,000 If no compliance after \$1,000 citation, refer to City Attorney's office
		February-08			100+ units		x	x	x	x			Franchisee / Recyclable Materials Hauler disposing of recyclables: 1st Offense: Administrative Warning 2nd and 3rd Offense: \$1,000 Admin Citation 4th Offense: Prepare case for City Attorney/refer to ESD Franchise Administrator for evaluation
		January-09			50+ units								Written notice followed by up to \$1,000 per day a violation occurs, violation as misdemeanor
		January-10			All apts/condos							green waste	Complaint Driven, quarterly reports from each person contracting with a recycling service provider
		February-08	Commercial generating more than 6 CY waste including recyclables	Weekly	20,000 sq. ft. + 10,000 sq. ft. + All commercial facilities	special events	x	x	x	x	x		Recycling and Waste Reduction Plan, Reporting requirements annually for 101 MFD units/businesses 100+ on-site employees and upon request for MFD units fewer than 101/businesses fewer than 100
San Diego, CA (City)	Commercial All Generators of Residential, and Commercial Recyclables	January-08 February-08 January-09 January-10											
San Luis Obispo County, CA	MFD/Commercial	1989	all generators	all generators	100+ units								
Austin, TX (City)			all generators	all generators	all generators	all generators	x	x	x	x	yard trim, Christmas Trees		
Montgomery County, MD	Residential and Commercial	February-05											

**TABLE 3**  
**Zero Waste Resolutions, Plans and Goals**

Jurisdiction	Diversion Goal	Actions Taken	Resolution Passed	Source
Berkeley	75% by 2010 Zero Waste by 2020 3/22/2005	Zero Waste Commission	Currently Creating Plan	
		Solid Waste Commission becomes Zero Waste Commission Ordinance	2/7/2006	<a href="http://greenpolicy.us/index.php?title=Berkeley%2C_CA_Solid_Waste_Management_Commission_Becomes_Zero_Waste_Commission">http://greenpolicy.us/index.php?title=Berkeley%2C_CA_Solid_Waste_Management_Commission_Becomes_Zero_Waste_Commission</a>
		Zero Waste Resolution	3/22/2005	<a href="http://www.ci.berkeley.ca.us/uploadedFiles/Planning_and_Development/Level_3_Energy_and_Sustainable_Development/Zero%20Waste%20Goal.pdf">http://www.ci.berkeley.ca.us/uploadedFiles/Planning_and_Development/Level_3_Energy_and_Sustainable_Development/Zero%20Waste%20Goal.pdf</a>
		Construction and Demolition Debris Salvage and Recycling Ordinance	11/9/2010	<a href="http://www.ci.berkeley.ca.us/citycouncil/2006citycouncil/packet/112806/2006-11-28%20item%2015%20Construction%20and%20Demolition%20Debris%20Salvage%20and%20Recycling.pdf">http://www.ci.berkeley.ca.us/citycouncil/2006citycouncil/packet/112806/2006-11-28%20item%2015%20Construction%20and%20Demolition%20Debris%20Salvage%20and%20Recycling.pdf</a>
		Green Purchasing Policy	2004	<a href="http://www.besafenet.com/ppc/docs/purchasing/PU_BPP.pdf">www.besafenet.com/ppc/docs/purchasing/PU_BPP.pdf</a>
Burbank	Zero Waste to landfills and incinerators by 2040	Zero Waste Strategic Plan	1/22/2008	<a href="http://www.ci.burbank.ca.us/Modules/ShowDocument.aspx?documentid=3117">http://www.ci.burbank.ca.us/Modules/ShowDocument.aspx?documentid=3117</a>
		Resolution Supporting the UN Environmental Accords and Burbank Sustainability Action Plan	1/22/2008	
Oceanside	75% landfill diversion by 2020	Zero Waste Resolution	8/25/2010	<a href="http://www.sandiegocountynews.com/2010/08/31/oceanside-city-council-passes-a-zero-waste-resolution/">http://www.sandiegocountynews.com/2010/08/31/oceanside-city-council-passes-a-zero-waste-resolution/</a>
Alameda (City)	75% diversion	Currently Creating Strategic Resource Management Plan	Currently Creating Plan	<a href="http://www.ci.oceanside.ca.us/pdf/RFP_Conulting_ZWSRMP.pdf">http://www.ci.oceanside.ca.us/pdf/RFP_Conulting_ZWSRMP.pdf</a>
Los Angeles (City)	70% by 2013 90% by 2025	Zero Waste Implementation Plan	8/10/2010	<a href="http://www.ci.alameda.ca.us/news/1008_zero_waste_implementation_plan.html">http://www.ci.alameda.ca.us/news/1008_zero_waste_implementation_plan.html</a>
Palo Alto	73% Diversion by 2011, Zero Waste by 2020	Plastic Bag Ban	11/16/2010	<a href="http://plasticbagbanreport.com/la-countys-plastic-bag-ban-ordinance/">http://plasticbagbanreport.com/la-countys-plastic-bag-ban-ordinance/</a>
		5-Yr Strategic Plan, Solid Waste Integrated Resources Plan	7/1/2009	<a href="http://www.zerowaste.lacity.org/home/index.html">http://www.zerowaste.lacity.org/home/index.html</a>
San Francisco	75% Diversion by 2010 and Zero Waste by 2020	Zero Waste Strategic Plan	10/1/2005	<a href="http://www.cityofpaloalto.org/civica/filebank/blobload.asp?BlobID=7100">http://www.cityofpaloalto.org/civica/filebank/blobload.asp?BlobID=7100</a>
		Zero Waste Operational Plan	9/17/2007	<a href="http://www.cityofpaloalto.org/civica/filebank/blobload.asp?BlobID=10289">http://www.cityofpaloalto.org/civica/filebank/blobload.asp?BlobID=10289</a>
		CocaCola Recycled Plastics Resolution	12/20/1999	
		Plastic Beverage Bottle Resolution	6/17/2000	
		Computer and Electronic Recycling Resolution	8/8/2001	
		Zero Waste Goal Resolution	5/16/2002	
		Resolution for 75% Waste Diversion Goal	9/30/2002	
		Resolution Setting Zero Waste Date	3/6/2003	
		Recycling and Resource Conservation in the Consumer Catalog Industry	5/20/2003	
		City Composting Ordinance	5/20/2003	
		Resource Efficiency Requirements and Green Building Standards Ordinance	4/26/2004	
		Check Out Bag Fee Resolution	1/25/2005	<a href="http://www.sfenvironment.org/our_policies/index.html">http://www.sfenvironment.org/our_policies/index.html</a>
		Precautionary Purchasing Ordinance	4/4/2005	
		EPR Resolution	2/7/2006	
		C&D Ordinance	6/1/2006	
		Bag Recycling Resolution	7/17/2006	
		Food Service Waste Reduction Ordinance	11/14/2006	
		Resource Conservation Ordinance	2/14/2007	
Oakland	Zero Waste by 2020	Construction-Use of Recycled Content Materials Ordinance	3/6/2007	
		Plastic Bag Reduction Ordinance	3/22/2007	
Fairfax		Mandatory Recycling and Composting Ordinance	6/9/2009	
		EPR Framework Resolution	4/20/2010	
Oakland	Zero Waste by 2020	Resolution Adopting Zero Waste as a Goal	3/7/2006	<a href="http://www.eurekarecycling.org/PDFS/ZW3.pdf">http://www.eurekarecycling.org/PDFS/ZW3.pdf</a>
		Resolution to Adopt Zero Waste Strategic Plan	12/6/2006	<a href="http://clerkwebsvr1.oaklandnet.com/attachments/15199.pdf">http://clerkwebsvr1.oaklandnet.com/attachments/15199.pdf</a>
Fairfax		Zero Waste Strategic Plan	11/26/2006	<a href="http://www.eurekarecycling.org/PDFS/ZW4.pdf">http://www.eurekarecycling.org/PDFS/ZW4.pdf</a>
		Resolution Adopting Zero Waste as a Goal	3/7/2007	<a href="http://greenpolicy.us/index.php?title=Fairfax%2C_CA_Adoption_of_zero_waste_as_a_Goal">http://greenpolicy.us/index.php?title=Fairfax%2C_CA_Adoption_of_zero_waste_as_a_Goal</a>
Glendale	70% by 2015 and 90% by 2020	Plastic Bag Ordinance	7/11/2007	<a href="http://www.stopwaste.org/docs/fairfax_plastic_bag_ordinance.pdf">http://www.stopwaste.org/docs/fairfax_plastic_bag_ordinance.pdf</a>
		In process of creating Zero Waste Action Plan	Currently Creating Plan	
Irvine		Single-Use Bag Reduction and Recycling Program	August, 2008	<a href="http://www.ci.glendale.ca.us/public_works/">http://www.ci.glendale.ca.us/public_works/</a>
		Zero Waste Resolution	6/10/2007	<a href="http://www.cityofirvine.us/files/City%20of%20Irvine%20Zero%20Waste%20Resolution.pdf">http://www.cityofirvine.us/files/City%20of%20Irvine%20Zero%20Waste%20Resolution.pdf</a>
San Jose	Zero Waste by 2023	Sustainability Resolution	11/9/2010	<a href="http://www.sanjoseca.gov/esd/PDFs/ZeroWasteResolution74077_10-07.pdf">http://www.sanjoseca.gov/esd/PDFs/ZeroWasteResolution74077_10-07.pdf</a>
		Environmental Preferred Purchasing Policy	3/20/2007	<a href="http://greenpolicy.us/index.php?title=San_Jose%2C_CA_Environmentally_Preferable_Procurement_Policy">http://greenpolicy.us/index.php?title=San_Jose%2C_CA_Environmentally_Preferable_Procurement_Policy</a>
		Green Building Policy	3/6/2007	<a href="http://greenpolicy.us/index.php?title=San_Jose%2C_CA_Green_Building">http://greenpolicy.us/index.php?title=San_Jose%2C_CA_Green_Building</a>
		Water Bottle Policy	6/12/2008	<a href="http://greenpolicy.us/index.php?title=San_Jose%2C_CA_Bottled_Water_Policy">http://greenpolicy.us/index.php?title=San_Jose%2C_CA_Bottled_Water_Policy</a>
		Construction and Demolition Ordinance	1998	<a href="http://www.sjrecycles.org/construction-demolition/program-background.asp">http://www.sjrecycles.org/construction-demolition/program-background.asp</a>
San Diego (Cities and County)	75% by 2010	Zero Waste Strategic Action Plan	November, 2008	<a href="http://www.sjrecycles.org/zerowaste-stratplan.asp">http://www.sjrecycles.org/zerowaste-stratplan.asp</a>
		Zero Waste Resolution		<a href="http://www.zerowastesandiego.org/">http://www.zerowastesandiego.org/</a>
		San Diego Recycling Ordinance	11/13/2007	<a href="http://docs.sandiego.gov/municode/MuniCodeChapter06/Ch06Ar06D/Division07.pdf">http://docs.sandiego.gov/municode/MuniCodeChapter06/Ch06Ar06D/Division07.pdf</a>
		Environmental Preferred Purchasing Regulation	4/4/2007	<a href="http://www.sandiego.gov/environmental-services/ep3/documents/">http://www.sandiego.gov/environmental-services/ep3/documents/</a>
El Cajon	75% by 2010	Compostable Organics out of Landfill by 2012	Draft	<a href="http://www.zerowastesandiego.org/pdf/cool2012/cool2012resolution.pdf">http://www.zerowastesandiego.org/pdf/cool2012/cool2012resolution.pdf</a>
		Zero Waste as a Goal Resolution	2/14/2007	<a href="http://www.zerowastesandiego.org/pdf/elcajonzw.pdf">http://www.zerowastesandiego.org/pdf/elcajonzw.pdf</a>
Fresno	75% by 2012 and zero waste by 2025	Mandatory Recycling Ordinance (effective 10/29/05)	2/11/2008	<a href="http://library.municode.com/index.aspx?clientId=14478&amp;stateId=5&amp;stateName=California">http://library.municode.com/index.aspx?clientId=14478&amp;stateId=5&amp;stateName=California</a>
		Zero Waste Strategic Plan	2/11/2008	<a href="http://www.fresno.gov/NR/rdonlyres/9112A6F3-33A3-428E-9762-6EBC0E0523B7/0/ZeroWasteStrategicActionPlan.pdf">http://www.fresno.gov/NR/rdonlyres/9112A6F3-33A3-428E-9762-6EBC0E0523B7/0/ZeroWasteStrategicActionPlan.pdf</a>



# Appendix B

## Recommended Model Construction and Demolition Debris Ordinance

*Model Construction and Demolition Debris Ordinance*

*Model C&D Diversion Report Form*

*Model Facility Certification Standards*

*Model Facility Certification Application*

*Model Quarterly Facility Tonnage Report*



## Model Construction and Demolition Debris Ordinance

Endorsed by the Marin County Hazardous and Solid Waste Joint Powers Authority: Date \_\_\_\_\_

### Model Construction and Demolition Debris Program Ordinance

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF \_\_\_\_\_ AMENDING THE MUNICIPAL CODE BY ADDING A NEW ARTICLE XX (CONCERNING THE COLLECTION, RECYCLING AND DISPOSAL OF WASTE GENERATED FROM CONSTRUCTION, DEMOLITION, AND RENOVATION PROJECTS WITHIN THE CITY OF \_\_\_\_\_)**

#### **SECTION 1 (ENACTMENT):**

The City Council of the City of \_\_\_\_\_ does ordain this ORDINANCE No. \_\_\_\_\_ in full, amending the \_\_\_\_\_ Municipal Code by adding a new Article to the \_\_\_\_\_ Municipal Code which shall read as follows:

#### **ARTICLE XX.XX COLLECTION, RECYCLING AND DISPOSAL OF WASTE GENERATED FROM CONSTRUCTION, DEMOLITION, AND RENOVATION PROJECTS WITHIN THE CITY OF \_\_\_\_\_**

##### **XX-1 FINDINGS**

- A. The City finds that the State of California through its California Waste Management Act of 1989, Assembly Bill 939 (AB 939 passed and signed into law in 1989) and Alternative Compliance Act of 2008 (SB 1016 passed and signed into law in 2008), requires that each local jurisdiction in the state divert 50% of discarded materials from landfill garbage disposal on a per capita basis.
- B. The City finds that every city and county in California, including the City, could face fines up to \$10,000 a day for not meeting the above mandated goal.
- C. The City finds that the State of California through its California Global Warming Solutions Act of 2006 (AB 32 passed and signed into law in 2006), requires that commercial generators statewide participate in recycling programs.
- D. The City finds that in recent years, inerts and mixed Construction and Demolition (C&D) debris constituted approximately 16% of the materials landfilled in Marin County and a similarly large portion of the waste stream in the City. These materials have significant potential for waste reduction and recycling.
- E. The City finds that reusing and recycling C&D debris is essential to further the City's efforts to reduce waste and comply with AB 939, AB 32 and other waste reduction goals.
- F. The City finds that C&D debris waste reduction and recycling have been proven to reduce the amount of such material in landfills, increase site and worker safety, be cost effective, and thereby assist in the protection of public health, safety and welfare.
- G. The City finds that, except in unusual circumstances, it is feasible to divert on average one hundred percent (100%) asphalt and concrete, and at least seventy percent (70%) of all remaining C&D debris from most construction, demolition, and renovation projects.



## Model Construction and Demolition Debris Ordinance

- H. The City desires to implement a program to encourage the Marin County Hazardous and Solid Waste Management Joint Powers Authority (JPA) goal to increase the diversion of materials from landfill and transformation facilities to achieve 80% diversion goal by 2012 and Zero Waste by 2025, ensure that resources are used to their highest potential, reduce upstream waste, and reduce Marin's ecological footprint.
- I. The City finds that, to ensure compliance with this Article and to ensure that those contractors that comply with the Article are not placed at a competitive disadvantage, it is necessary to impose a financial incentive as set forth by resolution of the City Council.
- J. The City finds that, to ensure compliance with this Article, facilities will be evaluated annually through an extensive certification process conducted by the JPA.

### **XX-2 DEFINITIONS**

- A. "Alternative Daily Cover (ADC)" means disposal facility cover material, other than organic waste and at least six (6) inches of earthen material, placed on the surface of the active face of the refuse fill area at the end of each operating day to control vectors, fires, odor, blowing litter and scavenging, as defined in Section 20164 of the California Code of Regulations.
- B. "Applicant" means any individual, firm, limited liability company, association, partnership, political subdivision, government agency, municipality, industry, public or private corporation, or any other entity whatsoever who applies to the City for the applicable permits to undertake any construction, demolition or renovation project within the City.
- C. "Avoided Disposal Fee" means three percent (3%) of the value of the project, not to exceed ten thousand dollars (\$10,000).
- D. "Certified Recycling Facility" means a recycling, composting, materials recovery or re-use facility determined to process incoming C&D materials to divert from landfill or transformation for which the certifying agency has issued a certification.
- E. "C&D Diversion Report" means a form issued by the Director to be submitted by the Applicant when applying for a building permit and prior to final inspection and issuance of occupancy permit.
- F. "Director" means the City Manager, including his or her designee.
- G. "Diversion" or "Diverted" means a reduction of the amount of waste being disposed in a landfill or transformation facility by any of the following methods:
  - i. Use of new construction methods, as described in regulations promulgated by Director, that reduce the amount of waste generated.
  - ii. On-site re-use of the waste.
  - iii. Delivery of the waste from the site to a Certified Recycling Facility described in Section XX-5.
  - iv. Other methods as approved in regulations promulgated by the Director.
- H. "Joint Powers Authority" or "JPA" means Marin County Hazardous and Solid Waste Management Joint Powers Authority.



## Model Construction and Demolition Debris Ordinance

### **XX-3 C&D DIVERSION REPORT REQUIRED**

- A. Except as otherwise specified in this Article, on or after \_\_\_\_\_, 2011, each person who applies for a building permit pursuant to Article XX.XX of this code shall complete a C&D Diversion Report. On or after \_\_\_\_\_, 2011, no building permit shall be issued unless the applicant submits the C&D Diversion Report.
- B. Except as otherwise specified in this Article, on or after \_\_\_\_\_, 2011, each person who applies for a building permit pursuant to Article XX.XX of this code shall remit a C&D Diversion Report prior to final inspection and issuance of occupancy permit. An Avoided Disposal Fee may be imposed if a permitted facility is not used or recycling/reuse receipts are not submitted prior to final inspection and issuance of occupancy permit to ensure compliance and to fund enforcement. The Avoided Disposal Fee shall be based on three percent (3%) of the value of the project, not to exceed ten thousand dollars (\$10,000).

### **XX-4 C&D DIVERSION REPORT EXEMPTIONS**

- A. A C&D Diversion Report shall not be required for the following:
- i. Deconstruction Projects.
  - ii. Work for which a building permit is not required under Article XX.XX.
  - iii. Residential alterations of less than \$2,000 in value.
  - iv. Non-residential alterations of less than \$5,000 in value.
  - v. Roofing projects.
  - vi. Work for which only a plumbing permit, only an electrical or only a mechanical permit is required.
  - vii. Seismic tie-down projects.
  - viii. The installation or replacement of shelves.
  - ix. Installation of pre-fabricated patio enclosures and covers where no foundation or other structural building modifications are required.
  - x. Installation of swimming pools and spas, provided that the exemption shall apply only to (1) the area to be excavated for the installation of the pool or spa and (2) the area for the pad for the pool/spa equipment that does not exceed sixteen square feet; and shall not apply to any related construction or alterations necessary for any other equipment or accessories, nor to any other portion of the project.
  - xi. Installation of pre-fabricated accessories such as signs or antennas where not structural building modifications are required.
- B. It is unlawful to split or separate a project into small work projects for the purpose of evading the requirements of this Section XX-4.

### **XX-5 CERTIFIED C&D RECOVERY FACILITIES**

- A. The JPA shall issue a certification only if the owner or operator of the facility submits the following documentation satisfactory to the JPA's designee:



## Model Construction and Demolition Debris Ordinance

- i. The facility has obtained all applicable Federal, State, and local permits, and is in full compliance with all applicable regulations; and
  - ii. The percentage of incoming waste from construction, demolition, and alteration activities that is diverted from landfill disposal, transformation and use as ADC meets a required minimum of seventy percent (70%) or other amount as set forth in regulations promulgated by the JPA.
- B. The City shall make available to each building permit applicant a current list of certified C&D recovery facilities and certified C&D haulers.

### **XX-6 USE OF AVOIDED DISPOSAL FEES**

- A. Moneys received by the City as Avoided Disposal Fees shall be used only for:
- i. Costs of administration of the program established by this Article;
  - ii. Cost of programs whose purpose is to divert the waste from construction, demolition, and alteration projects from landfill disposal, transformation and use as ADC; and
  - iii. Costs of programs whose purpose is to develop or improve the infrastructure needed to divert the waste from construction, demolition and alteration projects from disposal in a landfill, transformation facility or use as ADC.

### **SECTION 2 (SEVERABILITY):**

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Article XX, or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Article XX or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase of this Article XX irrespective of that fact that one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or invalid or effective. To this end the provisions of this Article are declared to be severable.

### **SECTION 3 (EFFECTIVE DATE):**

This Article XX shall take effect thirty (30) days after its passage.

### **SECTION 4 (NOTICE):**

[Jurisdiction should insert the relevant notice requirements here]

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor: \_\_\_\_\_

City Clerk: \_\_\_\_\_



## Model C&D Diversion Report Form

### **Instructions:**

Complete Part 1 when applying for a building permit. Prior to requesting a final inspection and issuance of occupancy permit, submit receipts from Approved Recycling C&D Hauler or C&D Recovery Facility along with this completed form to the Building Division.

### **Requirements:**

- Applies to all construction, demolition and renovation projects requiring one or more building permits.
- 100% asphalt and concrete, and at least 70% of all remaining C&D debris must be diverted from the landfill from construction, demolition, and renovation projects.
- Receipts for recycling/reuse/disposal must be submitted prior to issuance of occupancy permit.

### **Part 1: Project Information**

Permit Number \_\_\_\_\_ Job Address \_\_\_\_\_

Type & Size of Project: Demolition \_\_\_\_\_ sf Remodel \_\_\_\_\_ sf New/Addition \_\_\_\_\_ sf

Type of Construction: ☐ Wood frame ☐ Concrete ☐ Steel ☐ Other (specify) \_\_\_\_\_

Waste Hauler or Recycling Contractor \_\_\_\_\_

Estimated Project Value \$ \_\_\_\_\_

Estimated C&D Generation					
Project Type	Project Size		Debris Weight Projection Factor		Estimated Total Project Debris
New construction	_____ sf	X	4 lbs. / sf	=	_____ lbs.
Remodeling	_____ sf	X	40 lbs. / sf	=	_____ lbs.
Demolition	_____ sf	X	70 lbs. / sf	=	_____ lbs.
Demolition, including foundation	_____ sf	X	100 lbs. / sf	=	_____ lbs.
PROJECT TOTAL =					_____ lbs.

#### **Approved C&D Haulers**

TO BE COMPLETED BY FRANCHISING  
AGENCIES

Example:

Marin Sanitary Service  
535 Jacoby St., San Rafael (415) 465-2601

#### **Approved C&D Recovery Facilities**

TO BE COMPLETED BY JPA

Example:

Marin Sanitary Service Transfer Station  
1060 Andersen Dr., San Rafael (415) 456-2601



## Model C&D Diversion Report Form

### **Part 2: Documentation of Compliance to C&D Ordinance**

Complete Part 2a or Part 2b to show compliance with the City's C&D Ordinance requirements listed above.

#### **Part 2a: Documentation Showing Use of an Approved Recycling C&D Hauler/Facility**

Submit receipts from Approved C&D Hauler or C&D Recovery Facility along with this completed form to the Building Division prior to requesting a final inspection.

#### **Part 2b: C&D Diversion Report**

Document actual waste diversion for you project. (Please attach all receipts.)

Date of Receipt	Salvage/Deconstruction, Reuse or Recycling Facility Name	Materials Diverted	Quantity/Weight of Materials Diverted

### **Part 3: Actual Project Value and Avoided Disposal Fee**

Please fill out the information below as accurately as possible, and submit this completed form along with WEIGHT receipts from your waste hauler/recycler/reuse facility (note that receipts must be for weighed materials, not by material volume) prior to requesting a final inspection.

Value of Project \$\_\_\_\_\_ X 3% (but no more than \$10,000) = \$\_\_\_\_\_ Avoided Disposal Fee\*

\*Amount due prior to issuance of occupancy permit if diversion requirements are not meet.

ADDITIONAL LOCAL RESOURCES: Deconstruction Companies and Reuse Facilities				
Name	Address	City	Phone	Website
The Away Station	109 Broadway	Fairfax	(415) 453-4410	www.theawaystation.org
Beyond Waste	605 W. Sierra	Cotati	(707) 792-2555	www.beyondwaste.com
Recycle Town	500 Mecham Road	Petaluma	(707) 795-3660	www.garbage.org
Heritage Salvage	1473 Petaluma Blvd. S.	Petaluma	(707) 762-6277	www.heritagesalvage.com
The ReUse People	9235 San Leandro Blvd.	Oakland	(510) 522-2722	www.thereusepeople.org
C&K Salvage	718 Douglas Blvd.	Oakland	(510) 569-2070	





## Model Facility Certification Standards

### Facility Certification Types

1. **Administrative Facilities** – Facilities that do not have a solid waste facility permit and handle source separated non-solid waste materials only.
2. **Transfer Only Facilities** – Facilities that do not process mixed Construction and Demolition (C&D) materials<sup>1</sup> but transfer those materials to another C&D-Certified Facility.
3. **Transfer Station / Processing Facilities** – Transfer stations that receive solid waste and process mixed C&D materials.
4. **Landfills / Processing Facilities** – Landfills that receive solid waste and process mixed C&D materials.

### Diversion Rate

#### ***(Does not apply to Administrative Facilities or Transfer-Only Facilities)***

Facilities are required to achieve the following diversion rates for the combined source separated and mixed C&D loads that they receive.

- December 31, 2012 80%
- December 31, 2015 85%
- December 31, 2018 90%
- December 31, 2021 95%
- December 31, 2024 100%<sup>2</sup>

Facilities that fail to achieve the required diversion rates may request and receive a temporary waiver from the JPA provided they have:

- Complied with all of the other certification requirements;
- Can demonstrate, to the JPA's satisfaction, a "good faith effort" to achieve the required diversion rate; and
- Meet any and all other requirements that the JPA may establish, at its sole discretion, for issuing any such temporary waiver.

<sup>1</sup> C&D materials (debris) include used or discarded materials generated from construction, remodeling, repair, deconstruction, demolition, and renovation activities performed on any pavement, dwelling, commercial building, or other structure. Such materials include, but are not limited to: dirt, sand, rock, concrete, gravel, bricks, plaster, gypsum wallboard, ferrous and non-ferrous scrap, glass, asphalt material, plastics, roofing material, cardboard and other associated packaging, carpeting, cinder blocks, electrical wire, fiberglass, fixtures, granite, marble, pressboard, porcelain, stucco, ceramic tile, vinyl, wood, masonry, remnants of new materials (including paper, plastic, carpet scraps, wood scraps, scrap metal and packaging material), and plant debris resulting from land clearing and landscaping activities related to construction, remodeling, repair, deconstruction, demolition, and renovation activities.

<sup>2</sup> Consistent with the JPA's Zero Waste Goal of achieving 80 percent waste reduction by 2012 and zero disposal by 2025.



## Model Facility Certification Standards

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### Reporting Requirements

All facilities must comply with the JPA's C&D reporting requirements including providing complete, accurate and timely information on the Quarterly C&D Program Facility Tonnage Report (Quarterly Report), as applicable. Failure to provide complete, accurate and timely information on the Quarterly Reports is grounds for decertification.

The diversion rate for C&D-Certified Facilities seeking recertification shall be based on the information provided in the Quarterly Reports for the most recent calendar year (or other 12 month period specified by the JPA), subject to review and verification by the JPA. New facilities requesting initial certification must submit documentation acceptable to the JPA that demonstrates that the facility is achieving the required diversion rate.

### General Requirements / Standards

Facilities that accept C&D materials must adhere to the following conditions to be certified by the Marin County Hazardous and Solid Waste Management Joint Powers Authority:

1. All incoming loads of C&D materials:
  - a. Must be weighed and tracked by point-of-origin; and
  - b. Must be classified as either a source separated C&D load (i.e., less than 10% contaminants or other materials) or a mixed C&D load (more than 10% of contaminants or other material types).
2. All residual from processing must be:
  - a. Weighed and the weight recorded prior to disposal onsite or transfer off-site to another facility; and
  - b. Reported as "residue" on the Quarterly Reports along with the name of the receiving facility if transferred off-site.
3. Diversion credit will only be given for:
  - a. Source separated C&D materials directed to off-site markets or used on-site for beneficial use, to the extent allowed;
  - b. Materials recovered from mixed C&D loads processed on-site and delivered to off-site markets for diversion (e.g., reuse, recycling, composting, energy recovery); and
  - c. Materials recovered from mixed C&D loads processed on-site and used on-site for beneficial use, to the extent allowed.
4. Transfer-Only Facilities will be given diversion credit equal to the diversion rate for the receiving C&D-Certified Facility.
5. Residue from mixed C&D loads that are processed on-site that are then directed off-site to a C&D-Certified Facility or other facility shall not count toward the diversion rate of the facility directing that material off-site.
6. Residue received from a C&D-Certified Facility will not count as C&D tonnage for the receiving facility for purposes of calculating that facility's diversion rate.



## Model Facility Certification Standards

7. ADC or other processed C&D material received from a C&D-Certified Facility will not count as C&D tonnage received or diverted for the receiving facility for purposes of calculating that facility's diversion rate.
8. All material directed off-site must be weighed and reported, and the facility (market, processing facility or disposal site) the material is delivered to must be identified on the Quarterly Report.

### Processing Requirements

Facilities must process **ALL** mixed C&D loads. Under no circumstances may materials from a mixed C&D load be transferred off-site or disposed without first being processed. (This requirement does not apply to Administrative Facilities or Transfer-Only Facilities.)

### **Administrative Facilities**

No processing requirements.

### **Transfer-Only Facilities**

1. Must have a dedicated storage area for C&D loads;
2. **ALL** C&D loads must be segregated and must not be commingled with any non-C&D loads;
3. Any C&D materials from source separated C&D loads must be used on-site for ADC, or beneficial use or delivered to off-site markets for diversion; and
4. **ALL** mixed C&D loads (materials) must be transferred to a C&D-Certified Facility for processing.

### **Transfer Stations / Processing Facilities**

1. Must have a dedicated mixed C&D processing area separated from the transfer operation;
2. Must direct **ALL** mixed C&D loads to the dedicated processing area for processing; and
3. At a minimum, processing at the dedicated processing area must include **Physical Separation** of C&D materials/loads (hand pickers, floor sorters, etc.), supported by dedicated **Heavy Equipment Separation** (front-end loaders, skip loaders, grapplers, etc.); and
4. Must process **ALL** mixed C&D loads at the dedicated processing area such that, to the JPA's satisfaction, a "good faith effort" is made to recover all available recoverable material.

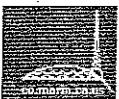
### **Landfills / Processing Facilities**

1. Must have a dedicated mixed C&D processing area separated from the working face of the landfill;
2. Must direct **ALL** mixed C&D loads to the dedicated processing area for processing;
3. At a minimum, the dedicated processing area must have a dedicated, staffed and operating **Mechanical C&D Processing Line** (i.e., a C&D sorting belt that conveys materials past staffed sorting stations), and/or **Mechanical Separation** (e.g., shaker screens, magnets, float tanks, etc.), supported by dedicated **Heavy Equipment Separation** (front-end loaders, skip loaders, grapplers, etc.) and other appropriate capabilities (e.g., an initial floor sort); and
4. Must process **ALL** C&D loads at the dedicated processing area such that, to the JPA's satisfaction, a "good faith effort" is made to recover all available recoverable material.



## Model Facility Certification Standards

Any facility not currently meeting the necessary Processing Requirements listed above that wishes to participate in the C&D Program ***must develop and adhere*** to a specific schedule for providing the necessary Processing Requirements that is acceptable to the JPA to be eligible for certification.



## Model Facility Certification Application

Please carefully read and fill out this application form in its entirety. If a question is not applicable to your facility, please indicate by writing "N/A". The Application is in four (4) Sections, with three (3) Attachments:

- Section 1: General Information
- Section 2: Description of Operations
- Section 3: Permits and Licenses
- Section 4: Diversion Data
  - Attachment A: Facility Site Map
  - Attachment B: Facility Permits and Licenses
  - Attachment C: Diversion Documentation

Applications must be submitted by \_\_\_\_\_pm, \_\_\_\_\_, 2011, to be eligible for certification in the JPA's Construction and Demolition program. **No applications will be accepted after \_\_\_\_\_ 2011, and failure to submit an application will result in decertification.** Electronic or hard copy applications must be sent to

Marin County JPA Certification Program

Attn: \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_



## Model Facility Certification Application

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## Model Facility Certification Application

Section 1. General Information	
1.1 Name of Facility Applying for Certification:	1.2 Facility Address:
1.3 Contact Name:	1.4 Contact Email Address:
1.5 Contact Office Phone Number:	1.6 Contact Cell Phone Number:
1.7 Type of application: <input type="checkbox"/> Initial <input type="checkbox"/> Renewal	
1.8 If renewal application, indicate the date first certified as a C&D recycling facility:	
1.9 Administrative Office Address (if different than facility address):	
1.10 Address of Facility Applying for Certification:	
1.11 Names and Addresses of other Facilities Owned by Company (if applicable):  a.  b.  c.  d.	



## Model Facility Certification Application

Section 2: Description of Operations				
2.1 Date (month/year) C&D recycling operation was started:				
2.2 Requested Facility Certification Type: (mark only one):				
<input type="checkbox"/> (a) Administrative Facility – Facilities that do not have a solid waste facility permit and handle source separated non-solid waste materials only.				
<input type="checkbox"/> (b) Transfer Only Facility – Facilities that do not process mixed C&D materials but transfer those materials to another C&D-Certified Facility.				
<input type="checkbox"/> (c) Transfer Station / Processing Facility – Transfer stations that receive solid waste and process mixed C&D materials.				
<input type="checkbox"/> (d) Landfill / Processing Facility – Landfills that receive solid waste and process mixed C&D materials.				
2.3 Types of C&D materials accepted (check all that apply):				
<input type="checkbox"/> Carpet	<input type="checkbox"/> Wood	<input type="checkbox"/> Aggregate	<input type="checkbox"/> Paint	<input type="checkbox"/> Shingles
<input type="checkbox"/> Carpet Pad	<input type="checkbox"/> Ferrous Metals	<input type="checkbox"/> Wallboard	<input type="checkbox"/> Aluminum	<input type="checkbox"/> Copper
<input type="checkbox"/> Brass	<input type="checkbox"/> Stainless	<input type="checkbox"/> Tin	<input type="checkbox"/> Iron	<input type="checkbox"/> Green Waste
<input type="checkbox"/> Tree Stumps	<input type="checkbox"/> Concrete	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Dirt/Soil	<input type="checkbox"/> AC Grindings
<input type="checkbox"/> Porcelain	<input type="checkbox"/> Brick	<input type="checkbox"/> Base Rock	<input type="checkbox"/> Wire	<input type="checkbox"/> Clean Fill
<input type="checkbox"/> Cardboard	<input type="checkbox"/> Plastic	<input type="checkbox"/> Ceramics	<input type="checkbox"/> E-waste	
If more materials apply, please list below:          				





## Model Facility Certification Application

### Section 2. Description of Operations

2.4 List below the end market(s) for all accepted materials. Please provide company and contact information of end market destinations. If necessary, continue on a separate piece of paper.

Material	Market	Company	Company Contact Info
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

2.5 Indicate facility's expansion plans for the next 5 years. If new materials are included, please list and indicate markets as was done in section 2.4.

2.6 Attachment A – Please attach a site map of facility requesting certification to this application and label as “Attachment A”.

Clearly indicate the following on the site map: (a) Scale house, (b) C&D material stockpiles prior to processing, (c) mixed C&D processing area(s), (d) source separated C&D processing areas, (e) recovered material stockpiles.



## *Model Facility Certification Application*

### **Section 2. Description of Operations**

2.7 Explain what classifications the facility records for C&D loads (e.g., mixed load, source separated, classification by individual material type (e.g., wood waste, concrete etc.).

2.8 Provide a list of the number of staff by job classification and equipment used for mixed C&D processing.



## *Model Facility Certification Application*

### **Section 2. Description of Operations**

2.9 C&D-Certified Facilities, with the exception of "Transfer-Only" facilities, are required to process all mixed C&D loads. Are all mixed C&D loads processed?

☐ Yes

☐ No

☐ NA (Transfer-Only Facility)

If "NO" clearly explain what mixed C&D loads are not processed and why.

2.10 "Transfer Only" facilities are required to transfer all mixed C&D loads to a C&D-Certified Facility. Are all mixed C&D loads transferred to a C&D-Certified Facility?

☐ Yes

☐ No

☐ NA (Not a Transfer-Only Facility)

If "NO" clearly explain what mixed C&D loads are not transferred to a C&D-Certified Facility and why.



## *Model Facility Certification Application*

### **Section 2. Description of Operations**

- 2.11 Explain how mixed C&D loads are handled and processed at the facility:
- a. Where do mixed C&D loads go after leaving the scale house?
  - b. What policies and procedures are used to assure that all mixed C&D loads are processed?
  - c. What specific manual and/or mechanical methods are used to process the mixed C&D loads?
  - d. What happens to the various materials that are recovered from mixed C&D loads after processing?
  - e. Are any of the recovered materials that are used on-site for beneficial use weighed? If not, how are the tonnages estimated for purposes of their accounting on the Quarterly Reports?
  - f. What happens to the residue from processing operations? Is it weighed prior to disposal?

- 2.12 Does the facility stockpile materials prior to processing? If so, explain what types of materials are stockpiled, where they are stockpiled and for how long?



## *Model Facility Certification Application*

### **Section 2. Description of Operations**

- 2.13 How does the facility estimate the tons of materials stockpiled prior to processing for purposes of reporting that figure on the Quarterly Reports?
- 2.14 Does the facility stockpile processed materials prior to (a) diverting off-site and/or (b) prior to using on-site? If so, explain what types of materials are stockpiled, where they are stockpiled and for how long?
- 2.15 How does the facility estimate the tons of processed materials stockpiled for purposes of reporting that figure on the Quarterly Reports?
- 2.16 List all types of materials that are used for beneficial use on-site and the specific on-site use of each material type.
- 2.17 Explain how source separated loads of C&D materials are handled/processed at the facility:
- a. Where do source separated C&D loads go after leaving the scale house?
  - b. What specific manual and/or mechanical methods are used to process each type of source separated C&D material?



## Model Facility Certification Application

### Section 3. Permits and Licenses

3.1 List all licenses and permits held by the company for the facility requesting certification.  
Continue on a separate sheet if necessary.

Issuing Agency	Type of License or Permit	Permit/License #	Expiration Date	Permitted Capacity

3.2 Attachment B – Please attach to this application a hard copy of all permits and licenses held by the facility. Label as "Attachment B".



## Model Facility Certification Application

### Section 4. Diversion Data

Complete the following information based on actual records for Calendar Year 2010. Supporting documentation must be made readily available for review during the audit.

Written documentation must be attached to this application and labeled as "**Attachment C**" for all information provided. Acceptable written documentation is monthly or quarterly facility operations reports.

