

FYE2018 BUDGET ACTIVITY NARRATIVE

FUND: 525 Sanitation	DEPARTMENT: 15 Public Works-Sanitation	ACTIVITY: 5400 Solid Waste Disposal
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DEPARTMENT/ACTIVITY DESCRIPTION:
 The Sanitation Department provides curbside collection to over 35,000 residential garbage customer accounts. Provides curbside bulk item collection and disposal. Provides Neighborhood Association cleanups. Performs collection and disposal as per orders from Code Enforcement and Court Orders for nuisance properties. Provides curbside collection and disposal of recycle items. Provides curbside collection and disposal of yard waste. Provides five (5) additional satellite drop sites for recycle collection. Maintains database information systems for all collection systems.

DEPARTMENT/ACTIVITY OBJECTIVES:
 To continue to increase productivity, lower costs when and wherever we can, and provide good service to our citizens, ever receptive to their needs.

PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2015	CERTIFIED FYE2016	CERTIFIED FYE2017	PROPOSED FYE2018 *	DEPT REQUEST FYE2018	CERTIFIED FYE2018
Public Works Director	0.33	0.33	0.33	0.33		
Superintendent	0	0	0	0		
Operations Supervisor	0	0	1	1		
Maintenance Supervisor	0	0	0	0		
Administrative Secretary	0.29	1	1	1		
Solid Waste Foreman	1	1	0	0		
Solid Waste Technician **	0	0	11	11		
Solid Waste Operator	5	5	0	0		
Waste Services Technician	6	6	0	0		
Clerk I	1	0	0	0		
TOTAL FULL-TIME EQUIVALENT POSITIONS	13.62	13.33	13.33	13.33	0	0

* AT CURRENT FYE17 STAFFING LEVEL

** Solid Waste Operators & Waste Services Technicians reclassified as Solid Waste Technicians effective 7-1-16.



Department Budget Worksheet Draft #1

Budget Year 2018

G/L Account	Account Description	2015 Actual Amount	2016 Actual Amount	2017 Actual Amt thru 12/31/16	2017 Amended Budget	2017 Adopted Budget	2018 Base Level	2018 Additional Dept Needs	% Change from 2017 Adopted
Fund 525 - Sanitation Fund									
REVENUE									
Department 15 - Waste Management-Sanitation									
Activity 5400 - Solid Waste Disposal									
Use Of Money & Property									
525-15-5400 3614	Interest - Savings Account	9,887.88	8,551.04	6,253.84	2,500.00	2,500.00	2,500.00	2,500.00	.00
	<i>Use Of Money & Property Totals</i>	<u>\$9,887.88</u>	<u>\$8,551.04</u>	<u>\$6,253.84</u>	<u>\$2,500.00</u>	<u>\$2,500.00</u>	<u>\$2,500.00</u>	<u>\$2,500.00</u>	<u>0.00%</u>
<i>Federal Grants & Reimbursements</i>									
525-15-5400 3345	Federal Emergency Management Agency Grant	618.11	.00	.00	.00	.00	.00	.00	.00
	<i>Federal Grants & Reimbursements Totals</i>	<u>\$618.11</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>
<i>State Government Grants</i>									
525-15-5400 3361	State Grant	.00	82.41	.00	.00	.00	.00	.00	.00
	<i>State Government Grants Totals</i>	<u>\$0.00</u>	<u>\$82.41</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>
<i>Shared Program - County</i>									
525-15-5400 3357	Shared Program - County	273,624.00	273,624.00	273,624.00	273,624.00	273,624.00	273,624.00	273,624.00	.00
	<i>Shared Program - County Totals</i>	<u>\$273,624.00</u>	<u>\$273,624.00</u>	<u>\$273,624.00</u>	<u>\$273,624.00</u>	<u>\$273,624.00</u>	<u>\$273,624.00</u>	<u>\$273,624.00</u>	<u>0.00%</u>
<i>Charges for Fees & Service</i>									
525-15-5400 3113	Sales Tax Collected	1,087.13	1,125.79	334.14	1,000.00	1,000.00	1,000.00	1,000.00	.00
525-15-5400 3499	Sale of Recyclables	.00	384.40	.00	3,500.00	3,500.00	3,500.00	3,500.00	.00
525-15-5400 3627	Good Faith Deposits	.00	.00	1,820.00	.00	.00	.00	.00	.00
525-15-5400 3721	Service Charges	3,490,213.68	3,452,084.64	1,650,962.78	3,430,000.00	3,430,000.00	3,430,000.00	3,430,000.00	.00
	<i>Charges for Fees & Service Totals</i>	<u>\$3,491,300.81</u>	<u>\$3,453,594.83</u>	<u>\$1,653,116.92</u>	<u>\$3,434,500.00</u>	<u>\$3,434,500.00</u>	<u>\$3,434,500.00</u>	<u>\$3,434,500.00</u>	<u>0.00%</u>
<i>Special Assessments</i>									
525-15-5400 3880	Assessment - Garbage	15,393.47	18,654.94	28,155.51	10,000.00	10,000.00	10,000.00	10,000.00	.00
	<i>Special Assessments Totals</i>	<u>\$15,393.47</u>	<u>\$18,654.94</u>	<u>\$28,155.51</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>\$10,000.00</u>	<u>0.00%</u>
<i>Miscellaneous Revenue</i>									
525-15-5400 3800	Miscellaneous Revenue	.00	33.73	68.59	.00	.00	.00	.00	.00
525-15-5400 3871	Damage Claims	1,540.54	.00	.00	.00	.00	.00	.00	.00
	<i>Miscellaneous Revenue Totals</i>	<u>\$1,540.54</u>	<u>\$33.73</u>	<u>\$68.59</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>
<i>Refunds</i>									
525-15-5400 3722	Refunds	1,925.73	.00	.00	.00	.00	.00	.00	.00
	<i>Refunds Totals</i>	<u>\$1,925.73</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>+++</u>



