

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

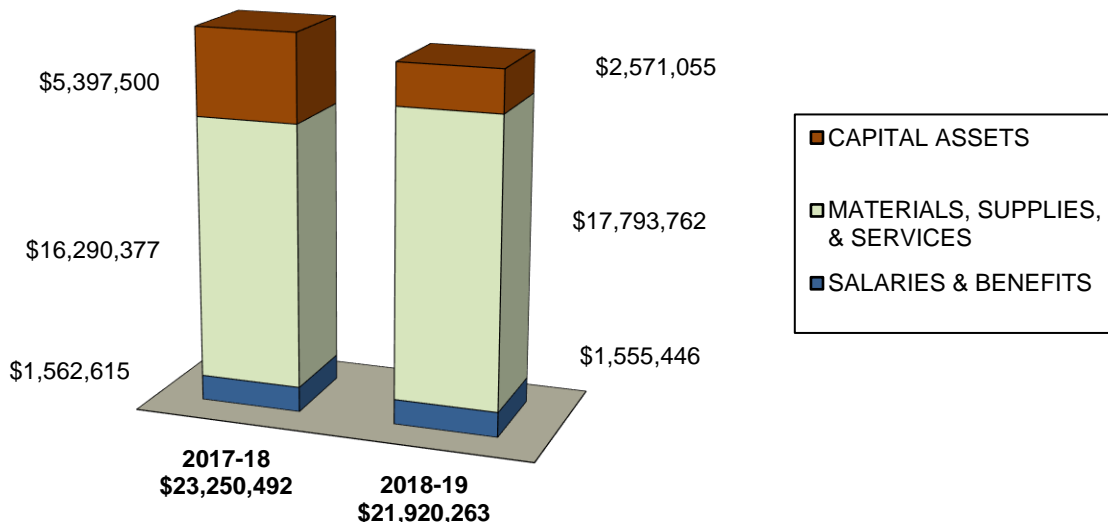
The Wastewater Systems Division, which administers the Water Reclamation and Sewer Fund, is comprised of four sections: Engineering and Design, Industrial Waste Permitting and Inspection, Plant Operations and Maintenance and Collection System Maintenance. Engineering and Design and Collection System 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, repair of existing sewer 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 FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	11.397	11.547	11.547	
Total Revenue	\$ 17,357,454	\$ 17,823,416	\$ 18,522,000	\$ 698,584
Salaries & Benefits	\$ 1,464,417	\$ 1,562,615	\$ 1,555,446	\$ (7,169)
Materials, Supplies & Services	12,279,517	16,290,377	17,793,762	1,503,385
Capital Assets	120,645	5,397,500	2,571,055	(2,826,445)
TOTAL	\$ 13,864,579	\$ 23,250,492	\$ 21,920,263	\$ (1,330,229)

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 public 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 the conveyance, treatment and disposal of wastewater and waste sludge to the LA Wastewater Treatment System.
- Coordinate with U.S. Environmental Protection Agency (EPA), State and Regional Water Quality Control Boards, 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.

CHANGES FROM PRIOR YEAR

The Administration Division was reorganized and a Principal Clerk was upgraded to an Executive Assistant position. Salary and benefits for the upgrade is ten percent funded by the Water Reclamation and Sewer Fund.

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	2,297	2,447	2,447	
60001.0000 Salaries & Wages	\$ 210,870	\$ 248,740	\$ 245,324	\$ (3,416)
60006.0000 Overtime - Non-Safety	29	3,255	3,255	
60012.0000 Fringe Benefits	29,568	42,086	43,008	922
60012.1008 Fringe Benefits:Retiree Benefits	1,138	1,527	1,585	58
60012.1509 Fringe Benefits:Employer Paid PERS	42,777	21,063	21,743	680
60012.1528 Fringe Benefits:Workers Comp	2,972	3,214	3,440	226
60012.1531 Fringe Benefits:PERS UAL	-	32,900	37,149	4,249
60020.0000 Projects Salaries	21,820	-	-	
60021.0000 Projects Salaries Overhead	4,607	-	-	
60027.0000 Payroll Taxes Non-Safety	2,498	3,607	3,557	(50)
60031.0000 Payroll Adjustments	427	-	-	
Salaries & Benefits	316,707	356,391	359,061	2,670

