Solid Waste Fund

Chuck Soules, P.E.
Public Works Director
# Fund 502 - SOLID WASTE FUND

## Budget Resources by Classification:
Total $9,344,798

<table>
<thead>
<tr>
<th>Use of Money / Property</th>
<th>0.77%</th>
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<tbody>
<tr>
<td>Charges for Services</td>
<td>81.71%</td>
</tr>
<tr>
<td>Fund Balance Forward</td>
<td>17.52%</td>
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</table>

## Revenue Sources - Descriptions and Trends

### Revenue Source - The Solid Waste Fund

The Solid Waste Fund is an Enterprise Fund for the City, and is used to account for the operations that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs of providing services (recycling, solid waste, and disposal of refuse) to the general public on a continuing basis is financed or recovered primarily through user charges. The primary revenue source for this Fund is the charges for sanitation services, followed by roll-off charges to commercial and some residential customers. A two percent (2%) increase in both residential and commercial solid waste fees was recommended by staff and approved by the City Commission for 2004. This increase, as part of a planned incremental approach to matching revenue to anticipated expenditures each year, will allow service levels to be maintained in light of the anticipated growth of the system.

### Trends

As indicated, the solid waste revenues are projected conservatively and incrementally, to avoid large jumps in service charges in any one year. Increased maintenance and operating costs, as well as the growth in the number of customers and geographic size of the service area, continue to impact the revenue requirements for this Fund.

## RECEIPTS

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Sanitation Service Charge</td>
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<td>$6,005,000</td>
<td>$6,005,000</td>
<td>$6,227,600</td>
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<tr>
<td>Roll Off</td>
<td>1,258,243</td>
<td>1,020,000</td>
<td>1,020,000</td>
<td>1,050,000</td>
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<tr>
<td>Extra Pickups, Miscellaneous</td>
<td>276,187</td>
<td>285,000</td>
<td>285,000</td>
<td>285,750</td>
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<td>State Grants</td>
<td>65,985</td>
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<td>-</td>
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<tr>
<td>Interest on Investments</td>
<td>81,786</td>
<td>40,000</td>
<td>40,000</td>
<td>60,000</td>
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<td><strong>TOTAL RECEIPTS</strong></td>
<td>7,654,203</td>
<td>7,350,000</td>
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<td>7,623,350</td>
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<td>Balance, January 1</td>
<td>2,972,845</td>
<td>1,591,865</td>
<td>3,302,615</td>
<td>1,721,448</td>
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<td><strong>TOTAL RESOURCES AVAILABLE</strong></td>
<td>$10,627,048</td>
<td>$8,941,865</td>
<td>$10,652,615</td>
<td>$9,344,798</td>
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Fund 502 - SOLID WASTE FUND

Budget Expenditures by Category:
Total $9,041,943

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<tr>
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<tbody>
<tr>
<td>Personal Services</td>
<td>$3,842,230</td>
<td>$4,224,593</td>
<td>$4,224,593</td>
<td>$4,398,099</td>
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<tr>
<td>Contractual Services</td>
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<td>2,455,234</td>
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<tr>
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<td>596,840</td>
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<td>635,490</td>
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<td>Capital Outlay</td>
<td>834,861</td>
<td>1,352,000</td>
<td>1,352,000</td>
<td>1,044,000</td>
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<tr>
<td>Debt Service</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfer to Other Funds</td>
<td>128,500</td>
<td>187,500</td>
<td>187,500</td>
<td>187,500</td>
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<tr>
<td>Contingency</td>
<td>-</td>
<td>115,000</td>
<td>115,000</td>
<td>180,000</td>
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<tr>
<td>TOTAL EXPENDITURES</td>
<td>7,324,433</td>
<td>8,931,167</td>
<td>8,931,167</td>
<td>9,041,943</td>
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<td>FUND BALANCE FORWARD</td>
<td>$3,302,615</td>
<td>$10,698</td>
<td>$1,721,448</td>
<td>$302,855</td>
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</tbody>
</table>

Expenditures - Descriptions and Trends

Personal Services - Cost of providing wages, salaries, retirement, and other fringe benefits for City employees and to some extent, part-time, seasonal staff. Increases in 2004 are due to projected merit increases for eligible employees. Additionally, the City's share of the per employee health care costs have increased for 2004.

