

# ENTERPRISE FUNDS



This section contains the budgets for three of the City's enterprise funds. Two other enterprise funds for electric and water are located in the Burbank Water and Power section. These funds are used to account for operations financed and operated in a manner similar to a private business enterprise.

**The funds in this section include:**

Water Reclamation and Sewer Fund	Fund 494
Golf Fund	Fund 495
Refuse Collection and Disposal Fund	Fund 498

# Water Reclamation and Sewer Fund

## Fund 494



The City's Water Reclamation Plant and Sewer System is run as a separate enterprise, funded exclusively by sewer connection fees and monthly charges. General Fund revenues are not used to support this fund's operations, which is administered by the Public Works Department.

### ABOUT WATER RECLAMATION & SEWER FUND

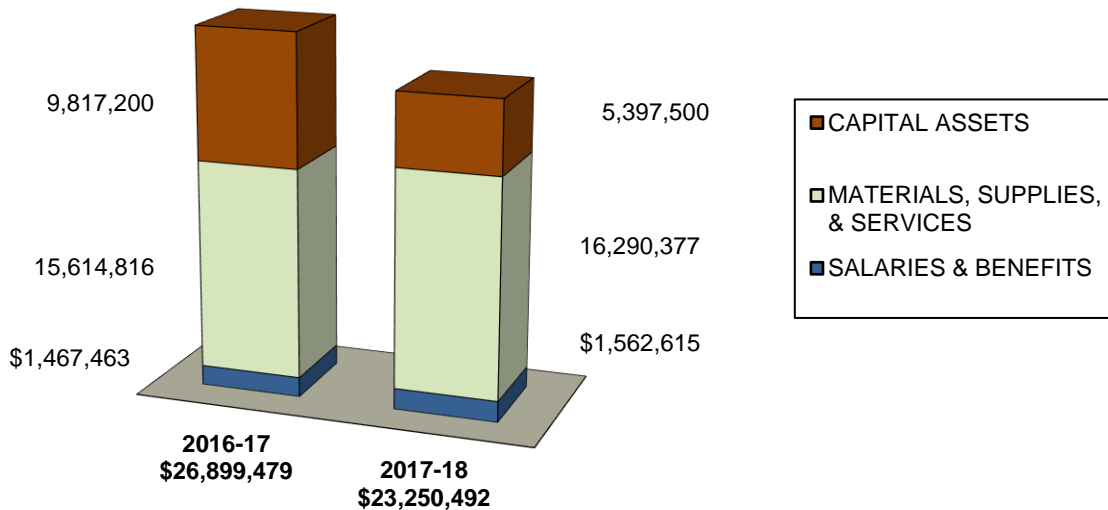
The Wastewater Systems Division, which administers the Water Reclamation and Sewer Fund is comprised of four sections: Engineering and Design, Industrial Waste Permitting and Inspection, Plant Operations and Maintenance and Collection System Maintenance. Engineering and Design and Collection System Maintenance are provided by City staff. Operation and maintenance of the City's Water Reclamation Plant, Industrial Waste Monitoring and some aspects of enforcement are all provided by contracted professional services.

Other program functions consist of issuing sewer permits, collecting and updating sewer fees, preparing reports and studies relating to the City's Sewer Master Plan and infrastructure needs including repair of existing sewers infrastructure and design/construction of new sewer infrastructure. Additionally, this division is responsible for answering and addressing customer billing inquiries, processing SLURP rebates, and coordinating activities with the City of Los Angeles, state and federal regulating agencies.

### FUND SUMMARY

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>11.397</b>	<b>11.397</b>	<b>11.547</b>	<b>0.150</b>
<b>Total Revenue</b>	<b>\$ 18,373,689</b>	<b>\$ 18,664,091</b>	<b>\$ 17,823,500</b>	<b>\$ (840,591)</b>
<b>Salaries &amp; Benefits</b>	<b>\$ 1,369,326</b>	<b>\$ 1,467,463</b>	<b>\$ 1,562,615</b>	<b>\$ 95,152</b>
<b>Materials, Supplies &amp; Services</b>	<b>12,590,353</b>	<b>15,614,816</b>	<b>16,290,377</b>	<b>675,561</b>
<b>Capital Assets</b>	<b>7,116,951</b>	<b>9,817,200</b>	<b>5,397,500</b>	<b>(4,419,700)</b>
<b>Contributions to Other Funds</b>	<b>26,373</b>			
<b>TOTAL</b>	<b>\$ 21,103,002</b>	<b>\$ 26,899,479</b>	<b>\$ 23,250,492</b>	<b>\$ (3,648,987)</b>

### FUND SUMMARY



# Water Reclamation and Sewer Fund

## Engineering and Design Section

### 494.PW23A



The Engineering & Design Section provides for present and future needs of the community related to the collection, treatment and disposal of residential, commercial and industrial wastewater in compliance with federal, state and local regulatory agencies; coordinates with other City agencies and organizations for wastewater management and permitting; and organizes, plans and performs all administrative, operational and maintenance functions for wastewater related facilities and capital improvement projects.