Water Reclamation and Sewer Fund

Engineering and Design Section

494.PW23A



	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
62085.0000 Other Professional Services	\$ 162,759	\$ 260,000	\$ 260,000	
62140.0000 Special Services	1,935	3,000	3,000	
62220.0000 Insurance	543,866	506,003	792,592	286,589
62235.0000 Services of Other Dept - Indirect	263,515	266,877	257,478	(9,399)
62240.0000 Services of Other Dept - Direct	35,162	809	977	168
62300.0000 Special Dept Supplies	722	1,200	1,200	
62420.0000 Books & Periodicals	-	200	200	
62475.0000 Fund 532 Vehicle Equip Rental Rate	32,019	40,499	33,707	(6,792)
62485.0000 Fund 535 Communications Rental Rate	18,867	21,063	17,205	(3,858)
62496.0000 Fund 537 Computer System Rental	16,073	15,220	47,130	31,910
62755.0000 Training	3,904	5,500	5,500	
62895.0000 Miscellaneous Expenses	233	1,000	1,000	
63005.0000 Depreciation-Buildings	652,725	631,870	273,735	(358,135)
63010.0000 Depreciation-Infrastructure	3,021	3,060	3,060	
Materials, Supplies & Services	1,734,799	1,756,301	1,696,784	(59,517)
15101.0000 Vehicles - Clearing	\$ -	\$ 284,000	\$ -	(284,000)
Capital Assets	-	284,000	-	(284,000)
Total Expenses	\$ 2,051,507	\$ 2,396,692	\$ 2,055,845	\$ (340,847)

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 FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	1.250	1.250	1.250	
60001.0000 Salaries & Wages	\$ 155,239	\$ 147,892	\$ 139,071	\$ (8,821)
60012.0000 Fringe Benefits	16,771	22,798	23,035	237
60012.1008 Fringe Benefits:Retiree Benefits	675	780	810	30
60012.1509 Fringe Benefits:Employer Paid PERS	29,948	12,524	12,326	(198)
60012.1528 Fringe Benefits:Workers Comp	1,712	1,863	1,905	42
60012.1531 Fringe Benefits:PERS UAL	-	22,908	26,095	3,187
60020.0000 Projects Salaries	86,513	-	-	
60021.0000 Projects Salaries Overhead	33,978	-	-	
60027.0000 Payroll Taxes Non-Safety	1,864	2,144	2,017	(127)
60031.0000 Payroll Adjustments	309	-	-	
Salaries & Benefits	327,008	210,910	205,259	(5,651)
62085.0000 Other Professional Services	\$ 7,475	\$ 125,000	\$ 165,000	\$ 40,000
62170.0000 Private Contractual Services	1,399,551	1,605,867	1,638,047	32,180
62235.0000 Services of Other Dept - Indirect	82,180	104,010	96,157	(7,853)
62420.0000 Books & Periodicals	-	1,000	1,000	
62435.0000 General Equipment Maint & Repair	142,852	142,028	154,261	12,233
62496.0000 Fund 537 Computer System Rental	305	346	4,722	4,376
62700.0000 Memberships & Dues	8,331	22,515	22,515	
62755.0000 Training	-	575	575	
62895.0000 Miscellaneous Expenses	22	200	200	
Materials, Supplies & Services	1,640,717	2,001,541	2,082,477	80,936
Total Expenses	\$ 1,967,725	\$ 2,212,451	\$ 2,287,736	\$ 75,285