4.1 Provide the total diversion rate for all C&D material received at the facility for calendar year 2010:

4.2 How are loads measured?

☐ Weight      ☐ Volume

4.3 Are all incoming loads measured?

☐ Yes      ☐ No

4.4 Are all outgoing loads measured?

☐ Yes      ☐ No

4.5 Are Marin County C&D materials recorded separately?

☐ Yes      ☐ No

4.6 Does the facility identify the jurisdiction of origin on the weight tickets?

☐ Yes      ☐ No

4.7 The following refers to all materials regardless of C&D status:

- a. What is the total capacity of the facility: tons
- b. What is the total tonnage of incoming materials: tons
- c. What is the total tonnage of outgoing materials: tons
- d. What percentage of total tonnage originated in Marin County: %
- e. How is that percentage determined?

The following refers only to C&D materials:

- a. What is the total C&D tonnage of incoming materials: tons
- b. What is the total C&D tonnage of outgoing materials: tons
- c. What percentage of total C&D tonnage originate in Marin County: %
- d. How is that percentage determined?

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name/Title \_\_\_\_\_



## Model Facility Certification Application

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## Model Quarterly Facility Tonnage Report

<b>Marin County JPA, C&amp;D Program Facility Tonnage Report</b>	
<b>Facility Name:</b>	
<b>Reporting Period:</b>	
<b>Preparer's Name:</b>	
<b>Preparer's Phone Number:</b>	

Instructions: For each incoming material type, enter the appropriate data below.

<i>Note: Quarterly Facility Tonnage Reports are due by the last calendar day of the month following the quarter for which the report applies. (e.g., Report for 1<sup>st</sup> quarter is due by April 30<sup>th</sup>.)</i>					
Material Type	Total Received (Tons)	Processed for Market (Tons)	ADC (Tons)	On-Site Beneficial Use (Tons)	Residual for landfill Disposal (Tons)



## Model Quarterly Facility Tonnage Report

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## Appendix C

### Recommended Model Mandatory Commercial Recycling Ordinance



## Model Mandatory Commercial Recycling Ordinance

Endorsed by the Marin County Hazardous and Solid Waste Joint Powers Authority: Date \_\_\_\_\_

### Model Mandatory Commercial Recycling Ordinance

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF \_\_\_\_\_ AMENDING THE MUNICIPAL CODE BY ADDING A NEW ARTICLE XX (ESTABLISH MANDATORY COMMERCIAL RECYCLING WITHIN THE CITY OF \_\_\_\_\_)**

#### **SECTION 1 (ENACTMENT):**

The City Council of the City of \_\_\_\_\_ does ordain this ORDINANCE No. \_\_\_\_\_ in full, amending the \_\_\_\_\_ Municipal Code by adding a new Article to the \_\_\_\_\_ Municipal Code which shall read as follows:

#### **ARTICLE XX.XX    REQUIRING MANDATORY COMMERCIAL RECYCLING WITHIN THE CITY OF \_\_\_\_\_**

##### **XX-1 FINDINGS**

- A. The City finds that the State of California through its California Waste Management Act of 1989, Assembly Bill 939 (AB 939 passed and signed into law in 1989) and Alternative Compliance Act of 2008 (SB 1016 passed and signed into law in 2008), requires that each local jurisdiction in the state divert 50% of discarded materials from landfill garbage disposal on a per capita basis.
- B. The City finds that every city and county in California, including the City, could face fines up to \$10,000 a day for not meeting the above mandated goal.
- C. The City finds that the State of California through its California Global Warming Solutions Act of 2006 (AB 32 passed and signed into law in 2006), requires that commercial generators statewide participate in recycling programs.
- D. The City continues to make progress in maintaining the disposal reduction requirements of the state recycling law, but additional efforts, particularly in the recycling of paper, cardboard, glass, and other recyclable materials generated by businesses, will assist the City in maintaining and exceeding the goal of diverting waste from landfill disposal. The City desires to implement a program to encourage the Marin County Hazardous and Solid Waste Management Joint Powers Authority (JPA) goal to increase the diversion of materials from landfill and transformation facilities achieving an 80% diversion goal by 2012 and Zero Waste by 2025, ensure that resources are used to their highest potential, reduce upstream waste and reduce Marin's ecological footprint.
- E. The City finds that organic or compostable waste that is buried in the anaerobic conditions of landfills creates methane gas and leachate that may impact air and water quality. Reductions or capture of methane is critical as methane gas from the decomposition of waste is a source of renewable energy, but if not collected and controlled is at least twenty-one times as potent as carbon dioxide in contributing to climate change.



## Model Mandatory Commercial Recycling Ordinance

- F. The City finds that reductions in greenhouse gas emissions from solid waste management can be realized by recovering traditional recyclable materials from the waste stream to use in the manufacturing of products from these materials. Traditional recyclable materials have significant intrinsic energy value that displaces fossil fuel energy requirements when introduced back into the manufacturing cycle. Additionally, by remanufacturing products using recycled materials, additional reductions in greenhouse gas emissions are realized through reduced fossil fuel demands in transportation and avoided methane emissions at landfills.
- G. The City finds that efforts by the City and the private sector to encourage voluntary diversion of commercial and special event recyclables materials have not achieved desired levels of diversion.
- H. The City finds that mandatory commercial recycling programs in other cities and counties in California, similar to the one implemented by this Article, have proven successful.
- I. The City agrees to be subject to the terms of this ordinance for all of the City's non-residential facilities and properties, including parks and City buildings, as well as City sponsored or partnered special events.

### **XX-2 DEFINITIONS**

- A. "Authorized Recycler" means any person or business entity which lawfully collects, accepts, transports or otherwise processes recyclable materials from Generators for a fee or profit through a proper permit, business license or other regulatory structure or authorization issued by the City.
- B. "Commercial Facility" means all retail, professional, office, wholesale and industrial facilities, and other commercial enterprises offering goods or services to the public and Multi-Family Dwelling Units located within the boundaries of the City.
- C. "Director" means the City Manager, including his or her designee.
- D. "Franchised Hauler" means a hauler holding a franchise, contract, license or permit issued by the City which authorizes the exclusive or non-exclusive right to provide solid waste handling services within all or part of the jurisdictional boundaries of the City.
- E. "Generator" means an owner or Responsible Party for a Commercial Facility or business, including non-residential property, which generates recyclable or compostable materials as a result of its business, Commercial Facility or property activity. Generator may also include tenants, property managers for facilities with leased space, employees and contractors of Generator, as well as a Responsible Party for Special Events. Generator also includes the City, its facilities, its non-residential properties and Special Events, its sponsors or co-sponsors.
- F. "Multi-Family Dwelling Units" means five (5) or more residential dwelling units located on a single parcel of land and any mobile home park located in the City utilizing a common garbage bin for the accumulation and set-out of garbage.
- G. "Recycling" means the process of collecting, sorting, cleansing, treating and reconstituting materials that would otherwise become solid waste and returning them for use or reuse in the form of raw materials for new, used or reconstituted products which



## Model Mandatory Commercial Recycling Ordinance

meeting the quality standard necessary to be used in the market place. Recycling does not include transformation as defined in Public Resources Code §40201.

- H. "Responsible Party" means the individual or entity responsible for the Generator's management of solid waste and/or recycling at the Generator's Commercial Facility, business, non-residential property, or Special Event.
- I. "Source Separate" means the process of removing recyclable materials from solid waste at the place of discard generation, prior to collection, into separate containers that are separately designated from recyclables, compostables, or garbage for the purposes of recycling.
- J. "Special Event" means a community, public, commercial, recreational or social event which may serve food or drink and which may require a permit from the City. Special Events may include the temporary or periodic use of a public street, publicly owned site or facility, or public park and which is expected to have 1,000 or more persons in attendance.

### **XX-3 SOURCE SEPARATION REQUIREMENTS**

- A. Each Generator shall be responsible for ensuring and demonstrating its compliance with the requirements of this ordinance. Each Generator shall:
  - i. Source Separate Recyclable Materials from Solid Waste; and
  - ii. Subscribe to a basic level of Recycling service that includes, at a minimum, the collection of Recyclable Materials; and
  - iii. Enter into a written service agreement with a Franchised Hauler or Authorized Recycler; or
  - iv. Complete and retain on-site a Self Hauling form certifying that all Self Hauling activities will be completed in accordance with this ordinance or any other applicable law or regulation. A copy of such form shall be available to the City Director upon request.
- B. Each Generator shall use containers to collect and store Recyclable Materials and shall designate areas to collect and/or store recyclable materials.
- C. Each Generator shall prominently post and maintain one or more signs in maintenance or work areas or common areas where recyclable materials are collected and/or stored that specify the materials to be Source Separated in addition to collection procedures for such materials.
- D. Each Generator shall notify and instruct employees in writing of applicable Source Separation requirements, including outreach and training on what materials are required to be Source Separate and how to Source Separate such material. A copy of such instruction or training materials shall be provided to the Director or designee upon request.
- E. All recyclable materials shall be placed for collection in covered collection containers conforming to the following requirements. No container shall be loaded beyond its capacity. It shall be the Generator's responsibility to keep the containers used for the storage and collection of recyclable material generated on the premises in a clean and sanitary condition. No material or containers shall be kept or handled in such a manner



## Model Mandatory Commercial Recycling Ordinance

- as to become a nuisance. No putrescible materials shall be commingled with recyclables. No recyclable material shall be allowed to become odoriferous or a producer of vermin. Lids on containers shall remain closed at all times while stored or placed for collection. The Director is specifically authorized to promulgate rules and regulations regarding any and all recyclable material containers including as related to the recyclable materials to be placed therein, the placement and maximum weight of high-density materials for collection and the proper use of containers.
- F. Each Generator shall ensure that recyclable materials generated at the Generator's site will be taken only to a recycling or composting facility or make other arrangements to ensure that the materials are recycled or composted and not delivered to a landfill for disposal. Generator shall not dispose of, or arrange for disposal of recyclable materials by placement in a landfill except in an emergency situation, or when no viable markets or recycling facilities are available, as determined by the Director. Further, all Generators are encouraged to consider recycling additional materials, whether or not they have been specifically designated by the Director.
  - G. The recycling service agreement and other recycling documents shall be available for inspection by the Director or designee, at the principal location of the Generator's Business, Commercial Facility, Special Event, or non-residential property during normal business hours.
  - H. No franchised hauler or authorized recycler shall be held liable for the failure of its customers to comply with such regulations, unless specified in the franchise, contract or permit issued by the City.

### **XX-4 FRANCHISED HAULERS AND AUTHORIZED RECYCLERS**

- A. No person shall provide services as a hauler of recyclables within the boundaries of the City without either being: (1) a Franchised Hauler with the City, or (2) an Authorized Recycler.
- B. Franchised Haulers and Authorized Recyclers shall offer collection service and automatic lift containers, bins or roll-off bins for recyclable materials sufficient to accommodate the quantity and types of recyclable materials to all of its customers and shall provide recycling services as described in Section XX-5.
- C. Franchised Haulers and Authorized Recyclers shall identify automatic lift containers, bins or roll off bins for recyclable materials with its name, recognizable corporate or company logo, and phone number of the Franchised Hauler or Authorized Recycler that is legible from a distance of fifty (50) feet.
- D. Franchised Haulers and Authorized Recyclers shall equip and provide automatic lift containers, bins and roll-off bins for recyclable materials, with locks and/or other suitable features, where feasible, to prevent scavenging. They shall conduct all activities in accordance with applicable laws, City codes and regulations and best management practices. Vehicles and equipment and containers shall be kept in a clean and well-maintained condition.
- E. Franchised Haulers and Authorized Recyclers shall not take a customer's recyclable materials to a landfill or other site for disposal. Such materials shall be taken to a recycling facility or Franchised Haulers and Authorized Recyclers shall make other arrangements for recycling the materials instead of disposal. The Franchised Haulers





## Model Mandatory Commercial Recycling Ordinance

and Authorized Recyclers shall make other arrangements for recycling the materials instead of disposal. The Franchised Haulers and Authorized Recyclers shall maintain a copy of a service agreement and/or receipts documenting that the Generator's recyclable materials have been properly delivered, as well as any documentation evidencing an event of force majeure which prevented the proper delivery of recyclable materials. Such documents shall be available for inspection by the Director at the place of business during normal business hours and maintained for not less than three years.

### **XX-5 RECYCLING SERVICES**

- A. The Recycling services provided by Franchised Haulers and Authorized Recyclers shall include, at a minimum, all of the following:
- i. Collection of recyclable materials at a minimum of two times per month, or more as specified by contract, license or permit;
  - ii. Collection of recyclable materials as identified by Director;
  - iii. Utilization of recycling receptacles which comply with City standards;
  - iv. Appropriate signage on all recycling receptacles, containers, chutes and/or enclosures which allows users to clearly and easily identify which containers to use for recyclables, compostables, or garbage and be color-coded.
  - v. Occupant Education. For Multi-family facilities, the Responsible Party shall provide information about recycling services as follows:
    1. Types of recyclable materials accepted, the location of recycling containers, and the occupant's responsibility to recycle pursuant to this Section. This information shall be distributed to all occupants annually;
    2. All new occupants shall be given information and instructions upon occupancy; and
    3. All occupants shall be given new information and instructions upon any change in recycling service.

### **XX-6 EXEMPTIONS**

- A. The following shall be exempt from the requirements of this Section:
- i. The State of California, a special district or other local public agency other than the City, as defined, or any employee thereof, when collecting or transporting recyclable materials produced by operation or system of the entities described above.
  - ii. Municipal corporations and governmental agencies other than City using their own vehicles and employees engaged in the collection, transportation or disposal of recyclable materials within the boundaries of the City.
- B. Generator shall be exempt from the requirements in this Section if the Business, Commercial Facility or non-residential property generates four (4) cubic yards or less of Solid Waste per week. This exemption does not apply to Special Events unless the Generator demonstrates to the Administrator that the event will produce less than the threshold amount.



## Model Mandatory Commercial Recycling Ordinance

- C. Generator may not be required to Source Separate recyclable materials if the Generator demonstrates to the Director that there is no collection service or other system available for such materials.
- D. Generator may be exempt from the requirement of this Section if the Generator demonstrates to the Director that there are no recyclable materials being generated by any activities in the Generator's Business, Commercial Facility, or non-residential property.
- E. Space and Zone.
  - i. Generator may be exempted from the requirements of this Section by the Director, if it is determined, through a site visit required by the Generator, that either:
    - 1. There is inadequate storage space for automatic lift containers, bins or roll-off bins for recyclable materials on site and that it is infeasible for the Generator to share automatic lift containers, bins or roll-off bins for recyclable materials with a Generator or an adjoining property; or
    - 2. Compliance with this Section will result in a violation of zoning codes or City regulations for minimum parking spaces.
  - ii. If, after reviewing the site, the Director determines that it is feasible for recycling containers to be placed either on-site or shared with an adjoining business or property, then the Generator will not be exempted from these requirements and will be responsible for full compliance with this Section.
- F. Generators may be exempted from the requirements of this Section when no viable markets or recycling facilities are available, as determined by the Director.
- G. If the Generator seeks an exemption, an application for such exemption shall be submitted on a form prescribed by the Director. After reviewing the exemption request, and after an on-site review, if applicable, the Director shall either approve or disapprove the exemption request.

### **XX-7 SELF HAUL**

- A. Nothing in this ordinance shall preclude any person from self-hauling recyclable materials generated by that person to a recycling facility. A Generator may transport recyclable materials generated at its business or property to a recycling facility (rather than hiring a Franchised Hauler or Authorized Recycler) only if the Generator completes its activity by utilizing a vehicle owned by either the Generator or Generator's employee. This self-haul exemption does not include contracting for or hiring a third party to transport the recyclable materials. A self-hauler must retain on-site a self-hauling form certifying that all self-hauling activities will be completed in accordance with this Section or any other applicable law or regulation. The self-hauling form shall be made available to the Director or designee upon request. At a minimum, the Generator shall provide the following information on the self-hauling form:
  - i. The name, address and telephone number of the Generator's representative that will be signing the self-hauling form.
  - ii. A list of the types of recyclable materials that are being transported.



## Model Mandatory Commercial Recycling Ordinance

- iii. For each type of recyclable material, the amount that is being taken from the Generator's business or property to a recycling facility on a quarterly basis.
  - iv. The name and address of the recycling facility.
  - v. A written statement, signed by the Generator or representative, certifying that the Generator is in compliance with the requirements of this Section XX-7.
- B. The Director may restrict or prohibit self-hauling by a Generator if the Director determines, after providing notice and an opportunity for a hearing, that the Generator's self-hauling activities violate the provisions of this Section or any other applicable law or regulation.
- C. Sale or Donation. Nothing in this ordinance shall preclude any Generator from selling or exchanging at fair market value, for reuse or recycling, Source Separated recyclable materials generated from that business, commercial facility or property; or from donating to another entity for reuse or recycling; Source Separated recyclable materials generated from that business, commercial facility or property.

### **XX-8 SPECIAL EVENT RECYCLING**

- A. For a Special Event, in addition to any other conditions the City requires as part of the Special Event permit, the Responsible Party shall provide recycling receptacles throughout the event location to make Source Separation of recyclables, compostables, or garbage convenient for the employees, volunteers, contractors, and customers of the food vendors and attendees of the event.
- B. The minimum number of recycling receptacles shall equal or exceed the number of solid waste receptacles. The solid waste and recycling receptacles shall be placed as close together as possible throughout the event location in order to provide equally convenient access to users.
- C. All of the receptacles must have appropriate signage and be color coded to identify the type of refuse to be deposited and meet any additional design criteria established by the City by regulation.
- D. Food vendors must have at least one separate container each for recyclables, compostables, and trash for use by customers and visitors. Multiple food vendors that provide disposable food service ware and share a common eating area may share an appropriate number, size, and placement of containers for recyclables, compostables, and garbage for convenient use by customers or visitors or have common access to such a container which shall be located within a reasonable proximity of the vendors.
- E. The types of recyclable materials suitable for deposit into each receptacle shall include, at a minimum; plastic bottles and jars, paper, cardboard, glass, newspaper, metal containers, and cans. Each recycling receptacle shall be clearly identified as a recycling receptacle and shall display a list of types of recyclable materials, which may be deposited into the recycling receptacle.
- F. The Responsible Person shall ensure that the recyclable materials deposited into the recycling receptacles are delivered to a recycling facility. The recycling facility may be located at a landfill, but recyclable materials shall not be delivered to a landfill for disposal.



## Model Mandatory Commercial Recycling Ordinance

### **XX-9 OWNERSHIP/SCAVENGING OF RECYCLABLE MATERIALS**

- A. All recyclable materials placed in automatic lift containers, bins or roll-off bins for recyclable materials provided by any Franchised Hauler or Authorized Recycler sufficient to accommodate the quantity and types of materials generated by businesses, or non-residential properties, shall be considered owned by and be the responsibility of either the Franchised Hauler or Authorized Recycler. Without permission of either the Franchised Hauler or Authorized Recycler, no person shall collect recyclable materials placed in such automatic lift containers, bins or roll-off bins by customers or Generators.
- B. All recyclable materials placed in recyclable materials containers provided or owned by the Generator, shall be considered owned by and be the responsibility of that Generator until the material is placed at a Franchised Hauler's or Authorized Recycler's designated point of collection or in containers described in paragraph A.
- C. No person other than the person or Business under contract with the Generator of the recyclable materials to collect the recyclable materials, shall remove or otherwise interfere with recyclable materials which have been placed at a designated recycling or recycling materials collection location. Except as authorized under Section XX-6, it shall be unlawful for any person to engage in the business of collecting, removing or transporting, or otherwise organize or direct the collection, removal or transportation of recyclable materials without being a Franchised Hauler or Authorized Recycler.

### **XX-10 REPORTING**

- A. Franchised Haulers and Authorized Recyclers shall provide quarterly reports on the dates described below to the Director identifying, at a minimum, the following information, including Special Events:
  - i. The total number of customers or commercial accounts they have in the City, the name and address of the facility serviced, and the name of the Responsible Party for Solid Waste and recyclable materials management;
  - ii. The frequency of recyclable materials collection service provided to the business, commercial facility or property;
  - iii. The recyclable materials collected per week by volume in cubic yards and tons, measured by the size of applicable containers of and removed by them within the City during the previous year;
  - iv. The location of the recycling facility to which the recyclable materials were taken during the previous quarter; and
  - v. Information about non-compliance by Generators.
  - vi. The quarterly reporting periods shall be as follows:

Reporting Period	Due Date
January 1 - March 30	May 1
April 1 - June 30	August 1
July 1 - September 30	November 1
October 1 - December 31	February 1
- B. If the quarterly report is not filed by the due dates above, the report shall be deemed delinquent, and the Franchised Hauler or Authorized Recycler shall pay to the City a



## Model Mandatory Commercial Recycling Ordinance

delinquent report charge in the amount of \$XXX. If the report remains delinquent for more than fifteen (15) days, the amount shall be increased to \$XXX.

- C. The Franchised Hauler's or Authorized Recycler's failure to file the reports required by this Section shall, at the option of the Agency, constitute cause for termination or suspension of its franchise or other permit status.

### **XX-11 IMPLEMENTATION AND ENFORCEMENT**

- A. The Director is authorized to administer and enforce the provisions of this Section, beginning with Section XX-1 and following. The Director or anyone designated by the Director to be an enforcement officer may exercise such enforcement powers. To the extent permitted by law, the Director may inspect any collection container, collection vehicle load, or receiving facility for collected garbage or recyclables.
- B. Unless otherwise expressly provided by the City's Code, any person adversely and directly affected by any determination made or action taken by the Director pursuant to the provisions of this Section may file an administrative appeal. If no appeal is filed within the time prescribed and consistent with the City's procedures in the City's Codes, the determination or action of the Director shall be final.
- C. Enforcement (*Choose Option A, B, or C or a combination of the Options*)

#### **Option A. Education [Only]**

Education as the sole enforcement mechanism or in combination with other enforcement mechanisms.

#### **Option B. Incremental Notification and Enforcement**

- i. If the Franchise hauler or Authorized Recycler first finds incorrect materials in a collection container, they shall notify the Generator by written notice attached to the Recycling container and shall provide a copy of the notice to the Director.
- ii. If the Franchise Hauler or Authorized Recycler finds incorrect materials in a collection container a second time, they shall notify the Generator by a written "Second Notice" attached to the recycling container and shall provide a copy of this Second Notice to the Director for possible follow up and enforcement.
- iii. After the Franchised Hauler or Authorized Recycler has already left two or more tags for that Customer and that type of container, the Franchised Hauler or Authorized Recycler may refuse to empty the container if contamination occurs a third time, subject to California Code of Regulations Title 14, Section 17331, or as determined by the Director. If the container is not emptied, the Franchised Hauler or Authorized Recycler must leave a tag and send a written notice to the Generator, identifying the incorrect materials and describing what action must be taken for the materials to be collected; provided, however, that a Franchised Hauler or Authorized Recycler may not refuse on this basis to empty containers from Multi-family or Commercial properties with multiple tenants and joint account collection service due to excessive contamination, but any manage contaminated loads as solid waste and charge the Generators accordingly.
- iv. The Franchised Hauler or Authorized Recycler shall, in addition to the above, upon request, provide to the Director a list of the names and addresses of those customers or Responsible Parties who have received tags or notices or whose



## Model Mandatory Commercial Recycling Ordinance

containers have not been emptied due to non-compliance with this Section, or copies of the tags or notices. The Franchised Hauler or Authorized Recycler shall also provide to the Director, upon request, a list of the names, addresses, and service levels of the customers and any additional information required by the Director.

### **Option C. Citations and Fines**

#### **i. Administrative Citations**

The Director may issue administrative citations for violations of this Section or of any rule or regulation adopted pursuant to the Section, except as otherwise provided in the Section. City's procedures on imposition of administrative fines are hereby incorporated in its entirety and shall govern the imposition, enforcement, collection, and review of administrative citations issued to enforce this Section and any rule or regulation adopted pursuant to the Section; provided, however, that the Director may adopt regulations providing for lesser penalty amounts.

#### **ii. Notices of Violations**

A Notice of Violation shall be issued and served upon the Generator, Franchised Hauler or Authorized Recycler for any violations of this Section. Upon curing a violation, the Generator or Responsible Party may request special service of the containers at an additional expense, or may opt to wait until their next scheduled service day for the container to be serviced.

#### **iii. Remedies and Penalties**

For the \_\_\_\_\_ and any subsequent violations, public nuisance proceedings and/or code enforcement proceedings under the City's Code shall apply, in addition to the administrative penalties approved by resolution of the City Board, as modified from time to time. The Director has the authority to impose administrative penalties for the notices of Violations. The amount of the administrative penalty shall not be more than \$1,000 for each day of each violation, provided that in no event shall administrative penalties assessed under this subsection exceed \_\_\_\_\_ during any calendar year period.

#### **iv. Additional Remedies**

1. The Director may seek injunctive relief or civil penalties in the Superior Court in addition to the above remedies and penalties.
2. All administrative civil penalties collected from actions brought from actions brought pursuant to this Section shall be paid to the Director and shall be deposited into a Solid Waste account that is available to fund activities to implement the applicable provisions of this Section.

### **XX-12 OTHER ACTIONS AND REMEDIES**

A. No other powers affected.

This Section (Section XX-1 and following) does not do any of the following:



## Model Mandatory Commercial Recycling Ordinance

- i. Otherwise affect the authority of the Director, or designee to take any other action authorized by any other provision of law.
- ii. Restrict the power of a city attorney, district attorney or the Attorney General to bring in the name of the people of California, any criminal proceeding otherwise authorized by law.
- iii. Prevent the Director or designee from cooperating with, or participating in, a proceeding specified in XX-11 B above.
- iv. Affect in any way existing contractual arrangements including franchises permits or licenses previously granted or entered into between the Franchised Hauler or Authorized Recycler and City.

### B. Cumulative Remedies

Any remedy provided under this section is cumulative to any other remedy provided in equity or at law. Nothing in this article shall be deemed to limit the right of the City or its authorized collection agent(s) to bring a civil action; nor shall a conviction for such violation exempt any person from a civil action brought by the City or its authorized collection agent(s). The fees and penalties imposed under this article shall constitute a civil debt and liability owing to the City from the persons, firms or corporations using or chargeable for such services and shall be collectible in the manner provided by law.

### C. Liability

Nothing in this article shall be deemed to impose any liability upon the Agency or upon any of its officers or employees including without limitation under the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA).

## **XX-13 FORMS, REGULATIONS AND GUIDELINES**

- A. After public notice and a public hearing, the Director may adopt necessary forms, rules, regulations, and guidelines which may be necessary or desirable to aid in the administration or enforcement of the provisions of this article, including all necessary policies and procedures for the issuance of the permits, administration of this article, collection of fees and bonds and/or indemnities, or proof(s) of insurance.
- B. The City shall provide information on its website regarding what materials are accepted as recyclables, compostables and garbage under this Section.

## **SECTION 2 (SEVERABILITY):**

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Article XX, or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Article XX or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase of this Article XX irrespective of that fact that one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or invalid or effective. To this end the provision of this Article are declared to be severable.



## Model Mandatory Commercial Recycling Ordinance

### **SECTION 3 (EFFECTIVE DATE):**

This Article XX shall take effect thirty (30) days after its passage.

### **SECTION 4 (NOTICE):**

**[Jurisdiction should insert the relevant notice requirements here]**

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor: \_\_\_\_\_

City Clerk: \_\_\_\_\_





## Appendix D

Recommended Model Zero Waste Resolution

Recommended Model Extended Producer Responsibility and  
Environmentally Preferable Purchasing Resolution



## Model Zero Waste Resolution

Endorsed by the Marin County Hazardous and Solid Waste Joint Powers Authority: Date

### Model Zero Waste Resolution

RESOLUTION NO. \_\_\_\_

#### A RESOLUTION ADOPTING A ZERO WASTE GOAL BY 2025

**WHEREAS**, the California Integrated Waste Management Act of 1989 (AB 939) required that all California jurisdictions achieve a landfill diversion rate of 50% by the year 2000, and reduce, reuse, recycle, and compost all discarded materials to the maximum extent feasible before any landfilling or other destructive disposal method is used; and

**WHEREAS**, the County of Marin has established itself as a State leader in waste diversion and sustainability practices by exceeding the requirements of AB 939 to achieve a 77% diversion rate in 2004 and is constantly looking for innovative ways to decrease waste; and

**WHEREAS**, in 2001 the California Integrated Waste management Board set a goal of Zero Waste in its strategic plan for the state; and cities, councils, counties, and states worldwide have adopted a goal of achieving zero waste, including the counties of San Francisco, Santa Cruz, San Luis Obispo, and Del Norte in California; the cities of Palo Alto, Oakland and Berkeley in California, Seattle in Washington, Toronto in Canada, and Canberra in Australia; and the local state of New South Wales in Australia; and 45% of New Zealand's local government councils; and

**WHEREAS**, strategies to reach zero waste can help to promote the over-arching goal of each generation leaving less of an ecological footprint on the earth; and

**WHEREAS**, on February 14, 2006 the Marin County Board of Supervisors signed the United Nations World Environment Day Urban Environmental Accords, pledging that the County of Marin would implement 21 action steps toward sustainability in the areas of energy, waste reduction, urban design, transportation, environmental health, and water including: Establish a policy to achieve zero waste;

**WHEREAS**, the Marin County Hazardous and Solid Waste Management Joint Powers Authority passed a Zero Waste resolution on November 9<sup>th</sup> 2006 and the County of Marin passed a Zero Waste resolution on April 17<sup>th</sup> 2007; now therefore, be it

**RESOLVED**, that the City of \_\_\_\_ joins the Marin County Hazardous and Solid Waste management Joint Powers Authority ("JPA") representing the eleven cities and towns of Marin and County of Marin and the County of Marin, and hereby adopts a goal of 80% landfill diversion by 2012 and a Zero Waste Goal by 2025; and be it

**FURTHER RESOLVED**, that the City of \_\_\_\_\_, through the JPA, will support the review of the Regional Integrated Waste Management Plan and the development of a Strategic Plan that will provide guidance in the planning and decision-making process to achieve the County's Zero Waste Goal; and be it

**FURTHER RESOLVED**, that the City of \_\_\_\_ will partner with regional and international communities to actively pursue strategies that will go beyond reuse and recycling to eliminate waste upstream.



## Model Zero Waste Resolution

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ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor: \_\_\_\_\_

City Clerk: \_\_\_\_\_



*Model Extended Producer Responsibility and Environmentally  
Preferable Purchasing Resolution*

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Endorsed by the Marin County Hazardous and Solid Waste Joint Powers Authority: Date

**Model Extended Producer Responsibility and Environmentally  
Preferable Purchasing Resolution**

**RESOLUTION NO. \_\_\_\_**

**A RESOLUTION URGING THE CALIFORNIA STATE LEGISLATURE TO ENACT AN  
EXTENDED PRODUCER RESPONSIBILITY FRAMEWORK, REQUESTING THE  
CITY'S LOBBYING EFFORTS INCLUDE EXTENDED PRODUCER ADVOCACY,  
AUTHORIZING THE CITY TO BECOME A MEMBER OF THE CALIFORNIA  
PRODUCT STEWARDSHIP COUNCIL AND COMMITTING THE CITY TO THE  
GOALS OF ENVIRONMENTALLY PREFERABLE PURCHASING**

**WHEREAS**, approximately XXX,XXX tons of discarded materials and products are currently sent to disposal from Marin County each year; and

**WHEREAS**, On February 8, 2006 California's Universal Waste Rule (CCR, Title 22, Division 4.5, Chapter 23) became effective; and

**WHEREAS**, The Universal Waste Rule banned landfill disposal of certain products that are deemed hazardous, including household batteries, fluorescent bulbs and tubes, thermostats and other items that contain mercury, and electronic devices such as, televisions, cell phones, microwave ovens, printers, and computers; and

**WHEREAS**, It is anticipated that the list of waste products determined to be hazardous or problematic will continue to grow and will therefore be banned from landfills as demonstrated by the 2007 ban of treated wood and the 2008 ban on sharps; and

**WHEREAS**, State policies currently hold local governments responsible for achieving waste diversion goals and enforcing product disposal bans, both of which are unfunded mandates; and

**WHEREAS**, The costs to manage Universal Waste and problematic products are currently borne by taxpayers and rate payers and because of the bans these costs are increasing substantially and will continue to do so unless policy changes are made; and

**WHEREAS**, Data from city and county annual reports show that, statewide, less than ten percent of the household hazardous waste and Universal Waste generated is being collected; and

**WHEREAS**, Local governments do not have the resources to adequately address the rising volume of discarded products; and

**WHEREAS**, Costs paid by local governments to manage products are, in effect, subsidies to the producers of hazardous products and products designed for disposal; and

**WHEREAS**, Assuming a fifty percent recovery rate, collecting and disposing of universal waste items now banned from the trash costs the City an estimated \$X million each year; and

**WHEREAS**, There are significant environmental and human health impacts associated with improper management of Universal Waste, sharps, pharmaceuticals, and other products and economic impacts when waste becomes litter, including ocean litter; and



## *Model Extended Producer Responsibility and Environmentally Preferable Purchasing Resolution*

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**WHEREAS**, EPR incorporates the cost of disposal and recovery for discarded products into the purchase price and reduces the financial burden on local taxpayers and garbage ratepayers; and

**WHEREAS**, EPR encourages reuse and recycling and also encourages producers to consider the health and environmental costs associated with the products they create and to include those costs in the product price, thereby creating an incentive to design products that are more durable, easier to repair and recycle, and are less toxic; and

**WHEREAS**, City incorporates EPR policies into the procurement practices to reduce costs and protect the environment; and

**WHEREAS**, The National and California League of Cities adopted policy statements in support of a framework approach to EPR; the Solid Waste Association of North America adopted a policy supporting EPR, and the Association of State and Territorial Solid Waste Management Officials adopted a Product Stewardship Framework Policy Document; now, therefore, be it

**RESOLVED**, by the City Council of \_\_\_\_\_ hereby urges the California Legislature to continue taking timely action to implement the Framework for an EPR System adopted by CalRecycle in 2008 to manage problematic products; and be it

**FURTHER RESOLVED**, that the City Council of \_\_\_\_\_ additionally urges the California Legislature to enact framework EPR legislation which will give producers the incentive to design products to make them less toxic and easier to reuse and recycle; and, be it

**FURTHER RESOLVED**, that the City Council of \_\_\_\_\_ encourages the Department of Toxic Substances Control to implement the Green Chemistry initiative to manage Universal Waste and other toxic products; and, be it

**FURTHER RESOLVED**, that the City Council of \_\_\_\_\_ requests the Mayor to send letters to the League of California Cities, the California State Association of Counties, the Department of Toxic Substance Control, and the State Legislature and to use other advocacy methods to urge support for EPR product and framework legislation and related regulations and otherwise direct the City's Sacramento Lobbying efforts to advocate for EPR product and framework legislation; and, be it

**FURTHER RESOLVED**, that the City Council of \_\_\_\_\_ encourages all manufacturers to share in the responsibility for eliminating waste through minimizing excess packaging, designing products for durability, reusability and the ability to be recycled; using recycled materials in the manufacture of new products; and providing financial support for collection, processing, recycling, or disposal of used materials; and, be it

**FURTHER RESOLVED**, that the City Council of \_\_\_\_\_ commits to the following goals: Reduce occupational health hazards for City staff as well as reduce exposure of City residents and visitors to potential toxics; reduce City's contribution to global climate change by purchasing products that lead to a reduction in greenhouse gas emissions; improve the air quality by purchasing equipment that minimizes emissions of air pollutants; protect the quality of ground and surface waters by eliminating the use of chemicals known to contaminate through toxicity, bioaccumulation or persistence; preserve resources locally and globally through purchasing practices that maximize water and energy efficiency; utilize post-consumer recycled content and readily recyclable and compostable materials; favor renewable energy sources and long term



## *Model Extended Producer Responsibility and Environmentally Preferable Purchasing Resolution*

use through product durability, reparability, and reuse; and consider the life cycle economics of a product's manufacture, transportation, use and disposal.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor: \_\_\_\_\_

City Clerk: \_\_\_\_\_



*Model Extended Producer Responsibility and Environmentally  
Preferable Purchasing Resolution*

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# Appendix E

## Model Franchise Collection Service Agreement



## **MODEL FRANCHISE COLLECTION SERVICE AGREEMENT**

**Executed Between the City of  
and**

**This      day of      20**

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## CITY OF

This Agreement made and entered into this      day of      20      , by and between the City of      , State of California, hereinafter referred to as "CITY" and      , A California corporation, hereinafter referred to as "CONTRACTOR".

## RECITALS

**WHEREAS;** the Legislature of the State of California, by enactment of the California Integrated Waste Management Act of 1989 ("Act") and subsequent additions and amendments (codified at California Public Resources Code Section 40000 et seq.), has declared that it is in the public interest to authorize and require local agencies to make adequate provisions for garbage collection within their jurisdiction; and,

**WHEREAS;** the State of California has found and declared that the amount of garbage generated in California, coupled with diminishing landfill space and potential adverse environmental impacts from landfilling and the need to conserve natural resources, have created an urgent need for State and local agencies to enact and implement an aggressive integrated waste management program. The State has, through enactment of the Act, directed the responsible State agency, and all local agencies, to promote disposal site diversion and to maximize the use of feasible garbage reduction, re-use, recycling, and composting options in order to reduce the amount of garbage that must be disposed of in disposal sites; and,

**WHEREAS;** pursuant to California Public Resources Code Section 40059(a) as may be amended from time to time, the CITY has determined that the public health, safety, and well-being require that an exclusive right be awarded to a qualified contractor to provide for the collection of garbage, recyclable materials, and organic waste materials, except for collection of materials excluded in the CITY'S Municipal Code, and other services related to meeting the Act's 50 percent diversion goal and other requirements of the Act; and,

**WHEREAS;** the CITY further declares its intent to regulate and set the maximum rates CONTRACTOR will charge customers for the collection, transportation, processing, recycling, composting, and/or disposal of garbage, recyclable materials, and organic waste materials; and

**WHEREAS;** the City Council has determined through a competitive procurement process for collection services that CONTRACTOR, by demonstrated experience, reputation and capacity, is qualified to provide for the collection of garbage, recyclable materials, and organic waste materials within the corporate limits of the CITY, the transportation of such material to appropriate places for processing, recycling, composting and/or disposal; and City Council desires that CONTRACTOR be engaged to perform such services on the basis set forth in this Agreement; and

**WHEREAS;** the CONTRACTOR, through its proposal to the CITY, has proposed and represented that it has the ability and capacity to provide for the collection of garbage, recyclable materials, and organic waste materials within the corporate limits of the CITY; the transportation of such material to appropriate places for processing, recycling, composting and/or disposal; and the processing of materials; and

**WHEREAS,** this Agreement has been developed by and is satisfactory to the CITY and the CONTRACTOR,

Now, therefore, in consideration of the mutual covenants, conditions and consideration contained herein, the CITY and CONTRACTOR hereby agree as hereinafter set forth:

## ARTICLE 1. Definitions

For the purpose of this Collection Service Agreement, hereinafter referred to as "Agreement", the definitions contained in this Article shall apply unless otherwise specifically stated. If a word or phrase is not defined in this Article, the definition of such word or phrase as contained in the CITY Municipal Code shall control. When not inconsistent with the context, words used in the present tense include the future, words in the plural include the singular, and words in the singular include the plural. Use of the masculine gender shall include the feminine gender.

1.01 AB 939. The California Integrated Waste Management Act (California Public Resources Code Sections 40000 et al.), as amended from time to time.

1.02 Agreement. The written document and all amendments thereto, between the CITY and the CONTRACTOR, governing the provision of Collection Services as provided herein.

1.03 Agreement Year. Each twelve (12) month period from July 1<sup>st</sup> to June 30 unless otherwise extended by the CITY according to Article 2 of this Agreement.

