

**CITY OF PEORIA, ARIZONA  
COUNCIL COMMUNICATIONS**

CC: 12R  
Amend No. \_\_\_\_\_

Date Prepared: April 3, 2008

Council Meeting Date: April 15, 2008

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**TO:** Terrence L. Ellis, City Manager  
**FROM:** William Mattingly, Public Works Director *WJM*  
**SUBJECT:** Arizona Department of Environmental Quality Multi-housing Recycling Grant

**RECOMMENDATION:**

The Mayor and Council authorize the City Manager to accept a Waste Reduction Assistance Grant from Arizona Department of Environmental Quality totaling \$61,728, to assist in the implementation of the Peoria Multi-housing Recycling Collection Program, and authorize a budget transfer from the General Fund Contingency (1000-0300-570000) in the amount of \$61,728 to the Arizona Department of Environmental Quality Recycling Grants Fund Sanitation System Supplies/Equipment account (7820-7895-533503).

**BACKGROUND:**

The City of Peoria has been awarded a Waste Reduction Assistance Grant from the Arizona Department of Environmental Quality to assist in the implementation of the Multi-housing Recycling Collection Program. The grant amount of \$61,728 will go towards the purchase of recycling barrels and apartment recycling totes. The City of Peoria is one of the few cities that have successfully implemented a multi-housing recycling program. The recycling collection program has been introduced to multi-housing management companies and residents. City staff is receiving a positive response to the program.

**SUMMARY:**

Staff recommends Mayor and Council authorize the City Manager to accept the Waste Reduction Assistance Grant and authorize a budget transfer from General Fund Contingency (1000-0300-570000) to Arizona Department of Environmental Quality Recycling Grants Fund Sanitation System Supplies/ Equipment account (7820-7895-533503).

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**CITY CLERK USE ONLY:**

- Consent Agenda
- Carry Over to Date: \_\_\_\_\_
- Approved
- Unfinished Business (Date heard previous: \_\_\_\_\_)
- New Business
- Public Hearing: No Action Taken

ORD. # \_\_\_\_\_ RES. # \_\_\_\_\_  
LCON# 12408 LIC. # \_\_\_\_\_  
Action Date: \_\_\_\_\_



ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

Recycling Program Grant Agreement

Contract No.: EV08-0001AH

Effective Date: Upon execution

Termination Date: June 30, 2008

CONTRACTOR

City of Peoria
8850 N. 79th Ave.
Peoria, AZ 85345

CONTRACT ADMINISTRATOR

Arizona Department of Environmental Quality
1110 W. Washington Street-
Phoenix, AZ 85007

THIS GRANT AGREEMENT, is established between the STATE OF ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY [hereinafter sometimes referred to as the "Department" or "ADEQ"], located at 1110 W. Washington Street, Phoenix Arizona 85007, established and authorized to contract pursuant to A.R.S. 41-2701 et. seq. and A.R.S. 49-104 and the City of Peoria [hereinafter sometimes referred to as the "Grantee"].

This Grant Agreement incorporates the following documents: the ADEQ Recycling Program Request for Grant Applications, the Recycling Program Grant Manual, the grant application as submitted by the applicant including any written clarifications, the Recycling Program Grant Agreement Terms and Conditions contained herein, and any modifications approved in accordance herewith, shall constitute the entire Grant Agreement between the parties and supersede all other understandings, oral or written.

Waste Reduction Assistance
Grant award: \$ 61,728.00
Project title: Peoria Multi-Family Recycling Program

IN WITNESS WHEREOF, the parties hereto agree to carry out the terms of this Grant Agreement.

GRANTEE

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

Signature

Signature

William Mattingly

Amanda E. Stone

Printed Name

Printed Name

Public Works Director

Director, Waste Programs Division

Title

Title

07-09-2007

Date

The above referenced Contract is hereby executed this 11th Day of July, 2007

L 12408



Janet Napolitano  
Governor

# ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

1110 West Washington Street • Phoenix, Arizona 85007  
(602) 771-2300 • www.azdeq.gov



Stephen A. Owens  
Director

RBU07-035  
June 8, 2007

William Mattingly  
City of Peoria  
8401 W. Monroe  
Peoria, AZ 85345

Re: Grant Application for Project Titled "Peoria Multi-Family Recycling Program"  
Fiscal Year 2008 WRA (Waste Reduction Assistance) Funding  
Contract No. EVO8-0001AH

Dear William Mattingly:

Congratulations, the City of Peoria has been chosen to receive a grant award in the amount of \$61,728.00 for its project titled "Peoria Multi-Family Recycling Program." Enclosed please find two copies of the Grant Agreement. Please sign both copies and return the originals to me. Upon signature by ADEQ, you will receive a signed original for your file.