#### OBJECTIVES

- Administer the operation and maintenance contract for the City's Water Reclamation Plant and associated facilities.
- Coordinate with other City departments on projects related to sewage collection, treatment and disposal.
- Issue sewer/excavation permits for properties repairing an existing private sewer lateral or installing a new lateral connection.
- Answer and address customer billing inquiries.
- Process Sewer Lateral User Rebate Program (SLURP) rebates.
- When necessary, condition private development with industrial pretreatment (i.e., grease interceptor, clarifier) and sewer backwater valves.
- Coordinate with the City of Los Angeles for all activities related to contracts between Burbank and LA for treatment and disposal of wastewater and waste sludge to the LA Wastewater Treatment System.
- Coordinate with U.S. Environmental Protection Agency (EPA), Regional Water Quality Control Board, and South Coast Air Quality Management District for regulations pertaining to the Burbank Water Reclamation Plant.
- Plan, design and execute capital improvement projects for present and future wastewater management facility needs.
- Perform all tasks related to the establishment and implementation of sewer service and facilities charges.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>2,297</b>	<b>2,297</b>	<b>2,447</b>	<b>0,150</b>
60001.0000 Salaries & Wages	\$ 228,266	\$ 211,842	\$ 248,740	\$ 36,898
60006.0000 Overtime - Non-Safety	11	3,191	3,255	64
60012.0000 Fringe Benefits	31,678	36,733	42,086	5,352
60012.1008 Fringe Benefits:Retiree Benefits	36	1,736	1,527	(210)
60012.1509 Fringe Benefits:Employer Paid PERS	44,134	45,800	21,063	(24,737)
60012.1528 Fringe Benefits:Workers Comp	1,928	2,972	3,214	242
60012.1531 Fringe Benefits:PERS UAL			32,900	32,900
60020.0000 Projects Salaries	(35,551)			
60021.0000 Projects Salaries Overhead	(13,260)			
60027.0000 Payroll Taxes Non-Safety		3,072	3,607	535
60031.0000 Payroll Adjustments	214			
<b>Salaries &amp; Benefits</b>	<b>257,456</b>	<b>305,346</b>	<b>356,391</b>	<b>51,045</b>
62085.0000 Other Professional Services	\$ 247,223	\$ 203,000	\$ 260,000	\$ 57,000
62140.0000 Special Services	634	3,000	3,000	
62220.0000 Insurance	500,042	500,042	506,003	5,961
62235.0000 Services of Other Dept - Indirect	252,431	263,515	266,877	3,362
62240.0000 Services of Other Dept - Direct	33,659	35,162	809	(34,353)
62300.0000 Special Dept Supplies	778	1,200	1,200	
62420.0000 Books & Periodicals		200	200	
62475.0000 Fund 532 Vehicle Equip Rental Rate	32,982	32,019	40,499	8,480
62485.0000 Fund 535 Communications Rental Rate	19,613	20,582	21,063	481
62496.0000 Fund 537 Computer System Rental	17,512	17,534	15,220	(2,314)
62755.0000 Training	3,079	5,500	5,500	

# Water Reclamation and Sewer Fund

## Engineering and Design Section

### 494.PW23A



	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
62895.0000 Miscellaneous Expenses	1,100	800	1,000	200
63005.0000 Depreciation-Buildings	813,110	687,583	631,870	(55,713)
63010.0000 Depreciation-Infrastructure	2,000	2,000	3,060	1,060
<b>Materials, Supplies &amp; Services</b>	<b>1,924,164</b>	<b>1,772,137</b>	<b>1,756,301</b>	<b>(15,836)</b>
15101.0000 Vehicles - Clearing			\$ 284,000	
<b>Capital Assets</b>			<b>284,000</b>	
<b>Total Expenses</b>	<b>\$ 2,181,620</b>	<b>\$ 2,077,483</b>	<b>\$ 2,396,692</b>	<b>\$ 319,209</b>

# Water Reclamation and Sewer Fund

## Industrial Waste and Inspection Section

### 494.PW23B



The Industrial Waste Permitting & Inspection Section provides industrial/commercial wastewater management to fully comply with federal, state and local regulations.

#### OBJECTIVES

- Develop and enforce the local pretreatment program and enforcement regulations in full conformance with the U.S. EPA, California Regional Water Quality Control Board, State Water Resources Control Board and other local agency regulations.
- Coordinate with appropriate federal, state and local agencies regarding industrial/commercial wastewater management.
- Administer the contract for field activities of the local pretreatment program/enforcement.
- Plan, develop, and execute industrial waste capital improvement projects.
- Coordinate and facilitate U.S. EPA Pretreatment Compliance inspections/audits.
- Comply with the National Pollution Discharge Elimination System (NPDES) MS4 and Industrial Storm Water permits.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>1.250</b>	<b>1.250</b>	<b>1.250</b>	
60001.0000 Salaries & Wages	\$ 164,731	\$ 139,157	\$ 147,892	\$ 8,735
60012.0000 Fringe Benefits	18,492	20,735	22,798	2,063
60012.1008 Fringe Benefits:Retiree Benefits	55	945	780	(165)
60012.1509 Fringe Benefits:Employer Paid PERS	30,195	30,086	12,524	(17,562)
60012.1528 Fringe Benefits:Workers Comp	1,026	1,712	1,863	152
60012.1531 Fringe Benefits:PERS UAL			22,908	22,908
60020.0000 Projects Salaries	76,779			
60021.0000 Projects Salaries Overhead	28,220			
60027.0000 Payroll Taxes Non-Safety		2,018	2,144	127
60031.0000 Payroll Adjustments	117			
<b>Salaries &amp; Benefits</b>	<b>319,615</b>	<b>194,652</b>	<b>210,910</b>	<b>16,258</b>
62085.0000 Other Professional Services	\$ 4,410	\$ 125,000	\$ 125,000	
62170.0000 Private Contractual Services	1,459,012	1,585,589	1,605,867	20,278
62235.0000 Services of Other Dept - Indirect	87,596	82,180	104,010	21,830
62420.0000 Books & Periodicals		1,000	1,000	
62435.0000 General Equipment Maint & Repair	101,094	125,276	142,028	16,752
62496.0000 Fund 537 Computer System Rental	320	333	346	13
62700.0000 Memberships & Dues		22,515	22,515	
62755.0000 Training		575	575	
62895.0000 Miscellaneous Expenses	48	200	200	
<b>Materials, Supplies &amp; Services</b>	<b>1,652,479</b>	<b>1,942,668</b>	<b>2,001,541</b>	<b>58,873</b>
<b>Total Expenses</b>	<b>\$ 1,972,095</b>	<b>\$ 2,137,320</b>	<b>\$ 2,212,451</b>	<b>\$ 75,131</b>