1.04 Alternative Daily Cover (ADC). Disposal Facility cover material, other than Organic Waste and at least six (6) inches of earthen material, placed on the surface of the active face of the refuse fill area at the end of each operating day to control vectors, fires, odor, blowing litter and scavenging, as defined in Section 20164 of the California Code of Regulations.

1.05 Biohazardous or Biomedical Waste. Any waste which may cause disease or reasonably be suspected of harboring pathogenic organisms; included are waste resulting from the operation of medical clinics, hospitals, and other facilities processing wastes which may consist of, but are not limited to, human and animal parts, contaminated bandages, pathological specimens, hypodermic needles, sharps, contaminated clothing and surgical gloves.

1.06 Brown Goods. Electronic equipment such as stereos, televisions, VCR's, Personal Data Assistants (PDAs), telephones, and other similar items not containing cathode ray tubes (CRTs).

1.07 Business Service Unit. All retail, professional, office, wholesale and industrial facilities, and other commercial enterprises offering goods or services to the public.

1.08 CITY. The City of \_\_\_\_\_, California.

1.09 City Collection Service. City Garbage Collection Service, City Recycling Collection Service, and City Organic Waste Collection Service.

1.10 City Debris Box Collection Service. The Collection in Debris Boxes of City Garbage, Recyclable Materials, Organic Waste, or Construction and Demolition Debris generated by City Services Units, Collected and delivered by the CONTRACTOR to an appropriate processing facility or Disposal Facility.

1.11 City Garbage Collection Service. The Collection of Garbage generated from City Service Units that is Collected and delivered to the Disposal Facility by the CONTRACTOR.

1.12 City Organic Waste. Green Waste and Food Waste separated at the source of generation for inclusion in the City Organic Waste Collection Service program.

1.13 City Organic Waste Collection Service. The Collection of Organic Waste, generated from City Service Units, that is Collected and delivered to the Organic Waste Processing Facility by the CONTRACTOR.

1.14 City Recycling Collection Service. The Collection of Recyclable Materials, generated from City Service Units, that is Collected and delivered to the Materials Recovery Facility by the CONTRACTOR.

1.15 City Representative. The City Manager, or his/her designee, authorized to administer and monitor the provisions of this Agreement.

1.16 City Service Unit. Those CITY properties or locations as set forth in **Exhibit 2**, "City Facilities", which is attached to and included in this Agreement.

1.17 Collection. The process whereby Garbage, Recyclable Materials and Organic Waste are removed and transported to the Disposal Facility, an Organic Waste Processing Facility, or a Materials Recovery Facility, as appropriate.

1.18 Collection Services. Single-Family Collection Service (SFD), Multi-family Collection Service (MFD), City Collection Service, and Commercial Collection Service.

1.19 Commercial Collection Service. Commercial Garbage Collection Service, Commercial Recycling Collection Service, Commercial Organic Waste Collection Service, and Commercial Debris Box Collection Service.

1.20 Commercial Debris Box Collection Service. The Collection of Commercial Garbage, Recyclable Materials, Organic Waste, or Construction and Demolition Debris by the CONTRACTOR from Commercial Service Units in the Service Area, and the delivery of collected Commercial Debris Boxes to an appropriate processing facility or disposal facility.

1.21 Commercial Organic Waste. Green Waste and Food Waste separated at the source of generation for inclusion in the Commercial Organic Waste Collection Service program.

1.22 Commercial Organic Waste Collection Service. The Collection of Commercial Organic Waste by the CONTRACTOR from Commercial Service Units in the Service Area, and the delivery of that Commercial Organic Waste to an Organic Waste processing facility.

1.23 Commercial Recycling Collection Service. The Collection of Recyclable Materials by the CONTRACTOR from Commercial Service Units in the Service Area, the delivery of those Recyclable Materials to a Materials Recovery Facility and the processing and marketing of those Recyclable Materials.

1.24 Commercial Service Unit. Business Service Units, and Mixed Use Dwellings that utilize a Garbage Cart or Bin for the accumulation and set-out of Garbage.

1.25 Commercial Garbage Collection Service. The Collection of Garbage by the CONTRACTOR, from Commercial Service Units in the Service Area, and the delivery of that Garbage to the Disposal Facility.

1.26 Compactor. Any Debris Box Container or Bin, which has a compaction mechanism, whether stationary or mobile.

1.27 Composting. The controlled biological decomposition of Organic Waste into a specific mixture of decayed organic matter used for fertilizing or soil conditioning.

1.28 Construction and Demolition Debris. Commonly used or discarded materials removed from construction, remodeling, repair, demolition, or renovation operations on any pavement, house, commercial building, or other structure, or from landscaping. Such materials include, but are not limited to, dirt, sand, rock, gravel, bricks, plaster, gypsum wallboard, aluminum, glass, asphalt material, plastics, roofing material, cardboard, carpeting, cinder blocks, concrete, copper, electrical wire, fiberglass, formica, granite, iron, lead, linoleum, marble,

plaster plant debris, pressboard, porcelain, steel, stucco, tile, vinyl, wood, masonry, rocks, trees, remnants of new materials, including paper, plastic, carpet scraps, wood scraps, scrap metal, building materials, packaging and rubble resulting from construction, remodeling, renovation, repair and demolition operations on pavements, houses, commercial buildings and other structures. Construction and Demolition Debris does not include Exempt Waste.

1.29 CONTRACTOR.

1.30 County. Marin County, California.

1.31 Customer. Means a Service Recipient that receives Collection Services under the terms of this Collection Service Agreement.

1.32 Debris Box Collection Service. Collection utilizing 10 - 40 cubic yard containers, on a temporary or permanent basis, and provided to Service Units for the Collection of Garbage, Recyclable Materials, Organic Waste, and Construction and Debris Materials, and for the delivery of that material to an appropriate facility.

1.33 Debris Box Container. A metal container that is normally tipped loaded onto a motor vehicle and transported to an appropriate facility.

1.34 Disposal Facility. The \_\_\_\_\_ Landfill located in \_\_\_\_\_, California for the disposal, or processing as appropriate, of Garbage and other materials as appropriate.

1.35 Dwelling Unit. Any individual living unit in a single family dwelling (SFD) or multi-family dwelling (MFD) structure or building intended for, or capable of being utilized for, residential living other than a Hotel or Motel.

1.36 E-Waste. Discarded electronics equipment such as cell phones, PDAs, computers, monitors, televisions, and other items containing cathode ray tubes (CRTs), LCD or plasma screens and monitors.

1.37 Exempt Waste. Biohazardous or Biomedical Waste (except Sharps), Hazardous Waste, Sludge, automobiles, automobile parts, boats, boat parts, boat trailers, internal combustion engines, and those wastes under the control of the Nuclear Regulatory Commission.

1.38 Food Waste. Food scraps and trimmings from food preparation, including but not limited to: meat, fish and dairy waste, fruit and vegetable waste, grain waste, Stable Matter, and acceptable food packaging such items as pizza boxes, paper towels, waxed cardboard and food contaminated paper products.

1.39 Garbage. All non-recyclable packaging, and putrescible waste attributed to normal activities of a Service Unit. Garbage must be generated by and at the Service Unit wherein the Garbage is collected. Garbage does not include those items defined herein as Recyclable Materials, Organic Waste, Bulky Waste, E-Waste, U-Waste, or Exempt Waste.

1.40 Garbage Bin. A metal or plastic container, with a capacity of one (1) cubic yard up to, and including, six (6) cubic yards, designed or intended to be mechanically dumped into a loader packer type garbage truck that is approved for such purpose by the CITY. Garbage Bins may also include Compactors that are owned by the MFD or Commercial Service Unit wherein the MFD or Commercial Collection Service occurs.

1.41 Garbage Cart. A heavy plastic receptacle with wheels and a rated capacity of at least twenty (20) gallons and not more than ninety-six (96) gallons, having a hinged tight-fitting

lid and wheels, that is approved by the City Representative for use by Service Recipients for Collection Services under this Agreement.

1.42 Green Waste. Any vegetative matter resulting from normal yard and landscaping maintenance that is not more than three (3) feet in its longest dimension or six (6) inches in diameter and fits in the Organic Waste Cart utilized by the Service Recipient. Green Waste includes plant debris, such as Palm, Yucca and Cactus, ivy, grass clippings, leaves, pruning, weeds, branches, brush, Holiday Trees, and other forms of vegetative waste and must be generated by and at the Service Unit wherein the Green Waste is collected. Green Waste does not include items herein defined as Exempt Waste.

1.43 Gross Receipts. All monetary amounts collected by the CONTRACTOR for the provision of Collection Services pursuant to this Agreement, (including revenue received by the CONTRACTOR from any entity, including Federal, State, County or other local facilities within the Service Area for the provision of Collection Services by the CONTRACTOR hereunder), calculated in accordance with Generally Accepted Accounting Procedures (GAAP). The term Gross Receipts, for purposes of this Agreement, does not include any revenues generated from the sale of Recyclable Material, or other receipts from state and local government accounts (e.g. grants, cash awards and rebates) resulting from the performance of this Agreement.

1.44 Hazardous Waste. Any material which is defined as a hazardous waste under California or United States law or any regulations promulgated pursuant to such law, as such as local, state or federal law or regulations may be amended from time to time.

1.45 Household Hazardous Waste (HHW). HHW includes dry cell household batteries, cell phones and PDAs; used motor oil; used oil filters when contained in a sealed plastic bag; cooking oil; compact fluorescent light bulbs contained in a sealed plastic bag; cleaning products, pesticides, herbicides, insecticides, painting supplies, automotive products, solvents, stripes, and adhesives, auto batteries; and Universal Waste.

1.46 Kitchen Food Waste Pail. A plastic receptacle with a rated capacity not exceeding one and one-half (1.5) gallons, having a hinged lid, suitable for use in a SFD or MFD Service Unit for temporary storage of SFD and MFD Organic Waste that is approved for such purpose by the CITY.

1.47 Large Items. Those materials including furniture, carpets, mattresses, White Goods, Brown Goods, E-Waste, clothing, tires without rims, Green Waste, and Large Green Waste which are attributed to the normal activities of a SFD Service Unit, MFD Service, or City Service Unit. Large Items must be generated by and at the Service Unit wherein the Large Items are collected. Large Items do not include items herein defined as Exempt Waste.

1.48 Large Green Waste. Oversized Green Waste such as tree trunks and branches with a diameter of not less than six (6) inches and not more than two (2) feet and a length of not more than six (6) feet in its longest dimension, and not weighing more than seventy (70) pounds, which are attributed to the normal activities of a SFD, MFD, or City Service Unit. Large Green Waste must be generated by and at the Service Unit wherein the Large Green Waste is collected.

1.49 Materials Recovery Facility (MRF). Any facility, selected by the CONTRACTOR and approved by the CITY, or specifically designated by the CITY, designed, operated, and legally permitted for the purpose of receiving, sorting, processing, storing, or preparing Recyclable Materials for sale.

1.50 MFD Collection Service. MFD Garbage Collection Service, MFD Recycling Service, MFD Organic Collection Service, MFD Bulky Waste Collection Service, and MFD Debris Box Collection Service.

1.51 MFD Debris Box Waste Collection Service. The Collection of MFD Garbage, Recyclable Materials, Organic Waste, or Construction and Demolition Debris by the CONTRACTOR from MFD Service Units in the Service Area, and the delivery of Collected MFD Debris Boxes to an appropriate processing facility or disposal facility.

1.52 MFD Bulky Waste Collection Service. The periodic on-call Collection of a combination of Large Items Collected by the CONTRACTOR, from MFD Service Units in the Service Area and the delivery of those Large Items to a Disposal Facility, Materials Recovery Facility, Organic Waste Processing Facility or such other facility as may be appropriate under the terms of this Agreement. MFD Bulky Waste Collection Service can include the Collection of Large Items through the use of Debris Boxes.

1.53 MFD Organic Waste. Green Waste and Food Waste separated at the source of generation for inclusion in the MFD Organic Waste Collection Service program.

1.54 MFD Organic Waste Collection Service. The Collection of MFD Organic Waste by the CONTRACTOR from MFD Service Units in the Service Area, and the delivery of that MFD Organic Waste to an Organic Waste processing facility.

1.55 MFD Recycling Service. The Collection of Recyclable Materials, by the CONTRACTOR, from MFD Service Units in the Service Area, the delivery of those Recyclable Materials to a Materials Recovery Facility and the processing and marketing of those Recyclable Materials.

1.56 MFD Service Unit. Any combination of Dwelling Units in the Service Area utilizing a common Garbage Bin for the accumulation and set-out of Garbage.

1.57 MFD Garbage Collection Service. The Collection of Garbage, by the CONTRACTOR, from MFD Service Units in the Service Area and the delivery of that Garbage to the Disposal Facility.

1.58 Non-Collection Notice. A form developed and used by the CONTRACTOR, as approved by the CITY, to notify Service Recipients of the reason for non-collection of materials set out by the Service Recipient for Collection by CONTRACTOR pursuant to this Agreement.

1.59 Organic Waste. Includes Food Waste and Green Waste.

1.60 Organic Waste Bin. A metal or plastic container, with a capacity of one (1) cubic yard up to and including six (6) cubic yards, designed or intended to be mechanically dumped into a loader packer type truck that is approved for such purpose by the CITY.

1.61 Organic Waste Cart. A heavy plastic receptacle with wheels and a rated capacity not exceeding ninety-six (96) gallons, having a hinged tight-fitting lid, and wheels, that is approved for such purpose by the CITY.

1.62 Organic Waste Processing Facility. Any facility selected by the CONTRACTOR that is designed, approved by the CITY, or specifically designated by the CITY, operated and legally permitted for the purpose of receiving and processing Organic Waste and Large Green Waste.

1.63 Recyclable Materials. Those materials which are capable of being recycled and which would otherwise be processed or disposed of as Garbage. Recyclable Materials include

those materials defined by the CITY, including newsprint (including inserts); mixed paper (including magazines, catalogs, envelopes, junk mail, corrugated cardboard, brown bags and paper, paperboard, paper egg cartons, office ledger paper, and telephone books); glass containers; aluminum beverage containers; small scrap and cast aluminum (up to 20 pounds); steel including "tin" cans, empty aerosol cans (empty, non-toxic products) and small scrap (up to 20 pounds); bimetal containers; plastic bags, plastic food containers, #1-7 plastics regardless of form or mold (including but not limited to plastic containers, bottles, wide mouth tubs, plastic bags, film plastic, and polystyrene), aluminum foil and pans.

1.64 Recyclables Tote-Bag. A collapsible bag distributed to all MFD customers for their use in transporting recyclable materials to the collection point that is approved for such purpose by the CITY and is appropriately labeled as a Recyclables Tote-Bag.

1.65 Recycling Bin. A plastic or metal container, with a capacity of one (1) cubic yard up to and including six (6) cubic yards, designed or intended to be mechanically dumped into a loader packer type recycling truck that is approved for such purpose by the CITY and is appropriately labeled as a Recycling Bin.

1.66 Recycling Cart. A heavy plastic receptacle with wheels and a rated capacity of at least thirty-two (32) gallons and not more than ninety-six (96) gallons, having a hinged tight-fitting lid, and wheels that is approved for such purpose by the CITY and is appropriately labeled as a Recycling Cart.

1.67 Service Area. That area within the corporate limits of the City of \_\_\_\_\_, California.

1.68 Service Recipient. An individual or company receiving Collection Service.

1.69 Service Unit. SFD Service Units, MFD Service Units, City Service Units, and Commercial Service Units.

1.70 SFD Collection Service. SFD Garbage Collection Service, SFD Recycling Collection Service, SFD Organic Waste Collection Service, SFD Bulky Waste Collection Service, and SFD Debris Box Collection Service.

1.71 SFD Debris Box Waste Collection Service. The Collection of SFD Garbage, Recyclable Materials, Organic Waste, or Construction and Demolition Debris by the CONTRACTOR from SFD Service Units in the Service Area, and the delivery of Collected SFD Debris Boxes to an appropriate processing facility or disposal facility.

1.72 SFD Bulky Waste Collection Service. The periodic on-call Collection of a combination of loose Large Items not exceeding an approximately equivalent of four (4) cubic yards and three (3) individual Large Items, such as a TV, couch, or water heater, Collected by the CONTRACTOR, from SFD Service Units in the Service Area and the delivery of those Large Items to a Disposal Facility, Materials Recovery Facility, Organic Waste Processing Facility or such other facility as may be appropriate under the terms of this Agreement. SFD Bulky Waste Collection Service does not include the collection of Large Items through the use of Debris Box Containers.

1.73 SFD Organic Waste. Green Waste and Food Waste separated at the source of generation for inclusion in the SFD Organic Waste Collection Service program.

1.74 SFD Organic Waste Collection Service. The Collection of Residential Organic Waste by the CONTRACTOR from SFD Service Units in the Service Area, the delivery of that Residential Organic Waste to an Organic Waste Processing Facility.

**1.75 SFD Recycling Collection Service.** The Collection of Recyclable Materials by the CONTRACTOR from SFD Service Units in the Service Area, the delivery of those Recyclable Materials to a Materials Recovery Facility and the processing and marketing of those Recyclable Materials.

**1.76 SFD Garbage Collection Service.** The Collection of Garbage, by the CONTRACTOR, from SFD Service Units in the Service Area and the delivery of that Garbage to a Disposal Facility.

**1.77 SFD Service Unit.** Any Dwelling Unit in the Service Area utilizing a Garbage Cart, or any combination of Dwelling Units sharing Garbage Carts, for the accumulation and set out of Garbage.

**1.78 Sharps.** Sharps includes needles, scalpels, blades, broken medical glass, broken capillary tubes, and ends of dental wires.

**1.79 Sludge.** The accumulated solids, residues, and precipitates generated as a result of waste treatment or processing, including wastewater treatment, water supply treatment, or operation of an air pollution control facility, and mixed liquids and solids pumped from septic tanks, grease traps, privies, or similar disposal appurtenances or any other such waste having similar characteristics or effects.

**1.80 Stable Matter.** Manure and other waste matter normally accumulated and associated with stables or in domestic livestock.

**1.81 Universal Waste.** Televisions, computer monitors, consumer electronics with circuit boards, fluorescent lamps, cathode ray tubes, non-empty aerosol cans, instruments and switches that contain mercury, and dry cell batteries containing cadmium copper, or mercury.

**1.82 White Goods.** Discarded refrigerators, ranges, water heaters, freezers, and other similar household appliances.

**1.83 Work Day.** Any day, Monday through Saturday that is not a holiday as set forth in Article 3.09 of this Agreement.

## **ARTICLE 2. Term of Agreement**

**2.01 Term.** The term of this Agreement shall be for a ten (10) year period beginning July 1, 20xx and terminating on June 30, 20xx. The CITY shall have an option to extend the Agreement for up to two (2) additional three (3) year periods provided the following conditions have been met.

**2.01.1 First Extension.** On or about July 1, 20xx, provided the CITY determines that the CONTRACTOR has not failed to meet the minimum diversion requirements set forth in Article 5 for two (2) consecutive years and has met the service requirements in this Agreement, the CITY may offer the CONTRACTOR in writing a three (3) year extension of this Agreement. CONTRACTOR shall provide written notice to the CITY as to whether CONTRACTOR accepts or rejects the CITY's offer within twenty (20) Work Days of the date of the offer. If CONTRACTOR fails to provide such notice to the CITY within twenty (20) Work Days, the CITY's offer shall be deemed withdrawn and the CITY shall have no obligation to extend the term of this Agreement beyond June 30, 20xx. If the term of this Agreement is extended, the compensation provisions of Article 4 shall not be subject to negotiation. However, the compensation payable to CONTRACTOR shall be adjusted annually throughout the extended term as provided in Article 4.



2.01.2 Section Extension. On or about July 1, 20xx, provided the CITY determines that the CONTRACTOR has not failed to meet the minimum diversion requirements set forth in Article 5 for two (2) consecutive years and has met the service requirements in this Agreement, the CITY may offer the CONTRACTOR in writing a three (3) year extension of this Agreement. CONTRACTOR shall provide written notice to the CITY as to whether CONTRACTOR accepts or rejects the CITY's offer within twenty (20) Work Days of the date of the offer. If CONTRACTOR fails to provide such notice to the CITY within twenty (20) Work Days, the CITY's offer shall be deemed withdrawn and the CITY shall have no obligation to extend the term of this Agreement beyond June 30, 20xx. If the term of this Agreement is extended, the compensation provisions of Article 4 shall not be subject to negotiation. However, the compensation payable to CONTRACTOR shall be adjusted annually throughout the extended term as provided in Article 4.

## ARTICLE 3. Services Provided by the Contractor

3.01 Grant of Exclusive Agreement. Except as otherwise provided in this Agreement, the CONTRACTOR is herein granted an exclusive Agreement to provide Collection Services within the Service Area. No other garbage, organic waste, or recycling services shall be exclusive to the CONTRACTOR.

### 3.02 Limitations to Scope of Exclusive Agreement.

3.02.1 Recyclable Materials or Large Items that are source separated from Garbage by a Service Recipient, for which the waste generator sells or is otherwise compensated by a collector in a manner resulting in a net payment to the waste generator;

3.02.2 Garbage, Recyclable Materials, Large Items or Organic Waste, which is removed from any SFD Service Unit, MFD Service Unit, Commercial Service Unit, or City Service Unit and which is transported personally by the owner or occupant of such premises (or by his or her full-time employees but not including construction related employees or subcontractors) to a processing or Disposal Facility;

3.02.3 Recyclable Materials, Organic Waste or Large Items which are source separated at any premises by the waste generator and donated to youth, civic or charitable organizations;

3.02.4 Containers delivered for Recycling under the California Beverage Container Recycling Litter Reduction Act, Section 14500, et seq.;

3.02.5 Organic Waste removed from a premises by a gardening, landscaping, or tree trimming company as an incidental part of a total service offered by that company rather than as a hauling service;

3.02.6 Construction and Demolition Debris where the Service Recipient holds a building permit, and such construction project was done by the Service Recipient or, done as part of a total service offered by a licensed company or by the CITY, and where the licensed company uses its own equipment and employees, and no Debris Box Containers are used for the collection and transportation of such Construction and Demolition Debris;

3.02.7 Large Items removed from a premises by a property management or maintenance company as an incidental part of the total cleanup or maintenance service offered by the company rather than as a hauling service;

3.02.8 Hazardous Waste regardless of its source; and

3.02.9 Garbage, Organic Waste, or Recyclables Materials that are removed from a premise by a company through the performance of a service that the CONTRACTOR has elected not to provide.

3.03 CONTRACTOR acknowledges and agrees that the CITY may permit other persons besides the CONTRACTOR to collect any and all types of materials excluded from the scope of this Agreement, as set forth above, without seeking or obtaining approval of CONTRACTOR. If CONTRACTOR can produce evidence that other persons are servicing collection containers or are Collecting Garbage, Recyclable Materials, Large Items, Construction and Demolition Debris, and/or Organic Waste in a manner that is not consistent with the CITY'S Municipal Code or this Agreement, it shall report the location, the name and phone number of the person or company to the CITY along with CONTRACTOR'S evidence of the violation of the exclusiveness of this Agreement, and the CONTRACTOR shall assist the CITY to enforce the CITY's Municipal Code and this Agreement.

3.03.1 The scope of this Agreement shall be interpreted to be consistent with applicable law, now and during the term of the Agreement. If future judicial interpretations of current law or new laws, regulations, or judicial interpretations limit the ability of the CITY to lawfully provide for the scope of services as specifically set forth herein, CONTRACTOR agrees that the scope of the Agreement will be limited to those services and materials which may be lawfully provided and that the CITY shall not be responsible for any lost profits or losses claimed by CONTRACTOR to arise out of limitations of the scope of the Agreement set forth herein. In such an event, it shall be the responsibility of CONTRACTOR to minimize the financial impact of such future judicial interpretations or new laws.

3.04 Service Standards. CONTRACTOR shall perform all Collection Services under this Agreement in a thorough and professional manner. Collection Services described in this Agreement shall be performed regardless of weather conditions or difficulty of collection.

3.05 Hours and Days of Collection.

3.05.1 SFD and MFD Collection Services shall be provided, commencing no earlier than 7:00 a.m. and terminating no later than 5:00 p.m., in accordance with the Municipal Code, Monday through Friday with no service on Saturday (except for holiday service as set forth in Article 3.09 of this Agreement in which case normal collection hours may be utilized) or Sunday. The hours, days, or both of collection may be extended due to extraordinary circumstances or conditions with the prior written consent of the City Representative.

3.05.2 Commercial Collection Service shall be provided, commencing no earlier than 7:00 a.m., and terminating no later than 5:00 p.m., Monday through Saturday, with no service on Sunday. The hours, days, or both of collection may be extended due to extraordinary circumstances or conditions with the prior written consent of the City Representative.

3.05.3 City Collection Service shall be provided, commencing no earlier than 7:00 a.m., and terminating no later than 5:00 p.m., Monday through Sunday. The hours, days, or both of collection may be extended with the prior written consent of the City Representative.

3.05.4 The CITY may direct CONTRACTOR to restrict the Collection hours in areas around schools and in high traffic areas during peak commute hours. When the CITY is conducting road overlay or slurry projects, the CITY reserves the right to temporarily redirect or restrict CONTRACTOR from collection in the affected areas or temporarily change the collection hours if needed. The hours of collection may be extended due to extraordinary circumstances or conditions with the prior written consent of the City Representative.

3.06 Manner of Collection. The CONTRACTOR shall provide Collection Service with as little disturbance as possible and shall leave any Cart or Bin in an upright position at the same point it was collected without obstructing alleys, roadways, driveways, sidewalks or mail boxes.

3.07 Containers.

3.07.1 Carts, Kitchen Food Waste Pails, and Recyclables Tote Bags. Carts, Bins, Kitchen Food Waste Pails, and Recyclables Tote Bags are to be new at the start of the Agreement. Carts are to be hot-stamped, embossed, or laminated, with a unique identification number, and in-molded with the type of materials to be Collected (i.e., Garbage, Organic Waste, Recyclable Materials) and instructions for proper usage. In-molding on the Carts shall be on the lids. CONTRACTOR'S name shall not be included on the body of Carts. Kitchen Food Waste Pails are to be hot stamped, embossed, laminated, or in-molded with instructions for proper use. CONTRACTOR shall also provide new Recyclables Tote-Bags to be made available to individual MFD Service Recipients at no charge to the MFD Service Recipient. The type and size of the MFD Tote-Bags shall be approved by the CITY. Labeling and graphics of the Carts, Kitchen Food Waste Pails, and MFD Tote bags shall be approved by the CITY.

3.07.2 Bins. Bins are to be new at the start of the Agreement. Bins are to be painted, embossed, or hot stamped with a unique identification number, and be labeled with the type of materials to be Collected (i.e., Garbage, Organic Waste, Recyclable Materials) and instructions for proper usage. Labeling and graphics of the Bins shall be approved by the CITY.

3.07.3 Debris Boxes. Debris Box Containers may be used, provided they are newly painted, properly marketed and in good working order. The CITY retains the right to inspect any such used Debris Box and direct the CONTRACTOR to replace such a used Debris Box if it is deemed to be not acceptable.

3.07.4 Purchase and Distribution of Carts, Bins, Kitchen Food Waste Pails, and Recyclables Tote-Bags. The CONTRACTOR shall be responsible for the purchase and distribution of fully assembled and functional carts, bins, Kitchen Food Waste Pails, and Recyclables Tote-Bags to Service Units in the Service Area. CONTRACTOR shall also distribute carts, bins, Kitchen Food Waste Pails, and Recyclables Tote-Bags to new Service Units that are added to CONTRACTOR'S Service Area during the term of this Agreement. The distribution shall be completed within three (3) Work Days of receipt of notification from the CITY or the Service Unit.

3.07.5 Replacement of Carts and Bins. CONTRACTOR'S employees shall take care to prevent damage to carts or bins by unnecessary rough treatment. However, any Cart or Bin damaged by the CONTRACTOR shall be replaced by the CONTRACTOR, at the CONTRACTOR'S expense, within three (3) Work Days at no cost or inconvenience to the Service Recipient.

3.07.5.1 Upon notification to the CONTRACTOR by the CITY or a Service Recipient that the Service Recipient's Cart(s), Bin(s), Kitchen Food Waste Pail(s) or Recyclables Tote-Bag(s) have been stolen or damaged beyond repair through no fault of the CONTRACTOR, the CONTRACTOR shall deliver a replacement Cart(s), Bin(s) Kitchen Food Waste Pail(s), or Recyclables Tote-Bag(s) to such Service Recipient within three (3) Work Days. The CONTRACTOR shall maintain records documenting all Cart and Bin replacements occurring on a monthly basis.

3.07.5.2 Where such Cart or Kitchen Food Waste Pail is lost, stolen or damaged beyond repair through no fault of the CONTRACTOR, each SFD Service Unit shall be entitled to the replacement of one (1) lost, destroyed, or stolen Garbage Cart, one (1) lost,

destroyed, or stolen Recycling Cart, one (1) lost, destroyed, or stolen Organic Waste Cart, and three (3) lost, destroyed, or stolen Kitchen Food Waste Pails, during the life of this Agreement at no cost to the Service Recipient.

3.07.5.3 Where such Cart, Bin, Kitchen Food Waste Pail, or Recyclables Tote Bag is lost, stolen or damaged beyond repair through no fault of the CONTRACTOR, each MFD Service Unit shall be entitled to the replacement of one (1) lost, destroyed, or stolen Garbage Cart or Bin, one (1) lost, destroyed, or stolen Recycling Cart or Bin, (1) lost, destroyed, or stolen Organic Waste Cart or Bin and three (3) lost, destroyed, or stolen Kitchen Food Waste Pails, and three (3) lost, destroyed, or stolen Recyclables Tote-Bags during the life of this Agreement at no cost to the Service Unit.

3.07.5.4 Where such Cart or Bin is lost, stolen or damaged beyond repair through no fault of the CONTRACTOR, each Commercial and City Service Unit shall be entitled to the replacement of one (1) lost, destroyed, or stolen Garbage Cart or Bin, one (1) lost, destroyed, or stolen Recycling Cart or Bin, and (1) lost, destroyed, or stolen Organic Waste Cart or Bin during the life of this Agreement at no cost to the Service Unit.

3.07.5.5 Where such Bin or Cart replacement occurs through no fault of the CONTRACTOR, CONTRACTOR shall be compensated for the cost of those replacements in excess of the requirements set forth above in accordance with the "Cart or Bin Exchange" Service Rate, as appropriate, as initially set by the CITY or as may be adjusted by the CITY as provided under the terms of this Agreement.

3.07.6 Repair of Carts and Bins. CONTRACTOR shall be responsible for repair of carts in the areas to include but not be limited to, hinged lids, wheels and axles. Within three (3) Work Days of notification by the CITY or a Service Recipient of the need for such repairs, the CONTRACTOR shall repair the Cart or Bin or if necessary, remove the Cart or Bin for repairs and deliver a replacement Cart or Bin to the Service Recipient.

3.07.7 Cart or Bin Exchange. Upon notification to the CONTRACTOR by the CITY or a Service Recipient that a change in the size or number of carts or Bins is required, the CONTRACTOR shall deliver such carts or Bins to such Service Recipient within seven calendar days to allow for the exchange to occur on the regular scheduled collection day. Each SFD Service Unit shall be entitled to receive one (1) free Garbage Cart exchange, and unlimited exchanges of Recycling or Organic Waste Carts per Agreement Year during the term of this Agreement. Each MFD, Commercial and City Service Unit shall be entitled to receive one (1) free Garbage Cart or Bin exchange, and unlimited exchanges of Recycling or Organic Waste Carts or Bins per Agreement Year during the term of this Agreement. Accordingly CONTRACTOR shall be compensated for the cost of those exchanges in excess of one (1) per Agreement Year, in accordance with the "Cart or Bin Exchange" service rate as Set forth in Exhibit 1 which is attached to and included in this Agreement or as may be adjusted under the terms of this Agreement.

3.07.8 Ownership of Carts. Ownership of carts shall rest with the CONTRACTOR, except in the case of the termination of the Agreement prior to the expiration of the initial term or optional extension terms due to the default of the CONTRACTOR as set forth in Article 24 of this Agreement shall rest with the CITY, or except that ownership of carts in the possession of a Service Recipient at the end of this Agreement shall rest with the CITY. At its sole discretion, CITY may elect not to exercise its rights with regards to this Article and in such case the carts shall remain the property of the CONTRACTOR upon termination of this Agreement. In this event, CONTRACTOR shall be responsible for removing all carts in service from the Service Area and reusing or recycling such carts.

3.07.9 Ownership of Bins. Ownership of Bins distributed by the CONTRACTOR shall rest with the CONTRACTOR except in the case of the termination of the Agreement prior to the expiration of the initial term or optional extension term due to the default of the CONTRACTOR as set forth in Article 24 of this Agreement. Under such circumstances, the CITY shall have the right to take possession of the Bins and shall retain such possession until satisfactory arrangements can be made to provide Collection Services using other equipment. Such time of possession shall not be limited and regardless of the time of possession there shall be no monies owing to the CONTRACTOR from the CITY for the use of the equipment. Upon the receipt of written notice from the CITY, CONTRACTOR shall submit to the City Representative an inventory of Bins, including their locations.

3.07.10 Ownership of Debris Box Containers. Ownership of Debris Box Containers distributed by the CONTRACTOR shall rest with the CONTRACTOR except in the case of the termination of the Agreement prior to the expiration of the initial term or optional extension terms due to the default of the CONTRACTOR as set forth in Article 24 of this Agreement. Under such circumstances, the CITY shall have the right to take possession of the containers and shall retain such possession until satisfactory arrangements can be made to provide Collection Services using other equipment. Such time of possession shall not be limited and regardless of the time of possession there shall be no monies owing to the CONTRACTOR from the CITY for the use of the equipment. Upon the receipt of written notice from the CITY, CONTRACTOR shall submit to the City Representative an inventory of containers, including their locations.

3.07.11 Annual Inspection and Cleaning of Bins and Debris Boxes. Once each Agreement Year, at no charge to the CITY or the Service Recipient, CONTRACTOR shall inspect all Garbage, Recycling, and Organic Waste Bins and Debris Box Containers at the Service Unit's premises and shall replace those Bins or containers needing cleaning with clean Bins or containers and remove the dirty Bins or containers for cleaning.

3.08 Labor and Equipment. CONTRACTOR shall provide and maintain all labor, equipment, tools, facilities, and personnel supervision required for the performance of CONTRACTOR'S obligations under this Agreement. CONTRACTOR shall at all times have sufficient backup equipment and labor to fulfill CONTRACTOR'S obligations under this Agreement. No compensation for CONTRACTOR'S services or for CONTRACTOR'S supply of labor, equipment, tools, facilities or supervision shall be provided or paid to CONTRACTOR by CITY or by any Service Recipient except as expressly provided by this Agreement.

3.09 Holiday Service. The CITY observes January 1<sup>st</sup>, Thanksgiving Day, and December 25<sup>th</sup> as legal holidays. CONTRACTOR shall not provide Collection Services on the designated holidays. In any week in which one of these holidays falls on a Work Day, SFD Collection Services for the holiday and each Work Day thereafter will be delayed one Work Day for the remainder of the week with normally scheduled Friday Collection Services being performed on Saturday. MFD, Commercial and City Collection Services shall be adjusted as agreed between the CONTRACTOR and the Service Recipient but must meet the minimum frequency requirement of one (1) time per week.

**3.10 Processing and Disposal.**

3.10.1 Compliance with Regulations. All materials Collected under this Agreement shall be delivered to facilities that comply with the Department of Resources Recycling and Recovery regulations under Title 14, Chapter 3, Minimum Standards for Solid Waste Handling and Disposal (Article 5.9 – Sections 17380-17386). CONTRACTOR, and not the CITY, must assure that all Disposal, transfer, and processing facilities are properly permitted to receive material Collected under this Agreement. Failure to comply with this provision shall result in the levy of liquidated damages as specified in Article 19 of this Agreement and may result in the CONTRACTOR being in default under this Agreement.

3.10.2 Permits and Approvals. CONTRACTOR must assure that all facilities selected by CONTRACTOR shall possess all existing permits and approvals by local enforcement agencies to be in full compliance with all regulatory agencies to conduct all operations at the approved location. CONTRACTOR shall, upon written request from the CITY, arrange for the facilities selected by the CONTRACTOR to provide copies of facility permits, notices of violations, inspection areas or concerns, or administrative action to correct deficiencies related to the operation. Failure to provide facility information shall result in the levy of liquidated damages as specified in Article 19 of this Agreement and may result in the CONTRACTOR being in default under this Agreement.

3.10.3 Disposal Facility. Beginning on July 1, 20xx, except as set forth below, all Garbage collected as a result of performing Collection Services shall be transported to, and delivered on the same day as collection, at the Disposal Facility. In the event the Disposal Facility is closed on a Work Day, the CONTRACTOR shall transport and dispose of the Garbage at such other legally permitted disposal facility as is approved by CITY. Failure to comply with this provision shall result in the levy of liquidated damages as specified in Article 19 of this Agreement and may result in the CONTRACTOR being in default under this Agreement.

3.10.4 Organic Waste Processing Facility. Beginning on July 1, 20xx, CONTRACTOR shall deliver on the same day as collection all collected Organic Waste to a fully permitted Organic Waste Processing Facility as designated by CONTRACTOR and approved by the CITY. In the event the facility is closed on a Work Day, the CONTRACTOR shall transport and deliver the Organic Waste to such other legally permitted facility as is approved by the CITY. CONTRACTOR shall ensure that all Organic Waste collected pursuant to this Agreement, except residue resulting from processing, is delivered to the approved Organic Waste Processing Facility in accordance with AB 939 and subsequent legislation and regulations. Failure to comply with this provision shall result in the levy of liquidated damages as specified in Article 19 of this Agreement and may result in the CONTRACTOR being in default under this Agreement.

3.10.5 Material Recovery Facility. Beginning on July 1, 20xx, all Recyclable Materials Collected as a result of performing SFD, MFD, Commercial and City Recycling Services shall be delivered to the Material Recovery Facility (MRF). In the event the MRF is closed on a Work Day, the CONTRACTOR shall transport and deliver the Recyclable Material to such other legally permitted MRF as is approved by CITY. Failure to comply with this provision shall result in the levy of liquidated damages as specified in Article 19 of this Agreement and may result in the CONTRACTOR being in default under this Agreement.

3.11 Inspections. The CITY shall have the right to inspect the CONTRACTOR'S facilities or collection vehicles and their contents at any time while operating inside or outside the CITY.

**3.12 Commingling of Materials.**

3.12.1 Garbage and Recyclable Material. CONTRACTOR shall not at any time commingle Garbage, or Organic Waste, Collected pursuant to this Agreement, with any Recyclable Material separated for collection pursuant to this Agreement without the express prior written authorization of the City Representative.

3.12.2 Garbage Collected in . CONTRACTOR shall not at any time commingle any Garbage Collected pursuant to this Agreement, with any other material Collected by CONTRACTOR inside or outside the CITY without the express prior written authorization of the City Representative.

3.12.3 Recyclable Materials. CONTRACTOR shall not at any time commingle Recyclable Materials Collected pursuant to this Agreement, with any other material Collected by CONTRACTOR inside or outside the CITY without the express prior written authorization of the City Representative.

3.13 Spillage and Litter. The CONTRACTOR shall not litter premises in the process of providing Collection Services or while its vehicles are on the road. The CONTRACTOR shall transport all materials Collected under the terms of this Agreement in such a manner as to prevent the spilling or blowing of such materials from the CONTRACTOR'S vehicle. The CONTRACTOR shall exercise all reasonable care and diligence in providing Collection Services so as to prevent spilling or dropping of Garbage, Organic Waste, or Recyclable Materials and shall immediately, at the time of occurrence, clean up such spilled or dropped materials.