It is important that you do not begin any work for which you plan to seek reimbursement under this grant until you have submitted your Certificate of Insurance, signed Task and Payment schedule, and have received a Notice to Proceed letter from me. Please submit a copy of your Certificate of Insurance no later than 10 days from the date of this letter. You may fax your Certificate of Insurance to Annette Tripke, at (602) 771-2383.

Thank you for your time and participation in this program. Your grants coordinator will be contacting you soon to discuss your Task and Payment schedule and to set up a meeting with you. You may contact her directly, Annette Tripke, WRA Grants Coordinator, at 602-771-4134 if you have any questions.

Sincerely,

Juli Boles  
Recycling & Brownfields Manager

cc: Diane Gray, ADEQ Procurement

L CON 12408

Northern Regional Office  
1801 W. Route 66 • Suite 117 • Flagstaff, AZ 86001  
(928) 779-0313

Southern Regional Office  
400 West Congress Street • Suite 433 • Tucson, AZ 85701  
(520) 628-6733

ATTACHMENT 1

**Grant Application Form**

Please circle the program for which you are applying: WRA - WRITE - RR&D

**Arizona Department of Environmental Quality  
Recycling Program Grant Application Form**

**Project Title** - Please limit the length of the title to one line.

Peoria Multi-Family Recycling Program

**Project Description** - The project description should identify the type of project and the name of the specific program. The City of Peoria will implement an automated city-wide recycling program for Peoria multi-family dwellings. The Multi-Family Recycling Program will consist of the deliverance of 300-gallon recycling barrels to multi-family dwellings and collecting co-mingled recyclables.

**Authorizing Agency** - Enter the name of the organization who is applying for the grant.

Name: City of Peoria  
Address: 8850 N. 79<sup>th</sup> Avenue  
City: Peoria  
State: Arizona  
Zip Code: 85345

**Authorized Agency Contact** - Enter the name of the person who will be accepting responsibility for the terms and conditions of the Grant Agreement. This person must sign the signature page.

Name: William Mattingly  
Address: 8401 W. Monroe  
City: Peoria  
State: Arizona  
Zip Code: 85345

**Project Manager** - Enter the name, title and contact information of the individual who will have the day-to-day knowledge of the project and should be contacted if clarification is required:

Name: Jesse R. Duarte  
Address: 8850 N. 79<sup>th</sup> Avenue  
City: Peoria  
State: Arizona  
Zip Code: 85345

Title: Solid Waste Manager  
Phone: 623-773-7415  
Fax: 623-773-7810  
E-mail: Jesse.Duarte@peoriaaz.gov

Organization type, check one:  Private enterprise  Political subdivision  Tribal Government  Non-profit Organization

If Private Enterprise, check all that apply:  Small  Large  Woman-owned  Minority-owned

If Minority Owned, check one of the following:

African American  Asian  Hispanic  Native American  Other

**Project Costs:**

1. Funds Requested:	\$ 61,728.00
2. Matching Funds:	\$ 62,297.00
3. Total Project Cost (Total lines 1 and 2):	\$124,025.00

Are you or your organization currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity?  Yes  No

The undersigned hereby offers and agrees to perform in compliance with all terms, conditions, specifications and scope in this grant application. Signature certifies understanding and compliance with the application attached hereto. ADEQ may approve the grant application with modifications to scope, methodology, schedule, final projects and/or budget.

Authorized Signature *Terrence Ellis* Print Name Terrence Ellis  
Date 2/28/07 Company/Agency City of Peoria Title City Manager

The Grant Application Form must be signed by the individual legally authorized to act on behalf of the applicant in conducting all official business relating to the project. Signing this form and submitting a grant application package, certifies that the applicant has authority to enter into the Agreement, accept funding, and fulfill the terms of the proposed project if approved. Applicant is required to read the Arizona Department of Environmental Quality Recycling Program Grant Agreement Terms and Conditions and be legally authorized to enter into an agreement with ADEQ.

L CON 12408



### Goal of Project

The City of Peoria will implement an automated city-wide recycling program for Peoria multi-family dwellings. In accordance with City Ordinance, Peoria must provide refuse collection to all multi-family dwellings, such as apartment complexes, condominiums, town homes and mobile home parks; currently there is no recycling program directly available to multi-family dwellings. The goal is to introduce a recycling program to 88 multi-family dwellings by delivering 300 gallon recycling barrels. Currently the multi-family dwellings generate 9,587 tons of refuse each year. It is our goal to divert 12% of this waste from the landfill, the first full year of the program it is estimated that 1,150 tons will be diverted through recycling.

