

**2016/17 EXPENDITURES BUDGET  
TOWN OF TRUCKEE  
SOLID WASTE**

503.000.00 Solid Waste.Non-Department.Non-Division

ACCOUNT	2014/15 ACTUAL	2015/16 AMENDED BUDGET	2015/16 ESTIMATED ACTUAL	2016/17 PROPOSED BUDGET	% CHG BUD TO EA	% CHG BUD TO BUD
<b>PERSONNEL</b>						
50.11 Wages - Regular Full-time	74,242	84,008	76,288	74,256	-2.66%	-11.61%
50.14 Wages - Part time	-	29,445	23,857	29,559	23.90%	0.39%
50.15 Wages - Temporary	13,859	18,812	11,109	20,384	83.49%	8.36%
50.31 Overtime - Regular Full-time	691	-	-	-	0.00%	-
54.xx Benefits	32,814	41,269	33,184	41,172	24.07%	-0.24%
54.11 GASB 68 Pension Expense	(1,786)	-	-	-	0.00%	-
54.61 Deferred Compensation	1,957	2,656	1,288	910	-29.35%	-65.74%
54.81 RHS	147	-	146	-	-100.00%	-
55.71 Car Allowance	426	420	419	-	-100.00%	-100.00%
55.80 Compensated Absences	(298)	1,019	(11,658)	2,038	0.00%	99.88%
<b>Total Personnel</b>	<b>122,053</b>	<b>177,629</b>	<b>134,633</b>	<b>168,319</b>	<b>25.02%</b>	<b>-5.24%</b>
<b>SUPPLIES &amp; SERVICES</b>						
60.15 Education & Training	1,012	4,000	7,500	7,500	0.00%	87.50%
63.01 Administrative Overhead	34,817	47,166	36,554	43,974	20.30%	-6.77%
63.05 Advertising	26,959	35,000	35,000	35,000	0.00%	0.00%
63.25 Membership & Dues	100	-	600	500	-16.67%	-
63.35 General Supplies	1,585	500	1,500	500	-66.67%	0.00%
63.45 Photocopying	200	200	200	200	0.00%	0.00%
63.50 Postage, Freight & Delivery	367	500	500	500	0.00%	0.00%
63.55 Printing	9,396	10,000	10,000	10,000	0.00%	0.00%
61.05 Professional Services - Disposal	2,521,933	2,568,200	2,568,200	2,616,364	1.88%	1.88%
63.51 Noticing	5,964	16,000	16,000	16,000	0.00%	0.00%
61.06 Prof. Svcs - Green Waste Disposal	253,675	271,072	261,000	276,148	5.80%	1.87%
61.07 Prof. Svcs - CA ARB Filter Repl Prgm	46,110	46,110	46,110	46,494	0.83%	0.83%
61.00 Professional Services - General	-	50,000	23,000	95,000	313.04%	90.00%
63.70 Telephone	1,309	2,200	2,200	2,200	0.00%	0.00%
67.02 Property Tax Collection Fee	6,590	7,000	7,000	7,000	0.00%	0.00%
69.10 Vehicles - Fuel	284	500	400	500	25.00%	0.00%
69.76 Fleet Maintenance Allocation	2,218	877	2,132	2,024	-5.07%	130.92%
67.09 General Recycling Programs	-	40,000	40,000	40,000	0.00%	0.00%
67.11 Recycling Programs - Grant Funded	84,116	161,630	97,000	110,000	13.40%	-31.94%
68.50 Rent - Office Space	7,715	7,469	7,916	8,800	11.17%	17.82%
<b>Total Supplies &amp; Services</b>	<b>3,004,353</b>	<b>3,268,424</b>	<b>3,162,812</b>	<b>3,318,705</b>	<b>4.93%</b>	<b>1.54%</b>
<b>CAPITAL OUTLAY</b>						
80.20 Computer Equipment	-	2,400	3,472	2,546	-26.67%	6.08%
89.00 Depreciation Expense	3,228	3,340	3,340	2,267	-32.13%	-32.13%
<b>Total Capital Outlay</b>	<b>3,228</b>	<b>5,740</b>	<b>6,812</b>	<b>4,813</b>	<b>-29.35%</b>	<b>-16.15%</b>
<b>TOTAL</b>	<b>3,129,633</b>	<b>3,451,793</b>	<b>3,304,257</b>	<b>3,491,837</b>	<b>5.68%</b>	<b>1.16%</b>
Less: Capital Assets	-	-	-	-	-	-
Less: Grant Funded Expenditures	-	(195,460)	(97,000)	(130,000)	-	-
Less: Commercial Customer Admin Expenditures	-	(13,200)	(13,200)	(13,200)	-	-
Less: Budget Modifications after notification	-	(11,457)	-	-	-	-
<b>TOTAL NET EXPENDITURES for Parcel Charges</b>	<b>3,129,633</b>	<b>3,231,675</b>	<b>3,194,057</b>	<b>3,348,637</b>	<b>4.84%</b>	<b>3.62%</b>