3.13.1 The CONTRACTOR shall not be responsible for cleaning up unsanitary conditions caused by the carelessness of the Service Recipient; however, the CONTRACTOR shall clean up any material or residue that are spilled or scattered by the CONTRACTOR or its employees.

3.13.2 Equipment oil, hydraulic fluids, spilled paint, or any other liquid or debris resulting from the CONTRACTOR'S operations or equipment repair shall be covered immediately with an absorptive material and removed from the street surface. When necessary, CONTRACTOR shall apply a suitable cleaning agent to the street surface to provide adequate cleaning. To facilitate such cleanup, CONTRACTOR'S vehicles shall at all times carry sufficient quantities of petroleum absorbent materials along with a broom and shovel.

3.13.3 The above paragraphs notwithstanding, CONTRACTOR shall clean up any spillage or litter caused by CONTRACTOR within two (2) hours upon notice from the CITY.

3.13.4 In the event where damage to CITY streets is caused by a hydraulic oil spill, CONTRACTOR shall be responsible for all repairs to return the street to the same condition prior to the spill. CONTRACTOR shall also be responsible for all clean-up activities related to the spill. Repairs and clean-up shall be performed in a manner satisfactory to the City Representative and at no cost to the CITY.

3.13.5 Ownership of Materials. Title to Garbage, Organic Waste, and Recyclable Materials shall pass to CONTRACTOR at such time as said materials are placed in the CONTRACTOR'S collection vehicles.

3.13.6 Hazardous Waste. Under no circumstances shall CONTRACTOR'S employees knowingly collect Hazardous Waste, or remove unsafe or poorly containerized Hazardous Waste, from a collection container. If CONTRACTOR determines that material placed in any container for collection is Hazardous Waste, or other material that may not legally

be accepted at the Disposal Facility or one of the processing facilities, or presents a hazard to CONTRACTOR'S employees, the CONTRACTOR shall have the right to refuse to accept such material. The generator shall be contacted by the CONTRACTOR and requested to arrange for proper disposal service. If the generator cannot be reached immediately, the CONTRACTOR shall, before leaving the premises, leave a Non-collection Notice, which indicates the reason for refusing to collect the material, and how the Hazardous Waste can be properly disposed or recycled.

3.13.7 If Hazardous Waste is found in a collection container that poses an imminent danger to people or property, the CONTRACTOR shall immediately notify the City of Public Safety (Police) Department. The CONTRACTOR shall immediately notify the CITY of any Hazardous Waste that has been identified.

3.13.8 If Hazardous Waste is identified at the time of delivery to the Disposal Facility, or one of the processing facilities and the generator cannot be identified, CONTRACTOR shall be solely responsible for handling and arranging transport and disposition of the Hazardous Waste.

3.14 Regulations and Record Keeping. CONTRACTOR shall comply with emergency notification procedures required by applicable laws and regulatory requirements. All records required by regulations shall be maintained at the CONTRACTOR'S facility. These records shall include waste manifests, waste inventories, waste characterization records, inspection records, incident reports, and training records.

3.15 Transition. CONTRACTOR understands and agrees that the time between the formal Agreement signing and July 1, 20xx is intended to provide the CONTRACTOR with ample and sufficient time to, among other things, order equipment, prepare necessary routing schedules and route maps, obtain any permits and licenses, establish/build facilities, and begin the public awareness campaign as part of the CONTRACTOR'S transition program as specified in **Exhibit 6** which is attached to and included in this Agreement. CONTRACTOR shall be responsible for the provision of all Collection Services beginning July 1, 20xx.

## ARTICLE 4. Charges and Rates

4.01 CONTRACTOR Billing. The CONTRACTOR shall be responsible for the billing and collection of payments for all Collection Services. The CONTRACTOR shall charge Service Recipients an amount not to exceed the Maximum Service Rates set by CITY resolution and attached in Exhibit 1 to this Agreement and as may be adjusted under the terms of this Agreement. The CITY shall approve the format for all customer bills.

4.01.1 Partial Month Service. If, during a month, a Service Unit is added to or deleted from CONTRACTOR'S Service Area, the CONTRACTOR'S billing shall be pro-rated based on the weekly service rate (the weekly service rate shall be the service rate established in Exhibit 1 divided by four (4) times the number of actual weeks in the month that service was provided to the Service Unit.

4.01.2 Production of Invoices for Service Units Utilizing Carts. The CONTRACTOR shall produce an invoice, in a form and format that is approved by the City Representative, for Service Recipients utilizing carts received under this Agreement in advance, but no less than four (4) times per year. The CONTRACTOR'S invoice shall be remitted to the Service Recipient no earlier than the twentieth (20th) day of the 1<sup>st</sup> month of the period for which service is being billed. Notwithstanding City's Notice and Rate Hearing, notification of future rate increases shall be included in at least one invoice prior to the affected rate increase date.



4.01.3 Production of Invoices for Service Units Utilizing Bins. The CONTRACTOR shall produce an invoice, in a form and format that is approved by the City Representative, for Service Recipients utilizing Bins received under this Agreement in advance but no less than twelve (12) times per year. The CONTRACTOR may invoice the Service Recipient no less than ten (10) days preceding the month for services for which service is being billed.

4.01.4 Production of Invoices for Debris Box Collection Service. The CONTRACTOR shall produce an invoice, in a form and format that is approved by the City Representative, for Debris Box Collection Services received under this Agreement in arrears for services during the prior month. Customers utilizing Debris Box Collection Services may be invoiced upon completion.

4.01.5 City Provided Billing Inserts. CITY may provide educational and other material to CONTRACTOR for inclusion in the invoices provided by CONTRACTOR to SFD, MFD and commercial Customers for Collection Services. CONTRACTOR shall not charge the CITY for the inclusion of additional educational or other materials in the invoices.

4.01.6 Methods of Payment. CONTRACTOR shall provide the means for customers to pay bills through the following methods: cash, checks, credit cards, internet payment service or automatic withdrawal from bank account. On-line (E-Pay) bill methods shall be password protected and comply with federal regulations protecting the privacy of customer credit information. CONTRACTOR shall provide evidence of such security certifications and advise the CITY of CONTRACTOR'S security measures implemented for on-line payment.

4.01.7 Delinquent Service Accounts. The CONTRACTOR may report to the City Representative, on a monthly basis, a SFD Service Recipient who has received Collection Service and whose account is over ninety (90) days past due, and a MFD or a Commercial Service Recipient whose account is over forty-five (45) days past due. The CONTRACTOR may take such action as is legally available to collect or cause collection of such past due amounts, including removing Recycling Carts and Bins and Organic Waste Carts and Bins, and reducing the provision of Garbage Collection Services to the smallest Cart or Bin size to any Service Unit due to non-payment. CONTRACTOR may not discontinue providing Garbage Collection Services.

4.01.7.1 CITY ordinance allows a lien process for non-payment of bills by customers. Under no circumstances shall CITY shall have any responsibility for collecting monies owed to CONTRACTOR from delinquent service accounts-

4.01.8 Financial Information. On or before April 1, 20xx, and annually thereafter during the term of this Agreement, CONTRACTOR shall make available to CITY audited copies of the financial information required under Article 16.01.1 for the specific services performed under this Agreement for the preceding Agreement Year. If CONTRACTOR fails to make available the financial information by April 1<sup>st</sup>, it is agreed that CONTRACTOR shall be deemed to have waived the Refuse Rate Index (RRI) rate adjustment for that year.

4.01.8.1 Where the financial information made available by the CONTRACTOR is marked "Confidential", the CITY will take reasonable measures, subject to the requirements of applicable law, to prevent the dissemination of the financial information to third parties, and will promptly notify CONTRACTOR upon receipt of a request by a third party under the Public Records Act to review or obtain such financial information.

4.01.8.2 If CONTRACTOR'S failure to make available the financial information required under Article 4.01.8 is the result of extraordinary or unusual circumstances

as demonstrated by CONTRACTOR to the satisfaction of the CITY, the CITY, at its sole discretion, may consider the request for the RRI rate adjustment.

4.02 Adjustments to Maximum Collection Service Rates. Collection Service Rates shall consist of some combination of the following elements: a *Collection Element*, a *Disposal Element*, a *Franchise Fee Element*, and such other elements as may be added by the CITY during the term of this Agreement.

4.02.1 Adjustments to Collection Elements Using the RRI. CONTRACTOR'S Maximum Service Rates are as specified in Exhibit 1 of this Agreement, and are firm and fixed through June 30, 20xx. CONTRACTOR shall not be entitled to any compensation that is not listed in Exhibit 1. On or after July 1, 20xx, and each subsequent July 1<sup>st</sup>, CONTRACTOR'S Maximum Service Rates shall be adjusted as follows:

4.02.1.1 SFD Collection Service. Lines A4, B4, C2, C3, C3, C4, C5, and C6 in Exhibit 1a.

4.02.1.2 MFD Collection Service. All Collection Component lines of the *Collection Elements*, the Push Rates, and the Container Handling Fees in Exhibit 1b.

4.02.1.3 Commercial Collection Service. All Collection Component lines of the *Collection Elements*, the Push Rates, and the Container Handling Fees in Exhibit 1c.

4.02.1.4 Emergency Service Rates - Employees. All hourly rates in Exhibit 1d.

4.02.1.5 Emergency Service Rates - Equipment. All hourly rates in Exhibit 1e.

4.02.1.6 RRI Adjustment. Beginning on July 1, 20xx, and annually thereafter during the term of this Agreement, the *Collection Elements* of the maximum service rates set forth in Article 4.03.1 above shall be adjusted by the RRI adjustment set forth below. In any year that the calculation of the RRI results in a negative number, there shall be no adjustment of the *Collection Elements*. Instead the negative RRI number shall be added to the result of the subsequent years RRI calculation and the result shall be the RRI adjustment for that subsequent year.

4.02.2 The RRI adjustment shall be the sum of the weighted percentage change in the Annual Average of each RRI index number between the base fiscal year, which shall be the prior preceding calendar year ending December 31<sup>st</sup> and the preceding fiscal year ending December 31<sup>st</sup> as contained in the most recent release of the source documents listed in Exhibit 2, ("REFUSE RATE INDEX") which is attached to and included in this Agreement. Therefore, the first *Collection Element* rate adjustment will be based on the percentage changes between the Annual Average of the RRI indices for the calendar year ended December 31, 20xx and the Annual Average of the RRI indices for the calendar year ended December 31, 20xx. The RRI shall be calculated using the RRI methodology included in Exhibit 2.

4.02.2.1 Rounding. Annual adjustments shall be made only in units of one cent (\$0.01) and shall not result in a decrease to the rates currently in effect. Fractions of less than one cent (\$0.01) shall not be considered in making adjustments. The indices shall be truncated at four (4) decimal places for the adjustment calculations.

4.02.3 Adjustments to Disposal Elements. Beginning on July 1, 20xx and annually thereafter, adjustments to *Disposal Elements*, shall, subject to compliance with all

provisions of this Article, receive an annual adjustment in the *Disposal Elements* of the maximum service rates as set forth in Exhibit 1 to this Agreement:

4.02.4 SFD Collection Service. The maximum SFD Garbage Collection Service "Monthly Unit Disposal Rate" is based on the tipping fee per ton and the "Monthly Unit SFD Garbage Generation Factor" set forth in Exhibit 1. The SFD Large Item Waste Collection Service "Monthly Unit Disposal Rate" is based on the tipping fee per ton and the "Monthly Unit Large Item Generation Factor" set forth in Exhibit 1.

4.02.4.1 Tip Fee Changes. Any approved change in the per ton tipping fees, as set forth below, will result in a corresponding change in the appropriate "Monthly Unit Disposal Rate" based on the following formula:

((The new tipping fee x the "Monthly Unit SFD Garbage Generation Factor", or "Monthly Unit SFD Large Item Generation Factor" as appropriate) / one hundred percent (100%) minus the franchise fee percentage, (such amount at the inception of this Agreement to be ninety percent (90%)), to account for the change in the franchise fee applied to the disposal rate element.

Will equal: the SFD Garbage Collection Service, or SFD Large Item Collection Service "Monthly Unit Disposal Rate", as appropriate.

4.02.5 MFD Collection Service. The maximum MFD Garbage Collection Service "Disposal Element Rate" is based on the tipping fee per ton, the size of the Bin, the frequency of Collection and the "Cubic Yard Conversion Factor" set forth in Exhibit 1. Any approved change in the per ton tipping fees, as set forth below, will result in a corresponding change in the "Disposal Rate" based on the following formula:

((The appropriate "Cubic Yard Conversion Factor"/2,000 pounds) x the new tipping fee x the Bin size x the frequency of Collection) / one hundred percent (100%) minus the franchise fee percentage, (such amount at the inception of this Agreement to be ninety percent (90%)), to account for the franchise fee applied to the disposal rate element.

Will equal: the MFD Garbage Collection Service "*Disposal Element Rate*" for that specific Bin size and Collection frequency.

4.02.5.1 The MFD additional Large Item Collection Service "Disposal Element Rate" is based on the cost paid by the CONTRACTOR at the Disposal or processing facility.

4.02.6 Commercial Collection Service. The maximum Commercial Garbage Collection Service "Disposal Element Rate" is based on the tipping fee per ton and the appropriate Conversion Factor set forth on in Exhibit 1. Any approved change in the per ton tipping fees will result in a corresponding change in the "Disposal Element Rate" for Commercial Collection Services as set forth on Exhibit 1, based on the following formulas:

4.02.6.1 Commercial Bin Rates

((The appropriate "Conversion Factor"/2,000 pounds) x the new tipping fee x the Bin size x the frequency of Collection) / one hundred percent (100%) minus the franchise fee percentage, (such amount at the inception of this Agreement to be ninety percent (90%)), to account for the franchise fee applied to the disposal rate element.

Will equal: the Commercial Garbage Bin Collection Service "*Disposal Element Rate*" for the appropriate Bin size and Collection frequency.

4.02.6.2 Commercial Cart Rates

((The appropriate Cart "Conversion Factor"/2,000 pounds) x the new tipping fee) / one hundred percent (100%) minus the franchise fee percentage, (such amount at the inception of this Agreement to be ninety percent (90%)), to account for the franchise fee applied to the disposal rate element.

Will equal: The new Commercial Garbage Cart Collection Service "*Disposal Element Rate*" for the appropriate Collection frequency.

4.02.7 Adjustments to Generation Factors. In the event of a change in law or garbage, organic waste, or recycling program that has the potential to materially affect the "Monthly Unit Generation Factors" the "Cubic Yard Conversion Factors", or the "Cart Service Conversion Factors" as set forth by the CONTRACTOR in Exhibit 1, the CITY and the CONTRACTOR agree that a generation study will be performed at the request of the CITY with the cooperation of the CONTRACTOR. The study will be funded equally by the CITY and the CONTRACTOR. The generation study will be designed to establish an updated "Monthly Unit SFD Garbage Generation Factor", "Monthly Unit Large Item Generation Factor", "Cubic Yard Conversion Factors", or "Cart Service Conversion Factors". The CONTRACTOR shall cooperate fully with the CITY related to the performance and completion of the generation study.

4.02.8 CITY Approval of Maximum Service Rates. As of May 1, 20xx, and annually thereafter during the term of this Agreement, the CITY Representative shall notify CONTRACTOR of the adjustments to the affected Maximum Service rates to take place on the subsequent July 1<sup>st</sup>. CITY shall take action on the any changes in the Maximum Service Rates in accordance with the CITY'S municipal code.

4.03 CONTRACTOR'S Payments to CITY. CONTRACTOR shall make payment to the CITY of a franchise fee, and such other fees as may be specified in this Article 4.03. Payment to the CITY shall be due, on the fifteenth (15th) day of the month following the month the revenues are collected. Each such payment shall be accompanied by an accounting, which sets forth CONTRACTOR'S Gross Receipts collected during the preceding month in sufficient detail to allow for an independent recalculation of payments.

4.03.1 Franchise Fee. The franchise fee shall be a percentage of CONTRACTOR'S Gross Receipts collected each month under the terms of this Agreement. The franchise fee percentage shall be            percent (0.00%) unless otherwise adjusted by the CITY. In the event that the CITY adjusts the franchise fee percentage, the maximum service rates will also be adjusted to incorporate any such changes in the franchise fee percentage.

4.03.2 Solid Waste Fund Administrative Fee. The CONTRACTOR shall pay a Solid Waste Fund Administrative Fee to support the CITY'S Solid Waste Management program administration and general overhead. The CONTRACTOR shall pay            (    ) divided into twelve (12) equal monthly payments of            (    ). Payment to the CITY shall be due on the fifteenth (15th) day of the month beginning on August 15, 20xx and monthly thereafter. These fees will be adjusted by the same RRI percentage change to any adjustments to the Maximum Service Rates.

4.03.3 Refuse Vehicle Street Maintenance Impact Fee. The CONTRACTOR shall pay a Refuse Vehicle Street Maintenance Impact Fee to recover street maintenance costs associated with solid waste, recycling and yard waste vehicles. The CONTRACTOR shall pay ( ) divided into twelve (12) equal monthly payments of ( ). Payment to the CITY shall be due on the fifteenth (15th) day of the month beginning on August 15, 20xx and monthly thereafter. These fees will be adjusted by the same RRI percentage change to any adjustments to the Maximum Service Rates.

4.03.4 No acceptance by CITY of any payment shall be construed as an accord that the amount is in-fact the correct amount, nor shall such acceptance of payment be construed as a release of any claim CITY may have against CONTRACTOR for any additional sums payable under the provisions of this Agreement. All amounts paid shall be subject to independent audit and recompilation by CITY. If, after the audit, such recompilation indicates an underpayment CONTRACTOR shall pay to CITY the amount of the underpayment and shall reimburse CITY for all reasonable costs and expenses incurred in connection with the audit and recompilation within ten (10) Work Days of receipt of written notice from CITY that such is the case. If, after audit, such recompilation indicates an overpayment, CITY shall notify the CONTRACTOR in writing of the amount of the overpayment, less costs and expenses incurred in connection with the audit and recompilation. CONTRACTOR may offset the amounts next due following receipt of such notice by the amount specified therein.

4.03.5 Adjustments Due to Changes In Legislation. CONTRACTOR agrees that no extraordinary adjustment shall occur or rate adjustment be provided unless and only if changes to local, state, or federal regulations or laws occurring on or after March 31, 20xx result or will result in additional costs exceeding the RRI for the fee or additional service required under the legislative or regulatory change, or different services to be provided by CONTRACTOR which are not otherwise covered by the terms and conditions in Article 25 and have directly resulted or will result in changes to CONTRACTOR'S operations and have caused or will cause CONTRACTOR'S total operation costs to increase. The CITY may request from the CONTRACTOR such further information as it deems necessary to fully evaluate the CONTRACTOR'S request for extraordinary adjustment and make its determination. The CITY shall in the exercise of its reasonable discretion approve or deny the request, in whole or in part, within sixty (60) calendar days of receipt of the written request and all other additional information requested by the CITY. Any such change will be implemented within an agreed upon time between the CITY and CONTRACTOR.

## ARTICLE 5. Diversion Requirements

5.01 Minimum Requirements. The CITY requires the CONTRACTOR to achieve a guaranteed diversion rate with a minimum diversion rate of 60 percent by December 31, 20xx; 70 percent by December 31, 20xx; and 80 percent by December 31, 20xx, and each successive calendar year or such other amount as may be set in accordance with the provisions of Article 25 of this Agreement. The diversion rate will be calculated as "the tons of materials Collected by CONTRACTOR from the provision of Collection Services that are sold or delivered to a Processing Facility, recycler or re-user, net of all residue, as required by this Agreement, divided by the total tons of materials Collected under this Agreement by CONTRACTOR in each Agreement Year.

5.02 Failure to Meet Minimum Requirements. CONTRACTOR'S failure to meet the minimum diversion guarantees set forth above in Article 5.01 may result in CONTRACTOR being in default of this Agreement as specified in Article 24, or the imposition of liquidated

damages as specified in Article 19, or denial of an extension to this Agreement as specified in Article 2. In determining whether or not to assess liquidated damages, hold the CONTRACTOR in default of this Agreement, or denial of a term extension, the CITY will consider the good faith efforts put forth by the CONTRACTOR in implementing the required programs to meet the minimum diversion requirements and the methods and level of effort of the CONTRACTOR to fully implement the work plans attached to and included in this Agreement as **Exhibits 6 - 14**.

## ARTICLE 6. Service Units

6.01 Service Units. Service Units shall include all the following categories of premises which are in the Service Area as of July 1, 20xx, and all such premises which may be added to the Service Area by means of annexation, new construction, or as otherwise set forth in this Agreement during term of this Agreement:

- 6.01.1 SFD Service Units
- 6.01.2 MFD Service Units
- 6.01.3 Commercial Service Units
- 6.01.4 City Service Units

6.01.4.1 Any question as to whether a premises falls within one of these categories shall be determined by the City Representative and the determination of the City Representative shall be final.

6.02 Service Unit Changes. The CITY and CONTRACTOR acknowledge that during the term of this Agreement it may be necessary or desirable to add or delete Service Units for which CONTRACTOR will provide Collection Services.

6.02.1 Additions and Deletions. CONTRACTOR shall provide services described in this Agreement to new Service Units within five (5) Work Days of receipt of notice from CITY or new Service Unit to begin such service.

6.03 Coordination with Street Sweeping. THE CITY AND CONTRACTOR acknowledges that CONTRACTOR may have to modify collection days to accommodate the CITY's street sweeping schedule.

6.04 Route Map Update. CONTRACTOR shall revise the Service Unit route maps to show the addition of Service Units added due to annexation and/or addition of new service areas and shall provide such revised maps to the City Representative as requested.

## ARTICLE 7. SFD Collection Services

7.01 SFD Collection Services. These services shall be governed by the following terms and conditions:

7.01.1 Conditions of Service. The CONTRACTOR shall provide SFD Collection Service to all SFD Service Units in the Service Area whose Garbage is properly containerized in Garbage Carts, Recyclable Materials are properly containerized in Recycling Carts, except as set forth in Article 7.05.4; and Organic Waste is properly containerized in Organic Waste Carts except as set forth in Article 7.09. The Garbage, Recycling and Organic Waste Carts will be Collected at least once a week. CONTRACTOR shall offer Garbage Carts in 20, 32, 64 and 96 gallon cart sizes, and Recyclables Materials and Organic Waste Carts in 64 or 96 gallon cart sizes, with 32 gallon Recyclables Materials and Organic Waste Carts available

on request. CONTRACTOR shall offer Debris Boxes in 10, 20, 30, and 40 cubic yard sizes. The size of the Cart shall be determined between the SFD Service Recipient and the CONTRACTOR. CONTRACTOR shall not charge for collection of Recyclable Materials or Organic Waste collected in Carts or Bins.

7.01.1.1 Curbside Collection Service. SFD Curbside Collection shall be done where Garbage, Recyclable Materials and Organic Waste Carts are placed within five (5) feet of the curb, swale, or at edge of street pavement for streets without curbs. This shall apply to both public and private streets. CONTRACTOR may charge for Curbside Collection at the rates as set forth in Exhibit 1.

7.01.1.2 On-Premise Collection Service - Subscription. A SFD Service Recipient may subscribe for On-premise SFD Collection Service where Garbage, Recyclable Materials, and Organic Waste Carts are Collected from a side-yard, backyard, or other off-street location agreed on between the CONTRACTOR and the Service Recipient. CONTRACTOR may charge for On-premise collection at the rates as set forth in Exhibit 1.

7.01.1.3 On-Premise Collection Service – Physical Disability. A SFD Service Recipient, and all other adults living at the Service Unit residing therein, that has disabilities that prevent him/her from being physically unable to place Garbage, Recyclable Materials, or Organic Waste Carts at the curb for collection shall receive On-premise Collection Service where all Garbage, Recyclable Materials, and Organic Waste Carts are Collected from a side-yard, backyard, or other off-street location agreed on between the CONTRACTOR and the Service Recipient. CONTRACTOR shall provide this service at the Curbside collection rates as set forth in Exhibit 1.

7.02 Frequency and Scheduling of Service. Except as set forth in Articles 7.07, 7.08, 7.09, 7.10, 7.13, and 7.14, SFD Collection Services shall be provided one (1) time per week on a scheduled route basis. SFD Collection Services shall be scheduled so that a SFD Service Unit receives SFD Garbage Collection Service, SFD Recycling Collection Service, and SFD Organic Waste Collection Service on the same Work Day.

7.03 Non-Collection. Except as set forth in Articles 7.05.4, 7.07, 7.09, 7.10, 7.12, 7.13, and 7.14, CONTRACTOR shall not be required to Collect any Garbage, Recyclable Material, or Organic Waste that is not placed in a Cart. In the event of non-collection, CONTRACTOR shall affix to the Cart a Non-collection Notice explaining why collection was not made. CONTRACTOR shall maintain a copy of such notices during the term of this Agreement.

7.04 SFD Garbage Collection Service. This service will be governed by the following additional terms and conditions:

7.04.1 Disposal Facility. All Garbage collected as a result of performing SFD Garbage Collection Services shall be transported to, and disposed of, at the Disposal Facility. Failure to comply with this provision shall result in the levy of an administrative charge as specified in this Agreement and may result in the CONTRACTOR being in default under this Agreement.

7.04.2 Additional Garbage Carts. Upon notification to the CONTRACTOR by the CITY or a Service Recipient that additional Garbage Carts are requested, the CONTRACTOR shall deliver such Garbage Carts to such Service Recipient within five (5) Work Days. CONTRACTOR shall be compensated for the cost of additional Garbage Carts in accordance with the "Additional Garbage Cart" Service Rate as set forth in Exhibit 1 or as may be adjusted under the terms of this Agreement.

**7.05 SFD Recycling Collection Service.** This service will be governed by the additional following terms and conditions:

**7.05.1 Material Recovery Facility.** All Recyclable Materials Collected as a result of performing Recycling Services shall be delivered to the Materials Recovery Facility. Failure to comply with this provision shall result in the levy of liquidated damages as specified in this Agreement. All expenses related to Recyclable Materials processing and marketing will be the sole responsibility of CONTRACTOR.

**7.05.2 Additional Recycling Carts.** CONTRACTOR shall provide additional SFD Recycling Carts to SFD Collection Service Recipients within five (5) days of request at no additional cost provided that additional carts are used by Service Recipients for the purposes of setting out additional Recyclable Materials for regular weekly Recycling Collection Service.

**7.05.3 Overages.** Corrugated cardboard or other recyclable materials that will not fit inside the Recycling Cart may be flattened, bagged and/or bundled and placed beside the Recycling Cart.

**7.05.4 Recycling - Changes to Work.** Should changes in law arise that necessitate any additions or deletions to the work described herein including the type of items included as Recyclable Materials, the parties shall negotiate any necessary cost changes and shall enter into an Agreement amendment covering such modifications to the work to be performed and the compensation to be paid before undertaking any changes or revisions to such work.

**7.05.5 Collection of Service Recipients Discarded Collection Containers.** The CONTRACTOR shall collect used, discarded, or unwanted collection containers discarded by the Service Recipient that were in use for collection prior to July 1, 20xx at no cost. To the extent feasible, CONTRACTOR shall recycle, or cause to have recycled the used, discarded, or unwanted collection containers. CONTRACTOR collection of discarded containers shall be done in accordance with Exhibit 6.

**7.05.6 Recycling - Improper Procedure.** Except as set forth below in Article 7.10, the CONTRACTOR shall not be required to Collect Recyclable Materials if the Service Recipient does not segregate the Recyclable Materials from Garbage or Organic Waste. If Recyclable Materials are contaminated through commingling with Garbage or Organic Waste, the CONTRACTOR shall, if practical, separate the Garbage or Organic Waste from the Recyclable Materials. The Recyclable Materials shall then be Collected and the Garbage or Organic Waste shall be left in the Recycling Cart along with a Non-collection Notice explaining why the Garbage or Organic Waste is not considered a Recyclable Material. However, in the event the Recyclable Materials and Garbage or Organic Waste are commingled to the extent that they cannot easily be separated by the CONTRACTOR or the nature of the Garbage or Organic Waste renders the entire Recycling Cart contaminated, the CONTRACTOR will leave the Recycling Cart un-emptied along with a Non-collection Notice that contains instructions on the proper procedures for setting out Recyclable Materials.

**7.06 SFD Organic Waste Collection Service.** This service will be governed by the following terms and conditions:

**7.06.1 Organic Waste Processing Services.** CONTRACTOR shall ensure that all Organic Waste Collected pursuant to this Agreement are diverted from the landfill in accordance with AB 939 and any subsequent or other applicable legislation and regulations.



7.06.2 Organic Waste Processing Facility. CONTRACTOR shall deliver all Collected Organic Waste to a fully permitted Organic Waste Processing Facility or a fully permitted Organic Waste transfer station. All expenses related to Organic Waste processing and marketing will be the sole responsibility of CONTRACTOR.

7.06.3 Organic Waste Disposal. CONTRACTOR shall ensure that the Organic Waste Collected pursuant to this Agreement is not disposed of in a landfill, except as a residue resulting from processing.

7.06.4 Additional Organic Waste Carts. CONTRACTOR shall provide additional SFD Organic Waste Carts to SFD Service Recipients within five (5) days of request at no additional cost provided that additional carts are used by SFD Service Recipients for the purposes of setting out additional Organic Waste Materials for regular weekly Organic Waste Collection Service.

7.06.5 Additional Kitchen Food Waste Pails. CONTRACTOR shall provide additional Kitchen Food Waste Pails to SFD Service Recipients within five (5) days of request at no additional cost provided that additional pails are used by SFD Service Recipients.

7.07 Home Compost Bins. CONTRACTOR shall provide, at no additional cost, a Bio-Stack Compost Bin to any SFD Collection Service Recipient that request one. CONTRACTOR shall rebate a SFD Collection Service Recipient an amount equal to the cost of a Bio-Stack compost Bin if the SFD Collection Service Recipient submits a receipt for a more expensive compost tumbler or compost Bin if approved in advance by the CITY that they purchased after the start date of the Agreement.

7.08 Home Worm Bin. CONTRACTOR shall provide, at no additional cost, a Home Worm Bin to all SFD Service Recipients that request a home worm Bin.

7.09 Curbside Holiday Tree Collection. CONTRACTOR shall Collect Holiday Trees from all SFD Service Units as part of the SFD Organic Waste Collection Services. CONTRACTOR shall provide this service beginning on the first Work Day after December 25 until January 15, or dates approved by the CITY.

7.09.1 Contaminated Holiday Trees. Holiday trees that are flocked or contain tinsel or other decorations may be delivered to the Disposal Facility at the discretion of the CONTRACTOR.

7.09.2 Non-collection. CONTRACTOR shall not be required to Collect any Organic Waste that is mixed with either Garbage, or Recyclable Materials. In the event of non-collection, CONTRACTOR shall affix to the Organic Waste Cart a Non-Collection Notice explaining why collection was not made. CONTRACTOR shall maintain a copy of such notices during the term of this Agreement. CONTRACTOR shall maintain a copy of such notices during the term of this Agreement.

7.10 Bulky Waste Collection Service. This service will be governed by the following terms and conditions:

7.10.1 Conditions of Service. The CONTRACTOR shall provide SFD Bulky Waste Collection Service to all SFD Service Units in the Service Area whose Bulky Waste have been placed within five (5) feet of the curb, swale, paved surface of the public or private roadway, closest accessible roadway, or other such location agreed to by the CONTRACTOR and Service Recipient, that will provide safe and efficient accessibility to the CONTRACTOR'S collection crew and vehicle. Each SFD Service Unit in the Service Area shall be entitled to receive free Bulky Waste Collection Service a maximum of two (2) collection times per

Agreement Year. Bulky Waste Collection Service shall be a combination of loose Large Items not exceeding an approximately equivalent of four (4) cubic yards and three (3) individual Large Items such as a TV, couch, or water heater. In accordance with the "Additional Bulky Waste Collection" service rate as set in Exhibit 1, CONTRACTOR shall be compensated for the cost of Collecting Large Items in excess of 1) a single collection of over four (4) cubic yards, 2) more than two (2) Bulky Waste Collections per year, or more than three (3) individual Large Items during any single Bulky Waste Collection.

7.10.2 Frequency of Service. SFD Service Recipients must call at least forty-eight (48) hours in advance to schedule SFD Bulky Waste Collection Service. Collection will occur on the customer's regular collection day.

7.10.3 Large Items Containing Freon. In the event CONTRACTOR Collects Large Items that contain Freon, CONTRACTOR shall handle such Large Items in a manner such that the Large Items are not subject to regulation as Hazardous Waste under applicable state and federal laws or regulations. CONTRACTOR may charge for collecting Large Items containing Freon in accordance with the Maximum Service rates in Exhibit 1.

7.10.4 Maximum Reuse and Recycling. CONTRACTOR shall dispose of Large Items collected from Service Units pursuant to this Agreement in accordance with the following hierarchy:

- 7.10.4.1 Reuse as is (where energy efficiency is not compromised)
- 7.10.4.2 Disassemble for reuse or Recycling
- 7.10.4.3 Recycle
- 7.10.4.4 Disposal

7.10.5 CITY Direction of Large Items. CITY reserves the right to direct CONTRACTOR to take Large Items Collected pursuant to this Section to a designated site or sites for the purpose of permitting persons who will reuse or recycle such Large Items to obtain the Large Items at no cost. CONTRACTOR shall have no obligation to dispose of the Large Items or Large Item residue remaining at the directed site or sites after reusers and recyclers have removed reusable or recyclable Large Items. CONTRACTOR shall be entitled to an adjustment to the service rates to reflect any increased costs arising from the CITY's direction.

7.11 Hard to Service Areas. Notwithstanding any term or definition set forth in this Agreement, CONTRACTOR, at no additional cost, shall manually collect SFD Garbage, Recyclable Materials, Organic Waste, and Bulky Waste from a SFD Service Unit as follows:

7.11.1 Where topography, street conditions, or limited street access for police, fire, or safety vehicles prevents CONTRACTOR'S collection vehicle access for Collecting Garbage, Recycling, Organic Waste, and Large Items for collection.

7.11.2 Where Service Units located in the areas and streets as listed in **Exhibit 15.**

7.11.3 Where the City Representative notifies the CONTRACTOR of any additional Service Units requiring service; along with the date such service is to begin.

7.12 Curbside Household Hazardous Waste (HHW) Collection. The CONTRACTOR shall provide curbside collection of HHW as part of CONTRACTOR'S regularly scheduled SFD Recycling Collection Service.

7.12.1 Materials collected through curbside HHW Collection shall include dry cell household batteries, PDAs, cell phones, used motor oil, used oil filters when contained in a sealed plastic bag; cooking oil; water-based paint, and compact fluorescent light bulbs contained in a sealed plastic bag.

7.12.2 CONTRACTOR shall provide one-gallon used oil containers and heavy duty- zip-lock bags for used oil filters.

7.13 On-Call Household Hazardous Waste (HHW) Collection. The CONTRACTOR shall provide on-call collection of HHW. CONTRACTOR shall provide collection when SFD Service Recipients call at seven (7) calendar days in advance to schedule collection, and identify a secure location on their property from which the materials will be collected. CONTRACTOR shall be entitled to payment as specified in Exhibit 1.

7.13.1 Materials collected through on-call HHW Collection shall include cleaning products, pesticides, herbicides, insecticides, painting supplies, automotive products, fuel, lubricants, paint, solvents, stripes, and adhesives, auto batteries, non-controlled medicines, Sharps, and Universal Waste.

7.14 SFD Debris Box Collection Service. Upon twenty four (24) hours request by a SFD Service Unit for a Debris Box Container, CONTRACTOR shall provide a Debris Box Container at the Service Unit. Such SFD Debris Box Collection Service shall be on a temporary basis not to exceed seven (7) days without collection, emptying, and replacement of the Debris Box Container.

7.14.1 Debris Box Containers shall be transported by CONTRACTOR to an approved processing facility to achieve maximum diversion.

7.14.2 Charges for Debris Box Containers shall be in accordance with Exhibit 1 of this Agreement.

7.14.3 The CONTRACTOR shall provide SFD Debris Box Collection Services with as little disturbance as possible and shall leave any Debris Box Containers in an upright position at the same point it was Collected without obstructing alleys, roadways, driveways, sidewalks, or mail boxes. CONTRACTOR shall only place Debris Boxes in strict adherence with the CITY'S right-of-way requirements and Municipal Code.

7.14.4 CONTRACTOR shall remove any and all graffiti within 24 hours of being identified by the CONTRACTOR or City Representative. CONTRACTOR shall not deliver a Debris Box Container without CONTRACTOR information or with any graffiti visible on the Debris Box Container.

## **ARTICLE 8. MFD Collection Services**

8.01 MFD Collection Services. These services will be governed by all conditions of service as specified in Article 9 of this Agreement, with the following additional services:

8.01.1 Kitchen Food Waste Pails. CONTRACTOR shall provide Kitchen Food Waste Pails to all MFD Service Units.

8.01.2 MFD Recycling Tote Bags. CONTRACTOR shall provide Recycling Tote Bags to MFD Service Units upon seventy-two (72) hours of request by the MFD Service Unit.

8.01.3 Additional Kitchen Food Waste Pails. CONTRACTOR shall provide an additional Kitchen Food Waste Pail to MFD Service Recipients within five (5) days of request at no additional cost provided that additional pails are used by MFD Service Recipients for the purposes of setting out additional Food Waste for regular weekly Organic Collection Service.

8.01.4 MFD Bulky Waste Collection. The CONTRACTOR shall provide MFD Bulky Waste Collection Service to MFD Service Units in the Service Area in a manner agreed to between the CONTRACTOR and the MFD Service Unit management. CONTRACTOR shall be compensated for the cost of Collecting Bulky Waste in accordance with the "MFD Bulky Waste Collection" Maximum Service Rate as set in Exhibit 1 of this Agreement.

## ARTICLE 9. Commercial Collection Services

9.01 Commercial Collection Services. These services will be governed by the following terms and conditions:

9.01.1 Conditions of Service. The CONTRACTOR shall provide Commercial Garbage Collection Service, Commercial Recycling Collection Service, Commercial Organic Waste Collection Service, and Commercial Debris Box Collection Service to all Commercial Service Units in the Service Area whose Garbage, Recyclable Materials, and Organic Waste are properly containerized in Bins, Carts, or Debris Boxes as appropriate where the Bins, Carts or Debris Boxes are accessible as set forth in Article 9.01.3. CONTRACTOR shall offer Garbage Carts in 32, 64 and 96 gallon cart sizes, and Recyclable Materials and Organic Waste Carts in 64 or 96 gallon cart sizes, with 32 gallon Recyclable Materials and Organic Waste Carts available on request. CONTRACTOR shall offer Garbage, Recyclable Materials, and Organic Waste Bins in 1, 2, 3, 4, and 6 cubic yard sizes. CONTRACTOR shall offer Debris Boxes in 10, 20, 30, and 40 cubic yard sizes. The size of the container and the frequency (above the minimum) of collection shall be determined between the Service Recipient and the CONTRACTOR. However, the size and frequency shall be sufficient to provide that no Garbage, Recyclable Materials, or Organic Waste Materials need be placed outside the Bin, Cart or Debris Box.

9.01.2 Required Capacity. CONTRACTOR shall provide Commercial Recycling Collection Service and Organic Waste Collection Service to all Commercial Service Units in the Service Area at no additional cost. For each Service Unit, CONTRACTOR shall offer a minimum capacity of Commercial Recycling Collection and Commercial Organic Waste Collection Service appropriate to the capacity measured as the total cubic yards collected weekly for Commercial Garbage Collection Service.

9.01.3 Accessibility. CONTRACTOR shall collect all Garbage, Recycling, or Organic Waste Bins or Carts that are readily accessible to the CONTRACTOR'S crew and vehicles and not blocked. However, CONTRACTOR shall provide "push services" as necessary during the provision of Commercial Collection Services. Push services shall include, but not be limited to moving manually or by a specialized "scout" truck the Bins or Carts from their storage location for Collection and returning the Bins or Carts to their storage location.