### Solid Waste Education Impact and Community Need

Peoria is preparing with the implementation of a curbside recycling program for single home dwellings. Multi-family dwellings are an area that continues to grow and Peoria will include multi-home dwellings to our recycling efforts. Currently, residents must drive to a drop off location to drop off their recyclables; this creates an inconvenience to residents and allows for a high percentage of contamination of recyclables. Peoria's recycling program includes the delivery of 300 gallon recycling barrels to all multi-family dwellings. The recyclables will be collected with an automated side loader thus providing residents with the convenience of a recycling program within their own community. Peoria residents have requested a more effective and convenient recycling program. With this new program residents will be contributing to the life extension of our landfills.

Through the Multi-Family Recycling Program each complex will receive the appropriate number of 300 gallon recycling barrels. Acceptable materials in Peoria's multi-family program will include; paper, steel/metal and aluminum cans, cardboard products, HDPE and PETE plastic products and glass.

### Partnerships and Organization Background

**Jesse R. Duarte**  
Solid Waste Manager  
623-773-7415

Mr. Duarte will be the key staff in the development and implementation of the curbside recycling program. Past experience in this area was obtained from direct involvement in the development and maintenance of a curbside recycling program with the City of Tucson and with the City of Mesa. Mr. Duarte has spent twenty-one years of his professional career within the Solid Waste Industry. He is an active member and officer of SWANA (Solid Waste Association of North America) and APWA (American Public Works Association). Within the City of Peoria Mr. Duarte has been able to reorganize the operations and collection of refuse collection, he has implemented new programs such as; a Christmas Tree Curbside Recycling Program and enhanced existing programs, such as; the introduction of e-waste and appliance recycling program at the HHW Drop Off Events. He has revitalized the commercial refuse collections and significantly increased the commercial customer base for Peoria.

- City of Peoria, Solid Waste Manager - from June 16, 2003 to present.
- City of Tucson, Solid Waste Administrator – from May 2000 to May 2003
- City of Mesa, Solid Waste Division – from 1985 to May 2000 in various capacities.
- Represents the Solid Waste Division with internal, external customer and the media.
- Evaluates and develops new and existing programs.
- Prepares and monitors budgetary expenditures and revenues.
- Prepares and approves contract specifications.
- Manages six divisions within Solid Waste.

L COM 12408

residents. The tonnage that will be removed from the landfills will have a positive impact in our efforts of protecting the environment. Peoria will purchase 300 barrels that will be delivered to 88 multi-dwellings. The recycling barrels will be serviced once a week.

Steps to complete the project:

1. Accept award of grant funding from ADEQ.
2. Launch an awareness outreach campaign/program to inform the community on the new curbside recycling program. Program to commence prior to the delivery of barrels and throughout the program implementation. With a new outreach program plan to be developed for the second year and thereafter.
3. Prepare specifications for the purchase of new 300-gallon recycling barrels. Also, include in the specifications assembly and delivery of barrels.
4. Purchase of barrels.
5. Delivery of barrels.
6. Commence the collection of co-mingled recycling materials from the multi-family dwellings.
7. Prepare and submit ADEQ quarterly and annual report.

Time Line identifying tasks and milestones of the project:

Task	2007/2008												
	July	August	September	October	November	December	January	February	March	April	May	June	July
Grant Award	█												
Education Program		█	█	█	█	█	█	█	█	█	█	█	█
Purchase of Barrels		█											
Barrel Delivery			█										
Recycling Collection				█	█	█	█	█	█	█	█	█	█
Monitoring Enforcement				█	█	█	█	█	█	█	█	█	█
ADEQ Quarterly Reports				█		█		█		█		█	
ADEQ End of Project Report												█	█

Deliverables:

- Purchase and delivery of 300 recycling barrels; all barrels will be 300-gallons.
- Purchase and delivery of an estimated 8,000 educational apartment recycling bags.
- An estimated initial diversion rate of 12%, or 1,150 tons, from the landfill through recycling for the first full year of recycling.
- Peoria will launch an awareness outreach campaign to include; presentations, press releases, newspaper advertisements and articles, informational packets, door-to-door flyers, and city newsletters.
- Peoria will prepare and submit four (4) quarterly reports and one (1) end of project report to ADEQ, outlining the progress of the project, to include an analysis and assessment of the project, slides, and/or photos of applicable events and/or milestones, as well as pictures of the ADEQ funded equipment (barrels).
- Peoria will prepare a project report on the anniversary date of completion for the two consecutive years following the end of the project term. The annual reports will include an updated analysis and assessment of the project.

L CON 12408

**ATTACHMENT 3  
BUDGET FORM**

**Personnel Costs:** (List principles by name and future employees by title. Provide hourly rate and number of hours in the narrative description of the budget plan.)