Contractual Services - Services provided to the City by firms, individuals, or other City departments. Increased costs for utilities at the recycling facilities as well as additional refuse disposal fees charged by the landfill contractor are responsible for the increase in projected expenditures.

Commodities - Goods and supplies for operating the divisions and providing the services of the department. Increases in fuel costs, roll-out carts, and small equipment items such as computers account for the increase over the 2003 budget.

Contingency - budgeted funds to cover emergency repairs or weather related situations that increase operating costs. Increase in 2004 to cover unexpected expenses.
## 2004 DEPARTMENT / DIVISION SPENDING SUMMARY

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>Personal Services</strong></td>
<td>$2,067,901</td>
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<td><strong>Contractual Services</strong></td>
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<td>1,028,853</td>
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<td>1,083,097</td>
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<td><strong>Commodities</strong></td>
<td>150,245</td>
<td>224,800</td>
<td>224,800</td>
<td>245,600</td>
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<td><strong>Capital Outlay</strong></td>
<td>281,987</td>
<td>401,000</td>
<td>401,000</td>
<td>331,000</td>
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<tr>
<td><strong>Refunds</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Transfers</strong></td>
<td>81,000</td>
<td>110,000</td>
<td>110,000</td>
<td>110,000</td>
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<tr>
<td><strong>Contingency</strong></td>
<td>-</td>
<td>40,000</td>
<td>40,000</td>
<td>70,000</td>
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<tr>
<td><strong>Total</strong></td>
<td>$3,520,380</td>
<td>$4,051,053</td>
<td>$4,051,053</td>
<td>$4,175,122</td>
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## DEPARTMENT / DIVISION PERSONNEL SUMMARY

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<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>Authorized Positions</strong></td>
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<td>50.84</td>
<td>50.84</td>
<td>50.84</td>
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</table>

## DEPARTMENT / DIVISION ORGANIZATIONAL CHART

* Shading indicates positions funded from this account.
PURPOSE AND MISSION OF THE DEPARTMENT / DIVISION

The Solid Waste Residential Collection Division of the Public Works Department is charged with collection of refuse generated from residential areas. Residential Collection is on Tuesday, Wednesday, and Thursday. Monday is used for yard waste pick-up and Friday is for training, equipment maintenance, bulk pick-up and special projects such as alley cleaning and neighborhood clean-ups.

Residential collection service is one of three divisions that make up this financially self-supporting enterprise fund. The Department of Finance handles billing in conjunction with their water and sewer utility billings. Other services include separate collection of tires from residential sources, collection of appliances, and neighborhood and alley clean-ups.

Significant Issues for 20034: The increase in Personal Services for 2004 can be attributed to merit increases for eligible employees, and increased costs for health care benefits. Transfers to the General Fund are consistent with 2003 levels. Equipment and compost site improvement account for significant expenditures to Capital Outlay. The allocation for contingency has been increased to represent 2% of the total Solid Waster Division budget when residential, commercial, and waste reduction are combined.

CURRENT YEAR ACCOMPLISHMENTS

- Provided residential solid waste services to 29,461 residential and multi-family accounts in the year 2002.
- Use of the poly-cart program increased, providing a convenience to customers and reducing the potential for injuries to Solid Waste employees.

MAJOR GOALS AND OBJECTIVES FOR 2004

1. To provide efficient collection of residential solid waste in a challenging environment, given a growing customer base and an expanding geographic service area.

2. To improve efficiency and effectiveness of grass and leaf collection processes from residential areas.

3. Continue increasing use of poly-carts for collection of residential solid waste.

PERFORMANCE INDICATORS

<table>
<thead>
<tr>
<th></th>
<th>2001 Actual</th>
<th>2002 Actual</th>
<th>2003 Estimated</th>
<th>2004 Projected</th>
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</thead>
<tbody>
<tr>
<td>Number of residential accounts</td>
<td>24,640</td>
<td>25,630</td>
<td>25,800</td>
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<tr>
<td>Number of multi-family accounts</td>
<td>4,341</td>
<td>3,831</td>
<td>4,000</td>
<td>4,200</td>
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<tr>
<td>Number of polycart rentals</td>
<td>3,664</td>
<td>4,811</td>
<td>4,900</td>
<td>5,000</td>
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<tr>
<td>Tons of yard waste collected</td>
<td>6066</td>
<td>9052</td>
<td>9000</td>
<td>9000</td>
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### 2004 DEPARTMENT / DIVISION SPENDING SUMMARY