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 7.5 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 FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	0.850	0.850	0.850	
60001.0000 Salaries & Wages	\$ 94,532	\$ 113,388	\$ 111,918	\$ (1,470)
60012.0000 Fringe Benefits	13,991	15,718	16,464	746
60012.1008 Fringe Benefits:Retiree Benefits	392	530	551	21
60012.1509 Fringe Benefits:Employer Paid PERS	19,413	9,602	9,919	317
60012.1528 Fringe Benefits:Workers Comp	1,249	1,429	1,533	104
60012.1531 Fringe Benefits:PERS UAL	-	17,293	16,975	(318)
60020.0000 Projects Salaries	(59,191)	-	-	
60021.0000 Projects Salaries Overhead	(22,245)	-	-	
60027.0000 Payroll Taxes Non-Safety	1,126	1,644	1,623	(21)
60031.0000 Payroll Adjustments	216	-	-	
Salaries & Benefits	49,484	159,604	158,983	(621)
62000.0000 Utilities	\$ 802,002	\$ 1,020,000	\$ 850,000	\$ (170,000)
62085.0000 Other Professional Services	6,258	100,000	120,000	20,000
62135.0000 Governmental Services	-	2,636,900	3,549,600	912,700
62170.0000 Private Contractual Services	2,372,362	2,651,518	2,702,446	50,928
62230.0000 PSD Billing Service	910,000	910,000	910,000	
62235.0000 Services of Other Dept - Indirect	269,299	265,209	318,454	53,245
62316.0000 Software & Hardware	-	12,000	12,000	
62420.0000 Books & Periodicals	-	150	150	
62435.0000 General Equipment Maint & Repair	130,999	120,514	120,250	(264)
62475.0000 Fund 532 Vehicle Equip Rental Rate	7,942	8,531	8,643	112
62496.0000 Fund 537 Computer System Rental	999	1,134	11,794	10,660
62735.0000 Emission Credits	127,995	150,000	150,000	
62755.0000 Training	-	395	395	
62820.0000 Bond Interest & Redemption	418,292	381,625	339,875	(41,750)
62825.0000 Bond Issuance Costs	(136,154)	(130,133)	(130,133)	
62830.0000 Bank Service Charges	3,600	-	-	

Water Reclamation and Sewer Fund

Plant Operations and Maintenance Section

494.PW23C



	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
62830.1000 Credit Card Merchant Fees	6,702	14,000	14,000	
62895.0000 Miscellaneous Expenses	21	150	150	
63000.0000 Depreciation-Land	315,724	315,720	315,720	
63005.0000 Depreciation-Buildings	922,686	922,680	922,680	
63010.0000 Depreciation-Infrastructure	389,994	390,528	1,011,624	621,096
63015.0000 Depreciation-Machinery & Equipment	212,137	212,148	245,961	33,813
63020.0000 Depreciation-Interest In Other Fac	816,341	816,336	816,336	
63025.0000 Depreciation-Other Utility Assets	15,602	15,600	15,600	
Materials, Supplies & Services	7,592,800	10,815,005	12,305,545	1,490,540
15022.0000 Buildings-Work In Progress	\$ 34,920	\$ 1,866,900	\$ 966,937	\$ (899,963)
15032.0000 Infrastructure-Work In Progress	85,725	1,700,000	-	(1,700,000)
15052.0000 Interest in Other Fac-Work in Progress	-	1,416,600	1,082,800	(333,800)
Capital Assets	120,645	4,983,500	2,049,737	(2,933,763)
Total Expenses	\$ 7,762,929	\$ 15,958,109	\$ 14,514,265	(1,443,844)