Personnel Name	Hourly Rate and Number of Hours	Grantee's Contribution		Requested Funds	Extended Total
		Monetary	In-Kind		
Jesse Duarte	\$44.90 p/h – 50 hrs		\$2,245.00	-0-	\$2,245.00
Pablo Mercado	\$27.00 p/h – 100 hrs		\$2,700.00	-0-	\$2,700.00
Anthony Adrian	\$27.00 p/h – 100 hrs		\$2,700.00	-0-	\$2,700.00
Rebecca Borquez	\$25.00 p/h – 300 hrs		\$7,500.00	-0-	\$7,500.00
<b>Total</b>	<b>450 hrs</b>		<b>\$15,145.00</b>	<b>-0-</b>	<b>\$15,145.00</b>

**Equipment Costs:** (List all items of equipment to be purchased valued greater than \$50.)

Equipment	Grantee's Contribution		Requested Funds	Extended Total
	Monetary	In-Kind		
300 Recycling barrels (300-gallons each)	\$28,320.00		\$42,480.00	\$70,800.00
<b>Total</b>	<b>\$28,320.00</b>		<b>\$42,480.00</b>	<b>\$70,800.00</b>

**Other Direct Costs:** (List services such as consultant, computer, materials, supplies, etc. Call (602) 771-4134 if you have questions on acceptable charges.)

Type	Grantee's Contribution		Requested Funds	Extended Total
	Monetary	In-Kind		
Printing Services for introduction of Program	\$6,000.00			\$6,000.00
5-gallon apartment recycling totes	\$12,832.00		\$19,248.00	\$32,080.00
<b>Total</b>	<b>\$18,832.00</b>		<b>\$19,248.00</b>	<b>\$37,080.00</b>

**Total Budget:** (Total the following columns: Monetary, In-Kind, Requested Funds and Project Total.)

	Grantee's Contribution		Requested Funds	Project Total
	Monetary	In-Kind		
<b>Grand Totals</b>	<b>\$47,152.00</b>	<b>\$15,145.00</b>	<b>\$61,728.00</b>	<b>\$124,025.00</b>

**REMINDER:** Private enterprises must provide 100% monetary match. In-kind match will not be accepted.

**Budget Narrative**

Peoria Solid Waste Division will incur an initial cost of \$124,025.00 for the implementation of a n automated co-mingled recycling program to multi-family dwellings. The estimated cost per barrel is \$236.00. Peoria is requesting \$61,728.00 in grant funding from ADEQ, to assist with the purchase of the recycling barrels and in-home 5 gallon totes.

The in-kind contributions are for the staff that will administer, develop, implement and monitor the effectiveness of this new program. These personnel are essential to the success of the multi-family recycling program.

Residents will be provided with an apartment in-home recycling tote as an educational tool. This bag will allow residents the convenience of having a place to put the recyclables, while encouraging resident's participation in this new program.

Peoria staff will prepare flyers and informational material to be delivered to all multi-family dwelling introducing the new program, and providing information on acceptable materials and other essential recycling information.

L 12408

Client#: 30151

CITYPE01

DATE (MM/DD/YYYY)  
06/29/06

# ACORD CERTIFICATE OF LIABILITY INSURANCE

**PRODUCER**

Mesrow Insurance Services, Inc.  
350 N. Clark Street  
Chicago, IL 60610

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURERS AFFORDING COVERAGE**

NAIC #

INSURER A: St. Paul Fire & Marine Insurance Co. 24767  
INSURER B:  
INSURER C:  
INSURER D:  
INSURER E:

**INSURED**

City of Peoria  
8401 W. Monroe Street  
Peoria, AZ 85345

**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.

POLICY TYPE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
					EACH OCCURRENCE	AGGREGATE
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/>	GP06301463 SIR: \$500,000 per loss and loss expense	07/01/06	07/01/07	\$2,000,000 \$100,000 Excluded \$2,000,000 \$2,000,000 \$2,000,000	
	GENTL AGGREGATE LIMIT APPLIES FOR: POLICY <input type="checkbox"/> PRO <input type="checkbox"/> AGG <input type="checkbox"/> LOC <input type="checkbox"/>					
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	GP06301463 SIR: \$500,000 per loss and loss expense	07/01/06	07/01/07	\$2,000,000 \$ \$ \$ \$ \$ \$	
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO					
A	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	GP06301463	07/01/06	07/01/07	\$20,000,000 \$20,000,000 \$ \$ \$ \$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
Evidence of Insurance Coverage Only

**CERTIFICATE HOLDER**

Proof of Coverage

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE  
*John P. Hanover*