



INFORMATION MEMORANDUM

TO: Mayor and City Council

FROM: Charles Cox
City Manager

DATE: September 15, 2016

SUBJECT: Implementation of Recycling Container Screening

As of October 1, the City will begin to enforce the screening requirements for recycling containers. Listed below is the proposed implementation plan:

1. During September the Code Officers are utilizing the existing 2 sided (English/Spanish) door hangers to address the recycling carts that are improperly screened.
2. A mass mailed letter will go out to every resident detailing the recycling program in general and its requirements and deadlines regarding set out and retrieval times and the screening options.
3. Locate the mobile LED message boards throughout the central area of the City with a short message reminding everyone about the October 1 cart screening deadline. Public Works will be the initial contact point for questions regarding this program.
4. Starting October 1st through 15th the Code Officers will transition to a neon yellow sticker placed directly on the carts.
5. On October 16th through the 31st the Code Officers will use a neon red sticker placed directly on the carts. This sticker will serve as the final notice, and specify that the cart will be picked by a certain date if not screened. Pick-up date will most likely be shortly after 10/31.