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REVENUE																																																	
Department 15 - Waste Management-Sanitation																																																	
Activity 5400 - Solid Waste Disposal																																																	
<i>Proceeds of Capital Asset Sales</i>																																																	
525-15-5400 3498	Sale of Equipment	703.00	.00	.00	.00	.00	.00	.00	.00																																								
	<i>Proceeds of Capital Asset Sales Totals</i>	\$703.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++																																								
	Activity 5400 - Solid Waste Disposal Totals	\$3,794,993.54	\$3,754,540.95	\$1,961,218.86	\$3,720,624.00	\$3,720,624.00	\$3,720,624.00	\$3,720,624.00	0.00%																																								
	Department 15 - Waste Management-Sanitation Totals	\$3,794,993.54	\$3,754,540.95	\$1,961,218.86	\$3,720,624.00	\$3,720,624.00	\$3,720,624.00	\$3,720,624.00	0.00%																																								
	REVENUE TOTALS	\$3,794,993.54	\$3,754,540.95	\$1,961,218.86	\$3,720,624.00	\$3,720,624.00	\$3,720,624.00	\$3,720,624.00	0.00%																																								
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<i>Personal Services - Salaries & Benefits</i>																																																	
525-15-5400 1111	Salaries - Regular	644,578.98	699,290.16	356,485.65	724,830.00	724,830.00	744,140.00	744,140.00	2.66																																								
525-15-5400 1113	Longevity Pay	8,938.32	9,583.63	4,724.84	10,398.00	10,398.00	9,249.00	9,249.00	(11.05)																																								
525-15-5400 1114	Time & Half Pay	60,004.34	62,769.37	25,541.11	55,000.00	55,000.00	55,000.00	55,000.00	.00																																								
525-15-5400 1117	Double Time Pay	476.20	.00	1,206.24	1,000.00	1,000.00	1,000.00	1,000.00	.00																																								
525-15-5400 1118	Bonus Pay	2,054.50	51.40	.00	1,500.00	1,500.00	1,500.00	1,500.00	.00																																								
525-15-5400 1121	FICA - City Contribution	54,604.94	58,220.79	29,602.09	60,779.00	60,779.00	62,161.00	62,161.00	2.27																																								
525-15-5400 1122	IPERS - City Contribution	63,654.98	68,912.48	34,644.92	70,792.00	70,792.00	72,411.00	72,411.00	2.28																																								
525-15-5400 1123	Life & Disability Insurance	3,564.30	3,925.92	1,776.71	4,045.00	4,045.00	3,598.00	3,598.00	(11.05)																																								
525-15-5400 1128	Retirement Pay	10,202.29	.00	3,445.33	.00	.00	.00	.00	.00																																								
525-15-5400 1130	Employee Benefit Reimbursement	2,027.81	1,727.09	1,670.30	1,750.00	1,750.00	1,670.00	1,670.00	(4.57)																																								
525-15-5400 1131	Health Insurance	265,946.44	279,610.10	134,598.75	282,961.00	282,961.00	258,860.00	258,860.00	(8.51)																																								
	<i>Personal Services - Salaries & Benefits Totals</i>	\$1,116,053.10	\$1,184,090.94	\$593,695.94	\$1,213,055.00	\$1,213,055.00	\$1,209,589.00	\$1,209,589.00	(0.29%)																																								
<table border="1"> <thead> <tr> <th>Comments</th> <th>Account</th> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td colspan="4"><i>Contractual Services</i></td> </tr> <tr> <td></td> <td>525-15-5400 1301</td> <td></td> <td>Temp Agency Services</td> </tr> <tr> <td></td> <td>525-15-5400 1314</td> <td></td> <td>Health Services</td> </tr> <tr> <td></td> <td>525-15-5400 1315</td> <td></td> <td>Educational & Training Services</td> </tr> <tr> <td></td> <td>525-15-5400 1317</td> <td></td> <td>Audit Expense</td> </tr> <tr> <td></td> <td>525-15-5400 1321</td> <td></td> <td>Data Processing Services</td> </tr> <tr> <td></td> <td>525-15-5400 1341</td> <td></td> <td>Contract Carriers</td> </tr> <tr> <td></td> <td>525-15-5400 1343</td> <td></td> <td>Postage & Mailing Expense</td> </tr> <tr> <td></td> <td>525-15-5400 1344</td> <td></td> <td>Telephone & Fax Expense</td> </tr> </tbody> </table>										Comments	Account	Level	Comment	<i>Contractual Services</i>					525-15-5400 1301		Temp Agency Services		525-15-5400 1314		Health Services		525-15-5400 1315		Educational & Training Services		525-15-5400 1317		Audit Expense		525-15-5400 1321		Data Processing Services		525-15-5400 1341		Contract Carriers		525-15-5400 1343		Postage & Mailing Expense		525-15-5400 1344		Telephone & Fax Expense