9.01.4 Manner of Collection. The CONTRACTOR shall provide Commercial Collection Service with as little disturbance as possible and shall leave any Bin or Cart at the same point it was originally located without obstructing alleys, roadways, driveways, sidewalks or mail boxes.

9.02 Commercial Garbage Collection Service. This service shall be governed by the following additional terms and conditions:

9.02.1 Conditions of Service. The CONTRACTOR shall provide Commercial Garbage Collection Service to all Commercial Service Units in the Service Area whose Commercial Garbage is properly containerized in Garbage Bins or Carts, where the Garbage Bins or Carts are accessible.

9.02.2 Disposal Facility. All Commercial Garbage collected as a result of performing Commercial Garbage Collection Services shall be transported to, and disposed of, at the Disposal Facility. Failure to comply with this provision shall result in the levy of an administrative charge as specified in this Agreement and may result in the CONTRACTOR being in default under this Agreement.

9.02.3 Size and Frequency of Service. This service shall be provided as deemed necessary and as determined between the CONTRACTOR and the customer, but such service shall be received no less than one (1) time per week with no exception for holiday(s) as set forth herein, except that Collection Service scheduled to fall on a holiday may be rescheduled as determined between the customer and the CONTRACTOR as long as the minimum frequency requirement is met. Service may be provided by Bin or Cart at the option of the customer. The size of the container and the frequency (above the minimum) of Collection shall be determined between the customer and the CONTRACTOR. However, size and frequency shall be sufficient to provide that no Commercial Garbage need be placed outside the Bin or Cart. The CONTRACTOR shall provide containers as part of the Commercial Collection Service rates set forth in Exhibit 1, however, customers may own their Compactor provided that the customer is completely responsible for its proper maintenance and that such Compactor shall be of a type that can be serviced by the CONTRACTOR'S equipment.

9.02.4 Commercial Garbage Overflow. In the case of repeated overflows of Commercial Garbage, CONTRACTOR shall contact the Commercial Service Unit management to arrange for an appropriate change in Garbage Bin or Cart size, collection frequency or both. In the event, CONTRACTOR cannot successfully contact the Commercial Service Unit management after three attempts, or cannot reach an agreement with such management regarding the change in service, CONTRACTOR shall advise the City Representative, either by Fax or e-mail, of the details of the Commercial Garbage overages, and the attempts at communication with the Commercial Service Unit management. The City Representative shall respond to CONTRACTOR'S report and make a final written determination. Within five (5) Work Days of receipt of the City Representative's written determination, CONTRACTOR shall change the Collection Service in accordance with such written determination.

9.02.5 Non-Collection. CONTRACTOR shall not be required to collect any Commercial Garbage that is not placed in a Garbage Bin or Cart unless such Commercial Garbage is outside the Garbage Bin or Cart as a result of overflow. In the event of non-collection, CONTRACTOR shall affix to the Garbage Bin or Cart a Non-collection Notice explaining why collection was not made.

9.03 Commercial Recycling Collection Service. This service will be governed by the following terms and conditions:

9.03.1 Conditions of Service. The CONTRACTOR shall provide Commercial Recycling Collection Service to all Commercial Service Units in the Service Area whose Recyclable Materials are properly containerized in Recycling Bins, Carts or Debris Boxes, except as set forth below, where the Recycling Bins, Carts, or Debris Boxes are accessible. CONTRACTOR may not charge for collection of Recyclable Materials. Commercial Recycling Collection will occur Monday – Friday, and on Saturdays upon request.

9.03.2 Material Recovery Facility. All Recyclable Materials collected as a result of performing Commercial Recycling Services shall be delivered to the Material Recovery Facility. Failure to comply with this provision shall result in the levy of an liquidated damages as specified in this Agreement. All expenses related to Recyclable Materials processing and marketing will be the sole responsibility of CONTRACTOR.

9.03.3 Size and Frequency of Service. This Service shall be provided as deemed necessary and as determined between the CONTRACTOR and the customer, but such service shall be received no less than one (1) time per week with no exception for holiday(s) as set forth herein, except that collection service scheduled to fall on a holiday may be rescheduled as determined between the customer and the CONTRACTOR as long as the minimum frequency requirement is met. Service may be provided by Bin, Cart or Debris Box at the option of the customer. The size of the container and the frequency (above the minimum) of collection shall be determined between the customer and the CONTRACTOR. However, size and frequency shall be sufficient to provide that no Recyclable Materials need be placed outside the Bin, Cart or Debris Box. The CONTRACTOR shall provide containers as part of the Commercial Collection Service rates set forth in Exhibit 1, however, customers may own their Compactor provided that the customer is completely responsible for its proper maintenance and such Compactor shall be of a type that can be serviced by the CONTRACTOR'S equipment.

9.03.4 Additional Recycling Bins or Carts. CONTRACTOR shall provide additional Commercial Recycling Bins and Carts to Commercial Service Recipients within five (5) days of request at no additional cost provided that additional bins and carts are used by Commercial Service Recipients for the purposes of setting out additional Recyclable Materials for regular weekly Recycling Collection Service.

9.03.5 Recycling - Improper Procedure. If Recyclable Materials are contaminated through commingling with Commercial Garbage, the CONTRACTOR shall, if practical, separate the Commercial Garbage from the Recyclable Materials. The Recyclable Materials shall then be collected and the Commercial Garbage shall be left in the Recycling Bin, Cart or Debris Box along with a Non-collection Notice of why the Garbage is not considered a Recyclable Material. However, in the event the Recyclable Materials and Commercial Garbage are commingled to the extent that they cannot easily be separated by the CONTRACTOR or the nature of the Commercial Garbage renders the entire Recycling Bin, Cart or Debris Box contaminated, the CONTRACTOR will leave the Recycling Bin, Cart or Debris Box un-emptied along with a Non-collection Notice which contains instructions on the proper procedures for setting out Recyclable Materials. Upon notification from the City Representative, CONTRACTOR shall collect the contaminated Recyclable Materials as part of the next regularly scheduled Commercial Garbage Collection and dispose of it at the Disposal Facility.

9.03.6 Recycling - Changes to Work. Should changes in law arise that necessitate any additions or deletions to the work described herein including the type of items included as Recyclable Materials, the parties shall negotiate any necessary cost changes and shall enter into an Agreement amendment covering such modifications to the work to be performed and the compensation to be paid before undertaking any changes or revisions to such work.

9.04 Commercial Organic Waste Service. This service will be governed by the following terms and conditions:

9.04.1 Conditions of Service. The CONTRACTOR shall provide Commercial Organic Waste Collection Service to all Commercial Service Units in the Service Area whose Organic Waste materials are properly containerized in Organic Waste Bins, Carts, Debris

Boxes, or Compactors except as set forth below, where the Organic Waste Bins, Carts, debris Boxes, or Compactors are accessible. CONTRACTOR shall not charge for collection of Organic Waste collected in Carts or Bins. CONTRACTOR agrees that the provision of Commercial and MFD Organic Waste Collection Service at no cost to Commercial and MFD Service Units is critical to CONTRACTOR's ability to meet the Diversion Requirements as set forth in Article 5 of this Agreement. CONTRACTOR further agrees that not all Commercial and MFD Service Units will elect to receive Organic Waste Collection Service in Carts, and that CONTRACTOR will provide Organic Waste Collection Bins upon request and as necessary. Further, CONTRACTOR agrees that there are several Commercial Service Units that utilize Compactors for collection of Organic Waste, and that CONTRACTOR will provide a sufficient number of Carts or Bins and at a collection frequency to allow for any such Commercial Service Unit to utilize the free collection of Organic Waste. Commercial Organic Waste Collection will occur Monday – Friday, and on Saturdays upon request and as necessary.

9.04.2 Organic Waste Processing Facility. All Organic Waste collected as a result of performing Commercial Collection Services shall be delivered to the Organic Waste Processing Facility. Failure to comply with this provision shall result in the levy of an administrative charge as specified in this Agreement and may result in the CONTRACTOR being in default under this Agreement. All expenses related to Organic Waste processing and marketing will be the sole responsibility of CONTRACTOR.

9.04.3 Size and Frequency of Service. This Service shall be provided as deemed necessary and as determined between the CONTRACTOR and the customer, but such service shall be received no less than one (1) time per week with no exception for holiday(s) as set forth herein, except that Collection Service scheduled to fall on a holiday may be rescheduled as determined between the customer and the CONTRACTOR as long as the minimum frequency requirement is met. Service may be provided by Bin, Cart or Debris Box at the option of the customer. The size of the container and the frequency (above the minimum) of collection shall be determined between the customer and the CONTRACTOR. However, size and frequency shall be sufficient to provide that no Organic Waste Materials need be placed outside the Bin, Cart or Debris Box. The CONTRACTOR shall provide containers as part of the Commercial Collection Service rates set forth in Exhibit 1, however, customers may own their Compactor provided that the customer is completely responsible for its proper maintenance and such Compactor shall be of a type that can be serviced by the CONTRACTOR'S equipment.

9.04.4 Additional Organic Waste Bins or Carts. CONTRACTOR shall provide additional Commercial Organic Waste Bins and Carts to Commercial Service Recipients at no additional cost provided that additional bins and carts are used by Commercial Service Recipients for the purposes of setting out additional Organic Waste materials for regular weekly Organic Waste Collection Service.

9.04.5 Organic Waste - Improper Procedure. If Organic Waste is contaminated through commingling with Commercial Garbage, the CONTRACTOR shall, if practical, separate the Commercial Garbage from the Organic Waste. The Organic Waste shall then be collected and the Commercial Garbage shall be left in the Organic Waste Bin, Cart or Debris Box along with a Non-collection Notice of why the Organic Waste is not collected. However, in the event the Organic Waste and Commercial Garbage are commingled to the extent that they cannot easily be separated by the CONTRACTOR or the nature of the Commercial Garbage renders the entire Organic Waste Bin, Cart or Debris Box contaminated, the CONTRACTOR will leave the Organic Waste Bin, Cart or Debris Box un-emptied along with a Non-collection Notice which contains instructions on the proper procedures for setting out Organic Waste. Upon notification from the City Representative, CONTRACTOR shall collect

the contaminated Organic Waste as part of the next regularly scheduled Commercial Garbage Collection and dispose of it at the Disposal Facility.

9.05 Organic Waste - Changes to Work. Should changes in law arise that necessitate any additions or deletions to the work described herein including the types of items included as Organic Waste, the parties shall negotiate any necessary cost changes and shall enter into an Agreement amendment covering such modifications to the work to be performed and the compensation to be

9.06 Commercial Debris Box Collection Service. Upon request of a Commercial Service Unit, CONTRACTOR shall provide a Commercial Debris Box Collection Service on a temporary basis or permanent basis.

9.06.1 Debris Boxes shall be transported by CONTRACTOR to an approved processing facility to achieve maximum diversion.

9.06.2 Charges for Debris Boxes shall be in accordance with Exhibit 1 of this Agreement.

9.06.3 The CONTRACTOR shall provide Commercial Debris Box Collection Services with as little disturbance as possible and shall leave any Debris Boxes in an upright position at the same point it was Collected without obstructing alleys, roadways, driveways, sidewalks, or mail boxes. CONTRACTOR shall only place Debris Boxes in strict adherence with the CITY'S right-of-way requirements and Municipal Code.

9.06.4 CONTRACTOR shall remove any and all graffiti within 24 hours of being identified by the CONTRACTOR or City Representative. CONTRACTOR shall not deliver a Debris Box without CONTRACTOR information or with any graffiti visible on the Debris Box.

## ARTICLE 10. CITY Collection Services

### 10.01 CITY Collection Services.

10.01.1 CONTRACTOR shall provide Garbage, Recycling, Organic Waste Collection Services, and Debris Box Collection Service to City Service Units as deemed necessary and as determined between the CONTRACTOR and the CITY, but such service shall be received no less than one (1) time per week with no exception for holiday(s) as set forth herein, except that collection service scheduled to fall on a holiday may be rescheduled as determined between the customer and the CONTRACTOR as long as the minimum frequency requirement is met. Service may be provided by Bin, Cart or Debris Box at the option of the CITY. CONTRACTOR shall offer Garbage Carts in 20, 32, 64 and 96 gallon cart sizes and Bins in 1 – 6 cubic yard sizes, and Recyclables Materials and Organic Waste Carts in 32, 64 and 96 gallon cart sizes and Bins in 1 – 6 cubic yard sizes. CONTRACTOR shall not charge for collection of Recyclable Materials or Organic Waste collected in Carts or Bins. CONTRACTOR shall offer Debris Boxes in 10, 20, 30, and 40 cubic yard sizes. The size of the container and the frequency (above the minimum) of collection shall be determined between the CITY and the CONTRACTOR. However, size and frequency shall be sufficient to provide that no Garbage, Recyclable Materials, or Organic Waste needs to be placed outside the Bin, Cart or Debris Box. City Service Units are listed in Exhibit 2. CONTRACTOR may charge the CITY at the Maximum Service Rates as specified in Exhibit 1.

10.01.2 Public Containers Collection. CONTRACTOR shall provide collection, transporting and disposal or processing service to those public Garbage, Organic Waste or Recycling containers in place or placed by the CITY, or as designated by the CITY, and other



CITY properties during the term of this Agreement. Frequency of collection shall be seven (7) days per week per container, and twice on Saturdays to avoid overflows. CONTRACTOR may charge the CITY at the Maximum Service Rates as specified in Exhibit 1.

10.01.3 Green Waste Drop-off. CONTRACTOR will provide for City residents, landscapers and gardeners that provide service to SFD and MFD Service Units within the CITY to drop-off green waste at an approved drop-off location as specified in Exhibit 3. CONTRACTOR may charge a green waste drop off fee at the Maximum Service Rates as specified in Exhibit 1.

10.01.4 Accessibility. CONTRACTOR shall collect all carts, bins and debris boxes that are readily accessible to the CONTRACTOR'S crew and vehicles and not blocked. However, CONTRACTOR shall provide "push services" as necessary during the provision of CITY Collection Services. Push services shall include, but not be limited to, dismounting from the collection vehicle, moving the bins or carts from their storage location for collection and returning the bins or carts to their storage location.

10.01.5 Notification. The CONTRACTOR will notify the City Representative daily, by Fax and e-mail, of all situations that prevent or hinder collection from any City Service Unit, unless otherwise directed by CITY.

10.02 Disposal and Processing Facilities.

10.02.1 Disposal Facility. All Garbage collected as a result of performing City Garbage Collection Services shall be transported to, and disposed of, at the Disposal Facility. Failure to comply with this provision shall result in the levy of an administrative charge as specified in this Agreement and may result in the CONTRACTOR being in default under this Agreement.

10.02.2 Material Recovery Facility. All Recyclable Materials collected as a result of performing City Recycling Services shall be delivered to the Material Recovery Facility. Failure to comply with this provision shall result in the levy of an liquidated damages as specified in this Agreement. All expenses related to Recyclable Materials processing and marketing will be the sole responsibility of CONTRACTOR.

10.02.3 Organic Waste Processing Facility. All Organic Waste collected as a result of performing City Collection Services shall be delivered to the Organic Waste Processing Facility. Failure to comply with this provision shall result in the levy of an administrative charge as specified in this Agreement and may result in the CONTRACTOR being in default under this Agreement. All expenses related to Organic Waste processing and marketing will be the sole responsibility of CONTRACTOR.

10.03 Donated Services. CONTRACTOR has offered to donate the following services as corporate good will, and such provisions of donated services shall have no rate impact of any kind to the CITY, or any SFD, MFD, or Commercial Service Recipient.

10.03.1 Code Enforcement. In response to the request of the City Representative, CONTRACTOR shall within twenty-four (24) hours provide for temporary clean-up programs in the Service Area. CONTRACTOR shall transport and deliver the collected materials to the Disposal Facility, the Materials Recovery Facility, or such other facility as is appropriate for the disposition of the materials and approved by the City Representative.

10.03.1.1 CONTRACTOR may provide for the collection of materials at a City Requested Clean-up Service event in a collection vehicle Bin, Cart, or a Debris Box Container.

10.03.1.2 Each Agreement Year, CONTRACTOR shall provide for a maximum of four hundred (400) cubic yards of collection from CITY Code Enforcement Clean-up Services. CONTRACTOR shall be entitled to charge the CITY for amounts that exceed 400 cubic yards per Agreement

10.03.2 City Sponsored Events. CONTRACTOR shall provide Collections Services at CITY-sponsored events as requested by CITY. Such services shall be provided in such a manner that all collection, processing and disposal needs, and related staff support and public education materials for the event are adequately and properly provided for by CONTRACTOR. City Sponsored Events are set forth on Exhibit 5, attached to and included in this Agreement.

10.03.3 Abandoned Waste Collection. CONTRACTOR shall direct its collection vehicle drivers to note (i) the addresses of any premises at which the driver observes that Garbage, Recyclable Material, and/or Organic Waste Material is accumulating; and (ii) the address, or other location description, at which Garbage, Recyclable Material, and/or Organic Waste has been dumped in an apparently unauthorized manner. CONTRACTOR shall deliver the address or description to CITY within three (3) Work Days of such observation.

10.03.4 Compost Delivery. Upon request by the City Representative, CONTRACTOR shall provide premium quality compost materials delivered to locations and in amounts as requested by the City Representative, provided that the total amount during any single Agreement Year does not exceed three-hundred sixty (360) cubic yards. Such delivery of compost shall be made within seventy-two (72) hours upon request by the City Representative. CONTRACTOR shall also deliver premium quality compost to individual Service Unit seventy-two (72) hours upon request of a Service Recipient. The quantity of CONTRACTOR deliveries of premium compost and shall be a minimum of five (5) cubic yards.

10.03.5 Community Reuse E-Network. CONTRACTOR will develop, implement, and manage a Community Reuse E-Network to promote the reuse of Large Items as specified in Exhibit 14.

10.03.6 School Recycling Program. CONTRACTOR shall provide a school recycling program as specified in Exhibit 13. CONTRACTOR'S School Recycling Program shall include, at a minimum, on-site classroom visits, worm composting, internships, written and electronic materials, and sponsorship of environmental field trips.

## **ARTICLE 11. Collection Routes**

11.01 Collection Routes. Ninety (90) days prior to commencement of Collection Services, the CONTRACTOR shall provide the CITY with maps precisely defining collection routes, together with the days and the times at which collection shall regularly commence. To the extent possible, CONTRACTOR will provide the map data in a GIS format that is compatible with the format used by the CITY.

11.02 Subsequent Collection Route Changes. The CONTRACTOR shall submit to the CITY, in writing, any proposed route change (including maps thereof) not less than sixty (60) calendar days prior to the proposed date of implementation. To the extent possible, CONTRACTOR will provide the map data in a GIS format that is compatible with the format used by the CITY. The CONTRACTOR shall not implement any route changes to SFD Service Recipients without the prior review of the City Representative. If the route change will change the collection day for a Service Recipient, the CONTRACTOR shall notify those Service

Recipients in writing of route changes not less than thirty (30) days before the proposed date of implementation.

11.02.1 Collection Route Audits. The CITY reserves the right to conduct audits of CONTRACTOR'S collection routes. The CONTRACTOR shall cooperate with the CITY in connection therewith, including permitting CITY employees or agents, designated by the City Representative, to ride in the collection vehicles in order to conduct the audits. The CONTRACTOR shall have no responsibility or liability for the salary, wages, benefits or worker compensation claims of any person designated by the City Representative to conduct such audits.

## ARTICLE 12. Collection Vehicles

12.01 General Provisions. All collection vehicles used by CONTRACTOR in the performance of services under this Agreement shall be of a high quality. At the start of this Agreement, all route collection vehicles utilized by CONTRACTOR pursuant to this Agreement shall be new 20xx/20xx manufactured vehicles as specified in **Exhibit 16**.

12.02 Vehicle Registration, Licensing and Inspection. On or before July 1, 20xx and upon request by the CITY thereafter during the term of this Agreement, CONTRACTOR shall submit documentation to the CITY Representative to verify that each of the CONTRACTOR'S collection vehicles is in compliance with all registration, licensing and inspection requirements of the California Highway Patrol, the California Department of Motor Vehicles, and any other applicable laws or regulations. CONTRACTOR shall not use any vehicle to perform Collection Services that is not in compliance with applicable registration, licensing and inspection requirements. Each vehicle shall comply, at all times, with all applicable statutes, laws or ordinances of any public agency. Routine inspections by the California Highway Patrol will be required bi-annually and certificates for said inspection shall be filed with the CITY upon request.

12.03 Clean Air Vehicles. During the term of this Agreement, to the extent required by law, CONTRACTOR shall provide its collection vehicles to be in full compliance with local, State and federal clean air requirements that were adopted or proposed to be adopted, including, but not limited to, the California Air Resources Board Heavy Duty Engine Standards as currently proposed to be contained in CCR Title 13, Section 2020 et seq; the Federal EPA's Highway Diesel Fuel Sulfur regulations and any other applicable air pollution control

12.04 Fuel Type. CONTRACTOR shall utilize compressed natural gas (CNG) as the fuel type for all its collection vehicles, and to the extent possible CNG, bio-diesel or hybrid electric or all its support vehicles.

12.05 Global Positioning Systems (GPS). CONTRACTOR shall provide all route collection vehicles equipped with fully functioning on-board GPS with direct and real-time linkages to CONTRACTOR's customer service system.

12.06 Vehicle Noise Level. All collection operations shall be conducted as quietly as possible and must comply with U.S. EPA noise emission regulations currently codified at 40 CFR Part 205, and other applicable state, County, and City noise control regulations.

12.07 Safety Equipment. All collection equipment used by CONTRACTOR shall have appropriate safety markings including, but not limited to, highway lighting, flashing and warning lights, clearance lights, and warning flags. All such safety markings shall be subject to the approval of the CITY and shall be in accordance with the requirements of the California Vehicle

Code, as may be amended from time to time. All collection vehicles shall be equipped with audible back-up warning devices and back-up warning devices.

12.08 Vehicle Signage and Painting. Collection vehicles shall have signage in letters of contrasting color, at least six (6) inches high, on each side and the rear of each vehicle that clearly states that the collection vehicle is servicing the City of \_\_\_\_\_, provides the CONTRACTOR'S name, the CONTRACTOR'S customer service telephone number, and the number of the vehicle. No advertising shall be permitted other than the name of the CONTRACTOR except promotional advertisement of the Recyclable Materials and Organic Waste programs. CONTRACTOR shall repaint all vehicles (including vehicles striping) during the term of this Agreement on a frequency as necessary to maintain a positive public image as reasonably determined by the City Representative.

12.09 Vehicle Maintenance. CONTRACTOR shall maintain collection vehicles in a clean condition and in good repair at all times and ensure that no Collected materials, oil, grease, or other substances will blow, fall out, escape or leak out of the vehicle, with the exceptions of vehicle emission. All parts and systems of the collection vehicles shall operate properly and be maintained in a condition satisfactory to CITY. CONTRACTOR shall wash all collection vehicles at least once a week.

12.10 Maintenance Log. CONTRACTOR shall maintain a maintenance log for all collection vehicles. The log shall at all times be accessible to CITY by physical inspection upon request of City Representative, and shall show, at a minimum, each vehicles' CONTRACTOR assigned identification number, date purchased or initial lease, dates of performance of routine maintenance, dates of performance of any additional maintenance, and description of additional maintenance performed.

12.11 Equipment Inventory. On or before July 1, 20xx, and April 1<sup>st</sup> annually thereafter, CONTRACTOR shall provide to CITY an inventory of collection vehicles and major equipment used by CONTRACTOR for collection or transportation and performance of services under this Agreement. The inventory shall indicate each collection vehicle by CONTRACTOR assigned identification number, DMV license number, the age of the chassis and body, type of fuel used, the type and capacity of each vehicle, the number of vehicles by type, the date of acquisition, the decibel rating and the maintenance status. CONTRACTOR shall submit to the City Representative, either by Fax or e-mail, an updated inventory annually to the CITY or more often at the request of the City Representative. Each vehicle inventory shall be accompanied by a certification signed by CONTRACTOR that all collection vehicles meet the requirements of this Agreement.

12.12 Reserve Equipment. The CONTRACTOR shall have available to it, at all times, reserve collection equipment which can be put into service and operation within one (1) hour of any breakdown. Such reserve equipment shall correspond in size and capacity to the equipment used by the CONTRACTOR to perform the contractual duties.

## ARTICLE 13. Customer Service

13.01 Customer Service Program. CONTRACTOR shall develop, implement, and maintain a Customer Service Program approved by the CITY to ensure that all services provided under this Agreement are provided a high quality. CONTRACTOR'S Customer Service Plan is attached as Exhibit 9 of this Agreement.

13.02 CONTRACTOR'S Office. The CONTRACTOR shall maintain an office that provides toll-free telephone access to residents and businesses of the CITY and is staffed by

trained and experienced Customer Service Representatives (CSRs). Such office shall be equipped with sufficient telephones that all Collection Service related calls received during normal business hours are answered by an employee within five (5) rings, and shall have responsible persons in charge during collection hours and shall be open during such normal business hours, 8:00 a.m. to 5:00 p.m. on regularly scheduled Work Days (Monday through Friday) and when service is scheduled to be provided on Saturdays. The CONTRACTOR shall provide either a telephone answering service or mechanical device to receive Service Recipient inquiries during those times when the office is closed. Calls received after normal business hours shall be addressed the next Work Day morning.

13.03 Emergency Contact. The CONTRACTOR shall provide the City Representative with an emergency phone number where the CONTRACTOR can be reached outside of the required office hours with a two (2) hour response time.

13.04 Multilingual/TDD Service. CONTRACTOR shall at all times maintain the capability of responding to telephone calls in English and such other languages as CITY may reasonably direct. CONTRACTOR shall at all times maintain the capability of responding to telephone calls through Telecommunications Device for the Deaf (TDD) Services.

13.05 Service Recipient Calls. During office hours, CONTRACTOR shall maintain a telephone answering system capable of accepting at least ten (10) incoming calls at one (1) time. CONTRACTOR shall record all calls including any inquiries, service requests and complaints into a customer service log.

13.05.1 Response to Calls. All incoming calls will be answered within five (5) rings. Any call "on-hold" in excess of one and one half (1.5) minutes shall have the option to remain "on-hold" or to be switched to a message center where Service Recipient can leave a message. CONTRACTOR'S customer service representative shall return Service Recipient calls. For all messages left before 3:00 p.m., all "call backs" shall be attempted a minimum of one time prior to 6:00 p.m. on the day of the call. For messages left after 3:00 p.m., all "call backs" shall be attempted a minimum of one time prior to noon the next Work Day. CONTRACTOR shall make minimum of three (3) attempts within twenty-four (24) hours of the receipt of the call. If CONTRACTOR is unable to reach the Service Recipient on the next Work Day, the CONTRACTOR shall send a postcard to the Service Recipient on the second Work Day after the call was received, indicating that the CONTRACTOR has attempted to return the call.

13.06 Website. CONTRACTOR shall develop and maintain a state-of-the-art website dedicated to services provided in the CITY that is accessible by the public. The web site shall include answers to frequently asked questions, rates for Collection Services, listing and description of Recyclable Materials and Organic Waste, Collection Service schedules and maps, and other related topics. CONTRACTOR shall arrange for the CITY'S website to include an e-mail link to CONTRACTOR and a link to CONTRACTOR'S website. The CONTRACTOR'S website shall provide the public the ability to e-mail complaints to CONTRACTOR and request services or service changes. CONTRACTOR'S website shall also promote reuse and recycling, graphics and statistic illustrating the City progress toward becoming a Zero Waste Community, resources the community can use to support Zero Waste and Sustainability efforts, other CITY'S environmental programs, and other materials as requested by the CITY. The CITY shall review and approve CONTRACTOR'S website.

## ARTICLE 14. Public Outreach Services

14.01 Public Outreach Services. CONTRACTOR, at its own expense, shall prepare, submit and implement an annual (Agreement Year) Public Education and Outreach Plan that incorporates key feature of CONTRACTOR'S Public Education Program (**Exhibit 7**), Community Involvement Plan (**Exhibit 12**) HHW Collection Plan (**Exhibit 11**), School Recycling Plan (**Exhibit 13**), and Community Reuse E-Network Plan (**Exhibit 14**). The proposed action plans must be submitted annually for CITY approval no later than August 1, 20xx, and no later than April 1<sup>st</sup> each Agreement Year thereafter. The program must include a specific steps designed to increase diversion and participation, for the City's residents, businesses, and Public Schools. Campaigns should target certain diverted materials or "problem" areas of the CONTRACTOR'S Service Area where improvements can be maximized. Targets of outreach should be based on local trends and recycling patterns based on information obtained by both the City Representative and CONTRACTOR staff. The CONTRACTOR shall provide space in CONTRACTOR'S public outreach materials, such as mailers, flyers and newsletters, for the CITY to include announcements, community information, articles, and photographs. The Public School campaigns shall correspond with the school year and should target student, faculty and staff participation in the diversion of Recyclable Materials and Organic Waste.

14.02 Recycling Coordinator. CONTRACTOR will provide for the equivalent a full-time Recycling Coordinator dedicated to the CITY. CONTRACTOR may use an Approved Subcontractors as listed in Exhibit 4 to perform some or all the duties normally assigned to the Recycling Coordinator.

14.03 Annual Collection Service Notice. Each Agreement Year during the term of this Agreement, the CONTRACTOR shall publish and distribute separate notices to all SFD Service Units regarding the SFD Collection Service, to all MFD Service Units regarding MFD Collect Service, and to all Commercial Service Units regarding Commercial Collection Service. To the extent appropriate, based on the category of customer receiving the notice, it shall contain at a minimum: definitions of the materials to be collected, procedures for setting out the materials, collection and disposal options for unacceptable materials such as Hazardous Waste, maps of the Service Area indicating the day of the week that Collection Service will be provided, and the CONTRACTOR customer service phone number and website address. The notice shall be provided in English, and other languages as reasonably directed by the CITY, and shall be distributed by the CONTRACTOR no later than November 1st each Agreement Year.

14.04 Additional Programs and Services. CONTRACTOR shall provide additional services and programs as requested by CITY at a price to be mutually agreed upon between the CONTRACTOR and the City Representative. In the event the CONTRACTOR and the City Representative cannot reach a mutually agreed upon price for the requested service or program, CITY shall have the right to procure the service of other vendors or contractors to provide the requested service.

14.05 News Media Relations. CONTRACTOR shall notify the City Representative by Fax, e-mail or phone of all requests for news media interviews related to the Collection Services program within twenty-four (24) hours of CONTRACTOR'S receipt of the request. Before responding to any inquiries involving controversial issues or any issues likely to affect participation or Service Recipient perception of services, CONTRACTOR will discuss CONTRACTOR'S proposed response with the City Representative.

14.05.1 Copies of draft news releases or proposed trade journal articles shall be submitted to CITY for prior review and approval at least five (5) Work Days in advance of

release, except where CONTRACTOR is required by any law or regulation to submit materials to any regulatory agency in a shorter period of time, in which case CONTRACTOR shall submit such materials to CITY simultaneously with CONTRACTOR'S submittal to such regulatory agency.

14.05.2 Copies of articles resulting from media interviews or news releases shall be provided to the CITY within five (5) Work Days after publication.

14.06 Waste Generation and Characterization Studies. CONTRACTOR acknowledges that CITY must perform Garbage generation and characterization studies periodically to comply with AB 939 requirements. CONTRACTOR agrees to participate and cooperate with CITY and its agents and to perform studies and data collection exercises, as needed, to determine weights, volumes and composition of Garbage generated, disposed, transformed, diverted or otherwise processed to comply with AB 939.

## ARTICLE 15. Emergency Service Provisions

15.01 Emergency Services. In the event of a tornado, major storm, earthquake, fire, natural disaster, or other such event, the City Representative may grant the CONTRACTOR a variance from regular routes and schedules. As soon as practicable after such event, the CONTRACTOR shall advise the City Representative when it is anticipated that normal routes and schedules can be resumed. The City Representative shall make an effort through the local news media to inform the public when regular services may be resumed. The clean-up from some events may require that the CONTRACTOR hire additional equipment, employ additional personnel, or work existing personnel on overtime hours to clean debris resulting from the event. The CONTRACTOR shall receive additional compensation, above the normal compensation contained in this Agreement, to cover the costs of rental equipment, additional personnel, overtime hours and other documented expenses based on the rates set forth in Exhibit 1 to this Agreement provided the CONTRACTOR has first secured written authorization and approval from the CITY through the City Representative.

## ARTICLE 16. Record Keeping & Reporting Requirements

### 16.01 Record Keeping.

16.01.1 Accounting Records. CONTRACTOR shall maintain full, complete and separate financial, statistical and accounting records, pertaining to cash, billing, and provisions of all Collection Services provided under this Agreement, prepared on an accrual basis in accordance with generally accepted accounting principles. Such records shall be subject to audit and inspection. Gross Receipts derived from provision of the Collection Services shall be recorded as revenues in the accounts of the CONTRACTOR. These records shall be separate and segregated from other records maintained by CONTRACTOR for the provision of other services outside the scope of this Agreement as may be provided by CONTRACTOR. CONTRACTOR shall maintain and preserve all cash, billing and disposal records for a period of not less than five (5) years following the close of each of the CONTRACTOR'S fiscal years.

16.01.2 Contractor Payments to the City. CONTRACTOR shall maintain records of all payments made to the CITY for all items listed in Article 4.03.

16.01.3 Tonnage Records. CONTRACTOR shall maintain records of the quantities of (i) Garbage, Recyclable Material, and Organics Waste collected, processed,

composted, and disposed under the terms of this Agreement, and (ii) Recyclable Materials and Organic Waste, by material type, purchased, sold, donated or given for no compensation, and residue disposed.

16.01.4 Records. CONTRACTOR shall maintain all other records reasonably related to provision of Collection Services, whether or not specified in this Article 16 or elsewhere in the Agreement.

16.02 Reporting Requirements. Monthly Reports shall be City Representative no later than fifteen (15) calendar days after the end of the prior month. Quarterly reports shall be submitted to the City representative no later than fifteen (15) calendar days after the end of the reporting quarter and annual reports shall be submitted to the City representative no later than thirty (30) days after the end of each preceding calendar year. Monthly, Quarterly and annual reports shall be submitted in hard copy, and shall be provided electronically via e-mail, or a compact disc using software acceptable to the CITY. Reports shall be submitted in a format mutually agreed upon between the CITY and CONTRACTOR.

16.02.1 Monthly Reports.

16.02.1.1 CONTRACTOR Payments to the City. CONTRACTOR shall report all payments made to the CITY as specified in Article 4.03, and CONTRACTOR'S Gross Receipts received delineated by SFD, MFD, Commercial, and City Collection Service.

16.02.1.2 Collection Service Census Data. CONTRACTOR shall deliver to CITY, Collection Service census data for all Service Units and shall be segregated by type of service and as appropriate, container size, number of containers and frequency of Collection.

16.02.1.3 Tonnage Data. CONTRACTOR shall deliver to CITY a listing of the actual tonnage collected, disposed, recycled, composted, and residue for the preceding month sorted between SFD, MFD Commercial and CITY Service Units, and between Debris Box Containers and all other containers to the extent practical.

16.02.2 Quarterly Reports. Quarterly reports to the CITY shall include:

16.02.2.1 Garbage Data. The number of SFD, MFD, CITY and Commercial Service Units and the number of Garbage Bins, Carts, Debris Boxes and Compactors by size and Service Unit type. A listing of the tonnage from all Collection Services, including Bulky Waste Collection Service, collected, diverted and disposed by the CONTRACTOR at the Disposal Facility for the preceding quarter sorted between SFD, MFD, Commercial and City Service Units. All tonnage data should be compared to the corresponding tonnage data from the prior year comparable period.

16.02.2.2 Recycling Data. The number of gross tons collected by material type for SFD, MFD, City and Commercial Recycling Collection Service, including Recyclable Materials collected as part of Bulky Waste Collection Service, for the preceding quarter. Indicate, by material type (and grade where appropriate), quarterly total of Recyclable Materials processed and sold including facility name and location, average price received per Ton and total Recycling Revenue received for the quarter. Indicate any quantities, by material type, donated or otherwise disbursed without compensation. Indicate quarterly totals and location for residue disposed. All tonnage data should be compared to the corresponding tonnage data from the prior year comparable period.

16.02.2.3 Organic Waste Data. The number of gross tons collected for SFD, MFD, City and Commercial Organic Collection Service, including Green Waste



collected as part of Bulky Collection Service, for the preceding quarter. Indicate the number of Organic Waste Bins, Carts debris boxes, Compactors, and Kitchen Food Waste Pales distributed by size and Service Unit type. Indicate quarterly totals and location for residue disposed. All tonnage data should be compared to the corresponding tonnage data from the prior year comparable period.

**16.02.2.4 Public Education and Information Activities.**

CONTRACTOR shall report on all public education and information activities undertaken during the period, including distribution of bill inserts, collection notification tags, community information and events, school visits, tours and other activities related to the provision of Collection Services. This report shall discuss the impact of these activities on Recycling and Organic Waste program participation and provide details of events and activities planned for the next period.

**16.02.2.5 Processing and Marketing Data.**

Recycling and Organic Waste processing and marketing issues or conditions occurring during the previous quarter (such as participation, setouts, contamination, etc.) and possible solutions, discussed separately for SFD, MFD, Commercial and CITY programs.

**16.02.2.6 Customer Service Data.**

A summary narrative of praises, complements, and problems encountered with collection and processing activities and actions taken. Indicate type and number of Non-collection Notices left at Service Recipient locations. Indicate instances of property damage or injury, significant changes in operation, market factors, publicity conducted and need for publicity. A copy of the customer service log, including a summary of the type and number of complaints and their resolution. Copies of a written record of all calls related to missed pickups and responses to such calls.

**16.02.2.7 Operational Problems and Actions Taken.**

Indicate instances of property damage or injury, poaching or scavenging, significant changes in operation, market factors, and publicity conducted and need for publicity. Include description of Organic Waste or recyclable materials loads rejected, reason for rejection and disposition of load after rejection.

**16.02.2.8 Customer Base Data.**

CONTRACTOR shall provide, customer base data consisting of the number of SFD, MFD, and Commercial Service Units billed, and City Collection Services sorted by service type, container size, number of containers, and frequency of collection.

**16.02.2.9 Summary of Historical and Proposed Activities.**

CONTRACTOR shall provide a narrative of activities undertaken during the month and those planned or proposed for the upcoming quarter.

**16.02.2.10 Summary of Contractor Payments to the City.**

A summary of all payments made to the City as specified in Article 4.03, for the reporting period.

**16.02.3 Annual Reports.**

The annual report submitted to the CITY shall include all quarterly reports in Articles 16.02.2.1 through 16.02.2.10 summarized by quarter and averaged for the calendar year. For all annual reports beginning with the report for the second Agreement Year, the CONTRACTOR shall also include a historical comparison of the last calendar year and the average of all calendar years.

**16.02.3.1 Gross Receipts and Franchise Fees.**

A summary of the prior year's Gross Receipts received and franchisee fees paid broken down by SFD, MFD and Commercial Service Units.

16.02.3.2 Account Data. Account data for SFD, MFD, Commercial Service Units and City Service Units including the total number of accounts serviced, and the number of accounts, account names and addresses of collection locations per each service category.

16.02.3.3 Equipment Inventory. Updated complete inventory of collection and major processing equipment including stationary, rolling stock and collection containers by type and size.

16.02.3.4 Public Education and Information Activities. Public education and information activities undertaken during the year, including distribution of newsletters, billing inserts, other notices, collection notification tags, community information and events, tours and other activities related to the provisions of services.