**TOWN OF TRUCKEE**  
**2016/17 ANNUAL BUDGET DETAIL**  
**SOLID WASTE**

503.000.00 Solid Waste.Non-Department.Non-Division

**ACTIVITY DESCRIPTION**

The Town will continue to provide solid waste services through a franchise agreement with the contract solid waste hauler.

Goals for this year include the continued management of the Town's solid waste and recycling strategies to ensure compliance with state regulations - areas of greatest concern include Mandatory Commercial and Multifamily Recycling (AB 341) and Mandatory Commercial Organics Recycling (AB 1826). Other goals for the year include the implementation of grant funded projects, implementation of the sustainability/lifestyle campaign; and preparation for a new franchise agreement as the existing franchise agreement is set to expire in June 2018.

If approved, all single family residential parcels will be billed **\$286.40** for solid waste services. For FY 2016/2017 the proposed overall increase is equal to 3.19% over last year's rate of \$277.54. The increase in the solid waste charge reflects the Town's cost to administer the solid waste franchise agreement and develop programs in response to state legislative action, as well as provide the hauler an inflationary increase of 1.10% for disposal services per the solid waste franchise agreement. In addition, staff proposes increasing the line item for Green Waste Disposal service as it is anticipated that participation in the green bag program, as well as reduced cost dumpsters and free drop-off will rise. Alternatives to green waste disposal will be developed and considered as part of the franchise agreement contract extension negotiations with the current solid waste hauler. The Green Waste Disposal program is reconciled after the completion of the fiscal year and reflects the actual cost incurred by the hauler plus a profit not to exceed 10%.

The budget reflects the actual solid waste rate of **\$286.40** which if approved, will be collected through the Nevada County property taxes. The residential fee is calculated by dividing the expenditures outlined in this budget, by the current number of residential parcels minus any grant revenue or revenue collected through assessments on commercial customers. The Solid Waste Fund is an Enterprise Fund receiving no support from the General Fund. Budget estimates are based on the collection of solid waste service fees from 11,644 parcels.

<b><u>PERSONNEL</u></b>	<b><u>BUDGET</u></b>
50.11 <u>WAGES - REGULAR FULL-TIME</u> - Provides for 80% salary of Administrative Analyst II (20% to Economic Development) and 55% of the salary of a Management Analyst (15% to Transit, 10% to Solid Waste, and 20% to the Successor Agency).	\$ 74,256
50.14 <u>WAGES - REGULAR PART-TIME</u> - Provides for one regular part-time Administrative Technician to administer the Commercial Beverage Container Recycling Grant.	\$ 29,559
50.15 <u>WAGES - INTERN</u> - Provide for a part-time intern to help administer the solid waste program. Interns are provided the opportunity to assist staff in a variety of program administration functions including the development, implementation and reporting on grant funded projects; the development of contracts and drafting of state required reports; website and social media content development; and public education and outreach. Interns are often used to staff tables at community events, representing the organization to the public.	\$ 20,384
54.00 <u>BENEFITS</u> - Provides for benefits such as workers' compensation, Town-paid payroll taxes and retirement benefits, health, dental, life and optical coverage as well as Medicare contribution.	\$ 41,172
54.61 <u>DEFERRED COMP</u> - Deferred compensation provided as negotiated by employee groups.	\$ 910