# Water Reclamation and Sewer Fund

## Plant Operations and Maintenance Section

### 494.PW23C



The Plant Operations and Maintenance Section provides the treatment and disposal of residential, commercial and industrial wastewater generated in the City and protects the receiving water quality.

#### OBJECTIVES

- Treat approximately seven million gallons per day of industrial, commercial and residential wastewater at the City's Water Reclamation Plant.
- Produce a consistent reliable source of recycled water for City use.
- Oversee contract operation of the City's Water Reclamation Plant.
- Coordinate with U.S. EPA, State Water Resources Control Board and California Regional Water Quality Control Board relative to obtaining and complying with necessary permits, reporting requirements, etc.
- Evaluate, plan, design and execute capital improvement projects needed to meet the City's Water Reclamation Plant NPDES permit requirements.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>0.850</b>	<b>0.850</b>	<b>0.850</b>	
60001.0000 Salaries & Wages	\$ 112,027	\$ 101,527	\$ 113,388	\$ 11,860
60012.0000 Fringe Benefits	16,325	14,481	15,718	1,237
60012.1008 Fringe Benefits:Retiree Benefits	9	643	530	(112)
60012.1509 Fringe Benefits:Employer Paid PERS	22,466	21,950	9,602	(12,349)
60012.1528 Fringe Benefits:Workers Comp	787	1,249	1,429	180
60012.1531 Fringe Benefits:PERS UAL			17,293	17,293
60020.0000 Projects Salaries	(41,228)			
60021.0000 Projects Salaries Overhead	(14,960)			
60027.0000 Payroll Taxes Non-Safety		1,472	1,644	172
60031.0000 Payroll Adjustments	292			
<b>Salaries &amp; Benefits</b>	<b>95,717</b>	<b>141,322</b>	<b>159,604</b>	<b>18,282</b>
62000.0000 Utilities	\$ 927,379	\$ 1,020,000	\$ 1,020,000	
62085.0000 Other Professional Services	31,979	50,000	100,000	50,000
62135.0000 Governmental Services		2,156,600	2,636,900	480,300
62170.0000 Private Contractual Services	2,533,006	2,688,534	2,651,518	(37,016)
62230.0000 PSD Billing Service	905,905	910,000	910,000	
62235.0000 Services of Other Dept - Indirect	268,806	269,299	265,209	(4,090)
62316.0000 Software & Hardware		12,000	12,000	
62420.0000 Books & Periodicals		150	150	
62435.0000 General Equipment Maint & Repair	65,074	118,373	120,514	2,141
62475.0000 Fund 532 Vehicle Equip Rental Rate	39,086	7,942	8,531	589
62496.0000 Fund 537 Computer System Rental	1,048	1,090	1,134	44
62735.0000 Emission Credits	104,124	145,000	150,000	5,000
62755.0000 Training		395	395	
62820.0000 Bond Interest & Redemption	436,017	421,625	381,625	(40,000)
62825.0000 Bond Issuance Costs	(139,949)	(138,000)	(130,133)	7,867
62830.0000 Bank Service Charges	2,115			
62830.1000 Credit Card Merchant Fees	9,187	13,814	14,000	186
62895.0000 Miscellaneous Expenses	27	150	150	
63000.0000 Depreciation-Land	315,724	315,724	315,720	(4)
63005.0000 Depreciation-Buildings	922,686	922,686	922,680	(6)
63010.0000 Depreciation-Infrastructure	388,966	388,966	390,528	1,562

# Water Reclamation and Sewer Fund

## Plant Operations and Maintenance Section

### 494.PW23C



	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
63020.0000 Depreciation-Interest In Other Fac	816,341	816,341	816,336	(5)
63025.0000 Depreciation-Other Utility Assets	15,602	15,602	15,600	(2)
<b>Materials, Supplies &amp; Services</b>	<b>7,808,965</b>	<b>10,302,133</b>	<b>10,815,005</b>	<b>512,872</b>
15022.0000 Buildings-Work In Progress	\$ 155,577	\$ 1,749,300	\$ 1,866,900	\$ 117,600
15032.0000 Infrastructure-Work In Progress	6,958,124	6,000,000	1,700,000	(4,300,000)
15052.0000 Interest in Other Fac-Work in Progress		1,937,900	1,416,600	(521,300)
<b>Capital Assets</b>	<b>7,113,701</b>	<b>9,687,200</b>	<b>4,983,500</b>	<b>(4,703,700)</b>
<b>Total Expenses</b>	<b>\$ 15,018,383</b>	<b>\$ 20,130,655</b>	<b>\$ 15,958,109</b>	<b>(4,172,546)</b>

# Water Reclamation and Sewer Fund

## Sewer Maintenance Program

### 494.PW23D



Collection System Maintenance consists of a seven person sewer crew and four vehicles: a combo vacor-jet truck, a jet truck, a CCTV inspection van and a pickup truck. The crew is able to clean all 230 miles of the City's sewer collection system each year and video inspect approximately 60 miles per year.