16.02.3.5 Summary of Historical and Proposed Activities. CONTRACTOR shall provide a narrative of activities undertaken during the year and those planned or proposed for the upcoming year. CONTRACTOR shall provide information describing if the activity was undertaken in the previous Agreement Year or not and if not why it was added. For those activities that are not being continued, CONTRACTOR shall describe the reason the activity has been discontinued and the activity that is replacing it.

16.03 Additional Reporting. The CONTRACTOR shall furnish the CITY with any additional reports as may reasonably be required, such reports to be prepared within a reasonable time following the reporting period.

## ARTICLE 17. Nondiscrimination

17.01 Nondiscrimination. In the performance of all work and services under this Agreement, CONTRACTOR shall not discriminate against any person on the basis of such person's race, sex, color, national origin, religion, marital status, age, disability or sexual orientation. CONTRACTOR shall comply with all applicable local, state and federal laws and regulations regarding nondiscrimination, including those prohibiting discrimination in employment.

## ARTICLE 18. Service Inquiries and Complaints

18.01 CONTRACTOR'S Customer Service. CONTRACTOR shall at all times provide office staff and office hours, including personnel to answer phones and phone answering capabilities when CONTRACTOR'S office is closed, as specified in Article 13 of this Agreement. All service inquiries and complaints shall be directed to the CONTRACTOR. A representative of the CONTRACTOR shall be available to receive the complaints during normal business hours. All service complaints will be handled by the CONTRACTOR in a prompt, courteous, and efficient manner. In the case of a dispute between the CONTRACTOR and a Service Recipient, the matter will be reviewed and a decision made by the City Representative.

18.01.1 The CONTRACTOR will utilize a customer service Log to maintain a record of all inquiries and complaints in a manner prescribed by the CITY.

18.01.2 For those complaints related to missed Collections that are received by 12:00 noon on a Work Day, the CONTRACTOR will return to the Service Unit address and collect the missed Carts or Bins before leaving the Service Area for the day. For those complaints related to missed collections that are received after 12:00 noon on a Work Day, the CONTRACTOR shall have until the end of the following Work Day to resolve the complaint. For

those complaints related to repair or replacement of carts or bins, the appropriate Articles of this Agreement shall apply.

18.01.3 CONTRACTOR agrees that it is in the best interest of the CITY that all Garbage, Recyclable Materials, and Organic Waste be collected on the scheduled collection day. Accordingly, missed Collections will normally be collected as set forth herein regardless of the reason that the collection was missed. However, in the event a Service Recipient reports missed collection service more than two (2) times in any consecutive two (2) month period the City Representative will work with the CONTRACTOR to determine an appropriate resolution to that situation. In the event the CONTRACTOR believes any complaint to be without merit, CONTRACTOR shall notify the City Representative, either by Fax or e-mail. The City Representative will investigate all disputed complaints and render a decision.

## ARTICLE 19. Quality of Performance of Contractor

19.01 Intent. CONTRACTOR acknowledges and agrees that one of CITY'S primary goals in entering into this Agreement is to ensure that the Collection Services are of the highest caliber, that Service Recipient satisfaction remains at the highest level, that maximum diversion levels are achieved, and that materials collected are put to the highest and best use to the extent feasible.

19.02 Service Supervisor. CONTRACTOR has designated a supervisor to be in charge of the Collection Service within the Service Area. At least thirty (30) calendar days prior to replacing the designated supervisor CONTRACTOR shall notify CITY in writing of the name and qualifications of the new service supervisor. CONTRACTOR shall ensure that such replacement is an individual with like qualifications and experience. The supervisor shall be available to the City Representative through the use of a mobile telephone at all times that CONTRACTOR is providing Collection Services. In the event the supervisor is unavailable due to illness or vacation, CONTRACTOR shall designate an acceptable substitute who shall be available and who has the authority to act in the same capacity as the supervisor. The service supervisor shall provide the CITY with an emergency phone number where the supervisor can be reached outside of normal business hours.

19.03 Liquidated Damages. The parties further acknowledge that consistent and reliable Collection Service is of utmost importance to CITY and that CITY has considered and relied on CONTRACTOR'S representations as to its quality of service commitment in awarding the Agreement to it. The parties further recognize that some quantified standards of performance are necessary and appropriate to ensure consistent and reliable service and performance. The parties further recognize that if CONTRACTOR fails to achieve the performance standards, or fails to submit required documents in a timely manner, CITY, and City's residents and businesses will suffer damages and that it is and will be impractical and extremely difficult to ascertain and determine the exact amount of damages. Therefore, without prejudice to CITY'S right to treat such non-performance as an event of default under Article 24, the parties agree that the liquidated damages amount defined in this Article represent reasonable estimates of the amount of such damages considering all of the circumstances existing on the effective date of this Agreement, including the relationship of the sums to the range of harm to CITY, customers and the community as a whole that reasonably could be anticipated and the anticipation that proof of actual damages would be costly or impractical. In placing their initials at the places provided, each party specifically confirms the accuracy of the statements made above and the fact that each party has had ample opportunity to consult with

**Model Franchise Collection Service Agreement**[Click here to enter date.](#)

legal counsel and obtain an explanation of the liquidated damage provisions at the time that the Agreement was made.

CITY Initial Here \_\_\_\_\_ CONTRACTOR Initial Here \_\_\_\_\_

CONTRACTOR agrees to pay (as liquidated damages and not as penalty) the following amounts:

LIQUIDATED DAMAGES		
Item		Amount
a.	Failure or neglect to respond to each complaint by the close of the next working day.	\$100 per incident per Service Recipient.
b.	Failure to maintain equipment in a clean, and sanitary manner.	\$100 per incident per day.
c.	Failure to have a vehicle operator properly licensed.	\$100 per incident per day.
d.	Failure to maintain office hours as required by this Agreement.	\$100 per incident per day.
e.	Failure to maintain or timely submit to CITY all documents and reports required under the provisions of this Agreement.	\$100 per incident per day.
f.	Failure to display CONTRACTOR'S name and customer service phone number on collection vehicles.	\$100 per incident per day.
g.	Failure to collect a missed collection by close of the next Work Day upon notice to CONTRACTOR.	\$100 per incident per day.
h.	Failure to repair or replace damaged carts or bins within the time required by this Agreement.	\$100 per incident per day.
i.	Failure to deliver or exchange carts or bins within the time required by this Agreement.	\$100 per incident per day.
j.	Failure to meet vehicle noise requirements.	\$100 per incident per day.
k.	Failure to maintain collection hours as required by this Agreement.	\$250 per incident per day.
l.	Failure to offer and provide adequate capacity of Recyclable Materials and Organic Waste for MFD and Commercial Service Units.	\$250 per incident per day.
m.	Failure to have CONTRACTOR personnel in proper uniform.	\$250 per incident per day.
n.	Failure to repair damage to customer property caused by CONTRACTOR or its personnel.	\$500 per incident per location.

LIQUIDATED DAMAGES		
Item		Amount
o.	Failure to repair damage to CITY property caused by CONTRACTOR or its personnel.	\$500 per incident.
p.	Failure to repair damage to City Streets directly caused by CONTRACTOR beyond normal operating wear and tear.	\$500 per incident and the actual cost of repair to CITY'S satisfaction—no cost to CITY.
q.	Failure to clean up spillage or litter caused by CONTRACTOR.	\$500 per incident per location.
r.	Failure to properly cover materials in collection vehicles.	\$500 per incident.
s.	Changing residential collection days without proper notification to the City Representative.	\$500 per incident per day.
t.	Commingling Garbage with Recyclable Materials.	\$500 per incident.
u.	Failure to provide adequate primary and alternate capacity to accept and process Recyclable Materials or Organic Waste.	\$500 per day.
v.	Disposal of Recyclable Materials or Organic Waste in the Disposal Facility without first obtaining the required permission of the CITY.	\$500 per load.
w.	Failure to deliver any Collected materials to the CITY approved Disposal Facility, Materials Recovery Facility, or Organic Waste Processing Facility, as appropriate, except as otherwise expressly provided in this Agreement.	\$5,000 each failure.
x.	Delivery to the Disposal Facility of any Garbage collected outside of the City boundaries of commingled with that collected as part of this Agreement.	\$5,000 each delivery
y.	Commingling of materials collected inside and outside the City of	\$1,000 per incident.
z.	Failure to meet minimum annual Diversion Guarantee	The current disposal cost/ton for each ton under the diversion guarantee.
aa.	Failure to meet minimum annual Diversion Guarantee for two consecutive years.	May result in the denial of an extension to this Agreement.

19.04 Procedure for Review of Liquidated Damages. The City Representative may assess liquidated damages pursuant to this Article 19 on a monthly basis. At the end of each month during the term of this Agreement, the City Representative may issue a written notice to CONTRACTOR ("Notice of Assessment") of the liquidated damages assessed and the basis for each assessment.

19.04.1 The assessment shall become final unless, within thirty (30) calendar days of the date of the notice of assessment, CONTRACTOR provides a written request for a meeting with the City Representative to present evidence that the assessment should not be made.

19.04.2 The City Representative shall schedule a meeting between CONTRACTOR and the City Manager or the City Manager's designee as soon as reasonably possible after timely receipt of CONTRACTOR'S request.

19.04.3 The City Manager or the City Manager's designee shall review CONTRACTOR'S evidence and render a decision sustaining or reversing the liquidated damages as soon as reasonably possible after the meeting. Written notice of the decision shall be provided to CONTRACTOR.

19.04.4 In the event CONTRACTOR does not submit a written request for a meeting within thirty (30) calendar days of the date of the Notice of Assessment, the City Representative's determination shall be final and CONTRACTOR shall submit payment to CITY no later than fifteen (15) calendar days following final determination. Or at the sole option of CITY, if monies are owed to CONTRACTOR, CITY may deduct the liquidated damages from amounts otherwise due to CONTRACTOR.

19.04.5 CITY'S assessment or collection of liquidated damages shall not prevent CITY from exercising any other right or remedy, including the right to terminate this Agreement, for CONTRACTOR'S failure to perform the work and services in the manner set forth in this Agreement.

19.05 Lockouts. Because it is the intent of this Agreement that CONTRACTOR shall consistently provide the highest level of services to the residents of , CONTRACTOR shall never institute a lockout of any or all of its employees unless CONTRACTOR has previously provided an alternate plan of continuing the highest level of services during the entire possible period of such a lockout with ample fully trained substitutes for all such locked out employees, and CITY has approved such alternate plan in writing prior to such lockout being instituted by CONTRACTOR. In addition, CONTRACTOR shall fully defend, indemnify and hold harmless CITY against anything whatsoever related to any such lockout as provided in Article 23 hereof, including but not limited to any claims, proceedings, or suits against CITY relating to any such lockout. Compliance with this Article 19.05 shall in no way prevent the imposition of liquidated damages pursuant to Articles 19.03 and 19.04 hereof if CONTRACTOR fails to meet the standards or violates any provision as set forth in Article 19.03 a. through z. and aa. hereof.

## ARTICLE 20. Billing Audit and Performance Reviews

### 20.01 Billing Audit and Performance Review.

20.01.1 Selection and Cost. The CITY may conduct one (1) billing audit and performance review ("review") of the CONTRACTOR'S performance during the initial term of this Agreement. The review will be performed by a qualified firm under contract to the CITY. The CITY shall have the final responsibility for the selection of the firm but shall seek and accept

comments and recommendations from the CONTRACTOR. The CONTRACTOR shall be responsible for the cost of the review up to a maximum of \_\_\_\_\_ Dollars (\$XXX,000.00).

20.01.2 Purpose. The review shall be designed to meet the following objectives:

20.01.2.1 Verify that customer billing rates have been properly calculated and they correspond to the level of service received by the customer.

20.01.2.2 Verify that franchise fees, and other fees required under this Agreement have been properly calculated and paid to the CITY.

20.01.2.3 Verify CONTRACTOR'S compliance with the reporting requirements and performance standards of the Collection Service Agreement.

20.01.2.4 Verify the diversion percentages reported by the CONTRACTOR.

20.01.3 CONTRACTOR'S Cooperation. CONTRACTOR shall cooperate fully with the review and provide all requested data, including operational data, financial data and other data requested by the CITY within thirty (30) Work Days. Failure of the CONTRACTOR to cooperate or provide the requested documents in the required time shall be considered an event of default.

20.01.4 Additional Billing Audit and Performance Review. In the event that the Billing Audit and Performance Review concludes that CONTRACTOR is not in compliance with all terms and conditions of this Agreement and such non-compliance is material, the CITY may conduct an Additional Billing Audit and Performance Review to ensure that CONTRACTOR has cured any such area of non-compliance. CONTRACTOR shall be responsible for the cost of any such Additional Billing Audit and Performance Review.

20.02 City Requested Program Review. The CITY reserves the right to require the CONTRACTOR to periodically conduct reviews of the SFD and MFD and Commercial Garbage, Recyclable Materials, and Organic Waste collection programs to assess one or more of the following performance indicators: average volume of recyclable materials per setout per customer, average volume of green waste and or food scraps per setout per customer, participation level, contamination levels, etc. Prior to the program evaluation review, CITY and CONTRACTOR shall meet and discuss the purpose of the review and agree on the method, scope, and date to be provided by the CONTRACTOR.

20.03 Cooperation with Other Program Reviews. If the CITY wants to collect program data, perform field work, conduct route audits to investigate customer participation levels and setout volumes and/or evaluate and monitor program results related to Garbage, Recyclable Materials and Organic Waste collected in the CITY by the CONTRACTOR, the CONTRACTOR shall cooperate with the CITY or its agent(s). CONTRACTOR shall also cooperate with any waste generation studies conducted by the CITY or its agent(s).

## ARTICLE 21. Performance Bond

21.01 Performance Bond. A Performance bond must be furnished by the CONTRACTOR within fifteen (15) calendar days of notification to the CONTRACTOR that the Agreement has been executed. The CONTRACTOR shall furnish to the CITY, and keep current, a performance bond in a form with language that is acceptable to the CITY, for the

faithful performance of this Agreement and all obligations arising hereunder in an amount of \_\_\_\_\_ Dollars (\$XXX,000.00).

21.02 Renewal. Beginning April 1, 20xx, and each April 1<sup>st</sup> thereafter, CONTRACTOR shall have the performance bond renewed annually and be executed by a surety company that is acceptable to the CITY; an admitted surety company licensed to do business in the State of California; has an "A:VII" or better rating by A. M. Best or Standard and Poors; and is included on the list of surety companies approved by the Treasurer of the United States.

21.03 Letter of Credit. As an alternative to the performance bond required by Article 21.01, at CITY'S option, CONTRACTOR may deposit with CITY an irrevocable letter of credit in an amount as set forth in Article 21.01. If allowed, the letter of credit must be issued by an FDIC insured banking institution chartered to business in the state of California, in the CITY'S name, and be callable at the discretion of the CITY. Nothing in this Article shall, in any way, obligate the CITY to accept a letter of credit in lieu of the performance bond.

## ARTICLE 22. Insurance

22.01 Insurance Policies. CONTRACTOR shall secure and maintain throughout the term of this Agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with CONTRACTOR'S performance of work or services under this Agreement. CONTRACTOR'S performance of work or services shall include performance by CONTRACTOR'S employees, agents, representatives and subcontractors.

22.02 Minimum Scope of Insurance. Insurance coverage shall be at least this broad:

22.02.1 Commercial General Liability: Insurance Services Office (ISO) Occurrence Form CG 0001 or, if approved by CITY, Claims Made Form No. CG0 0002. Automobile Liability: Insurance Services Office Form No. CA 0001, code 1 "any auto".

22.02.2 Workers' Compensation Insurance: as required by the State of California and Employers Liability Insurance.

22.02.3 Hazardous Waste and Environmental Impairment Liability Insurance.

22.02.4 Employee Blanket Fidelity Bond.

22.03 Minimum Limits of Insurance. CONTRACTOR shall maintain insurance limits no less than:

22.03.1 Commercial General Liability: **Three Million Dollars (\$3,000,000.00)** combined single limit per occurrence **Five Million Dollars (\$5,000,000.00)** annual aggregate; including products and completed operations coverage.

22.03.2 Automobile Liability: **Three Million Dollars (\$3,000,000.00)** combined single limit per accident for bodily injury and property damage.

22.03.3 Workers' Compensation and Employers Liability: Workers' Compensation insurance as required by the State of California, with statutory limits, and Employers Liability insurance with limits of **One Million Dollars (\$1,000,000.00)** per accident.

22.03.4 Hazardous Waste and Environmental Impairment Liability: **Three Million Dollars (\$3,000,000.00)** each occurrence/**Five Million Dollars (\$5,000,000.00)** policy aggregate covering liability arising from the release of waste materials and/or irritants, contaminants or pollutants. Such coverage shall, if commercially available without involvement



of CITY, automatically broaden in its form of coverage to include legislated changes in the definition of waste material and/or irritants, contaminants or pollutants.

**22.04 Deductibles and Self-Insured Retention.** Any deductibles or self-insured retention must be declared to, and approved by, CITY. CITY shall not withhold approval of any Deductible or Self-Insured Retention amounts where CONTRACTOR can demonstrate a successful history of managing such Deductibles or Self-Insured Retention amounts.

**22.05 Endorsements.** The liability policies are to contain, or be endorsed to contain, the following provisions:

**22.05.1** The CITY, its officers, employees, agents and volunteers are to be covered as additional insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of CONTRACTOR; products and completed operations of CONTRACTOR; liability arising out of work or operations performed by or on behalf of the CONTRACTOR, including material parts or equipment furnished in connection with such work or operations; and with respect to Hazardous Waste, Pollution and/or Environmental Impairment Liability.

**22.05.2** CONTRACTOR'S insurance coverage shall be primary insurance as respects CITY, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, agents or volunteers shall be excess of the CONTRACTOR'S insurance and shall not contribute with it.

**22.05.3** The CONTRACTOR'S insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

**22.05.4** The Automobile Liability policy shall be endorsed to delete the Pollution and/or the Asbestos exclusion, or documentation that the CONTRACTOR carries environmental pollution liability coverage for solid waste transported by the CONTRACTOR. The Automobile Liability policy shall also be endorsed to add the Motor Carrier act endorsement (MCS-90) TL 1005, TL 1007 and /or other endorsements required by federal or state authorities.

**22.06 Waiver of Subrogation.** CONTRACTOR hereby agrees to waive subrogation which any insurer of CONTRACTOR may acquire from CONTRACTOR by virtue of the payment of any loss. CONTRACTOR agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the CITY for all work performed by the CONTRACTOR, its employees, agents and subcontractors.

**22.07 Cancellation.** Each insurance policy required by this clause shall be occurrence-based or an alternate form as approved by the CITY and endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the CITY.

**22.07.1** Any failure to comply with reporting provisions of the policies shall not affect CONTRACTOR'S obligations to CITY, its officers, officials, employees, agents or volunteers.

**22.08 Claims Made Coverage.** If General Liability or Hazardous Waste and Environmental Impairment Liability coverage is written on a claims-made form:

22.08.1 The "Retro Date" must be shown, and must be before the date of the contract or the beginning of contract work.

22.08.2 Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work

22.08.3 If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a "Retro Date" prior to the contract effective date, the CONTRACTOR must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

22.08.4 A copy of the claims reporting requirements must be submitted to the CITY for review.

22.09 Acceptability of Insurers. Insurance is to be placed with insurers admitted to transact business in California with a current A.M. Best's rating of no less than A:VII. If pollution and/or Environmental Impairment and/or errors and omission coverage are not available from an admitted insurer, the coverage may be written with the CITY's permission, by a non-admitted insurance company. A Non-admitted company should have an A.M. Best's rating of A:X or higher

22.10 Verification of Coverage. CONTRACTOR shall furnish the CITY with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the CITY before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the CONTRACTOR's obligation to provide them. The CITY reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

22.11 Subcontractors. CONTRACTOR shall include all subcontractors as insureds under its policies or require and verify that all subcontractors maintain insurance meeting all the requirements of this contract.

22.11.1 Proof of insurance shall be mailed to the following address or any subsequent address as may be directed in writing by the CITY.

**City Representative or His/Her Designee**

**City Hall**

**Address**

**Address**

22.12 Modification of Insurance Requirements. The insurance requirements provided in this Agreement may be modified or waived by the CITY, in writing, upon the request of CONTRACTOR if the CITY determines such modification or waiver is in the best interest of CITY considering all relevant factors, including exposure to CITY.

## **ARTICLE 23. Indemnification**

23.01 Indemnification of the CITY. CONTRACTOR shall defend, with counsel acceptable to the CITY, indemnify and hold harmless, to the fullest extent allowed by law, CITY, its officers, officials, employees, volunteers agents and assignees (indemnities), from and against any and all loss, liability, penalties, forfeitures, claims, demands, actions, proceedings or suits, in law or in equity, of every kind and description, (including, but not limited to, injury to and death of any person and damage to property, or for contribution or indemnity claimed by third

parties) arising or resulting from or in any way connected with: (i) the operation of the CONTRACTOR, its agents, employees, contractors, and/or subcontractors, in exercising the privileges granted to it by this Agreement; (ii) the failure of the CONTRACTOR, its agents, employees, contractors, and/or subcontractors to comply in all respects with the provisions and requirements of this Agreement, applicable laws, ordinances and regulations, and/or applicable permits and licenses; and (iii) the acts of CONTRACTOR, its agents, employees, contractors, and/or subcontractors in performing services under this Agreement for which strict liability is imposed by law. The foregoing indemnity shall apply regardless of whether such loss, liability, penalty, forfeiture, claim, action, suit injury, death or damage is also caused in part by any of the indemnitees' negligence.

23.02 The CONTRACTOR's obligation to defend, hold harmless, and indemnify shall not be excused because of the CONTRACTOR's inability to evaluate liability or because the CONTRACTOR evaluates liability and determines that the CONTRACTOR is not liable to the claimant. The CONTRACTOR must respond within thirty (30) days to the tender of a claim for defense and indemnity by the CITY, unless this time has been extended by the CITY. If the CONTRACTOR fails to accept or reject a tender of defense and indemnity within thirty (30) days, in addition to any other remedy authorized by law, so much of the money due the CONTRACTOR by virtue of this Agreement as shall reasonably be considered necessary by the CITY, may be retained by the CITY until final disposition has been made or the claim or suit for damages, or until the CONTRACTOR accepts or rejects the tender of defense, whichever occurs first.

23.02.1 With respect to third party claims against the CONTRACTOR, the CONTRACTOR waives any and all rights of any type to express or implied indemnity against the Indemnities.

23.03 Hazardous Substances Indemnification. The CONTRACTOR shall indemnify, defend with counsel acceptable to the CITY, protect and hold harmless the CITY, its officers, officials, employees, agents, assigns and any successor or successors to the CITY's interest from and against all claims, damages (including but not limited to special, consequential, natural resources and punitive damages) injuries, hazardous materials response mediation and removal costs, losses, demands, liens, liabilities, causes of action, suits, legal or administrative proceedings, interest, fines, charges, penalties, attorney's fees for the adverse party and expenses (including but not limited to attorney's and expert witness fees and costs incurred in connection with defending against any of the foregoing or enforcing this indemnity) of any kind whatsoever paid, incurred or suffered by, or asserted against CITY or its officers, officials, employees, agents, assigns, or contractors arising from or attributable to acts or omissions of CONTRACTOR, or its agents, including but not limited to any repair, cleanup or detoxification, or preparation and implementation of any removal, remedial, response, closure or other plan (regardless of whether undertaken due to governmental action) concerning any hazardous substance or hazardous wastes at any place where CONTRACTOR transports, stores, or disposes of Garbage pursuant to this Agreement. The foregoing indemnity is intended to operate as an agreement pursuant to Section 107(e) of CERCLA, 42 U.S.C. Section 9607(c) and California Health and Safety Code Section 25364, to defend insure, protect, hold harmless and indemnify the CITY from liability.

23.04 CalRecycle Diversion Goals. CONTRACTOR agrees to protect, indemnify, hold harmless, and defend CITY with counsel selected by CONTRACTOR and approved by CITY, to pay all attorneys' fees, and to indemnify and hold CITY harmless from and against all fines or penalties imposed by the California Department of Resources Recycling and Recovery ("CalRecycle") if the diversion goals specified in California Public Resources Code Section

41780 as of the date hereof and hereafter throughout are not met by the CITY with respect to the materials Collected by CONTRACTOR and if the lack in meeting such goals are attributable to the failure of the CONTRACTOR to implement and operate the recycling or diversion programs or undertake the related activities required by this Agreement.

23.05 Maximum Service Rates. CONTRACTOR shall defend, with counsel acceptable to CITY hold harmless, and indemnify CITY, its officers, officials, employees, volunteers, agents and assignees from and against any loss, liability, penalties, forfeiture, claims, damages, demands, actions, proceedings or suits, in law or equity, of every kind and description, arising from the City's setting of Maximum Service Rates for Collection Services under this Agreement and/or in connection with the application of Article XIIC and Article XIID of the California Constitution to the imposition, payment, or collection of Maximum Service Rates and fees for services provided by CONTRACTOR under and/or in connection with this Agreement, provided, however, that such obligation to defend, hold harmless and indemnify shall not apply to the imposition or payment of Solid Waste Fund Administrative Fees, Franchise Fees, or any other amounts payable to CITY under this Agreement.

23.06 Separate Counsel. CITY may elect to have separate legal counsel from CONTRACTOR at any time at its sole discretion, and in such case CONTRACTOR will pay one-half (1/2) of all fees and costs and charges for such separate legal counsel.

23.07 Consideration. It is specifically understood and agreed that the consideration inuring to the CONTRACTOR for the execution of this Agreement consists of the promises, payments, covenants, rights and responsibilities contained in this Agreement.

23.08 Obligation. The execution of this Agreement by the CONTRACTOR shall obligate the CONTRACTOR to comply with the foregoing indemnification provisions; however, the collateral obligation of providing insurance must also be fully complied with as set forth in Article 22 above.

23.09 Subcontractors. The CONTRACTOR shall require all subcontractors to enter into an Agreement containing the provisions set forth Articles 23.01, 23.02, 23.03, 23.04, 23.05, 23.06, 23.07, and Article 22 in its entirety and in the preceding subsection in which Agreement the subcontractor fully indemnifies the CITY in accordance with this Agreement.

23.10 Exception. Notwithstanding Articles, 23.01, 23.02 and 23.03, CONTRACTOR'S obligation to indemnify, hold harmless and defend CITY, its officers and employees shall not extend to any loss, liability, penalty, plain, damage, action or suit arising or resulting solely from acts or omissions constituting willful misconduct or sole negligence on the part of the CITY its officers or employees.

23.11 Damage by CONTRACTOR. If CONTRACTOR'S employees or subcontractors cause any injury, damage or loss to CITY property, including but not limited to CITY streets or curbs, CONTRACTOR shall reimburse CITY for CITY'S cost of repairing such injury, damage or loss. Such reimbursement is not in derogation of any right of CITY to be indemnified by CONTRACTOR for any such injury, damage or loss. With the prior written approval of CITY, CONTRACTOR may repair the damage at CONTRACTOR'S sole cost and expense.

## ARTICLE 24. Default of Agreement

24.01 Termination. The CITY may cancel this Agreement, except as otherwise provided below in this Article, by giving the CONTRACTOR thirty (30) calendar days advance

written notice, to be served as provided in Article 41, upon the happening of any one of the following events:

24.01.1 The CONTRACTOR shall take the benefit of any present or future insolvency statute, or shall make a general assignment for the benefit of creditors, or file a voluntary petition in bankruptcy (court) or a petition or answer seeking an arrangement for its reorganization or the readjustment of its indebtedness under the Federal bankruptcy laws or under any other law or statute of the United States or any state thereof, or consent to the appointment of a receiver, trustee or liquidator of all or substantially all of its property; or

24.01.1.1 By order or decree of a Court, the CONTRACTOR shall be adjudged bankrupt or an order shall be made approving a petition filed by any of its creditors or by any of the stockholders of the CONTRACTOR, seeking its reorganization or the readjustment of its indebtedness under the Federal bankruptcy laws or under any law or statute of the United States or of any state thereof, provided that if any such judgment or order is stayed or vacated within sixty (60) calendar days after the entry thereof, any notice of default shall be and become null, void and of no effect; unless such stayed judgment or order is reinstated in which case, said default shall be deemed immediate; or

24.01.2 By, or pursuant to, or under the authority of any legislative act, resolution or rule or any order or decree of any Court or governmental board, agency or officer having jurisdiction, a receiver, trustee or liquidator shall take possession or control of all or substantially all of the property of the CONTRACTOR, and such possession or control shall continue in effect for a period of sixty (60) calendar days; or

24.01.3 The CONTRACTOR has defaulted, by failing or refusing to pay in a timely manner the liquidated damages or other monies due the CITY and said default is not cured within thirty (30) calendar days of receipt of written notice by CITY to do so; or

24.01.4 The CONTRACTOR has defaulted by allowing any final judgment for the payment of money to stand against it unsatisfied and said default is not cured within thirty (30) calendar days of receipt of written notice by CITY to do so; or

24.01.5 In the event that the monies due the CITY under Article 24.01.3 above or an unsatisfied final judgment under Article 24.01.4 above is the subject of a judicial proceeding, the CITY may, at its option call the Performance Bond, or hold the CONTRACTOR in default of this Agreement. All bonds shall be in the form acceptable to the City Attorney; or

24.01.6 The CONTRACTOR has defaulted, by failing or refusing to perform or observe the terms, conditions or covenants in this Agreement, including satisfactory conformance with the requirements of Article 20, the service levels prescribed herein, or any of the rules and regulations promulgated by the CITY pursuant thereto or has wrongfully failed or refused to comply with the instructions of the City Representative relative thereto; provided that said default is not cured within thirty (30) calendar days of receipt of written notice by the CITY to do so, or if by reason of the nature of such default, the same cannot be remedied within thirty (30) calendar days following receipt by the CONTRACTOR of written demand from the CITY to do so, the CONTRACTOR fails to commence the remedy of such default within said thirty (30) calendar days following such written notice or having so commenced shall fail thereafter to continue with diligence the curing thereof. In any dispute concerning failure to remedy or diligence in pursuing a cure, the CONTRACTOR shall have the burden of proof to demonstrate (a) that the default cannot be cured within thirty (30) calendar days, and (b) that it is proceeding with diligence to cure said default, and such default will be cured within a reasonable period of time. However, notwithstanding anything contained herein to the contrary, for the failure of the

CONTRACTOR to provide Collection Services for a period of three (3) consecutive Work Days, on the fourth (4th) Work Day the CITY may secure the CONTRACTOR'S equipment, records and other property used or useful in providing Collection Services under this Agreement in order to provide interim Collection Services until such time as the matter is resolved and the CONTRACTOR is again able to perform pursuant to this Agreement; provided, however, if the CONTRACTOR is unable for any reason or cause to resume performance at the end of thirty (30) calendar days all liability of the CITY under this Agreement to the CONTRACTOR shall cease and this Agreement may be deemed terminated by the CITY, and the CITY shall retain equipment, records and other property used in providing Collection Services on an interim basis until the CITY has made other suitable arrangements for the provision of Collection Services, which may include award of the Agreement to another contractor. Notwithstanding any other provision in this Agreement to the contrary, CITY's right to take interim possession of, or make use of, any of CONTRACTOR's equipment, including, without limitation, vehicles, Carts, Bins and containers, shall not allow the CITY to assign ownership of such vehicles, Carts, Bins and containers to an other contractor and CITY acknowledges that the CONTRACTOR'S lender has a security interest in such equipment.

24.01.7 The CONTRACTOR has defaulted, by failing or refusing to deliver Garbage to the CITY's contracted Disposal Facility or the CITY'S contracted Organic Waste Processing Facility without prior written approval by the CITY to use an alternative disposal facility.

24.01.8 In the event that the Agreement is terminated, CONTRACTOR shall furnish the CITY with immediate access to all of its business records related to its customer and billing accounts for collection services.

24.02 Violations. Notwithstanding the foregoing and as supplemental and additional means of termination of this Agreement under this Article, in the event that the CONTRACTOR'S record of performance shows that the CONTRACTOR has frequently, regularly or repetitively defaulted in the performance of any of the covenants and conditions required herein to be kept and performed by the CONTRACTOR regardless of whether the CONTRACTOR has corrected each individual condition of default, the CITY in its sole discretion determines that the CONTRACTOR shall be deemed a "habitual violator", in which case the CONTRACTOR shall be deemed to have waived the right to any further notice or grace period to correct, and all of said defaults shall be considered cumulative and collectively shall constitute a condition of irredeemable default. The CITY shall thereupon issue the CONTRACTOR a final warning citing the circumstances therefore, and any single default by the CONTRACTOR of whatever nature, subsequent to the occurrence of the last of said cumulative defaults, shall be grounds for immediate termination of the Agreement. A history of liquidated damages imposed pursuant to Article 19 may be used as a basis for deeming the CONTRACTOR to be a habitual violator; however, any failure to have imposed liquidated damages where applicable shall not prevent use of the CONTRACTOR'S underlying failures from consideration for determining a habitual violator. In the event of any such subsequent default, the CITY may terminate this Agreement upon giving of final written notice to the CONTRACTOR, such cancellation to be effective upon the date specified in the CITY'S written notice to the CONTRACTOR, and all contractual fees due hereunder plus any and all charges and interest shall be payable to said date, and the CONTRACTOR shall have no further rights hereunder. Immediately upon the specified date in such final notice the CONTRACTOR shall proceed to cease any further performance under this Agreement.

24.03 Effective Date. In the event of the aforesaid events specified above, and except as otherwise provided in said subsections, termination shall be effective upon the date specified

in the CITY'S written notice to the CONTRACTOR and upon said date this Agreement shall be deemed immediately terminated and upon such termination all liability of the CITY under this Agreement to the CONTRACTOR shall cease, and the CITY shall have the right to call the performance bond and shall be free to negotiate with other contractors for the operation of the herein specified services. The CONTRACTOR for failure to perform shall reimburse the CITY all direct and indirect costs of providing interim Collection Services.

**24.04 Immediate Termination.** CITY may terminate this Agreement immediately upon written notice to CONTRACTOR in the event CONTRACTOR fails to provide and maintain the performance bond as required by this Agreement, or if CONTRACTOR fails to obtain or maintain insurance policies endorsements as required by this Agreement, or if CONTRACTOR fails to provide the proof of insurance as required by this Agreement, or if CONTRACTOR offers or gives any gift prohibited by CITY administrative policy.

**24.05 Termination Cumulative.** CITY'S right to terminate this Agreement is cumulative to any other rights and remedies provided by law or by this Agreement.

**24.06 Force Majeure.** The parties shall be excused from performing their respective obligations hereunder in the event they are prevented from so performing by reason of any acts of God, such as landslides, lightning, fires, storms, floods, pestilence, freezing, and earthquakes; explosions, sabotage, civil disturbances, acts of a public enemy, wars, blockades, riots, or other industrial disturbances, eminent domain, condemnation or other taking, or other events of a similar nature, not caused or maintained by CITY or CONTRACTOR, which event is not reasonably within the control of the party claiming the excuse from its obligations due to such event, to the extent such event has a significant and material adverse effect on the ability of a party to perform its obligations thereunder. Force Majeure shall not include power outages, fuel shortages, strikes, work stoppage or slowdown, sickout, lockout, picketing or other concerted job action conducted by CONTRACTOR'S employees or directed at CONTRACTOR or any of its subcontractors. Force Majeure shall include a Change in Law if such Change in Law prohibits a party's performance hereunder. Notwithstanding the foregoing, (i) no failure of performance by any subcontractor of CONTRACTOR shall be a Force Majeure unless such failure was itself caused by a Force Majeure; (ii) except as provided herein, no event which merely increases CONTRACTOR'S cost of performance shall be a Force Majeure; and (iii) no event, the effects of which could have been prevented by reasonable precautions, including compliance with agreements and applicable laws, shall be a Force Majeure.

## ARTICLE 25. Modifications to the Agreement

**25.01 Agreement Modifications and Changes in Law.** The CITY and the CONTRACTOR understand and agree that the California Legislature has the authority to make comprehensive changes in Garbage, Recyclables, or Organic Waste Management legislation and that these and other changes in law in the future which mandate certain actions or programs for counties or municipalities may require changes or modifications in some of the terms, conditions or obligations under this Agreement. The CONTRACTOR agrees that the terms and provisions of the Municipal Code, as it now exists or as it may be amended in the future, shall apply to all of the provisions of this Agreement and the Service Recipients of the CONTRACTOR located within the Service Area; provided, however that the CITY will not amend the Municipal Code in a way that is inconsistent with the Agreement unless compelled to do so by federal or state law. In the event any future change in law, modifications to the CITY Municipal Code, or directed changes by the CITY materially alters the obligations of the CONTRACTOR, then the affected compensation as established under this Agreement shall be

adjusted. Nothing contained in this Agreement shall require any party to perform any act or function contrary to law. The CITY and CONTRACTOR agree to enter into good faith negotiations regarding modifications to this Agreement, which may be required in order to implement changes in the interest of the public welfare or due to change in law. When such modifications are made to this Agreement, the CITY and the CONTRACTOR shall negotiate in good faith a reasonable and appropriate compensation adjustment for any increase or decrease in the services or other obligations required of the CONTRACTOR due to any modification in the Agreement under this Article. The CITY and the CONTRACTOR shall not unreasonably withhold agreement to such compensation adjustment.

**25.01.1 Compensation Adjustments.** In the event of a change in laws or regulations of any governmental agency that will require additional or different services to be provided by CONTRACTOR which are not otherwise covered by this Agreement, CONTRACTOR shall provide CITY with a written rate increase request for additional compensation to CONTRACTOR based on such additional or different services. If the proposed rate increase exceeds five percent (5%) and CITY does not agree with such rate increase, CITY, in addition to negotiating with CONTRACTOR may submit the matter to non-binding mediation upon the following terms and conditions in Article 25.06.1.

**25.02 City-Directed Changes.** CITY may direct CONTRACTOR to perform additional services (including new diversion programs, additional public education activities, etc.), eliminate programs, or modify the manner in which it performs existing services. Changes in the minimum diversion requirement set forth in Article 5 of this Agreement, direction of Garbage to a Disposal Facility other than that originally selected by the CITY, direction of Recyclable Materials or Organic Waste to a processing facility other than that selected by the CONTRACTOR, pilot programs and innovative services, which may entail new collection methods, targeted routing, different kinds of services, different types of collection vehicles, and/or new requirements for Service Recipients are included among the kinds of changes which CITY may direct. CONTRACTOR shall be entitled to an adjustment in its compensation for providing such additional or modified services but not for the preparation of its proposal to perform such services.

**25.03 Service Proposal.** Within thirty (30) calendar days of receipt of a request for a service change from the CITY, CONTRACTOR shall submit a proposal to provide such service. At a minimum, the proposal shall contain a complete description of the following:

- 25.03.1 Collection methodology to be employed (equipment, manpower, etc.).
- 25.03.2 Equipment to be utilized (vehicle number, types, capacity, age, etc.).
- 25.03.3 Labor requirements (number of employees by classification).
- 25.03.4 Type of carts or bins to be utilized.
- 25.03.5 Provision for program publicity, education, and marketing.

25.03.6 Five (5) year projection of the financial results of the program's operations in an operating statement format including documentation of the key assumptions underlying the projections and the support for those assumptions, giving full effect to the savings or costs to existing services.

**25.04** CONTRACTOR acknowledges and agrees that CITY may permit other contractors or companies besides CONTRACTOR to provide additional Collection Services and such other services not otherwise contemplated if CONTRACTOR and CITY cannot agree on terms and conditions, including compensation adjustments, of such services in one hundred



twenty (120) calendar days from the date when CITY first requests a proposal from CONTRACTOR to perform such services.