<table>
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<tr>
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<tbody>
<tr>
<td>Personal Services</td>
<td>$1,491,728</td>
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<td>$1,674,023</td>
<td>$1,742,681</td>
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<td>Contractual Services</td>
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<td>$1,290,697</td>
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<td>Commodities</td>
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<td>$293,500</td>
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<td>Capital Outlay</td>
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<td>Debt Service</td>
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<td>-</td>
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<tr>
<td>Transfers</td>
<td>$46,000</td>
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<td>$75,000</td>
<td>$75,000</td>
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<td>$40,000</td>
<td>$70,000</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$3,166,538</strong></td>
<td><strong>$4,044,164</strong></td>
<td><strong>$4,044,164</strong></td>
<td><strong>$3,940,878</strong></td>
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### DEPARTMENT / DIVISION PERSONNEL SUMMARY

<table>
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</thead>
<tbody>
<tr>
<td>Authorized Positions</td>
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<td>36.00</td>
<td>36.00</td>
<td>36.00</td>
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### DEPARTMENT / DIVISION ORGANIZATIONAL CHART

*Shading indicates positions funded from this account.*
PURPOSE AND MISSION OF THE DEPARTMENT / DIVISION

The Solid Waste Commercial Collection Division of the Public Works Department is responsible for the collection and disposal of all refuse and solid waste generated by commercial establishments, apartment complexes, industry, and most of the University of Kansas. The division uses various types of equipment to handle the large volume of trash generated by these establishments. Regular rear-loading packer trucks are used where limited space prohibits the use of more highly mechanized equipment. Where possible, commercial accounts are served with front-loader trucks and the use of special containers. Industries and large commercial trash generators may be served by roll-off units, which provide for compaction of the refuse in the container before disposal, or with open top containers. Most Commercial accounts are serviced on a fixed scheduled basis with extra pick-ups available on request. Roll-off accounts may be served on a scheduled basis or on-call. Billing is handled through the Department of Finance in conjunction with regular water and sewer utility billing.

Significant Issues for 2004 - The increase in Personal Services for 2004 can be attributed to merit increases for eligible employees, and increased costs for health care benefits. Transfers to the General Fund are consistent with 2003 levels. Increases to Contractual Services include increased utilities for SWAN facility and increased refuse disposal fees. The allocation for contingency has been increased to represent 2% of the total Solid Waste Division budget when residential, commercial, and waste reduction are combined.

CURRENT YEAR ACCOMPLISHMENTS

- Provided commercial solid waste services to over 1400 customers and industrial accounts in the year 2002.
- Use of the roll-off program increased significantly and the division increased its capacity to provide compactor units for lease to large users.

MAJOR GOALS AND OBJECTIVES FOR 2004

1. To accommodate growth in commercial sector -- greater number of dumpsters.
2. To address increase in roll off service demands.
3. Reconstruct two downtown trash enclosures per year.
4. Coordinate with the University of Kansas for dormitory closings and openings to handle large volumes of waste generated in an efficient and effective manner.

PERFORMANCE INDICATORS

<table>
<thead>
<tr>
<th></th>
<th>2001 Actual</th>
<th>2002 Actual</th>
<th>2003 Estimated</th>
<th>2004 Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of roll-off service calls</td>
<td>6,518</td>
<td>6,099</td>
<td>6,500</td>
<td>6,500</td>
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<tr>
<td>Number of roll-off trucks</td>
<td>9</td>
<td>9</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Number of permanent roll-off customers</td>
<td>94</td>
<td>100</td>
<td>105</td>
<td>108</td>
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<tr>
<td>Annual roll-off tonnage collected</td>
<td>19,514</td>
<td>18,855</td>
<td>20,000</td>
<td>21,000</td>
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### 2004 DEPARTMENT / DIVISION SPENDING SUMMARY