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Fund 525 - Sanitation Fund									
EXPENSE									
Department 15 - Waste Management-Sanitation									
Activity 5400 - Solid Waste Disposal									
<i>Contractual Services</i>									
525-15-5400 1346	Travel - Professional Training	260.00	.00	.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
525-15-5400 1352	Photography & Copy Reproduction	2,536.16	.00	.00	4,200.00	4,200.00	4,200.00	4,200.00	.00
525-15-5400 1356	Uniforms & Mats - Cleaning & Rental	4,616.35	2,845.24	463.10	7,000.00	7,000.00	7,000.00	7,000.00	.00
525-15-5400 1371	Building & Grounds Maintenance	2,221.85	1,267.50	8,654.41	2,500.00	2,500.00	2,500.00	2,500.00	.00
525-15-5400 1384	Leased Equipment & Machinery	.00	.00	15,600.00	15,600.00	.00	.00	.00	.00
525-15-5400 1386	Compost Grinding	22,000.00	.00	.00	.00	.00	.00	.00	.00
525-15-5400 1387	Radio & Related Equipment	2,432.19	1,867.73	68.10	1,000.00	1,000.00	1,000.00	1,000.00	.00
525-15-5400 1389	Landfill Fees	596,831.01	624,533.22	357,358.49	652,000.00	652,000.00	652,000.00	688,000.00	5.52
525-15-5400 1390	Other Contractual Services	125,864.92	126,893.12	72,499.52	146,000.00	146,000.00	146,000.00	165,000.00	13.01
525-15-5400 1391	Dues & Memberships	.00	212.00	.00	500.00	500.00	500.00	500.00	.00
525-15-5400 1398	Sales Tax	1,087.13	3,905.00	327.62	1,000.00	1,000.00	1,000.00	1,000.00	.00
525-15-5400 1400	Utility Service	4,289.91	5,043.74	2,734.50	8,500.00	8,500.00	8,500.00	8,500.00	.00
	<i>Contractual Services Totals</i>	\$813,776.83	\$847,865.97	\$499,298.26	\$931,010.00	\$918,160.00	\$918,160.00	\$973,160.00	5.99%
<i>Comments</i>									
	<i>Account</i>		<i>Level</i>		<i>Comment</i>				
	1389		Additional Dept Needs		Increase due to \$2 per ton landfill increase effective July 2017. (\$38.25 per ton / est qty of 17,986 ton)				
	1390		Additional Dept Needs		Anticipated price increase from recycling provider.				
<i>Commodities</i>									
525-15-5400 1511	Concrete & Aggregates	.00	.00	968.77	.00	.00	.00	.00	.00
525-15-5400 1513	Chemicals & Gases	.00	.00	.00	100.00	100.00	100.00	100.00	.00
525-15-5400 1516	Minor Computer Equipment	691.83	.00	.00	1,000.00	1,000.00	1,000.00	1,000.00	.00
525-15-5400 1533	Fuel Expense	158,753.15	101,423.91	61,079.79	137,000.00	137,000.00	137,000.00	137,000.00	.00
525-15-5400 1535	Hardware Items	376.94	237.42	106.14	350.00	350.00	350.00	350.00	.00
525-15-5400 1541	Janitorial Supplies	1,047.88	1,263.24	557.80	1,000.00	1,000.00	1,000.00	1,000.00	.00
525-15-5400 1547	Oils & Greases	17,149.59	20,028.12	10,437.62	17,500.00	17,500.00	17,500.00	17,500.00	.00
525-15-5400 1555	Minor Equipment & Supplies	1,065.20	1,521.77	838.52	3,250.00	750.00	750.00	750.00	.00
525-15-5400 1561	Office Supplies & Minor Equipment	2,371.39	4,100.42	2,620.44	2,750.00	2,500.00	2,500.00	2,500.00	.00
525-15-5400 1569	Vehicle Replacement Parts	203,081.58	198,172.16	151,800.94	185,000.00	185,000.00	185,000.00	185,000.00	.00
525-15-5400 1571	Machinery & Equipment Replacement Parts	10,602.67	.00	.00	5,400.00	21,000.00	21,000.00	21,000.00	.00
525-15-5400 1573	Safety & Protective Equipment	2,317.58	3,924.91	1,042.59	2,500.00	2,500.00	2,500.00	2,500.00	.00
525-15-5400 1579	Uniforms	436.35	1,648.96	.00	700.00	700.00	700.00	700.00	.00
525-15-5400 1596	Refuse & Yard Waste Containers	125,381.57	144,747.83	67,565.28	129,000.00	120,000.00	120,000.00	120,000.00	.00
525-15-5400 1785	Refund Payments	6,595.41	2,960.93	1,098.26	5,000.00	5,000.00	5,000.00	5,000.00	.00
	<i>Commodities Totals</i>	\$529,871.14	\$480,029.67	\$298,116.15	\$490,550.00	\$494,400.00	\$494,400.00	\$494,400.00	0.00%