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**PERSONNEL (cont.)**

**BUDGET**

<u>55.80</u>	<u>COMPENSATED ABSENCES</u> - For this enterprise fund, the account will incur the liability of the unused portion of vacation and sick time in accordance with the accounting rules for enterprise funds.	\$ 2,038
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**SUPPLIES and SERVICES**

<u>60.15</u>	<u>EDUCATION and TRAINING</u> - Provides for attendance to the annual Waste Expo and BioCycle conferences and pertinent job related training.	\$ 7,500
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<u>63.01</u>	<u>ADMINISTRATIVE OVERHEAD</u> - Provides funding to reimburse the General Fund for Division-related administrative overhead costs. This charge is necessary to properly reflect the costs of the Solid Waste department, which is being operated as an enterprise fund. The increase reflects a greater allocation of total personnel costs to administrative departments, increased spend on Town IT infrastructure and the budgeted purchase and implementation of a new Town-wide enterprise resource system.	\$ 43,974
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<u>63.05</u>	<u>ADVERTISING</u> - Provides for various public education elements, including the purchase of print advertisements in local papers, visitor's guide, homeowner's association newsletters and other print media. Also includes funding for radio and social media advertising.	\$ 35,000
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<u>63.25</u>	<u>MEMBERSHIPS and DUES</u> - Provides for annual membership dues for professional organizations such as the California Resource Recovery Association and the US Zero Waste Business Council.	\$ 500
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<u>63.35</u>	<u>GENERAL SUPPLIES</u> - Provides for office stationery forms, small items and equipment needed for program activities and additional computer accessories as necessary.	\$ 500
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<u>63.45</u>	<u>PHOTOCOPYING</u> – Allocation of monthly maintenance contract costs.	\$ 200
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<u>63.50</u>	<u>POSTAGE, FREIGHT &amp; DELIVERY</u> - Provides for anticipated postage/ mailing costs for solid waste and recycling operations.	\$ 500
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<u>63.55</u>	<u>PRINTING</u> - Provides for the printing of brochures, pamphlets, and other materials developed for public education on Division related programs and activities. Also includes printing of materials for recycling events, for example Truckee Day t-shirts.	\$ 10,000
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<u>61.05</u>	<u>PROFESSIONAL SERVICES – DISPOSAL</u> - Provides for single-can residential solid waste collection service as provided by the Town's solid waste hauler. The rate reflects a 1.10% inflationary increase as allowed for within the solid waste franchise agreement as well as a 5% franchise fee. The proposed rate for solid waste disposal services is \$224.70 per residential parcel per year, reflecting a \$4.14 per year increase from last year's rate of \$220.56.	\$ 2,616,364
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<u>63.51</u>	<u>NOTICING</u> - Provides funding for direct mail notice (design, printing and postage) to all residential parcels and commercial customers regarding annual rate increase for solid waste disposal per the requirements set forth by Proposition 218.	\$ 16,000
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**SUPPLIES and SERVICES (cont'd)**