<table>
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<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Personal Services</td>
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<td>$304,170</td>
<td>$319,993</td>
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<td>Contractual Services</td>
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<td>87,540</td>
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<td>213,000</td>
<td>213,000</td>
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<td>Debt Service</td>
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<td>-</td>
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<tr>
<td>Transfers</td>
<td>1,500</td>
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<td>2,500</td>
<td>2,500</td>
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<tr>
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<td>35,000</td>
<td>35,000</td>
<td>40,000</td>
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<tr>
<td><strong>Total</strong></td>
<td>$637,515</td>
<td>$835,950</td>
<td>$835,950</td>
<td>$925,943</td>
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### DEPARTMENT / DIVISION PERSONNEL SUMMARY

<table>
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<tbody>
<tr>
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<td>6.00</td>
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### DEPARTMENT / DIVISION ORGANIZATIONAL CHART

- **PUBLIC WORKS DIRECTOR**
  - Senior Management Analyst
  - Solid Waste Division Manager
    - Solid Waste Operations Supervisor
      - Solid Waste Operator I
      - Solid Waste Loader I
      - Senior Maintenance Worker
    - Waste Reduction/Recycling Operations Supervisor
      - Waste Reduction/Recycling Specialist II (2)
      - Waste Reduction/Recycling Specialist I
      - Waste Reduction/Recycling Intern

* Shading indicates positions funded from this account.
The Solid Waste Reduction Division is responsible for coordinating the recycling and waste reduction efforts of the City. Within this division are extensive public education and community awareness programs.

The division manages the household hazardous waste program, newspaper recycling program, the composting of yard wastes, and cardboard recycling for small businesses program. The division also manages the small quantity generator program for managing hazardous wastes. An office waste paper recycling program was developed in 2002 and will undergo continued expansion in 2004. Staff are actively engaged in making professional presentations to community and school groups, as well as presenting at state or national conferences.

**Significant Issues for 2004** - The increase in Personal Services for 2004 can be attributed to merit increases for eligible employees, and increased costs for health care benefits. Transfers to the General Fund are consistent with 2003 levels. Increases to Contractual Services include additional refuse disposal fees. Equipment and compost site improvements account for significant expenditures in Capital Outlay. The allocation for contingency has been increased to represent 2% of the total Solid Waste Division budget when residential, commercial, and waste reduction are combined.

**CURRENT YEAR ACCOMPLISHMENTS**

- Over 10,800 tons of material were recycled by the Solid Waste Division in 2002, including grass and leaves, newspaper, cardboard, brushy wood waste, holiday trees, and metals.

- Special education and outreach programs were designed for effective management of grass and leaf debris for residents and hazardous material disposal for small commercial entities.

- Revenue from the sale of recycled materials exceeded $65,000 and avoided landfill disposal costs exceeded $200,000.

**MAJOR GOALS AND OBJECTIVES FOR 2004**

1. To provide an appropriate level of recycling and waste reduction for the community.

2. To increase the number of households served by the Household Hazardous Waste program.

3. To expand the Small Quantity Generator program to assist with the appropriate management of hazardous wastes in the community.

4. To provide quality education and outreach on recycling and waste reduction opportunities in the community.

5. To complete the new wood recycling and compost facility.

**PERFORMANCE INDICATORS**

<table>
<thead>
<tr>
<th></th>
<th>2001 Actual</th>
<th>2002 Actual</th>
<th>2003 Estimated</th>
<th>2004 Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total tons of solid waste landfilled</strong></td>
<td>68,664</td>
<td>67,784</td>
<td>70,000</td>
<td>72,000</td>
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<td><strong>Tons of yard waste collected</strong></td>
<td>6,066</td>
<td>9,052</td>
<td>9,000</td>
<td>9,000</td>
</tr>
<tr>
<td><strong>Tons of newspaper and cardboard collected</strong></td>
<td>1,459</td>
<td>1,345</td>
<td>1,400</td>
<td>1,400</td>
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<tr>
<td><strong>Households served by the HHW program</strong></td>
<td>2,053</td>
<td>2,016</td>
<td>2,100</td>
<td>2,200</td>
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