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Fund 525 - Sanitation Fund									
EXPENSE									
Department 15 - Waste Management-Sanitation									
Activity 5400 - Solid Waste Disposal									
Capital Outlay									
525-15-5400 2110	Machinery & Equipment	219,265.00	31,833.09	.00	101,000.00	110,000.00	110,000.00	85,000.00	(22.72)
525-15-5400 2117	Motor Vehicles & Equipment	285,054.50	409,671.91	.00	233,000.00	233,000.00	233,000.00	240,000.00	3.00
525-15-5400 2152	Building Improvements	.00	15,350.00	4,345.00	175,000.00	175,000.00	175,000.00	250,000.00	42.85
<i>Capital Outlay Totals</i>		\$504,319.50	\$456,855.00	\$4,345.00	\$509,000.00	\$518,000.00	\$518,000.00	\$575,000.00	11.00%
Comments									
<i>Account</i>	<i>Level</i>	<i>Comment</i>							
2110	Additional Dept Needs	Compost site tractor and screener brushes.							
2117	Additional Dept Needs	Replacement automated truck.							
2152	Additional Dept Needs	Pole building for equipment storage at compost facility.							
Activity 5400 - Solid Waste Disposal Totals		\$2,964,020.57	\$2,968,841.58	\$1,395,455.35	\$3,143,615.00	\$3,143,615.00	\$3,140,149.00	\$3,252,149.00	3.45%
Department 15 - Waste Management-Sanitation Totals		\$2,964,020.57	\$2,968,841.58	\$1,395,455.35	\$3,143,615.00	\$3,143,615.00	\$3,140,149.00	\$3,252,149.00	3.45%
EXPENSE TOTALS		\$2,964,020.57	\$2,968,841.58	\$1,395,455.35	\$3,143,615.00	\$3,143,615.00	\$3,140,149.00	\$3,252,149.00	3.45%
Fund 525 - Sanitation Fund Totals									
REVENUE TOTALS		\$3,794,993.54	\$3,754,540.95	\$1,961,218.86	\$3,720,624.00	\$3,720,624.00	\$3,720,624.00	\$3,720,624.00	0.00%
EXPENSE TOTALS		\$2,964,020.57	\$2,968,841.58	\$1,395,455.35	\$3,143,615.00	\$3,143,615.00	\$3,140,149.00	\$3,252,149.00	3.45%
Fund 525 - Sanitation Fund Totals		\$830,972.97	\$785,699.37	\$565,763.51	\$577,009.00	\$577,009.00	\$580,475.00	\$468,475.00	(18.81%)
Net Grand Totals									
REVENUE GRAND TOTALS		\$3,794,993.54	\$3,754,540.95	\$1,961,218.86	\$3,720,624.00	\$3,720,624.00	\$3,720,624.00	\$3,720,624.00	0.00%
EXPENSE GRAND TOTALS		\$2,964,020.57	\$2,968,841.58	\$1,395,455.35	\$3,143,615.00	\$3,143,615.00	\$3,140,149.00	\$3,252,149.00	3.45%
Net Grand Totals		\$830,972.97	\$785,699.37	\$565,763.51	\$577,009.00	\$577,009.00	\$580,475.00	\$468,475.00	(18.81%)

