

Residential Curbside Recycling Implementation Plan

draft
revised: 5-10-13

Tasks	primary / team	Mar-2013	Apr-2013	May-2013	Jun-2013	Jul-2013	Aug-2013	Sep-2013	Oct-2013	Nov-2013	Dec-2013	Jan-2014	Feb-2014	Mar-2014	Apr-2014	May-2014	Jun-2014	Jul-2014	Aug-2014	Sep-2014	Oct-2014	Nov-2014	notes
City / Hamm contract negotiations	CMO / Tammy / KR																						
Recycling ordinance (first reading)	City Atty / TB / KR	3/26/13																					
Recycling ordinance (second reading)	City Atty / TB / KR		4/2/13																				
Recycling ordinance (publication)	City Atty / TB / KR		4/7/13																				
Overall program planning	Tammy / Kathy																						# of routes, div lines
Organizational issues / planning	Chuck / Tammy																						
Budget (include recycle costs for 2014)	Tammy		submittal complete																				
Route planning: trash / recycling residential	TB / SW Supervisors																						
Logistics: RL / FL dumpster locations	KR / CP / Supv's																						
Route planning: dumpster services (recycling)	KR / CP / Supv's																						
Route planning: multi-family recycling (fl)	KR / CP / Supv's																						
Logistics: city facility service planning	KR / CP / Supv's																						
Begin new trash collection day schedule	CP / SW Supervisors																						
Financing: resolution for bond authority	Ed Mullins / Tammy																						
Financing: equipment	Ed Mullins / Tammy																						
Financing: carts	Ed Mullins / Tammy																						
Purchase: Automated trucks (3)	Tammy / CP / SS																						
Purchase: Front load truck (1)	Tammy / CP / SS																						
Purchase: Rear load dumpsters (tbd)	Tammy / CP / KB																						
Purchase: Front load dumpster (tbd)	Tammy / CP / KB																						
Purchase: Roll-out recycling carts	Tammy / KR / CP																						delivery delivery
Staffing: correct alignment of positions	Tammy																						budget submittal
Staffing: filling vacancies for trash op's	Tammy / CP																						
Staffing: filling vacancies for recycling op's	Tammy / CP / KR																						begin recruitment - July
Staffing: admin addition	Tammy / CP / KR																						begin recruitment - May
MRF development (monitor)	Kathy																						
Prepare training plan for operations	Tammy / CP / KR																						
Training on operations and logistics	Craig / Kathy																						
Start curbside recycling collections	CP / KR / Supervisors																						
Education and outreach	Kathy / TB / Megan																						
FAQ's -- for staff and website																							
Draft communications plan																							
Vendor quotes for comprehensive campaign																							
Curbside recycling campaign development																							
Timeline for all outreach activities will be developed in Communications Plan and updated here																							