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 vactor-jet truck, a jet truck, a CCTV inspection van and a pickup truck. The crew cleans approximately all 230 miles of the City's sewer collection system each year and video inspects approximately 45 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 FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	7,000	7,000	7,000	
60001.0000 Salaries & Wages	\$ 520,122	\$ 493,080	\$ 476,000	\$ (17,080)
60006.0000 Overtime - Non-Safety	12,314	32,906	32,906	
60012.0000 Fringe Benefits	107,970	112,442	111,411	(1,031)
60012.1008 Fringe Benefits:Retiree Benefits	3,640	4,368	4,536	168
60012.1509 Fringe Benefits:Employer Paid PERS	103,913	41,754	42,188	434
60012.1528 Fringe Benefits:Workers Comp	82,189	67,601	67,830	229
60012.1531 Fringe Benefits:PERS UAL	-	76,410	90,370	13,960
60015.0000 Wellness Program Reimbursement	376	-	-	
60020.0000 Projects Salaries	66,865	-	-	
60021.0000 Projects Salaries Overhead	33,459	-	-	
60027.0000 Payroll Taxes Non-Safety	6,116	7,150	6,902	(248)
60031.0000 Payroll Adjustments	58	-	-	
Salaries & Benefits	937,025	835,711	832,143	(3,568)
62000.0000 Utilities	\$ -	\$ 34,000	\$ 34,000	
62135.1011 Govt Svcs:Sewer Rebate	13,093	13,300	13,300	
62170.0000 Private Contractual Services	77,917	500,000	410,000	(90,000)
62235.0000 Services of Other Dept - Indirect	927,313	951,271	899,944	(51,327)
62300.0000 Special Dept Supplies	4,701	22,550	22,550	
62380.0000 Chemicals	-	10,900	10,900	
62405.0000 Uniforms & Tools	2,989	3,100	3,300	200
62435.0000 General Equipment Maint & Repair	44,985	42,269	43,326	1,057
62475.0000 Fund 532 Vehicle Equip Rental Rate	179,103	87,925	72,960	(14,965)
62485.0000 Fund 535 Communications Rental Rate	14,747	16,529	11,812	(4,717)
62496.0000 Fund 537 Computer System Rental	6,034	2,607	147,564	144,957
62700.0000 Memberships & Dues	1,391	1,450	1,500	50
62755.0000 Training	260	4,400	4,500	100
63015.0000 Depreciation-Machinery & Equipment	36,622	27,229	33,300	6,071
Materials, Supplies & Services	1,309,155	1,717,530	1,708,956	(8,574)
15032.0000 Infrastructure-Work In Progress	\$ -	\$ 50,000	\$ -	\$ (50,000)
15042.0000 Machinery & Equip-Work in Progress	-	80,000	-	(80,000)
15101.0000 Vehicles - Clearing	-	-	521,318	
Capital Assets	-	130,000	521,318	391,318
Total Expenses	\$ 2,246,180	\$ 2,683,241	\$ 3,062,417	\$ 379,176

Water Reclamation and Sewer Fund Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	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	0.150	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	
EXEC ASST	0.000	0.000	0.100	0.100
PRIN CLK	0.100	0.100	0.000	-0.100
SR CIVIL ENG	1.000	1.000	1.000	
SR CLK	0.100	0.100	0.100	
TOTAL STAFF YEARS	11.397	11.547	11.547	

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

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
62000.0000 Utilities	\$ 16,086	\$ -	\$ -	-
62170.0000 Private Contractual Services	597	-	-	-
62235.0000 Services of Other Dept - Indirect	67,888	-	-	-
62496.0000 Fund 537 Computer System Rental	741	-	-	-
62815.0000 Note Interest Expense	34,020	-	-	-
62895.0000 Miscellaneous Expenses	-	-	-	-
63000.0000 Depreciation-Land	27,608	-	-	-
63005.0000 Depreciation-Buildings	414,218	-	-	-
63010.0000 Depreciation-Infrastructure	3,192	-	-	-
63014.0000 Depreciation-Parks & Streetscapes	3,487	-	-	-
63015.0000 Depreciation-Machinery & Equipment	23,130	-	-	-
Materials, Supplies & Services	590,966	-	-	-
15032.0000 Infrastructure-Work In Progress	\$ 73,363	\$ -	\$ -	-
Capital Assets	73,363	-	-	-
Total Expenses	\$ 664,329	\$ -	\$ -	-