**BUDGET**

61.06	<p><u>PROFESSIONAL SERVICES – GREEN WASTE DISPOSAL</u> – Provides for the residential yard waste disposal program consisting of the curbside collection of green bags, onsite yard waste only dumpsters available to residential customers for \$60 each and free drop off of 6-yards of green waste at the Eastern Regional Landfill (ERL). Per the solid waste franchise agreement, the hauler is compensated for the actual cost to provide the comprehensive program plus a profit not to exceed 10%. The proposed budget will provide funding for the collection of approximately 80,000 green bags; 300 reduced cost dumpsters and 3,000 yards of material dropped off at ERL. The proposed program cost is \$23.72 per residential parcel per year which reflects a \$0.44 per year increase from last year’s rate of \$23.28. The rate includes a 5% franchise fee on the service which is collected and transferred to the General Fund.</p>	\$ 276,148
61.07	<p><u>PROFESSIONAL SERVICES - CA AIR RESOURCE BOARD FILTER REPLACEMENT PROGRAM</u> - Provides funding to the waste hauler to offset the costs associated with the state mandated regulations adopted in the Solid Waste Collection Vehicle Rule of September 2003 to retrofit all on-road trash collection vehicles with emission reduction filters. Cost per customer is \$3.96. Sufficient funding to fulfill this obligation will be collected approximately half way through the fiscal year. Staff is recommending collecting the full amount to provide funding to the waste hauler for clean air activities/purchase of hybrid diesel vehicles. Approximately \$25,000 will be available for future vehicle purchase or the use of hybrid diesel collection vehicles for the hauler.</p>	\$ 46,494
61.00	<p><u>PROFESSIONAL SERVICES - GENERAL</u> - Provides funding for outside consultant services to assist in the development of a new Franchise Agreement. The consultant will be utilized to identify best practices and new and/or improved programs for potential inclusion in the new agreement. The consultant will also work with Town staff to gather community input on potential new programs or improvements to existing programs. Assistance in the renegotiation process will be provided, and if need be, the consultant will draft an RFP for a competitive bid process. The consultant will assist in evaluation of proposals, selection of a waste hauler, draft a new contract, and will facilitate negotiations of a new agreement. This will be a multi year project.</p>	\$ 95,000
63.70	<p><u>TELEPHONE</u> - Provides for costs based upon allocation of base and long distance charges, allocation of Optical Fiber Network required for internet connection and other annual phone charges for the Cisco phone system. Also includes service for cellular phones.</p>	\$ 2,200
67.02	<p><u>PROPERTY TAX COLLECTION FEE</u> - Provides payment to the County of Nevada for the collection and remittance of the Solid Waste Fee and any Delinquent Accounts collected via the residential property taxes.</p>	\$ 7,000
69.10	<p><u>VEHICLES - FUEL</u> - Provides for Solid Waste's share of gasoline use.</p>	\$ 500
69.76	<p><u>FLEET MAINTENANCE ALLOCATION</u> - Provides for allocation of vehicle maintenance costs provided by the Fleet Department.</p>	\$ 2,024

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<u><b>SUPPLIES and SERVICES (cont'd)</b></u>	<u><b>BUDGET</b></u>
<p><u>67.09</u>    <u>RECYCLING PROGRAMS</u> - Provides for costs associated with the development and implementation of waste reduction and recycling programs. Allows the program to support community events such as Truckee Day and Public Services Together as well as provides for program collateral such as reusable bags, blue bags and promotional items. New this year is a lifestyle campaign focused on sustainability in our local community.</p>	<p>\$        40,000</p>
<p><u>67.11</u>    <u>RECYCLING PROGRAMS - GRANT FUNDED</u>  <u>COMMERCIAL CUSTOMER BEVERAGE CONTAINER RECYCLING GRANT (R2016 001)</u> Multi-year grant awarded by CalREcycle for the purpose of increasing beverage container recycling amongst local businesses and Truckee based schools. Funding will provide for: a part time Administrative Technician to administer the grant; a contract with a software developer to create a commercial customer database that will allow the Town to collect and store data obtained from free on-site waste assessments as well as run reports to demonstrate regulatory compliance and implement a paperless communication system with commercial customers; develop education and outreach materials and support school based recycling efforts.  <u>DOC CITY/COUNTY GRANT (R2015 001)</u> Provides for costs associated with the development and implementation of waste reduction and recycling programs that are funded by grant revenues associated with Beverage Container Recycling.  <u>USED OIL RECYCLING GRANT (R2015 002)</u> Annual payment program provided by CalRecycle funds activities related to used oil and filter recycling in Truckee. Provides funding for the purchase of used oil collection containers, funnels, advertisement of certified used oil collection centers, and for the recycling of filters collected at a certified center.</p>	<p>\$        110,000</p>
<p><u>68.50</u>    <u>RENT - OFFICE SPACE</u> - Provides for the Division's share of office space in Town Hall and provides for off-site Town Facility storage space.</p>	<p>\$        8,800</p>
<u><b>CAPITAL OUTLAY</b></u>	
<p><u>80.20</u>    <u>COMPUTER EQUIPMENT</u> - Provides for replacement of computers for Administrative Analyst II and Intern.</p>	<p>\$        2,546</p>
<p><u>89.00</u>    <u>DEPRECIATION EXPENSE</u> - For this enterprise fund, the account will expense the used portions of fixed assets in accordance with the accounting rules for enterprise funds.</p>	<p>\$        2,267</p>