**25.05 Monitoring and Evaluation.** If the CITY requests, the CONTRACTOR shall meet with the CITY to describe the progress of each new program and other service issues. If applicable, CONTRACTOR shall document the results of the new programs on a monthly basis, including at a minimum the tonnage diverted by material type, the end use or processor of the diverted materials and the cost per ton for transporting and processing each type of material and other such information requested by the CONTRACTOR and/or CITY necessary to evaluate the performance of each program.

**25.05.1** At each meeting, the CITY and CONTRACTOR shall have the opportunity to discuss revisions to the program. The CITY shall have the right to terminate a program if, in its sole discretion, the CONTRACTOR is not cost effectively achieving the program's goals and objectives. Prior to such termination, the CITY shall meet and confer with the CONTRACTOR for a period of up to ninety (90) calendar days to resolve the CITY'S concerns. Thereafter, the CITY may utilize a third party to perform these services if the CITY reasonably believes the third party can improve on CONTRACTOR'S performance and/or cost. Notwithstanding these changes, CONTRACTOR shall continue the program during the ninety (90) day period and, thereafter, until the third party takes over the program.

**25.06 Dispute Resolution.** All disputes relating to service or compensation changes as specified in Articles 25.01, 25.02, or 25.03 of this Agreement shall be resolved by the following procedures:

**25.06.1 Mediation.** The parties shall first participate in non-binding mediation of any dispute arising under this Agreement (whether contract, tort, or otherwise), as provided hereafter:

**25.06.1.1** The party desiring mediation shall first give written notice thereof to the other party to this Agreement, specifying the dispute to be mediated.

**25.06.1.2** The mediation shall be held at \_\_\_\_\_, California, or at such other location as may be mutually agreed among the parties. The mediation shall be conducted according to and a mediator chosen pursuant to the rules of the American Arbitration Association.

**25.06.1.3** At least ten (10) business days before the date of the mediation, each side shall provide the mediator with a statement of its position and copies of all supporting documents. Each party shall send to the mediation a person who has authority to negotiate on behalf of the party. If a subsequent dispute will involve third parties, such as insurers or subcontractors, they shall also be asked to participate in the mediation.

## **ARTICLE 26. Legal Representation**

**26.01 Acknowledgement.** It is acknowledged that each party was, or had the opportunity to be, represented by counsel in the preparation of and contributed equally to the terms and conditions of this Agreement and, accordingly, the rule that a contract or Agreement shall be interpreted strictly against the party preparing the same shall not apply herein due to the joint contributions of both parties.

## ARTICLE 27. Financial Interest

27.01 Representation. CONTRACTOR warrants and represents that no elected official, officer, agent or employee of the CITY has a financial interest, directly or indirectly, in this Agreement or the compensation to be paid under it and, further, that no CITY employee who acts in the CITY as a "purchasing agent" as defined in the appropriate Section of California Statutes, nor any elected or appointed officer of the CITY, nor any spouse or child of such purchasing agent, employee or elected or appointed officer, is a partner, officer, director or proprietor of the CONTRACTOR and, further, that no such CITY employee, purchasing agent, CITY elected or appointed officer, or the spouse or child of any of them, alone or in combination, has a material interest in the CONTRACTOR. Material interest means direct or indirect ownership of more than five percent (5%) of the total assets or capital stock of the CONTRACTOR.

## ARTICLE 28. Contractor's Personnel

28.01 Personnel Requirements. The CONTRACTOR shall employ and assign qualified personnel to perform all services set forth herein. The CONTRACTOR shall be responsible for ensuring that its employees comply with all applicable laws and regulations and meet all federal, state and local requirements related to their employment and position.

28.01.1 The CITY may request the transfer of any employee of the CONTRACTOR who materially violates any provision hereof, or who is wanton, negligent, or discourteous in the performance of his duties.

28.01.2 CONTRACTOR'S field operations personnel shall be required to wear a clean uniform shirt bearing the CONTRACTOR'S name. CONTRACTOR'S employees, who normally come into direct contact with the public, including drivers, shall bear some means of individual photographic identification such as a name tag or identification card.

28.01.3 Each driver of a collection vehicle shall at all times carry a valid California driver's license and all other required licenses for the type of vehicle that is being operated.

28.01.4 Each driver of a collection vehicle shall at all times comply with all applicable state and federal laws, regulations and requirements.

28.01.5 CONTRACTOR'S employees, officers, and agents shall at no time be allowed to identify themselves or in any way represent themselves as being employees of the CITY.

28.01.6 The CONTRACTOR'S name and the Customer Service telephone number shall be properly displayed on all collection vehicles.

## ARTICLE 29. Exempt Waste

29.01 The CONTRACTOR shall not be required to collect or dispose of Exempt Waste, but may offer such services. All such collection and disposal of Exempt Waste is not regulated under this Agreement, but if provided by the CONTRACTOR shall be in strict compliance with all federal, state and local laws and regulations.

## ARTICLE 30. Independent Contractor

30.01 In the performance of services pursuant to this Agreement, CONTRACTOR shall be an independent contractor and not an officer, agent, servant or employee of CITY. CONTRACTOR shall have exclusive control of the details of the services and work performed and over all persons performing such services and work. CONTRACTOR shall be solely responsible for the acts and omissions of its officers, agents, employees, contractors and subcontractors, if any. Neither CONTRACTOR nor its officers, employees, agents, contractors or subcontractors shall obtain any right to retirement benefits, Workers Compensation benefits, or any other compensation or benefits, which accrue, to CITY employees and CONTRACTOR expressly waives any claim it may have or acquire to such compensation or benefits.

## ARTICLE 31. Laws to Govern

31.01 The law of the State of California shall govern the rights, obligations, duties and liabilities of CITY and CONTRACTOR under this Agreement and shall govern the interpretation of this Agreement.

## ARTICLE 32. Consent to Jurisdiction

32.01 The parties agree that any litigation between CITY and CONTRACTOR concerning or arising out of this Agreement shall be filed and maintained exclusively in the Municipal or Superior Courts of Marin County, State of California, or in the United States District Court for the Northern District of California to the fullest extent permissible by law. Each party consents to service of process in any manner authorized by California law.

## ARTICLE 33. Assignment

33.01 No assignment of this Agreement or any right occurring under this Agreement shall be made in whole or in part by the CONTRACTOR without the express written consent of the CITY. The CITY shall have full discretion to approve or deny, with or without cause, any proposed or actual assignment by the CONTRACTOR. Any assignment of this Agreement made by the CONTRACTOR without the express written consent of the CITY shall be null and void and shall be grounds for the CITY to declare a default of this Agreement and immediately terminate this Agreement by giving written notice to the CONTRACTOR, and upon the date of such notice this Agreement shall be deemed immediately terminated, and upon such termination all liability of the CITY under this Agreement to the CONTRACTOR shall cease, and the CITY shall have the right to call the performance bond and shall be free to negotiate with other contractors, the CONTRACTOR, or any other person or company for the service which is the subject of this Agreement. In the event of any assignment, the assignee shall fully assume all the liabilities of the CONTRACTOR.

33.02 The use of a subcontractor to perform services under this Agreement shall not constitute delegation of CONTRACTOR'S duties provided that CONTRACTOR has received prior written authorization from the City Representative to subcontract such services and the City Representative has approved a subcontractor who will perform such services. CONTRACTOR shall be responsible for directing the work of CONTRACTOR'S subcontractors and any compensation due or payable to CONTRACTOR'S subcontractor shall be the sole responsibility of CONTRACTOR. The City Representative shall have the right to require the removal of any approved subcontractor for reasonable cause. The subcontractors listed in **Exhibit 4** to this Agreement are hereby approved by the CITY.

33.03 For purposes of this Article when used in reference to CONTRACTOR, "assignment" shall include, but not be limited to (i) a sale, exchange or other transfer of at least fifty-one percent (51%) of CONTRACTOR'S assets dedicated to service under this Agreement to a third party; (ii) a sale, exchange or other transfer of outstanding common stock of CONTRACTOR to a third party provided said sale, exchange or transfer results in a change of control of CONTRACTOR (with control being defined as ownership of more than fifty percent (50%) of CONTRACTOR'S voting securities); (iii) any dissolution, reorganization, consolidation, merger, re-capitalization, stock issuance or re-issuance, voting trust, pooling agreement, escrow arrangement, liquidation, subcontracting or lease-back payments, or other transaction which results in a change of control of CONTRACTOR; (iv) any assignment by operation of law, including insolvency or bankruptcy, making assignment for the benefit of creditors, writ of attachment for an execution being levied against this Agreement, appointment of a receiver taking possession of CONTRACTOR'S property, or transfer occurring in the event of a probate proceeding; and (v) any combination of the foregoing (whether or not in related or contemporaneous transactions) which has the effect of any such transfer or change of control of CONTRACTOR.

33.04 CONTRACTOR acknowledges that this Agreement involves rendering a vital service to CITY'S residents and businesses, and that CITY has selected CONTRACTOR to perform the services specified herein based on (i) Contractor's experience, skill and reputation for conducting its garbage, recyclable materials and organic waste management operations in a safe, effective and responsible fashion, at all times in keeping with applicable environmental laws, regulations and best garbage, recycling and organic waste management practices, and (ii) CONTRACTOR'S financial resources to maintain the required equipment and to support its indemnity obligations to CITY under this Agreement. CITY has relied on each of these factors, among others, in choosing CONTRACTOR to perform the services to be rendered by CONTRACTOR under this Agreement.

## **ARTICLE 34. Compliance with Laws**

34.01 In the performance of this Agreement, CONTRACTOR shall comply with all applicable laws, regulations, ordinances and codes of the federal, state and local governments, including without limitation the Municipal Code of the City of

34.02 CITY shall provide written notice to CONTRACTOR of any planned amendment of the CITY Municipal Code that would substantially affect the performance of CONTRACTOR'S services pursuant to this Agreement. Such notice shall be provided at least thirty (30) calendar days prior to the City Council's approval of such an amendment.

## **ARTICLE 35. Permits and Licenses**

35.01 CONTRACTOR shall obtain, at its own expense, all permits and licenses required by law or ordinance and maintain same in full force and effect throughout the term of this Agreement. CONTRACTOR shall provide proof of such permits, licenses or approvals and shall demonstrate compliance with the terms and conditions of such permits, licenses and approvals upon the request of the City Representative.

## **ARTICLE 36. Ownership of Written Materials**

36.01 All reports, documents, brochures, public education materials, and other written, printed, electronic or photographic materials developed by CITY or CONTRACTOR in

connection with the services to be performed under this Agreement, whether developed directly or indirectly by CITY or CONTRACTOR shall be and shall remain the property of CITY without limitation or restrictions on the use of such materials by CITY. CONTRACTOR shall not use such materials in connection with any project not connected with this Agreement without the prior written consent of the City Representative. This Article 36 does not apply to ideas or concepts described in such materials and does not apply to the format of such materials.

## **ARTICLE 37. Waiver**

37.01 Waiver by CITY or CONTRACTOR of any breach for violation of any term covenant or condition of this Agreement shall not be deemed to be a waiver of any other term, covenant or condition or any subsequent breach or violation of the same or of any other term, covenant or condition. The subsequent acceptance by CITY of any fee, tax, or any other monies, which may become due from CONTRACTOR to CITY shall not be deemed to be a waiver by CITY of any breach for violation of any term, covenant or condition of this Agreement.

## **ARTICLE 38. Prohibition Against Gifts**

38.01 CONTRACTOR represents that CONTRACTOR is familiar with CITY'S prohibition against the acceptance of any gift by a CITY officer or designated employee. CONTRACTOR shall not offer any CITY officer or designated employee any gifts prohibited by the CITY.

## **ARTICLE 39. Point of Contact**

39.01 The day-to-day dealings between the CONTRACTOR and the CITY shall be between the CONTRACTOR and the City Representative.

## **ARTICLE 40. Conflict of Interest**

40.01 CONTRACTOR shall comply with CITY requirements for conflict of interest and will file all required disclosure statements.

## **ARTICLE 41. Notices**

41.01 Except as provided herein, whenever either party desires to give notice to the other, it must be given by written notice addressed to the party for whom it is intended, at the place last specified and to the place for giving of notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective persons and places for giving of notice:

As to the CITY:

Name, Title  
Address  
Address  
**Telephone:** (999) 999-9999  
**Facsimile:** (999) 999-9999  
**E-mail:** email

As to the CONTRACTOR:

Name, Title  
  
Address  
Address  
**Telephone:** (999) 999-9999  
**Facsimile:** (999) 999-9999  
**E-mail:** email

41.02 Notices shall be effective when received at the address as specified above. Changes in the respective address to which such notice is to be directed may be made by written notice. Facsimile transmission is acceptable notice, effective when received, however, facsimile transmissions received (i.e. printed) after 4:30 p.m. or on weekends or holidays, will be deemed received on the next business day. Receipt is deemed to have taken place within three (3) working days of notice mailed by U.S. Postal Service return receipt requested. The original of items that are transmitted by facsimile equipment must also be mailed as required herein.

41.03 Notice by CITY to CONTRACTOR of a collection or other Service Recipient problem or complaint may be given to CONTRACTOR orally by telephone at CONTRACTOR'S local office with confirmation sent as required above by the end of the Work Day.

## ARTICLE 42. Transition to Next Contractor

42.01 In the event CONTRACTOR is not awarded an Agreement to continue to provide Collection Services following the expiration or early termination of this Agreement, CONTRACTOR shall cooperate fully with CITY and any subsequent contractors to assure a smooth transition of services described in this Agreement. Such cooperation shall include but not be limited to transfer of computer data, files and tapes; providing routing information, route maps, vehicle fleet information, and list of Service Recipients; providing a complete inventory of all carts and bins; providing adequate labor and equipment to complete performance of all Collection Services required under this Agreement; taking all actions necessary to transfer ownership of carts and bins, as appropriate, to CITY; including transporting such containers to a location designated by the City Representative; coordinating collection of materials set out in new containers if new containers are provided for a subsequent Agreement and providing other reports and data required by this Agreement.

## ARTICLE 43. Contractor's Records

43.01 CONTRACTOR shall maintain any and all letters, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to Service Recipients for a minimum

period of five (5) years, or for any longer period required by law, from the date of final payment to CONTRACTOR pursuant to this Agreement.

43.02 CONTRACTOR shall maintain all documents and records, which demonstrate performance under this Agreement for a minimum period of five (5) years, or for any longer period required by law, from the date of termination or completion of this Agreement.

43.03 Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the City Representative, the City Attorney, City Auditor, City Manager, or a designated representative of any of these officers. Copies of such documents shall be provided to CITY for inspection at the CITY offices when it is practical to do so. Otherwise, unless an alternative site is mutually agreed upon, the records shall be available at CONTRACTOR'S address indicated for receipt of notices in this Agreement.

43.04 Where CITY has reason to believe that such records or documents may be lost or discarded due to the dissolution, disbandment or termination of CONTRACTOR'S business, CITY may, by written request or demand of any of the above named officers, require that custody of the records be given to CITY and that the records and documents be maintained in City Hall. Access to such records and documents shall be granted to any party authorized by CONTRACTOR, CONTRACTOR'S representatives, or CONTRACTOR'S successor-in-interest.

## **ARTICLE 44. Entire Agreement**

44.01 This Agreement and the Exhibits attached hereto constitute the entire Agreement and understanding between the parties hereto, and it shall not be considered modified, altered, changed or amended in any respect unless in writing and signed by the parties hereto.

## **ARTICLE 45. Severability**

45.01 If any provision of this Agreement or the application of it to any person or situation shall to any extent be held invalid or unenforceable, the remainder of this Agreement and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable, shall not be affected, shall continue in full force and effect, and shall be enforced to the fullest extent permitted by law.

## **ARTICLE 46. Right to Require Performance**

46.01 The failure of the CITY at any time to require performance by the CONTRACTOR of any provision hereof shall in no way affect the right of the CITY thereafter to enforce same. Nor shall waiver by the CITY of any breach of any provision hereof be taken or held to be a waiver of any succeeding breach of such provision or as a waiver of any provision itself.

## **ARTICLE 47. All Prior Agreements Superseded**

47.01 This document incorporates and includes all prior negotiations, correspondence, conversations, Agreements, contracts and understandings applicable to the matters contained in this Agreement and the parties agree that there are no commitments, Agreements, contracts or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms of this Agreement shall be predicated upon any prior representations, Agreements or contracts, whether oral or written.

## ARTICLE 48. Headings

48.01 Headings in this document are for convenience of reference only and are not to be considered in any interpretation of this Agreement.

## ARTICLE 49. Exhibits

49.01 Each Exhibit referred to in this Agreement forms an essential part of this Agreement. Each such Exhibit is a part of this Agreement and each is incorporated by this reference.

## ARTICLE 50. Representations and Warranties

The CONTRACTOR, by acceptance of this Agreement, represents and warrants the conditions presented in the Article.

50.01 Corporate Status. The CONTRACTOR is a corporation duly organized, validly existing and in good standing under the laws of the State of California ("State"). It is qualified to transact business in the State and has the power to own its properties and to carry on its business as now owned and operated and as required by this Agreement.

50.02 Corporate Authorization. CONTRACTOR has the authority to enter this Agreement and perform its obligations under this Agreement. The Board of Directors of CONTRACTOR (or the shareholders, if necessary) has taken all actions required by law, its articles of incorporation, its bylaws, or otherwise, to authorize the execution of this Agreement. The Person signing this Agreement on behalf of CONTRACTOR represents and warrants that they have the authority to do so. This Agreement constitutes the legal, valid, and binding obligation of the CONTRACTOR.

50.03 Agreement Will Not Cause Breach. To the best of CONTRACTOR'S knowledge after responsible investigation, the execution or delivery of this Agreement or the performance by CONTRACTOR of its obligations hereunder does not conflict with, violate, or result in a breach: (i) of any law or governmental regulation applicable to CONTRACTOR; or (ii) any term or condition of any judgment, order, decree, of any court, administrative agency or other governmental authority, or any Agreement or instrument to which CONTRACTOR is a party or by which CONTRACTOR or any of its properties or assets are bound, or constitutes a default hereunder.

50.04 No Litigation. To the best of CONTRACTOR'S knowledge after responsible investigation, there is no action, suit, proceeding or investigation, at law or in equity, before or by any court or governmental authority, commission, board, agency or instrumentality decided, pending or threatened against CONTRACTOR wherein an unfavorable decision, ruling or finding, in any single case or in the aggregate would:

50.04.1 Materially adversely affect the performance by CONTRACTOR of its obligations hereunder;

50.04.2 Adversely affect the validity or enforceability of this Agreement; or

50.04.3 Have a material adverse effect on the financial conditions of CONTRACTOR, or any surety or entity guaranteeing CONTRACTOR'S performance under this Agreement.



50.05 No Adverse Judicial Decisions. To the best of CONTRACTOR'S knowledge after responsible investigation, there is no judicial decision that would prohibit this Agreement or subject this Agreement to legal challenge.

50.06 No Legal Prohibition. To the best of CONTRACTOR'S knowledge after reasonable investigation, there is no Applicable Law in effect on the date CONTRACTOR signed this Agreement that would prohibit the CONTRACTOR'S performance of its obligations under this Agreement and the transactions contemplated hereby.

50.07 Contractors Statements. The contractor's proposal and other supplemental information submitted to the City, which the City has relied on in awarding and entering this Agreement, do not: (i) contain any untrue statement of a material fact, or (ii) omit to state a material fact that is necessary in order to make the statements made, in light of the circumstances in which they were made, not misleading.

50.08 CONTRACTOR'S Investigation. Contractor has made an independent investigation (satisfactory to it) of the conditions and circumstances surrounding the Agreement and the work to be performed hereunder. Contractor has taken such matters into consideration in entering this Agreement to provide services in exchange for the compensation provided for under the terms of this Agreement.

50.09 Ability to Perform. Contractor possesses the business, professional, and technical expertise to collect, Transport, and Process the Garbage, Recyclable Materials, Organic Waste, and Bulky Waste generated in the CITY. Contractor possesses the ability to secure equipment, facility(ies), and employee resources required to perform its obligations under this Agreement.

50.10 Voluntary Use of Approved Disposal Location and Approved Composting Site. The CONTRACTOR, without constraint and as a free-market business decision in accepting this Agreement, agrees to use the Approved Facility for the purposes of Disposing of all Garbage collected in the CITY and Approved Composting Site for Composting all Organic Waste collected in the CITY. Such decision by contractor in no way constitutes a restraint of trade notwithstanding any Change in law regarding flow control limitations or any definition thereof.

50.11 Recognizing Labor Rights. Contractor recognizes, and agrees to continue to recognize, the right of its employees to peacefully organize and to file a valid petition seeking a lawful election conducted by the National Labor Relations Board. Such secret ballot election would determine if a majority of the subject employees want a labor organization to be their exclusive representative in collective bargaining with the CONTRACTOR. CONTRACTOR agrees to engage in good faith negotiations with any current and duly elected labor organization of the subject employees, and to meet at reasonable times to discuss wages, hours and other terms and conditions of employment. CONTRACTOR also represents that during negotiations with such duly elected labor organization, if necessary, it would support the use of a federal mediator and a reasonable cooling off period, if requested in writing by either party.

## ARTICLE 51. Effective Date

This Agreement shall become effective at such time as it is properly executed by the CITY and the CONTRACTOR and the CONTRACTOR shall begin Collection Services, as covered herein, as of July 1, 20xx.

## Model Franchise Collection Service Agreement

[Click here to enter date.](#)

IN WITNESS WHEREOF, the CITY and the CONTRACTOR have executed this Agreement on the day and year first written above.

**CITY OF**

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of

\_\_\_\_\_  
Business License Number

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date

**The foregoing Agreement has been reviewed and approval is recommended:**

Resolution No. 20 -

Approved by City Council

**Approved as to Form:**

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date

**Attest:**

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date

Exhibit 1a Maximum Service Rates – SFD Services					
<b>A. CURBSIDE COLLECTION SERVICE</b>					
	Garbage Cart Sizes (gallons)	20	32	64	96
1	MONTHLY CURBSIDE RATE	\$0.00	\$0.00	\$0.00	\$0.00
2	Additional <b>Curbside</b> Garbage Cart – (added to Line A2)	\$0.00	\$0.00	\$0.00	\$0.00
<b>B. ON-PREMISE COLLECTION SERVICE</b>					
1	MONTHLY ON-PREMISE RATE (5 – 100 ft)	\$0.00	\$0.00	\$0.00	\$0.00
2	Additional <b>On-Premise</b> Garbage Cart – (added to Line B2)	\$0.00	\$0.00	\$0.00	\$0.00
3	Additional Walk-in Distance – Each 100 feet (add to line B1 or B2)	\$0.00	\$0.00	\$0.00	\$0.00
<b>C. ADDITIONAL BULKY WASTE COLLECTION</b>					
1	Additional On-Call Bulky Waste Collection (Individual Large Items)	\$0.00	Each additional large item (over 3 Large Items per Bulky Waste Collection)		
3	Additional On-Call Bulky Waste Collection (Loose)	\$0.00	Per cubic yard/occurrence (over 2 Bulky Waste Collections per Agreement Year)		
2	Collection of Large Items Containing Freon	\$0.00	Each item/each occurrence		
<b>D. ADDITIONAL CART EXCHANGE OR REPLACEMENT</b>					
1	Additional Garbage Cart Exchange	\$0.00	Each occurrence		
<b>E. ON- CALL HHW COLLECTION</b>					
1	On-Call HHW Collection	\$0.00	Each occurrence		
<b>F. DISPOSAL COST PER TON COST</b>					
	Disposal Facility Charge Per Ton	\$0.00	Facility Name		

Exhibit 1b						
Maximum Service Rates – Commercial and MFD Services						
Container Size	Collection Frequency					
	1X Week	2X Week	3X Week	4X Week	5X Week	6X Week
32 Gallon	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
64 Gallon	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
96 Gallon	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 CY BIN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2 CY BIN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 CY BIN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 CY BIN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6 CY BIN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bin Push Rates (rate multiplied by collection frequency)		0 - 25 feet		\$0.00/month for each 25 feet increment over the first 25 feet		
		No Charge				
Disposal Charge Per Ton		\$0.00		Facility Name		
Organic Waste Processing Charge Per Ton		\$0.00		Facility Name		
Mixed C&D, Inerts, Green Waste, Wood Waste Processing Charge Per Ton		\$0.00		Facility Name		
On-Call Bulky Waste Collection (Loose)			\$0.00	Per cubic yard/occurrence		
On-Call Bulky Waste Collection (Individual Large Items)			\$0.00	Each item/each occurrence		
On-Call Bulky Waste – Large Items Containing Freon			\$0.00	Each item/each occurrence		
Charge for Opening Locked Gate			\$0.00	Per month		
Charge for CONTRACTOR supplied lock			\$0.00	Each lock		
Charge for installing lock bar			\$0.00	Each locking bar		
Charge for special bin delivery			\$0.00	Each special bin		
Charge for extra bin service same day			\$0.00	Each occurrence		
Extra Bin Cleaning			\$0.00	Each occurrence		
Additional Garbage Bin Exchange			\$0.00	Each occurrence		
Additional Bin Garbage Replacement			\$0.00	Each occurrence		
Charge for collecting manure			0.00% of Garbage rate			
Charge for extra day bin service on regular collection day			0.00% of Monthly Rate			
Charge for extra bin service not on regular collection day			0.00% of Monthly Rate			

Exhibit 1c Maximum Service Rates – SFD, MFD and Commercial Debris Box Services					
10 CY Debris Box	\$0.00	Per Pull		10 CY Compactor	\$0.00 Per Pull
15 CY Debris Box	\$0.00	Per pull		15 CY Compactor	\$0.00 Per Pull
20 CY Debris Box	\$0.00	Per pull		20 CY Compactor	\$0.00 Per Pull
30 CY Debris Box	\$0.00	Per pull		30 CY Compactor	\$0.00 Per Pull
40 CY Debris Box	\$0.00	Per pull		40 CY Compactor	\$0.00 Per Pull
Disposal Charge Per Ton		\$0.00	Facility Name		
Organic Waste Processing Charge Per Ton		\$0.00	Facility Name		
Mixed C&D, Inerts, Green Waste, Wood Waste Processing Charge Per Ton		\$0.00	Facility Name		
Demurrage Per Charge (not dumped every 7 days)				\$0.00	Per week
Per hour Stand-by Charge (box not ready to be pulled)				\$0.00	Per hour
Saturday Service				\$0.00	Per Pull
Charge for Opening Locked Gate				\$0.00	Per month
<b>Notes:</b>					
All 10, 20, 30, 40 CY debris boxes and compactors are pull rates only; disposal or processing will be based on actual disposal processing and the Franchise Fee will be 0.00% of the gross receipts per box (including collection, processing or disposal). The total customer rate will be the total cost for the collection, processing or disposal and the Franchise Fee.					

Exhibit 1d Maximum Service Rates – City Services						
Container Size	Collection Frequency					
	1X Week	2X Week	3X Week	4X Week	5X Week	6X Week
32 Gallon	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
64 Gallon	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
96 Gallon	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1 CY BIN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2 CY BIN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 CY BIN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 CY BIN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6 CY BIN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 CY Debris Box	\$0.00	Per Pull		10 CY Compactor	\$0.00	Per Pull
15 CY Debris Box	\$0.00	Per pull		15 CY Compactor	\$0.00	Per Pull
20 CY Debris Box	\$0.00	Per pull		20 CY Compactor	\$0.00	Per Pull
30 CY Debris Box	\$0.00	Per pull		30 CY Compactor	\$0.00	Per Pull
40 CY Debris Box	\$0.00	Per pull		40 CY Compactor	\$0.00	Per Pull
Public Containers Collection (as included in Exhibit 2)		\$0.00/month (\$0.00/ per 12 months) (7 days/week)				
Green Waste Drop-off		\$0.00/ton	Facility Name			
Disposal Charge Per Ton		\$0.00/ton	Facility Name			
Organic Waste Processing Charge Per Ton		\$0.00/ton	Facility Name			
Mixed C&D, Inerts, Green Waste, Wood Waste Processing Charge Per Ton		\$0.00/ton	Facility Name			
Notes:						
All 10, 20, 30, 40 CY debris boxes and compactors are pull rates only; disposal or processing will be based on actual disposal processing and the Franchise Fee will be 0.00% of the gross receipts per box (including collection, processing or disposal). The total customer rate will be the total cost for the collection, processing or disposal and the franchise fee.						

Exhibit 1e Maximum Service Rates – Emergency Service Rates - Employees	
Labor Position	Hourly Rate
As needed	\$0.00

Exhibit 1f Maximum Service Rates -- Emergency Service Rates - Equipment		
Labor Position or Equipment Type	Make & Model	Hourly Rate
Truck and One person	As needed	\$0.00

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Exhibit 2 CITY FACILITIES	
Building / Facility	Estimated Service Level
All City Building and Facilities	
City Public Containers	
City Directed Code Enforcement	
Abandoned Waste	

Exhibit 3 APPROVED FACILITIES

Exhibit 4 APPROVED SUBCONTRACTORS

Exhibit 5 CITY-SPONSORED EVENTS	
<p><b>CONTRACTOR will work with event organizers to promote Zero Waste events.</b></p> <p><b>The list below represents the maximum number of events that may be eligible to receive services in accordance with Article 10.03.2 of this Agreement.</b></p>	
Event/Activity	Estimated Service Level

Exhibit 6 TRANSITION PLAN

Exhibit 7 PUBLIC EDUCATION PLAN

Exhibit 8 DIVERSION PLAN

**Exhibit 9**  
**CUSTOMER SERVICE PLAN**

**Exhibit 10**  
**COLLECTION SERVICE OPERATIONS PLAN**

**Exhibit 11**  
**HHW COLLECTION PLAN**

**Exhibit 12**  
**COMMUNITY INVOLVEMENT PLAN**

**Exhibit 13**  
**SCHOOL RECYCLING PLAN**

**Exhibit 14**  
**COMMUNITY REUSE E-NETWORK PLAN**

**Exhibit 15**  
**LIST OF HARD TO SERVICE AREAS/STREETS**

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<b>Exhibit 16</b> <b>Vehicle Specifications: Select Vehicle Type</b>			
<b>1. Material to be Collected</b>	<input type="checkbox"/> Garbage	<input type="checkbox"/> Recyclables	<input type="checkbox"/> Organic Waste
<b>2. Manufacturer and Model:</b>			
a. Cab and Chassis .....			
b. Body .....			
c. Engine .....			
d. Transmission .....			
<b>3. Cab and Chassis:</b>			
a. Cab Height .....			inches
b. Number of Axles .....			
c. Overall Length With Body Mounted .....			inches
<b>4. Body:</b>			
a. Type of Body .....			
b. Rated Capacity .....			cu. Yd.
c. Practical or Net Capacity .....			cu. Yd.
d. No. of collection Compartments .....			
e. Net Capacity of Each Compartment .....			cu. Yd.
f. Overall Body Length .....			inches
g. Body Height .....			inches
h. Body Width .....			inches
i. Loading Height Above Ground .....	Minimum		inches
.....	Maximum		inches
<b>5. Weight</b>	GVW	lbs.	Tare lbs.
<b>6. Will the vehicles be owned, leased or other?</b> .....			

**Exhibit 16**  
**Vehicle Specifications: Select Vehicle Type**

- |                                  |          |          |
|----------------------------------|----------|----------|
| 7. Fuel type .....               |          |          |
| 8. Fuel usage .....              | highway  | MPG      |
|                                  | on route | MPG      |
| 9. Emissions rating:             |          |          |
| a. CO .....                      |          | g/bhp/hr |
| b. HC (total hydrocarbons) ..... |          | g/bhp/hr |
| c. NOx .....                     |          | g/bhp/hr |
| d. Particulate Matter .....      |          | g/bhp/hr |
| 10. Safety Features .....        |          |          |
| 11. Color.....                   |          |          |

<b>Exhibit 17</b>						
<b>Container Specifications</b>						
Material to be collected ...		Garbage	<input type="checkbox"/>	Black		
		Recyclables	<input type="checkbox"/>	Blue		
		Organic Waste	<input type="checkbox"/>	Green		
		"Kitchen" Food Waste Pail	<input type="checkbox"/>	Color to complement Organic Waste Cart (2.5 gallon capacity)		
Manufacturer .....						
Material of Construction .....						
Recycled Content (percentage) .....						
Container Types & Size		Kitchen Food Waste Pail	Carts			
			20 gal	32 gal	64 gal	96 gal
Durability (in service years)						
<b>Dimensions of Each Cart</b>						
Length .....						
Width .....						
Height .....						
Wheel Size (carts only) .....						
Manufacturer's warranty (10-year minimum for carts) .....						
Labeling .....						

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# Appendix F

## Construction and Demolition Program Case Studies

*City of Los Angeles – C&D Hauler Rebate Program*

*City of San José – Construction and  
Demolition Deposit (CDDD) Program*

*City of San Ramon – Collection, Recycling  
and Disposal of Waste Generated from Construction, Demolition and Renovation  
Projects*

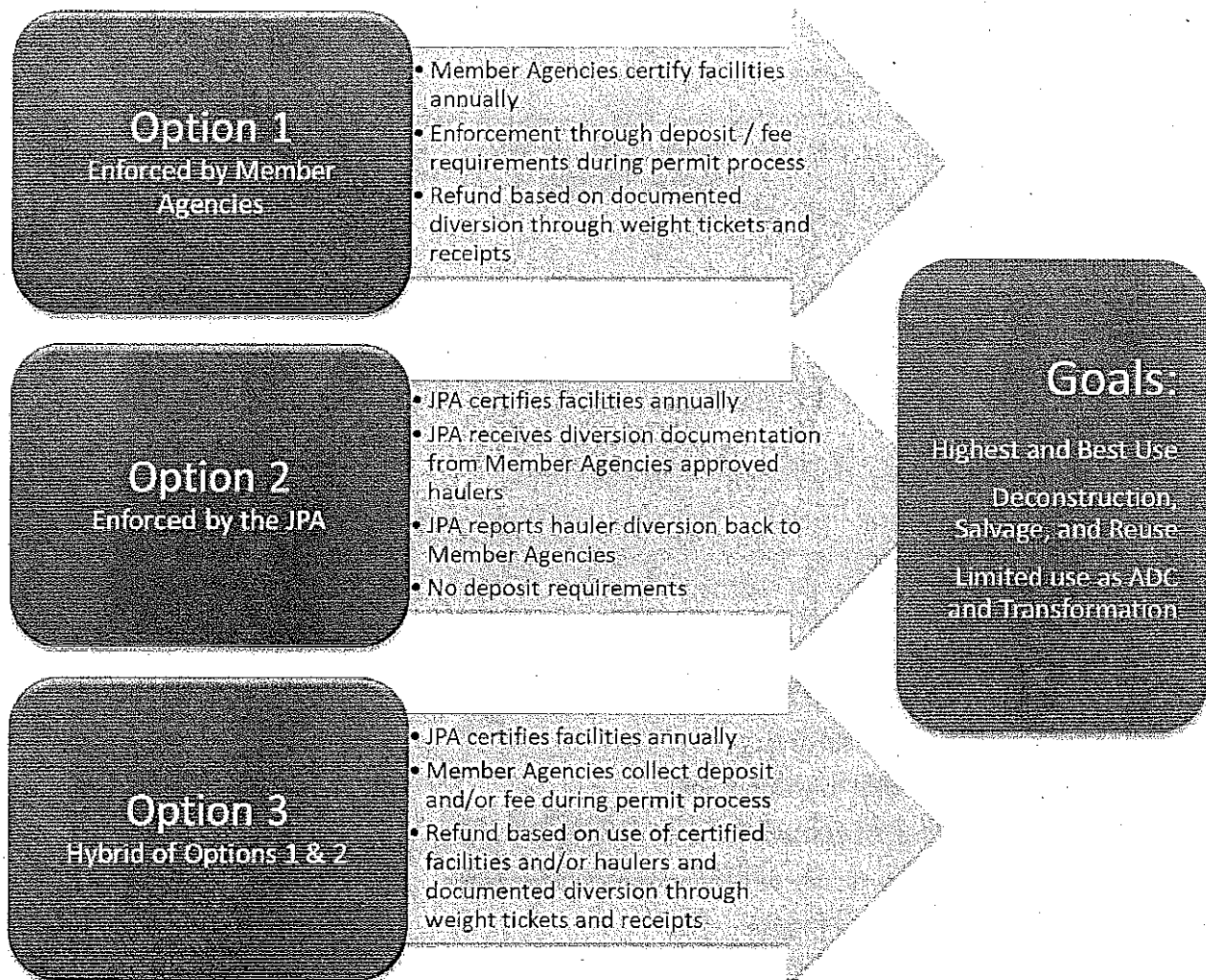


## Construction and Demolition Program Case Studies

### CONSTRUCTION AND DEMOLITION DEBRIS ORDINANCE CASE STUDIES

R3 has prepared case studies for Construction and Demolition programs operated in the cities of Los Angeles, San José, and San Ramon. These programs were selected to show the JPA and Member Agencies the range of options that are currently in place, from deposit requirements and enforcement through rebates or certifications. Figure 1 shows the options the JPA and Member Agencies chose from.

**FIGURE 1**  
**C&D Debris Ordinance Options**



## Construction and Demolition Program Case Studies

### **Case Study: City of Los Angeles – C&D Hauler Rebate Program**

#### Summary

The City of Los Angeles (City) approved a unique financial incentive system on June 6, 2003 that allows haulers to receive a rebate on their AB 939 compliance fee payments if a certified mixed waste processing facilities was used (rebates are not provided for using source separated processing facilities). The participation of the facilities becoming certified and haulers using them is voluntary. Depending on the diversion rate the certified facility achieves, the hauler will get a rebate of the same amount applied to the following quarter's fee amount.

On March 5, 2010, the City Council approved an updated Construction and Demolition Debris Recycling Ordinance that requires all C&D waste generated within City limits be taken to a City certified C&D waste processor. In addition, the C&D rebates will be phased out dropping from \$10 to \$5 per ton during the first year and from year two onward there will no rebates issued for C&D.

#### Permitting Private Waste Haulers

All private waste haulers that haul their own C&D waste are required to be permitted in the City, regardless of their annual tonnage. There is an application process and haulers are given decals for their trucks. In addition, they pay the City an AB 939 compliance fee, which is 10 percent of their gross receipts per quarter.

#### Processor Certification

All haulers, construction and demolition contractors are required to take all mixed C&D debris produced within City limits to City certified mixed construction and demolition debris processing facilities. There are several requirements to become a certified processor as noted below. The type of facilities certified is not restricted; it can include transfer stations if they meet the requirements.

- Submit a Processor Certification Application Form;
- Provide a Quarterly Tonnage Report to the hauler that identifies the total tonnage delivered for processing and the processor's quarterly diversion rate. Mixed C&D and solid waste loads must be reported separately. (This certifies the amount of tonnage the hauler reports as delivered);
- Submit a Quarterly Tonnage Report. This shall confirm the claim by the haulers. Mixed C&D and solid waste loads must be reported separately;
- Conduct daily origin surveys;
- Have certified scales to weigh trucks;
- Cooperate in the periodic audits conducted by BOS; and
- Have weigh tickets on site to support reported tonnages.

#### City Certification Verification Process

Once a facility has submitted the application to the City, the following steps are taken:

- Application is reviewed;
  - Check to make sure the tonnages make sense (e.g., equipment on-site, hours of operation, a year worth of mass balance information, tonnage in and out).



## Construction and Demolition Program Case Studies

- Follow-up questions by phone;
- Site audit (1-5 visits);
  - Observe all incoming, outgoing, and handling process;
  - Take samples of weight tickets and invoices and sometimes take system reports;
  - Take photographs; and
  - Review receipts and invoices from destination facilities (make sure destination facilities are really recycling the materials).
- Cross-check data with Transfer Station and hauler data.