Refuse Collection and Disposal Fund

Fund 498



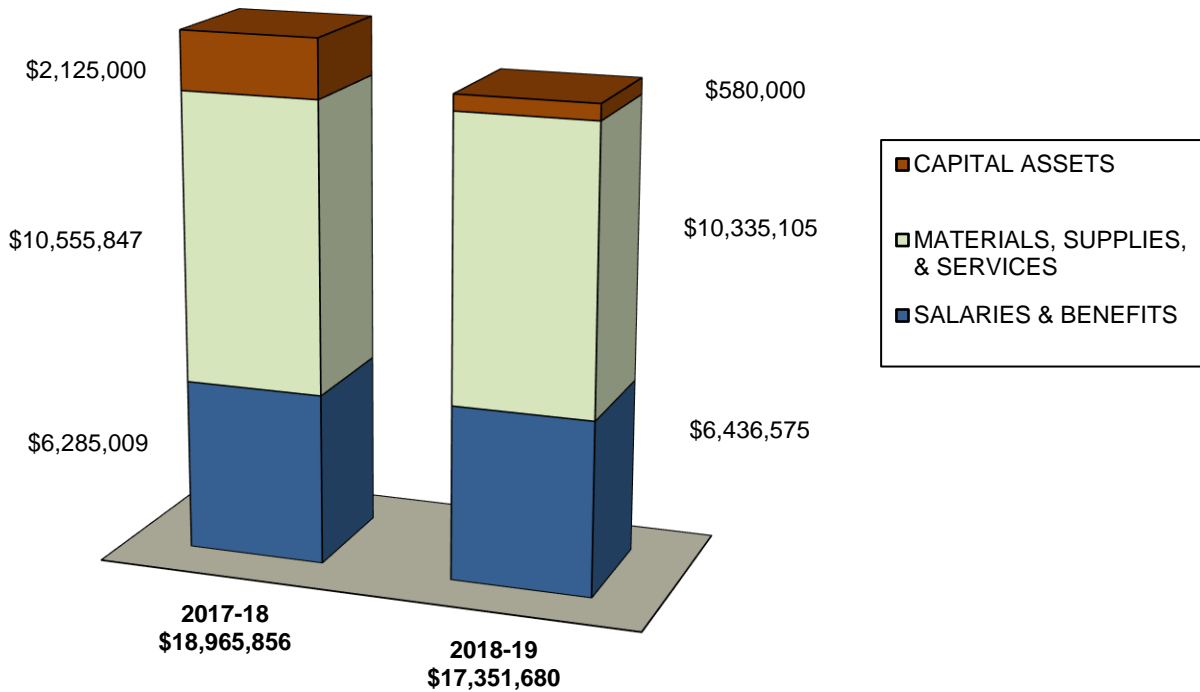
The Refuse Collection and Disposal Fund consists of four sections: Refuse Collection, Refuse Disposal (which includes Landfill Engineering and Operations), Street Sweeping and Recycling. Revenues are generated from user fees charged to all residents and commercial/industrial users.

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 FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	56.246	62.371	62.471	0.100
Total Revenue	\$ 18,209,940	\$ 17,179,600	\$ 18,092,759	\$ 913,159
Salaries & Benefits	\$ 5,062,686	\$ 6,285,009	\$ 6,436,575	\$ 151,566
Materials, Supplies & Services	9,214,376	10,555,847	10,335,105	(220,742)
Capital Assets	1,788,000	2,125,000	580,000	(1,545,000)
TOTAL	\$ 16,065,061	\$ 18,965,856	\$ 17,351,680	\$ (1,614,176)

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.