FYE2018 BUDGET ACTIVITY NARRATIVE

FUND: 525 Sanitation	DEPARTMENT: 15 Waste Mgmt-Sanitation	ACTIVITY: 5402 Sanitation Chargebacks
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DEPARTMENT/ACTIVITY DESCRIPTION:
 This activity reflects the amount paid by the Sanitation Fund for services received from the City Clerk, Finance, Human Resources, Management Information Services and the Central Garage.

DEPARTMENT/ACTIVITY OBJECTIVES:

PERSONNEL SUMMARY:

FULL-TIME EQUIVALENT POSITIONS:	CERTIFIED FYE2015	CERTIFIED FYE2016	CERTIFIED FYE2017	PROPOSED FYE2018 *	DEPT REQUEST FYE2018	CERTIFIED FYE2018
TOTAL FULL-TIME EQUIVALENT POSITIONS	0	0	0	0	0	0

* AT CURRENT FYE17 STAFFING LEVEL



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Fund 525 - Sanitation Fund									
EXPENSE									
Department 15 - Waste Management-Sanitation									
Activity 5402 - Sanitation Chargebacks									
Contractual Services									
525-15-5402 1405	Service From Clerk/Finance	127,500.00	127,500.00	.00	127,500.00	127,500.00	127,500.00	127,500.00	.00
525-15-5402 1407	Service From Human Resources	9,000.00	9,000.00	.00	9,000.00	9,000.00	9,000.00	9,000.00	.00
525-15-5402 1408	Service From Central Garage	190,000.00	190,000.00	.00	190,000.00	190,000.00	190,000.00	190,000.00	.00
525-15-5402 1410	Service From Parks Dept	50,000.00	50,000.00	.00	50,000.00	50,000.00	50,000.00	50,000.00	.00
525-15-5402 1413	Service From Health/Sanitation	75,000.00	75,000.00	.00	75,000.00	75,000.00	75,000.00	75,000.00	.00
	<i>Contractual Services Totals</i>	<u>\$451,500.00</u>	<u>\$451,500.00</u>	<u>\$0.00</u>	<u>\$451,500.00</u>	<u>\$451,500.00</u>	<u>\$451,500.00</u>	<u>\$451,500.00</u>	<u>0.00%</u>
	Activity 5402 - Sanitation Chargebacks Totals	\$451,500.00	\$451,500.00	\$0.00	\$451,500.00	\$451,500.00	\$451,500.00	\$451,500.00	0.00%
	Department 15 - Waste Management-Sanitation Totals	\$451,500.00	\$451,500.00	\$0.00	\$451,500.00	\$451,500.00	\$451,500.00	\$451,500.00	0.00%
	EXPENSE TOTALS	\$451,500.00	\$451,500.00	\$0.00	\$451,500.00	\$451,500.00	\$451,500.00	\$451,500.00	0.00%
	Fund 525 - Sanitation Fund Totals								
	EXPENSE TOTALS	\$451,500.00	\$451,500.00	\$0.00	\$451,500.00	\$451,500.00	\$451,500.00	\$451,500.00	0.00%
	Fund 525 - Sanitation Fund Totals	(\$451,500.00)	(\$451,500.00)	\$0.00	(\$451,500.00)	(\$451,500.00)	(\$451,500.00)	(\$451,500.00)	0.00%
	Net Grand Totals								
	REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
	EXPENSE GRAND TOTALS	\$451,500.00	\$451,500.00	\$0.00	\$451,500.00	\$451,500.00	\$451,500.00	\$451,500.00	0.00%
	Net Grand Totals	(\$451,500.00)	(\$451,500.00)	\$0.00	(\$451,500.00)	(\$451,500.00)	(\$451,500.00)	(\$451,500.00)	0.00%