### Diversion Rate

The Certified Processor Program requires an incremental increase in recycling rates over a three year period. Certified Processors will need to maintain the following minimum recycling rates: Year 1 – 50%; Year 2 – 60%; and Year 3 – 70%. City Certified Processors are also required to keep detailed records that include tonnage, hauler name, city of origin, material type and delivery date and time.

The diversion rate is calculated by the following:

$$\frac{\text{Weight of mixed waste taken in at the facility} - \text{Weight of waste taken from facility to the landfill or transfer station}}{\text{Weight of mixed waste taken in at the facility}}$$



## Construction and Demolition Program Case Studies

### **Case Study: City of San José – Construction and Demolition Deposit (CDDD) Program**

#### Summary

The City of San José (City) began a Construction and Demolition Deposit (CDDD) program in 1998 as a means to divert construction and demolition materials (C&D) from landfills in San José through economic incentives. At the time, more than 30 percent of disposed materials in San José landfills were C&D material.

Since 2001, the CDDD program has provided an economic incentive for recycling by requiring contractors to pay a deposit before being issued a building permit. Contractors receive their deposit back if material is reused or taken to one of the 21 City-certified recovery facilities.

An important characteristic of the CDDD program is the emphasis on obtaining the highest and best use of material and phasing out C&D material used as Alternative Daily Cover (ADC). The phase out began in 2001 and concluded in 2004. Consequently, no use of C&D material for ADC is attributed to a certified facility's diversion rating.

#### Facility Certification

To become a CDDD-Certified Facility, the following steps are taken:

- File an application for Certification of a Recovery Facility in the City's CDDD program;
- City will complete evaluation within 90 days of receipt of all required application documents, evaluation includes:
  - Verification of permit application accuracy;
  - Review of materials flow. Must divert 50% or more C&D debris (alternative daily cover (ADC) at landfills does not count towards diversion);
  - On-site observation
  - Quantitative review
- Certification – After the facility has been certified, it will be added to a list of CDDD-Certified Facilities provided to each person requiring a CDDD clearance when applying for a permit.

#### Permit Deposit Process

Prior to any project, a contractor/home owner must obtain a building permit from the City. When a contractor/home owner applies for the appropriate permit, City Staff requires a deposit to be provided by the contractor/home owner based on project type, square footage and estimated C&D waste generation rates. Once the deposit is submitted, contractors/home owners are responsible for diverting 50 percent of materials generated from their project site away from landfills. Qualified compliance options include bringing materials to a CDDD Certified Facility, donating or reusing materials, or some combination of the two.

#### City Refund Requirements

Once a project is completed, the contractor/home owner applies for a refund. Documentation of ultimate destination of the waste materials must be provided in order to qualify for a deposit refund. For contractors taking materials to a CDDD facility, it is critical to acquire receipts with permit numbers on them to present as accurate documentation of material destinations. Applications for refunds are only accepted within 12 months after the permit has been inactive. Once the application is received, weight tickets submitted for the project are compared to the



## Construction and Demolition Program Case Studies

estimates made prior to project commencement. Based on review by City Staff of the application and this supporting documentation, the City chooses to refund the deposit proportionally to degree of compliance (or not at all).

### Diversion Rate

Facilities must meet a minimum diversion standard to continue being certified as follows; 55% in 2010, 60% in 2011, 65% in 2012, and 70% in 2013.



## Construction and Demolition Program Case Studies

### **Case Study: City of San Ramon – Collection, Recycling and Disposal of Waste Generated from Construction, Demolition and Renovation Projects**

#### Summary

The City of San Ramon (City) adopted an ordinance in August 2007 requiring applicants for building, remodeling, and demolition permits to reuse or recycle at least 50 percent of the construction and demolition debris generated by each of their projects.

All permit applicants for covered projects are required to complete a Waste Management Plan (WMP). A covered project is any complete demolition project (removing an entire structure) or project valued at \$100,000 or more.

#### Hauler/Facility/Processor Certification

Recycling Transporters must complete an application and submit an application fee to become certified by the City. Each permit is issued for a 24-month period.

#### Permit Process

There are two ways to comply with the City's C&D Recycling requirements.

Option 1: Select **one** company to haul material from the project.

- a. Select and execute an agreement with **one** permitted commercial recycling transporter, permitted by the City to handle all of the debris from the project,
- b. Complete a detailed WMP designating the hauler selected, and
- c. Instruct designated hauler to fax or email City a confirmation that you have retained them for the project; or

Option 2: Self-manage waste from your project site.

- d. Complete a detailed WMP;
- e. Submit an administrative fee; and
- f. Demonstrate at least 50 percent of the material was recycled through the use of construction / demolition debris recycling facilities that are approved by the City.

#### Diversion Rate

All covered projects are required to reuse or recycle at least 50 percent of the construction and demolition debris generated by each of their projects.





# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:  
George Rodericks

Date: May 26, 2011

Corte Madera:  
David Bracken

To: Executive Committee Members

County of Marin:  
Matthew Hymel

From: Michael Frost  
Executive Director

Fairfax:  
Michael Rock

Re: The Hive Advertising Strategy and Creative Presentation

Larkspur:  
Dan Schwarz

At their January 27, 2011 meeting the JPA Board approved a \$199,700 contract with the Hive Advertising develop and implement a public outreach campaign to encourage community consumption to align with zero waste goals. The Hive has been developing the strategy, a media plan, and creative concepts and has met with staff and the Local Task Force for feedback.

Novato:  
Michael Frank

The Hive Advertising will be presenting recommended elements of the strategy, creative and media presentations to give the Committee an overall view of the development process thus far. The Hive will be requesting your Committee's approval before full execution and development of actual advertisements begins.

Ross:  
Gary Broad

San Anselmo:  
Debbie Stutsman

San Rafael:  
Jim Schutz

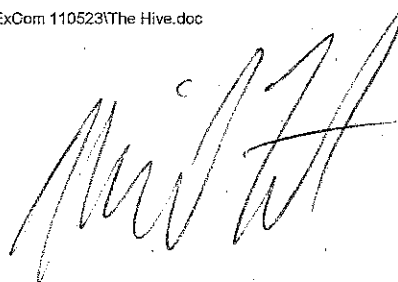
Many elements of the advertising campaign employ social media and direct the target audience to the JPA's website. The FY 11/12 budget includes funding for website redevelopment. For the current year's program an estimated \$20,000 in media buy funding will be allocated to development of a micro site that will include all website functionality that is necessary for the start of the campaign in late August 2011.

Sausalito:  
Adam Politzer

Tiburon:  
Margaret Curran

C: The Hive

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# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:  
George Rodericks

Date: May 26, 2011

Corte Madera:  
David Bracken

To: Executive Committee Members

County of Marin:  
Matthew Hymel

From: Michael Frost  
Executive Director

Fairfax:  
Michael Rock

Re: Local Task Force Position Vacancy/Appointment

Larkspur:  
Dan Schwarz

Judy Schriebman, a special district representative on the Local Task Force (LTF) expressed an interest in resigning from the LTF and recommended having Russ Greenfield assume her position (letter attached). Both Ms. Schriebman and Mr. Greenfield are board members for the Las Gallinas Valley Sanitary District. Additionally, Judy requested that she be named as an alternate to the position to assist in attaining quorum for future LTF Meetings.

Mill Valley:  
Jim McCann

Novato:  
Michael Frank

Following Judy's request letter in February Mr. Greenfield submitted an email to staff (attached) stating his interest in assuming her position. Mr. Greenfield has been attending LTF meetings and has taken an active role in educating himself on the JPA structure and issues being addressed by the Task Force.

Ross:  
Gary Broad

San Anselmo:  
Debbie Stutsman

Additionally, staff would like to note that Tamara Hull, an environmental member of the LTF has just resigned and staff will begin the process to refill her position.

San Rafael:  
Jim Schutz

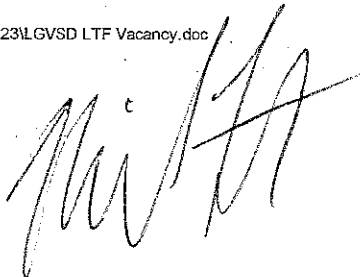
Sausalito:  
Adam Politzer

It is requested that your Committee review the Mr. Greenfield's nomination for the special district position on the LTF, consider adding an alternate to the position for Ms. Schriebman, and make a recommendation for appointment to the full JPA Board.

Tiburon:  
Margaret Curran

Attachments

F:\Waste\JPA\JPA Agenda Items\ExCom 110523\LGVS D LTF Vacancy.doc





**Soulard, Alex**

---

**From:** Judy Schriebman [judy@leapfrogproductions.com]  
**Sent:** Tuesday, February 01, 2011 12:06 AM  
**To:** Frost, Michael  
**Cc:** Soulard, Alex  
**Subject:** JPA

Jan. 31, 2011

Dear Michael Frost, JPA Board Executive Director:

I am sorry to say that I must resign from the JPA LTF on Solid and Hazardous Waste board this year due to an increasing number of other commitments.

I would like the board to respectfully consider Russ Greenfield, also of the LGVSD and therefore a Special District candidate, to take my place. Russ has been following my reports on the activities of the JPA for these past 2 years and is interested in taking over this position from me. I would like to remain as his alternate, if that is possible, for continuity and to make sure we maintain a quorum in the event that Russ is unavailable.

Thank you very much for your consideration,

Judy Schriebman

LGVSD



## Soulard, Alex

---

**From:** Russ Greenfield [rgmxman@gmail.com]  
**Sent:** Monday, January 24, 2011 5:23 PM  
**To:** Soulard, Alex  
**Subject:** JPA Waste management group

Hello Alex,

I do not believe you and I have met. Judy Schriebman has asked me to introduce myself to you in order to find out if I might qualify to become a member of the task force committee dealing with managing waste here in Marin. I was hoping to replace Judy but am finding out I need to be approved by the executive board? Not real sure - maybe you can fill me in so I know what I am volunteering for.

A little background on me:

I am 61 years young  
retired from Ross Valley Sanitary District - where I ended my career there as a construction inspector -\*  
underground pipelines and pump stations - I was the eyes - ears and note taker for the engineering firm -  
normally Nute Engineering - I would also inspect Public Sewer Extensions and lateral repairs - I worked at RVSD  
a total of 34 years -

I, like Judy am serving the community as an elected board member @ the LGVSD -

Judy and I are also part of a newly formed group called Gallinas Watershed Council. Tamara Hull who I expect you know is also a board member of GWC. I suppose because I seem to be the one who created GWC - I got the title of president, although I have no extra authority and believe in creating a team and working as one.

I am also a board member of the Santa Venetia Neighborhood Association -

I am also part of a group trying to bring Santa Venetia a community plan - now that we are mentioned in the recently adopted County Wide Plan

I know of Tania Levy

I also know Eric LUEDER - Eric and I enjoy being members of the Marin County Motorcycle Association together  
I try to maintain an active lifestyle and enjoy playing baseball and riding off road motorcycles - along with being a good grandfather

Judy forwarded a consultant's report that I very quickly went through. It seems one of the issues you are facing is several franchisers having contracts with the haulers that are inconsistent. I can understand why this could create problems. I retired 5 years ago but have been on the LGVSD Board 12 years now. One of the first things I wanted to do that I know would help forward the community is getting standard specifications for all sanitary agencies in Marin for lateral construction. Still today, a contractor working in one area of Marin is given a standard set of specs to guide how to install a new or repaired sewer lateral. As soon as the contractor is outside of the jurisdiction of that agency - the specs change - Many a time a contractor would call in requesting an inspection before burying his work - only to find out that the work will need to be redone - due to not meeting any of a number of different specs. What a waste - Politics seem to be preventing the agencies here in Marin to adopt standard specs. I have been told that they fear it is the first move toward consolidation so they





continue to fight it. Not really sure, but I have not given up my hope to see this changed.

I really have no background with garbage - other than overseeing the franchise for the County portion of LGVSD and service that Marin Sanitary Service provides. I happen to believe we are lucky to have MSS. They have been doing a great job for many years. But this does not mean we can rest now. The goal is zero waste and I support this goal providing it can be done by practical and sensible improvements. I am not an expert on what those improvements need to be. Like GWC, I support a team effort and providing leadership \* which is doing the best we can in an effective manner.

Please let me know what I need to do to apply for this position. Or if what I have stated above is not the sort of person you are looking for.

Thank you

Russ Greenfield  
104 Mabry Way  
San Rafael, CA 94903

415 578 2580



# MARIN COUNTY HAZARDOUS AND SOLID WASTE MANAGEMENT JOINT POWERS AUTHORITY

Belvedere:  
George Rodericks

Date: May 26, 2011

Corte Madera:  
David Bracken

To: Executive Committee Members

County of Marin:  
Matthew Hymel

From: Michael Frost  
Executive Director

Fairfax:  
Michael Rock

Re: 2010 Financial Statements and Auditors Report

Larkspur:  
Dan Schwarz

Attached for your review are the JPA's Financial Statement and Auditor's Report for the year ending June 30, 2010. Also attached is a letter from John Maher's CPA management firm for year ending June 30, 2010. No exceptions are noted in Mr. Maher's Audit and Management letter. The most significant financial issues noted are a negative variance of \$515,113 in the HHWF when comparing actual activity with budget. Mr. Maher also worked with JPA management to separate the zero waste budget and identify a \$293,000 carryover as of June 30, 2010.

Mill Valley:  
Jim McCann

Novato:  
Michael Frank

It is requested that you recommend your Board accept the attached financial statements and auditor's report for the year ending June 30, 2010 at their upcoming meeting.

Ross:  
Gary Broad

Attachments

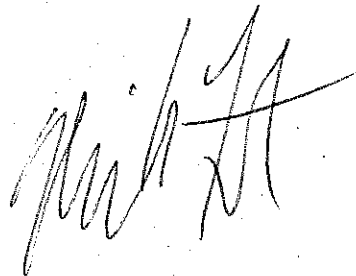
San Anselmo:  
Debbie Stutsman

San Rafael:  
Jim Schutz

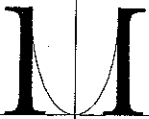
Sausalito:  
Adam Politzer

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Tiburon:  
Margaret Curran







May 9, 2011

To the Board of Directors  
Marin County Hazardous & Solid Waste Management Authority

We have audited the financial statements of the Marin County Hazardous & Solid Waste Management Authority for the year ended June 30, 2010, and have issued our report thereon May 9, 2011. Professional standards require that we provide you with the following information related to our audit.

**Our Responsibility under U.S. Generally Accepted Auditing Standards**

As stated in our engagement letter dated June 10, 2010, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

**Significant Audit Findings**

***Qualitative Aspects of Accounting Practices***

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Marin County Hazardous & Solid Waste Management Authority are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during year. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There are no significant estimates used in preparing the financial statements.

***Difficulties Encountered in Performing the Audit***

We encountered no significant difficulties in dealing with management in performing and completing our audit.



### ***Corrected and Uncorrected Misstatements***

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Because the Authority's general ledger is maintained for each fund according to the modified accrual basis of accounting, we recommended adjustment to allow for the presentation of the government-wide financial statements on the full accrual basis since generally accepted accounting principles require that both presentations be made in the financial statements. The significant adjustments recommended for fiscal 2009-10 were limit to recording a liability to Novato Sanitary as of June 2010 and the related expenditure (\$40,000) and various reclassification between expenditure accounts.

The Authority's accounting system does not routinely track fund balance reserves or designations. We worked with management to identify fund balances at June 30, 2010 that were designated for the Zero-Waste program (\$293,000).

Any other misstatements detected as a result of audit procedures and corrected by management were immaterial, either individually or in the aggregate, to the financial statements taken as a whole.

### ***Disagreements with Management***

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### ***Management Representations***

We have requested certain representations from management that are included in the management representation letter dated May 9, 2011.

### ***Management Consultations with Other Independent Accountants***

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### ***Other Audit Findings or Issues***

We noted that expenditures for legal services, outreach, and contracted services with San Rafael Fire Department exceeded amounts authorized by the budget. Management should closely monitor actual expenditures during the year. In the event that the original budget is insufficient, management should propose appropriate budget amendments for adoption during the course of the year.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's

Board of Directors  
May 9, 2011  
Page 3 of 3

auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

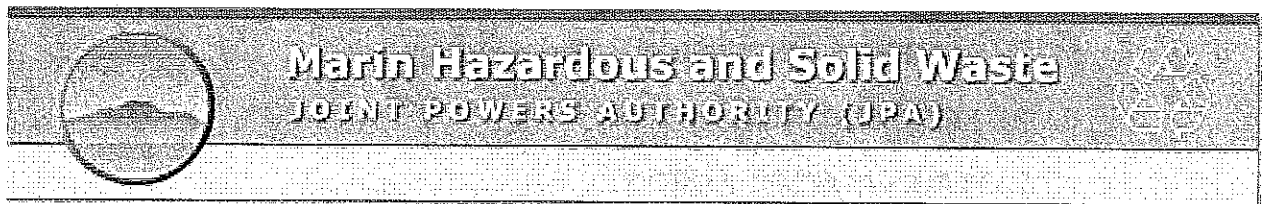
This information is intended solely for the use of Board of Directors and management of Marin County Hazardous & Solid Waste Management Authority and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*Maier Accountancy*



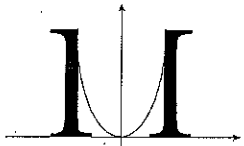




FINANCIAL STATEMENTS AND AUDITORS' REPORT  
YEAR ENDED JUNE 30, 2010

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MAHER ACCOUNTANCY 1101 FIFTH AVENUE • SUITE 200 • SAN RAFAEL, CA 94901

Financial Plumline

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Marin County Hazardous & Solid Waste  
Management Authority

We have audited the accompanying basic financial statements of the Marin County Hazardous & Solid Waste Management Authority as of and for the year ended June 30, 2010, as listed in the table of contents. These financial statements are the responsibility of the management of the Authority. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted the audit in accordance with auditing standards generally accepted in the United States of America and the California State Controller's *Minimum Audit Requirements for California Special Districts*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Marin County Hazardous & Solid Waste Management Authority as of June 30, 2010, and the results of its operations for the year then ended, in conformity with accounting principles generally accepted in the United States of America as well as accounting systems prescribed by the State Controller's Office and state regulations governing special districts.

The management's discussion and analysis on pages 2 through 5 and required supplemental information on pages 16 and 17 are not a required part of the basic financial statements, but are supplementary information required by accounting principles generally accepted in the United States of America. We applied limited procedures, consisting principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. We did not audit the information and express no opinion on it.

*Maher Accountancy*

May 9, 2011

TEL 415.459.1249  
FAX 415.459.5406  
WEB [www.mahercpa.com](http://www.mahercpa.com)



**Marin County Hazardous & Solid Waste  
Management Authority**  
P.O. Box 4186  
San Rafael, CA 94913

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

The Management's Discussion and Analysis provides an overview of the Marin County Hazardous & Solid Waste Management Authority (Authority) financial activities for the fiscal year ended June 30, 2010. Please read it along with the Authority's financial statements, which begin on page 6.

**FINANCIAL HIGHLIGHTS**

The Authority's net assets are \$144,185, a decrease of \$335,585 over the prior year. Total revenues increased by \$309,185 and total expenses increased by \$384,629.

Budgetary comparison schedules are found starting on page 16. Those schedules indicate we had positive variance of \$169,483 in Countywide Waste Management and a negative variance of \$515,113 in Household Hazardous Waste Management when comparing actual activity with budgeted.

**USING THIS ANNUAL REPORT**

This annual report consists of financial statements for the Authority as a whole. The statement of net assets and the statement of activities provide information about the activities of the Authority as a whole and present a long-term view of the Authority's finances. The fund financial statements present a short-term view of the Authority's activities (they include only current assets expected to be collected in the very near future and liabilities expected to be paid in the very near future). Presently, the Authority does not have any differences between the basic financial statements (statement of net assets and statement of activities) and the fund financial statements (balance sheet and statement of revenues, expenditures and changes in fund balance).

**THE AUTHORITY AS A WHOLE**

One important question asked about the Authority's finances is, "Is the Authority better or worse off as a result of the year's activities?" The information in the government-wide financial statements helps answer this question. These statements include *all* assets and liabilities using the *accrual basis of accounting*, which is similar to the basis of accounting used by most private-sector companies.

The change in *net assets* (the difference between total assets and total liabilities) over time is one indicator of whether the Authority's financial health is improving or deteriorating. However, one must consider other nonfinancial factors in making an assessment of the Authority's health, such as changes in the economy and changes in the Authority's boundaries, etc. to assess the *overall* health of the Authority.

**MARIN COUNTY HAZARDOUS & SOLID WASTE  
MANAGEMENT AUTHORITY**

Changes in the Authority's net assets were as follows:

	<u>2010</u>	<u>2009</u>	<u>Increase (decrease)</u>
Total assets	\$ 437,958	\$ 711,002	\$ (273,044)
Total liabilities	<u>293,773</u>	<u>231,232</u>	<u>62,541</u>
Net assets:			
Restricted	(189,233)	278,373	(467,606)
Unrestricted	<u>333,418</u>	<u>201,397</u>	<u>132,021</u>
Total net assets	<u>\$ 144,185</u>	<u>\$ 479,770</u>	<u>\$ (335,585)</u>

The Authority's total assets decreased as a result of a reduction in cash due to expenses exceeding revenues. Liabilities at year-end increased because a Novato Sanitary invoice for hazardous waste disposal services was paid after year-end.

Changes in the Authority's revenues were as follows:

	<u>2010</u>	<u>2009</u>	<u>Increase (decrease)</u>
General revenues:			
Investment earnings	\$ 2,381	\$ 3,775	\$ (1,394)
Program revenues:			
Solid waste management fees	1,708,493	1,678,773	29,720
Grant revenue	300,000	7,000	293,000
Miscellaneous	1,325	1,875	(550)
Investment earnings	<u>1,818</u>	<u>13,409</u>	<u>(11,591)</u>
Total program revenue	<u>2,011,636</u>	<u>1,701,057</u>	<u>310,579</u>
Total revenues	<u>\$ 2,014,017</u>	<u>\$ 1,704,832</u>	<u>\$ 309,185</u>

Revenue increased as a result of a \$300,000 grant from the California Integrated Waste Management Board.

**MARIN COUNTY HAZARDOUS & SOLID WASTE  
MANAGEMENT AUTHORITY**

Changes in the Authority's expenses and net assets were as follows:

	<u>2010</u>	<u>2009</u>	<u>Increase (decrease)</u>
Contract staff and support	\$ 357,413	\$ 347,003	\$ 10,410
Services and supplies	1,992,189	1,617,970	374,219
Total expenses	2,349,602	1,964,973	384,629
Less program revenues	2,011,636	1,701,057	310,579
Net revenue (expenses)	(337,966)	(263,916)	(74,050)
General revenues	2,381	3,775	(1,394)
Change in net assets	<u>\$ (335,585)</u>	<u>\$ (260,141)</u>	<u>\$ (75,444)</u>

Expenses increased as a result of our higher contracted fixed fee arrangement with the County and the implementation costs associated with the California Integrated Waste Management Board grant.

**FUND FINANCIAL STATEMENTS**

The fund financial statements provide detailed information about the Authority's funds - the general fund and special revenue fund.

The fund financial statements provide a short-term view of the Authority's operations. They are reported using an accounting basis called *modified accrual* which measures amounts using only cash and other short-term assets and liabilities (receivables and payables) that will soon be converted to cash or will soon be paid with cash.

**CAPITAL ASSET AND DEBT ADMINISTRATION**

The Authority does not own any capital assets nor does it have any debt. The Authority shares office space with the Marin County Public Works Department.

**MARIN COUNTY HAZARDOUS & SOLID WASTE  
MANAGEMENT AUTHORITY**

**THE FUTURE OF THE AUTHORITY**

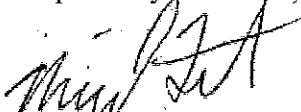
With a growing awareness of our society's environmental impacts, the public has shown an increasing interest in recycling, reuse, waste reduction and hazardous materials programs. The incremental increase in products that are legislatively banned from landfill disposal and public requests for expansion of green programs demonstrates the growing demand for a greater scope of environmental services in the future. The JPA's goal of 80 percent diversion by 2012 and Zero Waste by 2025 will require substantial coordination and uniformity of solid waste services, outreach programs, infrastructure, and regulation in the future.

**REQUESTS FOR INFORMATION**

This financial report is designed to provide our citizens, taxpayers and creditors with a general overview of the Authority's finances and to demonstrate the Authority's accountability for the funds under its stewardship.

Please address any questions about this report or requests for additional financial information to the address on our letterhead.

Respectfully submitted,

  
Michael Frost, Manager

**MARIN COUNTY HAZARDOUS & SOLID WASTE  
MANAGEMENT AUTHORITY**

**STATEMENT OF NET ASSETS  
AS OF JUNE 30, 2010**

**ASSETS**

Cash	<u>\$ 437,958</u>
------	-------------------

**LIABILITIES**

Accounts payable and accrued expenses	<u>293,773</u>
---------------------------------------	----------------

**NET ASSETS**

Restricted for household hazardous waste disposal	(189,233)
--	-----------

Unrestricted	<u>333,418</u>
--------------	----------------

Total net assets	<u><u>\$ 144,185</u></u>
------------------	--------------------------

The accompanying notes are an integral part of these financial statements.

6



**MARIN COUNTY HAZARDOUS & SOLID WASTE  
MANAGEMENT AUTHORITY**

**STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2010**

	Countywide Waste Management (General Fund)	Hazardous Waste (Special Revenue Fund)	Total
<b>EXPENSES:</b>			
Contract staff and support	\$ 321,672	\$ 35,741	\$ 357,413
Services and supplies	122,940	1,869,249	1,992,189
Total expenditures/expenses	<u>444,612</u>	<u>1,904,990</u>	<u>2,349,602</u>
<b>PROGRAM REVENUES:</b>			
Waste management fees	572,927	1,135,566	1,708,493
Operating grant - State of California	-	300,000	300,000
Miscellaneous income	1,325	-	1,325
Investment earnings	<u>          </u>	<u>1,818</u>	<u>1,818</u>
Total program revenue	<u>574,252</u>	<u>1,437,384</u>	<u>2,011,636</u>
Net program revenue (expense)	<u>\$ 129,640</u>	<u>\$ (467,606)</u>	<u>(337,966)</u>
<b>GENERAL REVENUES:</b>			
Investment earnings			<u>2,381</u>
Excess (deficiency) of revenues over expenses			(335,585)
<b>NET ASSETS:</b>			
Net Assets at June 30, 2009			<u>479,770</u>
Net Assets at June 30, 2010			<u>\$ 144,185</u>

The accompanying notes are an integral part of these financial statements.

**MARIN COUNTY HAZARDOUS & SOLID WASTE  
MANAGEMENT AUTHORITY**

**BALANCE SHEET  
YEAR ENDED JUNE 30, 2010**

	Countywide Waste Management (General Fund)	Household Hazardous Waste (Special Revenue Fund)	Total
<b>ASSETS</b>			
Cash	\$ 349,625	\$ 88,333	\$ 437,958
Due from other funds		12,258	12,258
Total assets	<u>\$ 349,625</u>	<u>\$ 100,591</u>	<u>\$ 450,216</u>
<b>LIABILITIES</b>			
Accounts payable and accrued expenses	\$ 3,949	\$ 289,824	\$ 293,773
Due to other funds	12,258		12,258
Total liabilities	16,207	289,824	306,031
<b>FUND BALANCES</b>			
Fund balances:			
Reserved for household hazardous waste disposal		(189,233)	(189,233)
Unreserved:			
Designated for Zero Waste program	293,431		293,431
Undesignated	39,987		39,987
Total fund balance	<u>333,418</u>	<u>(189,233)</u>	<u>144,185</u>
Total liabilities and fund balances	<u>\$ 349,625</u>	<u>\$ 100,591</u>	<u>\$ 450,216</u>

The accompanying notes are an integral part of these financial statements.

**MARIN COUNTY HAZARDOUS & SOLID WASTE  
MANAGEMENT AUTHORITY**

**STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES  
YEAR ENDED JUNE 30, 2010**

	Countywide Waste Management (General Fund)	Hazardous Waste (Special Revenue Fund)	Total
<b>REVENUES:</b>			
Solid waste management fees	\$ 572,927	\$ 1,135,566	\$ 1,708,493
Operating grant - State of California	-	300,000	300,000
Miscellaneous income	1,325		1,325
Investment earnings	2,381	1,818	4,199
	<hr/>	<hr/>	<hr/>
Total revenues	576,633	1,437,384	2,014,017
<b>EXPENDITURES:</b>			
Contract staff and support	321,672	35,741	357,413
Services and supplies:			
Legal	6,705	6,387	13,092
Accounting and audit fees	8,250		8,250
Insurance	16,223		16,223
Rent	15,904		15,904
Mileage and routine travel	93		93
Outreach	46,498		46,498
Contract services	22,772	1,862,862	1,885,634
Document reproduction	1,139		1,139
County financial service	5,356		5,356
Total services and supplies	<hr/>	<hr/>	<hr/>
Total expenditures	122,940	1,869,249	1,992,189
	<hr/>	<hr/>	<hr/>
	444,612	1,904,990	2,349,602
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>			
	132,021	(467,606)	(335,585)
<b>Fund balance at June 30, 2009</b>	<hr/>	<hr/>	<hr/>
	201,397	278,373	479,770
<b>Fund balance at June 30, 2010</b>	<hr/>	<hr/>	<hr/>
	\$ 333,418	\$ (189,233)	\$ 144,185

The accompanying notes are an integral part of these financial statements.

**MARIN COUNTY HAZARDOUS & SOLID WASTE  
MANAGEMENT AUTHORITY**

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2010**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**REPORTING ENTITY**

The Marin County Hazardous & Solid Waste Management Authority was formed under a joint powers agreement between the County of Marin and eleven cities and towns within Marin County. The purpose of Authority is to administer and enforce hazardous waste and solid waste management plans, as mandated by State Law.

The governing board of the Authority consists of one appointed official from each of the member agencies. The Authority has contracted with Marin County Department of Public Works for administrative services and the City of San Rafael for Hazardous Waste management services.

**INTRODUCTION**

The Authority's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations.). Governments are also required to follow the pronouncements of the Financial Accounting Standards Board (FASB) issued through November 30, 1989 (when applicable) that do not conflict with or contradict GASB pronouncements.

**BASIC FINANCIAL STATEMENTS**

**GOVERNMENT-WIDE STATEMENTS**

The Authority's basic financial statements include both government-wide (reporting the Authority as a whole) and fund financial statements (reporting the Authority's major funds).

In the government-wide Statement of Net Assets, the Authority's activities are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Authority's net assets are reported in two parts: (1) invested in capital assets, net of related debt, and (2) unrestricted net assets. Since the Authority does not own any capital assets and there is no debt, only unrestricted assets are shown.

**MARIN COUNTY HAZARDOUS & SOLID WASTE  
MANAGEMENT AUTHORITY**

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2010**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**BASIC FINANCIAL STATEMENTS**

**GOVERNMENT-WIDE STATEMENTS (Continued)**

The government-wide Statement of Activities reports both the gross and net cost of the Authority's function. The function is supported by general government revenues. The Statement of Activities reduces gross expenses by related program revenues.

The net costs (by function) are normally covered by general revenues.

The government-wide focus is more on the sustainability of the Authority as an entity and the change in the Authority's net assets resulting from the current year's activities.

**FUND FINANCIAL STATEMENTS**

The financial transactions of the Authority are reported in individual funds in the fund balancing accounts that comprise its assets, liabilities, reserves, fund equity, revenues and expenditures.

The Authority uses the following fund type:

**Governmental fund:**

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial positions (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the Authority:

**General fund** accounts for the Authority's general operations.

**Special revenue fund** accounts for hazardous waste disposal for households through a contract with the City of San Rafael Fire Department and Novato Sanitary District.

**BASIS OF ACCOUNTING**

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurement made regardless of the measurement focus applied.

**MARIN COUNTY HAZARDOUS & SOLID WASTE  
MANAGEMENT AUTHORITY**

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2010**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**ACCRUAL:**

The governmental activities in the governmental-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

**MODIFIED ACCRUAL:**

The government fund financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year-end. Expenditures are generally recognized when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

There were no differences between the two bases of accounting for the year ended June 30, 2010.

**FINANCIAL STATEMENT AMOUNTS**

**CASH AND CASH EQUIVALENTS:**

The Authority has defined cash and cash equivalents to include cash on hand, demand deposits, and short-term investments with fiscal agent (County of Marin).

**Equipment and infrastructure**

It is the Authority's policy to record purchases of items of furniture and equipment costing \$1,000 or less as office supplies. Items in excess of \$1,000 are classified as capital outlay or capitalized. As of June 30, 2010, no equipment purchases have met the capitalization criteria.

**BUDGET**

Both the original budget and the final budget (if changes were adopted) are included in these financial statements as approved by the Board of Directors. The budgetary basis is the modified accrual basis of accounting.

**MARIN COUNTY HAZARDOUS & SOLID WASTE  
MANAGEMENT AUTHORITY**

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2010**

**2. CASH**

The Authority maintains all of its cash in the County of Marin pooled investment fund for the purpose of increasing interest earnings through pooled investment activities. Interest earned on the investment pool is allocated quarterly to the participating funds using the daily cash balance of each fund. This pool, which is available for use by all funds, is displayed in the financial statements as "Cash."

The County Pool includes both voluntary and involuntary participation from external entities. The State of California statutes require certain special districts and other governmental entities to maintain their cash surplus with the County Treasurer.

The County's investment pool is not registered with the Securities and Exchange Commission as an investment company. Investments made by the Treasurer are regulated by the California Government Code and by the County's investment policy. The objectives of the policy are in order of priority, safety, liquidity, yield, and public trust. The County has established a treasury oversight committee to monitor and review the management of public funds maintained in the investment pool in accordance with Article 6 Section 27131 of the California Government Code. The oversight committee and the Board of Supervisors review and approve the investment policy annually. The County Treasurer prepares and submits a comprehensive investment report to the members of the oversight committee and the investment pool participants every month. The report covers the types of investments in the pool, maturity dates, par value, actual costs and fair value.

**INTEREST RATE RISK**

In accordance with its investment policy, the County manages its exposure to declines in fair values by limiting the weighted average maturity of its investment pool to 540 days, or 1.5 years. At June 30, 2010, the latest available information, the County's investment pool had a weighted average maturity of 281 days.

For purposes of computing weighted average maturity, the maturity date of variable rate notes is the length of time until the next reset date rather than the stated maturity date.

**CREDIT RISK**

State law and the County's Investment Policy limits investments in commercial paper, corporate bonds, and medium term notes to the rating of "A" or higher as provided by Moody's Investors Service or Standard & Poor's Corporation. The County's Investment Policy limits investments purchased by Financial Institution Investment Accounts, a type of mutual fund, to United States Treasury and Agency obligations with a credit quality rating of "AAA."

**MARIN COUNTY HAZARDOUS & SOLID WASTE  
MANAGEMENT AUTHORITY**

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2010**

**2. CASH (continued)**

**CONCENTRATION OF CREDIT RISK**

The following is a summary of the concentration of credit risk by investment type as a percentage of each pool's fair value at June 30, 2010.

<b>Investments in Investment Pool</b>	<b>Percent of Portfolio</b>
Federal agency - discount	64%
Federal agency - coupon	33%
Money market funds	3%
	<u>100%</u>

**CUSTODIAL CREDIT RISK**

For investments and deposits held with safekeeping agents, custodial credit risk is the risk that, in the event of the failure of the counterparty, the County will not be able to recover the value of its investments or deposits that are in the possession of an outside party. At year end, the County's investment pool had no securities exposed to custodial credit risk.

**LOCAL AGENCY INVESTMENT FUND**

The County Treasurer's Pool maintains an investment in the State of California Local Agency Investment Fund (LAIF), managed by the State Treasurer. This fund is not registered with the Securities and Exchange Commission as an investment company, but is required to invest according to California State Code. Participants in the pool include voluntary and involuntary participants, such as special districts and school districts for which there are legal provisions regarding their investments. The Local Investment Advisor Board (Board) has oversight responsibility for LAIF. The Board consists of five members as designated by State statute.



**MARIN COUNTY HAZARDOUS & SOLID WASTE  
MANAGEMENT AUTHORITY**

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2010**

**3. RISK MANAGEMENT**

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; and errors and omissions. During the year, the Authority purchased liability insurance with limits of \$2,000,000 and a deductible of \$1,000.

**4. RELATED PARTY TRANSACTIONS**

The County of Marin is a member of the Authority. The County Public Works Department provided staffing for the Authority for a fee of 357,413 for the year. Additionally, the Authority paid the County of Marin \$15,904 for rent and \$5,356 for indirect overhead.

The Authority incurred expenditures of \$1,522,507 under a contract with the City of San Rafael (a member government) to operate its household waste program. As of June 30, 2010, accrued expenses to the City of San Rafael amounted to \$249,469. The Authority has budgeted \$1,105,105 for these services for the 2010-11 fiscal year.

**MARIN COUNTY HAZARDOUS & SOLID WASTE  
MANAGEMENT AUTHORITY**

**BUDGET COMPARISON SCHEDULE  
COUNTYWIDE WASTE MANAGEMENT PROGRAM  
GENERAL FUND (CWM)  
YEAR ENDED JUNE 30, 2010**

	Original and Final Budget	Actual	Variance Positive (Negative)
<b>REVENUES:</b>			
Waste management fees	\$ 572,927	\$ 572,927	\$ -
Miscellaneous income		1,325	1,325
Investment earnings	1,592	2,381	789
Total revenues	574,519	576,633	2,114
<b>EXPENDITURES:</b>			
Contract staff and support	321,672	321,672	-
Services and supplies:			
Legal	4,000	6,705	(2,705)
Accounting and audit fees	8,500	8,250	250
Insurance	17,455	16,223	1,232
Equipment repairs & maintenance	1,000	-	1,000
Rent	15,904	15,904	-
Training	1,500	-	1,500
Mileage and routine travel	600	93	507
Outreach	30,000	46,498	(16,498)
Zero waste development	200,000	22,772	177,228
Computer supplies	1,000	-	1,000
Office supplies	2,500	-	2,500
Document reproduction	2,000	1,139	861
County financial service	5,850	5,356	494
Total services and supplies	290,309	122,940	167,369
Total expenditures	611,981	444,612	167,369
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>\$ (37,462)</u>	132,021	<u>\$ 169,483</u>
<b>Fund balance as of June 30, 2009</b>		<u>201,397</u>	
<b>Fund balance as of June 30, 2010</b>		<u>\$ 333,418</u>	

**MARIN COUNTY HAZARDOUS & SOLID WASTE  
MANAGEMENT AUTHORITY**

**BUDGET COMPARISON SCHEDULE  
HOUSEHOLD HAZARDOUS WASTE PROGRAM (NNO)  
SPECIAL REVENUE FUND  
YEAR ENDED JUNE 30, 2010**

	Original and Final Budget	Actual	Variance Positive (Negative)
<b>REVENUES:</b>			
Solid waste management fees	\$ 1,135,567	1,135,566	\$ (1)
State aid	300,000	300,000	-
Investment earnings	9,052	1,818	(7,234)
Total revenues	1,444,619	1,437,384	(7,235)
<b>EXPENDITURES:</b>			
Contract services and support	35,741	35,741	-
Contract services	1,361,371	1,869,249	(507,878)
Total expenditures	1,397,112	1,904,990	(507,878)
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>\$ 47,507</u>	(467,606)	<u>\$ (515,113)</u>
<b>Fund balance June 30, 2009</b>		278,373	
<b>Fund balance June 30, 2010</b>		<u>\$ (189,233)</u>	