CHANGES FROM PRIOR YEAR

The Administration Division was reorganized and a Principal Clerk was upgraded to an Executive Assistant position. Salary and benefits for the upgrade is ten percent funded by the Refuse Collection Section.

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	45.246	45.371	45.471	0.100
60001.0000 Salaries & Wages	\$ 2,365,587	\$ 2,743,798	\$ 2,749,468	\$ 5,670
60006.0000 Overtime - Non-Safety	27,397	39,167	39,167	
60012.0000 Fringe Benefits	616,750	685,037	680,111	(4,926)
60012.1008 Fringe Benefits:Retiree Benefits	20,440	28,311	29,465	1,154
60012.1509 Fringe Benefits:Employer Paid PERS	485,945	225,603	236,629	11,026
60012.1528 Fringe Benefits:Workers Comp	379,076	298,764	315,092	16,328
60012.1531 Fringe Benefits:PERS UAL	-	382,081	424,101	42,020
60015.0000 Wellness Program Reimbursement	2,078	-	-	
60020.0000 Projects Salaries	372	-	-	
60021.0000 Projects Salaries Overhead	(2,803)	-	-	
60023.0000 Uniform and Tool Allowance	1,389	-	-	
60027.0000 Payroll Taxes Non-Safety	25,452	39,785	39,867	82
60031.0000 Payroll Adjustments	4,218	-	-	
Salaries & Benefits	3,925,902	4,442,546	4,513,900	71,354
62135.0000 Governmental Services	\$ -	\$ 2,150	\$ 13,450	\$ 11,300
62140.0000 Special Services	660	11,300	-	(11,300)
62170.0000 Private Contractual Services	125,336	276,511	276,511	
62170.1001 Contractual Services:Temp Staffing	227,898	-	-	
62220.0000 Insurance	100,763	184,975	164,181	(20,794)
62230.0000 PSD Billing Service	980,205	980,205	940,000	(40,205)
62235.0000 Services of Other Dept - Indirect	790,235	926,176	1,070,923	144,747
62240.0000 Services of Other Dept - Direct	1,240,562	3,995	5,275	1,280
62300.0000 Special Dept Supplies	66,615	138,500	138,500	
62300.1009 Sp Dept Supplies:Refuse Containers	166,727	265,000	100,000	(165,000)
62310.0000 Office Supplies, Postage & Printing	737	3,000	3,000	
62405.0000 Uniforms & Tools	9,221	9,250	10,780	1,530
62435.0000 General Equipment Maint & Repair	41	1,530	-	(1,530)
62440.0000 Office Equip Maint & Repair	5,332	9,260	9,260	
62475.0000 Fund 532 Vehicle Equip Rental Rate	1,610,357	1,474,154	1,313,324	(160,830)
62485.0000 Fund 535 Communications Rental Rate	64,906	74,448	55,143	(19,305)
62496.0000 Fund 537 Computer System Rental	7,876	9,275	89,134	79,859

Refuse Collection and Disposal Fund

Refuse Collection Section

498.PW31A



	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
62700.0000 Memberships & Dues	424	756	756	
62755.0000 Training	2,068	5,159	5,159	
63000.0000 Depreciation-Land	2,473	2,472	2,472	
63010.0000 Depreciation-Infrastructure	8,816	4,068	4,068	
63035.0000 Depreciation-Vehicles	413,171	333,074	314,256	(18,818)
Materials, Supplies & Services	5,824,421	4,715,258	4,516,192	(199,066)
15101.0000 Vehicles - Clearing	\$ 301,405	\$ 1,775,000	\$ -	\$ (1,775,000)
Capital Assets	301,405	1,775,000	-	(1,775,000)
Total Expenses	\$ 10,051,728	\$ 10,932,804	\$ 9,030,092	\$ (1,902,712)