#### OBJECTIVES

- Clean 230 miles of the City's sewer system.
- Respond to all reported sewer stoppages.
- Check and clean the Mariposa pump house twice a month.
- Check and clean various trouble areas, siphons, manholes, restaurants and mainlines with root problems on a monthly basis.
- Oversee the sewer maintenance hole pest prevention spraying efforts.
- Repair and remodel manholes, and construct and repair sewer and drainage lines.
- Check five stormwater pump houses before and during storms for operational readiness.
- Video inspect main sewer lines for damage assessment.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	
60001.0000 Salaries & Wages	\$ 502,086	\$ 486,904	\$ 493,080	\$ 6,177
60006.0000 Overtime - Non-Safety	4,531	32,261	32,906	645
60012.0000 Fringe Benefits	120,860	107,168	112,442	5,273
60012.1008 Fringe Benefits:Retiree Benefits	92	5,292	4,368	(924)
60012.1509 Fringe Benefits:Employer Paid PERS	109,223	105,269	41,754	(63,515)
60012.1528 Fringe Benefits:Workers Comp	93,135	82,189	67,601	(14,588)
60012.1531 Fringe Benefits:PERS UAL			76,410	76,410
60015.0000 Wellness Program Reimbursement	225			
60020.0000 Projects Salaries	71,227			
60021.0000 Projects Salaries Overhead	29,124			
60027.0000 Payroll Taxes Non-Safety		7,060	7,150	90
60031.0000 Payroll Adjustments	350			
<b>Salaries &amp; Benefits</b>	<b>930,854</b>	<b>826,143</b>	<b>835,711</b>	<b>9,568</b>
62000.0000 Utilities		\$ 34,000	\$ 34,000	
62135.1011 Govt Svcs:Sewer Rebate	13,202		13,300	13,300
62170.0000 Private Contractual Services	185,697	325,000	500,000	175,000
62235.0000 Services of Other Dept - Indirect	755,621	927,313	951,271	23,958
62300.0000 Special Dept Supplies	7,579	22,000	22,550	550
62380.0000 Chemicals		10,625	10,900	275
62405.0000 Uniforms & Tools		3,000	3,100	100
62435.0000 General Equipment Maint & Repair	31,306	41,238	42,269	1,031
62475.0000 Fund 532 Vehicle Equip Rental Rate	126,971	179,103	87,925	(91,178)
62485.0000 Fund 535 Communications Rental Rate	15,276	16,088	16,529	441
62496.0000 Fund 537 Computer System Rental	6,505	6,582	2,607	(3,975)
62700.0000 Memberships & Dues	1,396	1,400	1,450	50
62755.0000 Training	3,379	4,300	4,400	100
63015.0000 Depreciation-Machinery & Equipment	33,122	27,229	27,229	
63035.0000 Depreciation-Vehicles	21,630			
<b>Materials, Supplies &amp; Services</b>	<b>1,201,683</b>	<b>1,597,878</b>	<b>1,717,530</b>	<b>119,652</b>
15032.0000 Infrastructure-Work In Progress	\$ 3,250	\$ 50,000	\$ 50,000	
15042.0000 Machinery & Equip-Work in Progress		80,000	80,000	
<b>Capital Assets</b>	<b>3,250</b>	<b>130,000</b>	<b>130,000</b>	
<b>Total Expenses</b>	<b>\$ 2,135,787</b>	<b>\$ 2,554,021</b>	<b>\$ 2,683,241</b>	<b>\$ 129,220</b>



# Water Reclamation and Sewer Fund Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2015-16	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	CHANGE FROM PRIOR YEAR
ADM ANALYST II (M)	0.097	0.097	0.097	
ADM OFCR	0.100	0.100	0.100	
AST PW DIR-WASTEWTR SYS	1.000	1.000	1.000	
CHIEF AST PW DIR-CTY ENG	0.000	0.000	0.150	0.150
CIVIL ENGNRG ASSOC	1.000	1.000	1.000	
CIVIL ENGNRG AST	1.000	1.000	1.000	
COLLECTION SYS JOURNEYMAN	3.000	3.000	3.000	
COLLECTION SYS SUPV	1.000	1.000	1.000	
COLLECTION SYS WKR	3.000	3.000	3.000	
PRIN CLK	0.100	0.100	0.100	
SR CIVIL ENG	1.000	1.000	1.000	
SR CLK	0.100	0.100	0.100	
<b>TOTAL STAFF YEARS</b>	<b>11.397</b>	<b>11.397</b>	<b>11.547</b>	<b>0.150</b>

# Golf Fund

## 495.PR27A



The City of Burbank, with oversight from the Parks & Recreation Department, contracts the daily operations and management of the DeBell Golf Course facility to S.S. Golf, Inc. The DeBell Golf Course facility consists of an 18 hole course, a 9 hole course, a 3 par course, a driving range, and a clubhouse.