Refuse Collection and Disposal Fund

Refuse Disposal Section



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 FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	5,000	5,000	5,000	
60001.0000 Salaries & Wages	\$ 318,084	\$ 338,699	\$ 354,276	\$ 15,577
60006.0000 Overtime - Non-Safety	16,818	19,977	19,977	
60012.0000 Fringe Benefits	83,268	80,573	80,702	129
60012.1008 Fringe Benefits:Retiree Benefits	2,630	3,120	3,240	120
60012.1509 Fringe Benefits:Employer Paid PERS	66,920	28,681	31,399	2,718
60012.1528 Fringe Benefits:Workers Comp	43,188	36,392	39,204	2,812
60012.1531 Fringe Benefits:PERS UAL	-	38,727	57,538	18,811
60015.0000 Wellness Program Reimbursement	223	-	-	
60020.0000 Projects Salaries	11,481	-	-	
60021.0000 Projects Salaries Overhead	10,090	-	-	
60027.0000 Payroll Taxes Non-Safety	2,946	4,911	5,137	226
60031.0000 Payroll Adjustments	200	-	-	
Salaries & Benefits	555,847	551,081	591,473	40,392
62000.0000 Utilities	\$ 140,724	\$ 85,000	\$ 105,000	\$ 20,000
62135.0000 Governmental Services	119,027	125,000	127,000	2,000
62140.0000 Special Services	160	2,450	-	(2,450)
62170.0000 Private Contractual Services	536,063	765,000	970,000	205,000
62235.0000 Services of Other Dept - Indirect	235,943	217,611	322,059	104,448
62300.0000 Special Dept Supplies	18,116	15,000	15,000	
62405.0000 Uniforms & Tools	1,693	1,700	2,000	300
62475.0000 Fund 532 Vehicle Equip Rental Rate	536,786	491,385	437,775	(53,610)
62496.0000 Fund 537 Computer System Rental	1,692	1,962	12,863	10,901
62700.0000 Memberships & Dues	424	650	650	
62710.0000 Travel	574	1,550	1,550	
62755.0000 Training	3,190	3,000	3,000	
62820.0000 Bond Interest & Redemption	118,650	101,288	101,288	
62825.0000 Bond Issuance Costs	(83,091)	(68,863)	(68,863)	
62830.0000 Bank Service Charges	2,000	3,600	3,955	355
62830.1000 Credit Card Merchant Fees	1,046	-	-	
62920.0000 Trust Fund Set Aside	-	575,000	575,000	
63000.0000 Depreciation-Land	74,101	74,100	74,100	

Refuse Collection and Disposal Fund

Refuse Disposal Section

498.PW31B



	EXPENDITURES FY2015-16	BUDGET FY2016-17	BUDGET FY2017-18	CHANGE FROM PRIOR YEAR
63005.0000 Depreciation-Buildings	475	480	480	
63010.0000 Depreciation-Infrastructure	108,172	69,648	69,648	
63035.0000 Depreciation-Vehicles	263,039	282,492	315,415	32,923
Materials, Supplies & Services	2,078,786	2,748,053	3,067,920	319,867
15101.0000 Vehicles - Clearing	\$ 927,186	\$ -	\$ 580,000	\$ 580,000
Capital Assets	927,186	-	580,000	580,000
Total Expenses	\$ 3,561,819	\$ 3,299,134	\$ 4,239,393	\$ 940,259

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 FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years	6,000	6,000	6,000	
60001.0000 Salaries & Wages	\$ 407,761	\$ 434,735	\$ 443,915	\$ 9,180
60006.0000 Overtime - Non-Safety	160	4,000	4,000	
60012.0000 Fringe Benefits	94,992	101,214	102,132	918
60012.1008 Fringe Benefits:Retiree Benefits	3,346	3,744	3,888	144
60012.1509 Fringe Benefits:Employer Paid PERS	86,139	36,813	39,344	2,531
60012.1528 Fringe Benefits:Workers Comp	20,908	18,060	19,633	1,573
60012.1531 Fringe Benefits:PERS UAL	-	53,876	74,857	20,981
60020.1000 Projects Salaries:Capitalized	(20,577)	-	-	
60021.1000 Projects Salaries Overhead:Capitalized	(16,095)	-	-	
60027.0000 Payroll Taxes Non-Safety	4,609	6,304	6,437	133
60031.0000 Payroll Adjustments	785	-	-	
Salaries & Benefits	582,028	658,746	694,206	35,460
62170.0000 Private Contractual Services	\$ 972,332	\$ 1,821,668	\$ 1,364,750	\$ (456,918)
62235.0000 Services of Other Dept - Indirect	297,621	306,024	338,700	32,676
62300.0000 Special Dept Supplies	8,086	51,250	51,250	
62310.0000 Office Supplies, Postage & Printing	15,233	26,300	16,000	(10,300)
62405.0000 Uniforms & Tools	827	800	1,100	300
62420.0000 Books & Periodicals	-	450	450	
62440.0000 Office Equip Maint & Repair	800	800	-	(800)
62485.0000 Fund 535 Communications Rental Rate	9,097	10,002	12,198	2,196
62496.0000 Fund 537 Computer System Rental	5,937	7,062	22,673	15,611
62700.0000 Memberships & Dues	3,425	6,500	6,500	
62710.0000 Travel	-	2,160	2,160	
62755.0000 Training	3,005	2,000	2,000	
62895.0000 Miscellaneous Expenses	3,932	6,550	-	(6,550)
63005.0000 Depreciation-Buildings	5,275	5,268	5,268	
Materials, Supplies & Services	1,325,570	2,246,834	1,823,049	(423,785)
15022.0000 Buildings-Work In Progress	\$ 525,867	\$ 350,000	\$ -	\$ (350,000)
Capital Assets	525,867	350,000	-	(350,000)
Total Expenses	\$ 2,433,465	\$ 3,255,580	\$ 2,517,255	\$ (738,325)

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.

	EXPENDITURES FY2016-17	BUDGET FY2017-18	BUDGET FY2018-19	CHANGE FROM PRIOR YEAR
Staff Years		6,000	6,000	
60001.0000 Salaries & Wages	\$ 12,914	\$ 383,921	\$ 382,548	\$ (1,373)
60006.0000 Overtime - Non-Safety	-	1,044	1,044	
60012.0000 Fringe Benefits	3,734	93,576	92,561	(1,015)
60012.1008 Fringe Benefits:Retiree Benefits	125	3,744	3,888	144
60012.1509 Fringe Benefits:Employer Paid PERS	1,094	32,510	33,905	1,395
60012.1528 Fringe Benefits:Workers Comp	-	52,636	54,513	1,877
60012.1531 Fringe Benefits:PERS UAL	-	59,638	62,990	3,352
60027.0000 Payroll Taxes Non-Safety	182	5,567	5,547	(20)
Salaries & Benefits	18,049	632,636	636,996	4,360
62000.0000 Utilities	\$ -	\$ 91,320	\$ 91,320	
62235.0000 Services of Other Dept - Indirect	-	-	53,779	53,779
62300.0000 Special Dept Supplies	-	4,300	4,300	
62475.0000 Fund 532 Vehicle Equip Rental Rate	-	746,952	766,367	19,415
62496.0000 Fund 537 Computer System Rental	-	430	9,478	9,048
62755.0000 Training	-	2,700	2,700	
Materials, Supplies & Services	-	845,702	927,944	82,242
Total Expenses	\$ 18,049	\$ 1,478,338	\$ 1,564,940	\$ 86,602

Refuse Collection and Disposal Fund

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2016-17	STAFF YEARS FY2017-18	STAFF YEARS FY2018-19	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	0.125	0.125	
EXEC ASST	0.000	0.000	0.100	0.100
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	1.300	1.300	
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	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	
TOTAL STAFF YEARS	56.246	62.371	62.471	0.100