Beginning FY 2017-18, the City Council approved the transfer of the Golf Fund operations to the General Fund under the Parks & Recreation Department.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
62000.0000 Utilities	\$ 14,317			
62170.0000 Private Contractual Services	7,000	20,000		(20,000)
62235.0000 Services of Other Dept - Indirect	185,081	67,888		(67,888)
62496.0000 Fund 537 Computer System Rental	777	808		(808)
62815.0000 Note Interest Expense	26,383	44,557		(44,557)
62895.0000 Miscellaneous Expenses	310			
63000.0000 Depreciation-Land	27,608	27,608		(27,608)
63005.0000 Depreciation-Buildings	414,218	414,218		(414,218)
63010.0000 Depreciation-Infrastructure	3,192	3,192		(3,192)
63014.0000 Depreciation-Parks & Streetscapes	3,487	3,487		(3,487)
63015.0000 Depreciation-Machinery & Equipment	23,130	23,130		(23,130)
<b>Materials, Supplies &amp; Services</b>	<b>705,502</b>	<b>604,888</b>		<b>(604,888)</b>
15032.0000 Infrastructure-Work In Progress	\$ 20,889			
<b>Capital Assets</b>	<b>20,889</b>			
<b>Total Expenses</b>	<b>\$ 726,391</b>	<b>\$ 604,888</b>		<b>\$ (604,888)</b>

# Refuse Collection and Disposal Fund

## Fund 498



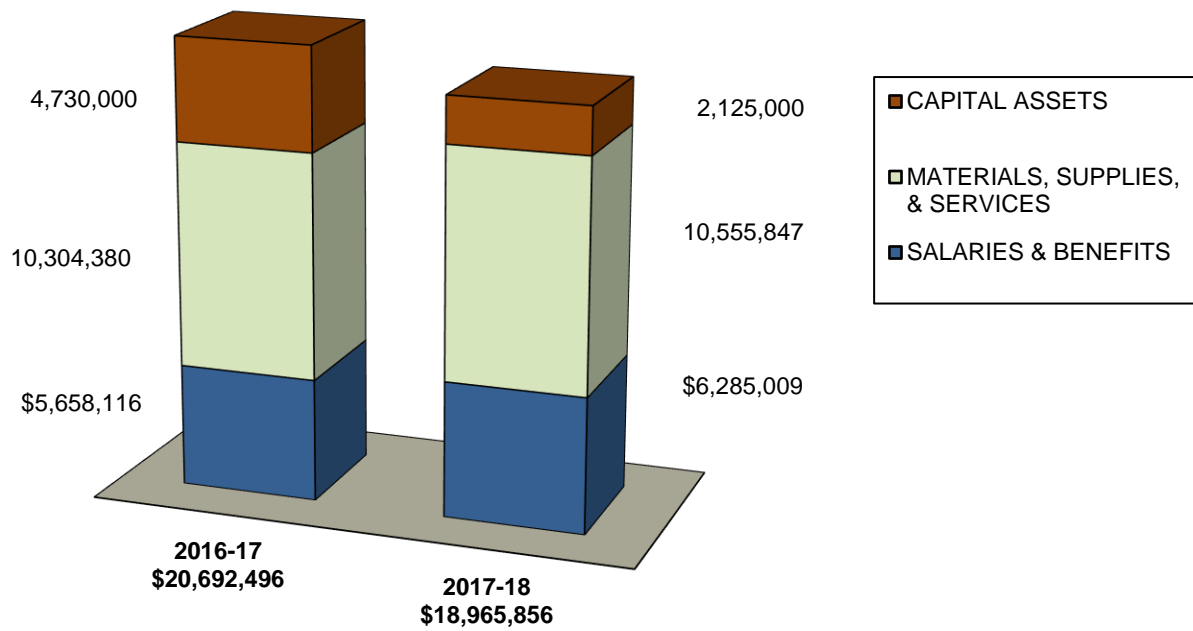
The Refuse Collection and Disposal Fund consists of four sections: Refuse Collection, Refuse Disposal (which includes Landfill Engineering and Operations), Street Sweeping and Recycling. Refuse collection, disposal and recycling revenues are generated from user fees charged to all residents and commercial/industrial users.

Information on Refuse Fund debt service obligations and schedules can be found in the Budget Summaries section under Outstanding Bonded Debt Service Requirements.

### FUND SUMMARY

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
Staff Years	56.247	56.247	62.371	6.124
<b>Total Revenue</b>	<b>\$ 17,952,261</b>	<b>\$ 18,025,211</b>	<b>\$ 17,179,600</b>	<b>\$ (845,611)</b>
<b>Salaries &amp; Benefits</b>	<b>\$ 4,742,286</b>	<b>\$ 5,658,116</b>	<b>\$ 6,285,009</b>	<b>\$ 626,893</b>
<b>Materials, Supplies &amp; Services</b>	<b>9,436,784</b>	<b>10,304,380</b>	<b>10,555,847</b>	<b>251,467</b>
<b>Capital Assets</b>	<b>1,655,779</b>	<b>4,730,000</b>	<b>2,125,000</b>	<b>(2,605,000)</b>
<b>TOTAL</b>	<b>\$ 15,834,850</b>	<b>\$ 20,692,496</b>	<b>\$ 18,965,856</b>	<b>\$ (1,726,640)</b>

### FUND SUMMARY



# Refuse Collection and Disposal Fund

## Refuse Collection Section

### 498.PW31A



The Refuse Collection Section is responsible for servicing all single family residential units, approximately 60 percent of the multi-family residential units in the City and 10 percent of all commercial/industrial customers in the City. Collection services include refuse, recyclables and greenwaste.

#### OBJECTIVES

- Maintain the City's high rate of solid waste diversion through the development and implementation of source reduction, recycling and greenwaste collection programs.
- Provide excellent customer service while safely removing and delivering refuse, greenwaste, recyclables and bulky items from customers to appropriate receiving facilities.
- Maintain accurate and retrievable records relating to refuse, greenwaste and recycling collection.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>45,247</b>	<b>45,247</b>	<b>45,371</b>	<b>0.124</b>
60001.0000 Salaries & Wages	\$ 2,457,130	\$ 2,749,156	\$ 2,743,798	\$ (5,358)
60006.0000 Overtime - Non-Safety	23,100	39,167	39,167	
60012.0000 Fringe Benefits	237,044	653,467	685,037	31,570
60012.1008 Fringe Benefits:Retiree Benefits	298	34,206	28,311	(5,894)
60012.1509 Fringe Benefits:Employer Paid PERS	540,464	576,901	225,603	(351,298)
60012.1528 Fringe Benefits:Workers Comp	417,493	379,076	298,764	(80,312)
60012.1531 Fringe Benefits:PERS UAL			382,081	382,081
60015.0000 Wellness Program Reimbursement	2,368			
60020.0000 Projects Salaries	1,850			
60021.0000 Projects Salaries Overhead	5,433			
60023.0000 Uniform and Tool Allowance	2,040			
60027.0000 Payroll Taxes Non-Safety		39,863	39,785	(78)
60031.0000 Payroll Adjustments	3,034			
<b>Salaries &amp; Benefits</b>	<b>4,140,876</b>	<b>4,471,835</b>	<b>4,442,546</b>	<b>(29,289)</b>
62135.0000 Governmental Services	\$ 1,384	\$ 2,150	\$ 2,150	
62140.0000 Special Services	1,390	11,300	11,300	
62170.0000 Private Contractual Services	223,715	276,511	276,511	
62170.1001 Contractual Services:Temp Staffing	100,030			
62220.0000 Insurance	99,103	100,763	184,975	84,212
62230.0000 PSD Billing Service	980,205	980,205	980,205	
62235.0000 Services of Other Dept - Indirect	730,763	803,235	926,176	122,941
62240.0000 Services of Other Dept - Direct	1,220,941	1,240,562	3,995	(1,236,567)
62300.0000 Special Dept Supplies	137,012	138,500	138,500	
62300.1009 Sp Dept Supplies:Refuse Containers		265,000	265,000	
62310.0000 Office Supplies, Postage & Printing	605	3,000	3,000	
62405.0000 Uniforms & Tools	9,140	9,250	9,250	
62435.0000 General Equipment Maint & Repair		1,530	1,530	
62440.0000 Office Equip Maint & Repair	7,832	9,260	9,260	
62475.0000 Fund 532 Vehicle Equip Rental Rate	1,739,974	1,610,357	1,474,154	(136,203)
62485.0000 Fund 535 Communications Rental Rate	67,260	70,807	74,448	3,641
62496.0000 Fund 537 Computer System Rental	8,351	8,592	9,275	683

# Refuse Collection and Disposal Fund

## Refuse Collection Section

### 498.PW31A



	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
62700.0000 Memberships & Dues		756	756	
62755.0000 Training	820	5,159	5,159	
63000.0000 Depreciation-Land	2,473	2,473	2,472	(1)
63010.0000 Depreciation-Infrastructure	8,816	8,816	4,068	(4,748)
63015.0000 Depreciation-Machinery & Equipment	4,559			
63035.0000 Depreciation-Vehicles	284,970	413,170	333,074	(80,096)
<b>Materials, Supplies &amp; Services</b>	<b>5,629,342</b>	<b>5,961,396</b>	<b>4,715,258</b>	<b>(1,246,138)</b>
15101.0000 Vehicles - Clearing	\$ 2,400,724	\$ 4,335,000	\$ 1,775,000	\$ (2,560,000)
<b>Capital Assets</b>	<b>2,400,724</b>	<b>4,335,000</b>	<b>1,775,000</b>	<b>(2,560,000)</b>
<b>Total Expenses</b>	<b>\$ 12,170,942</b>	<b>\$ 14,768,231</b>	<b>\$ 10,932,804</b>	<b>\$ (3,835,427)</b>



# Refuse Collection and Disposal Fund

## Refuse Disposal Section

### 498.PW31B

The Refuse Disposal Section operates the City's landfill in accordance with federal, state, county and local regulations and permits. Based on the present rate of disposal, the permitted landfill capacity is designed to last until the year 2053.

#### OBJECTIVES

- Maintain safe and adequate landfill operations.
- Compact and cover refuse each day with alternative daily cover (reusable tarps).
- Maintain all records, complete all reports and comply with permit conditions required by agencies that regulate the landfill.
- Maintain landscaping and irrigation improvements as required by the Conditional Use Permit and the Regional Water Quality Control Board.
- Expand the landfill gas collection system in Landfill No. 3 and operate and maintain the landfill gas collection system.
- Provide landfill gas emissions monitoring, testing, analysis and reporting.
- Provide groundwater and surface water quality monitoring, including sampling, analysis and reporting.
- Operate the City's greenwaste transfer site at the landfill.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	
60001.0000 Salaries & Wages	\$ 346,265	\$ 336,480	\$ 338,699	\$ 2,220
60006.0000 Overtime - Non-Safety	14,015	19,977	19,977	
60012.0000 Fringe Benefits	55,454	76,357	80,573	4,216
60012.1008 Fringe Benefits:Retiree Benefits	43	3,780	3,120	(660)
60012.1509 Fringe Benefits:Employer Paid PERS	53,695	72,747	28,681	(44,066)
60012.1528 Fringe Benefits:Workers Comp	49,990	43,188	36,392	(6,796)
60012.1531 Fringe Benefits:PERS UAL			38,727	38,727
60015.0000 Wellness Program Reimbursement	225			
60020.0000 Projects Salaries	11,260			
60021.0000 Projects Salaries Overhead	5,046			
60027.0000 Payroll Taxes Non-Safety		4,879	4,911	32
60031.0000 Payroll Adjustments	74			
<b>Salaries &amp; Benefits</b>	<b>536,067</b>	<b>557,408</b>	<b>551,081</b>	<b>(6,327)</b>

# Refuse Collection and Disposal Fund

## Refuse Disposal Section

### 498.PW31B



	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
62000.0000 Utilities	\$ 110,794	\$ 85,000	\$ 85,000	
62135.0000 Governmental Services	119,786	125,000	125,000	
62140.0000 Special Services	160	2,450	2,450	
62170.0000 Private Contractual Services	568,177	765,000	765,000	
62235.0000 Services of Other Dept - Indirect	224,220	235,943	217,611	(18,332)
62300.0000 Special Dept Supplies	11,916	15,000	15,000	
62405.0000 Uniforms & Tools	1,382	1,700	1,700	
62475.0000 Fund 532 Vehicle Equip Rental Rate	579,991	536,786	491,385	(45,401)
62496.0000 Fund 537 Computer System Rental	1,453	1,846	1,962	116
62700.0000 Memberships & Dues		650	650	
62710.0000 Travel		1,550	1,550	
62755.0000 Training	43	3,000	3,000	
62820.0000 Bond Interest & Redemption	137,050	120,225	101,288	(18,937)
62825.0000 Bond Issuance Costs	(96,898)	(91,200)	(68,863)	22,337
62830.0000 Bank Service Charges	2,000	3,600	3,600	
62830.1000 Credit Card Merchant Fees	1,281			
62920.0000 Trust Fund Set Aside	443,248	575,000	575,000	
63000.0000 Depreciation-Land	74,101	74,101	74,100	(1)
63005.0000 Depreciation-Buildings	475	475	480	5
63010.0000 Depreciation-Infrastructure	11,885	11,885	69,648	57,763
63035.0000 Depreciation-Vehicles	193,616	193,616	282,492	88,876
<b>Materials, Supplies &amp; Services</b>	<b>2,384,680</b>	<b>2,661,627</b>	<b>2,748,053</b>	<b>86,426</b>
15012.0000 Land Improvements-Work In Progress	\$ (1,001,300)			
15101.0000 Vehicles - Clearing		45,000		(45,000)
<b>Capital Assets</b>	<b>(1,001,300)</b>	<b>45,000</b>		<b>(45,000)</b>
<b>Total Expenses</b>	<b>\$ 1,919,447</b>	<b>\$ 3,264,035</b>	<b>\$ 3,299,134</b>	<b>\$ 35,099</b>

# Refuse Collection and Disposal Fund

## Recycling Section

### 498.PW31C



The Recycling Section activities include the curbside collection of recyclables for single-family residential, a portion of multi-family residential and commercial recycling collection. This section also provides public education and outreach on numerous environmental issues, operating several other recycling programs such as used oil recycling, e-waste recycling, battery and fluorescent bulb diversion, and composting. The operation to process recyclables at the Recycle Center is conducted by a private contractor and administered by the Street and Sanitation Division, while in-house City staff conducts the public outreach and administers the other recycling programs.

#### OBJECTIVES

- Continue the Source Reduction and Recycling Element, as required by the California Integrated Waste Management Act of 1989. Work with the business community to assist them in developing recycling and source reduction plans as mandated by AB 341.
- Continue a comprehensive public awareness program to inform residents about recycling of solid waste and household hazardous waste.
- Operate the Learning Center area with "hands on" exhibits and displays at the Recycle Center. Increase recycling goals to reduce the waste deposited in the landfill by targeting businesses to raise the overall level of business recycling.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	
60001.0000 Salaries & Wages	\$ 348,246	\$ 411,989	\$ 434,735	\$ 22,746
60006.0000 Overtime - Non-Safety	1,439	4,000	4,000	
60012.0000 Fringe Benefits	90,455	92,394	101,214	8,820
60012.1008 Fringe Benefits:Retiree Benefits	230	4,536	3,744	(792)
60012.1509 Fringe Benefits:Employer Paid PERS	71,723	89,072	36,813	(52,259)
60012.1528 Fringe Benefits:Workers Comp	21,344	20,908	18,060	(2,848)
60012.1531 Fringe Benefits:PERS UAL			53,876	53,876
60020.1000 Projects Salaries:Capitalized	(22,197)			
60021.1000 Projects Salaries Overhead:Capitalized	(16,681)			
60027.0000 Payroll Taxes Non-Safety		5,974	6,304	330
60031.0000 Payroll Adjustments	2,378			
<b>Salaries &amp; Benefits</b>	<b>496,942</b>	<b>628,872</b>	<b>658,746</b>	<b>29,873</b>
62170.0000 Private Contractual Services	\$ 1,102,825	\$ 1,265,550	\$ 1,821,668	\$ 556,118
62235.0000 Services of Other Dept - Indirect	283,088	297,621	306,024	8,403
62300.0000 Special Dept Supplies	9,987	51,250	51,250	
62310.0000 Office Supplies, Postage & Printing	11,668	26,300	26,300	
62405.0000 Uniforms & Tools	479	500	800	300
62420.0000 Books & Periodicals	68	450	450	
62440.0000 Office Equip Maint & Repair		800	800	
62485.0000 Fund 535 Communications Rental Rate	9,589	9,924	10,002	78
62496.0000 Fund 537 Computer System Rental	6,300	6,477	7,062	585
62700.0000 Memberships & Dues	4,728	6,500	6,500	
62710.0000 Travel		2,160	2,160	
62755.0000 Training	1,236	2,000	2,000	
62895.0000 Miscellaneous Expenses	6,550	6,550	6,550	
63005.0000 Depreciation-Buildings	5,275	5,275	5,268	(7)
<b>Materials, Supplies &amp; Services</b>	<b>1,441,792</b>	<b>1,681,357</b>	<b>2,246,834</b>	<b>565,477</b>
15022.0000 Buildings-Work In Progress	\$ 256,355	\$ 350,000	\$ 350,000	
<b>Capital Assets</b>	<b>256,355</b>	<b>350,000</b>	<b>350,000</b>	
<b>Total Expenses</b>	<b>2,195,083</b>	<b>2,660,229</b>	<b>3,255,580</b>	<b>595,350</b>



# Refuse Collection and Disposal Fund

## Street Sweeping Section

### 498.PW32C



The Street Sweeping Section is responsible for sweeping the streets in the industrial, commercial and residential areas of the City. This Section also manages the transportation of debris from street dumping sites to the greenwaste recycler.

#### OBJECTIVES

- Sweep 44,000 curb miles of City streets and alleys, as scheduled.
- Remove sweeper debris and haul it to the landfill for recycling.
- Meet State requirements to provide an acceptable level of street and alley sweeping.

#### CHANGES FROM PRIOR YEAR

The Street Sweeping Program was previously funded 75 percent through direct charges to the Refuse Collection and Disposal Fund. For 2017-18, the total cost of the Street Sweeping Program has been transferred to the Refuse Collection and Disposal Fund.

	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>			<b>6,000</b>	<b>6,000</b>
60001.0000 Salaries & Wages			\$ 383,921	\$ 383,921
60006.0000 Overtime - Non-Safety			1,044	1,044
60012.0000 Fringe Benefits			93,576	93,576
60012.1008 Fringe Benefits:Retiree Benefits			3,744	3,744
60012.1509 Fringe Benefits:Employer Paid PERS			32,510	32,510
60012.1528 Fringe Benefits:Workers Comp			52,636	52,636
60012.1531 Fringe Benefits:PERS UAL			59,638	59,638
60027.0000 Payroll Taxes Non-Safety			5,567	5,567
<b>Salaries &amp; Benefits</b>			<b>632,636</b>	<b>632,636</b>
62000.0000 Utilities			\$ 91,320	91,320
62300.0000 Special Dept Supplies			4,300	4,300
62475.0000 Fund 532 Vehicle Equip Rental Rate			746,952	746,952
62496.0000 Fund 537 Computer System Rental			430	430
62755.0000 Training			2,700	2,700
<b>Materials, Supplies &amp; Services</b>			<b>845,702</b>	<b>845,702</b>
<b>Total Expenses</b>			<b>\$ 1,478,338</b>	<b>\$ 1,478,338</b>

# Refuse Collection and Disposal Fund

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2015-16	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	CHANGE FROM PRIOR YEAR
ADM OFCR	0.190	0.190	0.190	
AST PW DIR-STR&SANT	0.350	0.350	0.350	
CEMENT FINISHER	0.050	0.050	0.050	
CHIEF AST PW DIR-CTY ENG	0.000	0.000	0.125	0.125
FLEET MAINT TECH	3.141	3.141	3.141	
FLEET SRVS SUPV	0.300	0.300	0.300	
FLEET SUPT	0.150	0.150	0.150	
HEAVY EQUIP OP	2.300	2.300	2.300	
HEAVY TRUCK DRIVER	0.300	0.300	1.300	1.000
INTERMEDIATE CLK	2.000	2.000	2.000	
LANDFILL LEADWKR	1.000	1.000	1.000	
LANDFILL SUPV	1.000	1.000	1.000	
MOTOR SWEEPER OP	0.000	0.000	5.000	5.000
PW JOURNEYMAN	0.100	0.100	0.100	
PW SUPV	1.050	1.050	1.050	
RECYCLING CORD	1.000	1.000	1.000	
RECYCLING SPECIALIST	1.000	1.000	1.000	
SKILLED WKR	0.500	0.500	0.500	
SOLID WASTE LEADWKR	1.000	1.000	1.000	
SOLID WASTE SUPV	2.000	2.000	2.000	
SOLID WASTE TRUCK OP	25.743	25.743	25.743	
SOLID WASTE UTILITY WKR	2.000	2.000	2.000	
SR ADM ANALYST (M)	1.000	1.000	1.000	
SR CLK	3.000	3.000	3.000	
SR FLEET MAINT TECH	1.000	1.000	1.000	
SR SEC	1.000	1.000	1.000	
STR MAINT LEADWKR	0.050	0.050	0.050	
TIRE MAINT WKR	0.319	0.319	0.319	
UTILITY WKR	4.000	4.000	4.000	
WELDER	0.203	0.203	0.203	
WK TRAINEE I	0.500	0.500	0.500	
<b>TOTAL STAFF YEARS</b>	<b>56.247</b>	<b>56.247</b>	<b>62.371</b>	<b>6.124</b>