

**SUBMITTAL TO THE BOARD OF DIRECTORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

217



**FROM:** Waste Management Department

**SUBMITTAL DATE:**  
February 9, 2004

**SUBJECT:** Introduction of County Ordinance 779.4

**RECOMMENDED MOTION:** That the Board:

1. Introduce and set for public hearing those changes set forth below and in Appendix D to County Ordinance 779.4 to increase certain administrative fees and establish others that relate to the services provided to the public by the Waste Management Department ;
2. Direct the Clerk of the Board to publish a notice of the public hearing date of March 16, 2004 and the proposed Waste Management Department charges, as provided in Government Code Section 6066.

**BACKGROUND:** The Waste Management Department (WMD) in reviewing the miscellaneous fees listed in Appendix D of the Ordinance 779.4 is seeking to add some new fees and modify some old fees to reflect new services that are available and to recognize the full cost of providing these services. (cont'd)

Departmental Concurrence

Hans W. Kernkamp, General Manager-Chief Engineer

FISCAL PROCEDURES APPROVED  
ROBERT E. BYRD, Auditor-Controller  
BY Deputy

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ 0	For Fiscal Year:	N/A

<b>SOURCE OF FUNDS:</b> N/A	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

**APPROVE**

**County Executive Office Signature**

FORM APPROVED  
COUNTY COUNSEL  
FEB 09 2004  
BY

Policy  
 Consent  
 Dept't Recomm.:  
 Policy  
 Consent  
 Per Exec. Ofc.:

**Prev. Agn. Ref.:** | **District:** A11 | **Agenda Number:**

SOUP FEB 18 6M15:51  
COUNTY OF RIVERSIDE

12.2

**BACKGROUND: (Cont'd)**

There are two new services that WMD is seeking to offer the public. One is the addition of an ATM/Debit terminal at the landfill fee booths. The other is a copy service for maps.

In the past smaller, non-contract, incidental customers have been required to have the cash on hand to pay for their refuse disposal. This has caused issues of too large bills, insufficient funds on hand, and requests by attendants to have larger cash balances on hand. In many cases, invoices need to be mailed to these customers to collect balances due on their account requiring accounting staff involvement as well as the use of postage and office supplies. It is proposed, in an effort to better serve the consumer, that ATM/Debit terminals be available to our customers. These would be used to pay for the cost of refuse disposal for the smaller, non-contract, incidental customers. The service does require some additional costs that in fairness should be charged only to those customers accessing the service. The proposed .75 a transaction would cover the cost to rent the terminals (\$45 a month per terminal) and the transaction charge of the bank (\$.59). The ability to use the ATM/Debit terminal will save certain customers from having to leave the landfill to change currency and the department and the customers the cost and aggravation of future billing for balance due collections.

In reviewing the month of October 2003, there were over 20,000 cash customers. If only 10% of these customers access the ATM/Debit machine, the cost of renting the machines, training staff, and the transaction fee would be covered. In addition, the time spent compiling and tracking small balance dues and late payments will be able to be put to more productive use.

In November 2003, WMD purchased a new plotter printer. The new printer allows the department to produce professional quality map prints for consultants, contractors, and others at a size and speed that is appropriate for the user. WMD is establishing rates for the new printer and updating the copy rates for other printing services that have been available through the department and not updated for several years.

The changes to Appendix D of Ordinance 779.4 are outlined below:

<b>Service</b>	<b>Fee</b>		<b>Location</b>
ATM/Debit Terminal at Site	.75 per transaction	New	Badlands, Lamb Canyon, Blythe, Edom Hill and El Sobrante landfills
Document copies	.10/copy min. \$1	Remove	
Black & White copies:			
8-1/2" x 11"	.15 per side	New	Administrative Main Office
8-1/2" x 14"	.15 per side	New	Administrative Main Office
11" x 17"	.30 per side	New	Administrative Main Office
Color Copies			
8-1/2" x 11"	\$1 per side	New	Administrative Main Office
8-1/2" x 14"	\$1 per side	New	Administrative Main Office
11" x 17"	\$2 per side	New	Administrative Main Office
Plotter Printer (Map copies on bond):			
Size D	\$4.50	New	Administrative Main Office
Size E	\$9.00	New	Administrative Main Office
Specialty Size	\$2.65 a linear foot	New	Administrative Main Office



APPENDIX D TO RIVERSIDE COUNTY ORDINANCE NO. 779.4  
 SCHEDULE OF MISCELLANEOUS FEES  
 FOR RIVERSIDE COUNTY WASTE DEPARTMENT, EFFECTIVE MAY 1, 2004

FEES FOR DEPARTMENT PUBLICATIONS

Document Name	Document Fee	Mailing/Handling Cost
Countywide Integrated Waste Management Plan (CIWMP)	<b>\$60.00</b>	<b>\$10.00</b>
and Household Hazardous Waste Element (HHWE)	<b>\$60.00</b>	<b>\$10.00</b>
Nondisposal Facility Element (NDFE)	<b>\$10.00</b>	<b>\$5.00</b>
Countywide Disposal Tonnage Tracking System (CDTTS) Procedure Manual	<b>\$50.00</b>	<b>\$10.00</b>

FEES FOR DEPARTMENTAL COPY SERVICES

Copy Service	Copy Fee
Plotter Printer (Map copies):	
Size D	<b>\$4.50</b>
Size E	<b>\$9.00</b>
Specialty Sizes	<b>\$2.65 a linear foot</b>
Note: all map copies are on bond unless special request is made. Extra charge for special materials.	
Black & White copies:	
8-1/2"x 11"	<b>.15 per side</b>
8-1/2" x 14"	<b>.15 per side</b>
11" x 17"	<b>.30 per side</b>
Color Copies	
8-1/2"x 11"	<b>\$1 per side</b>
8-1/2" x 14"	<b>\$1 per side</b>
11" x 17"	<b>\$2 per side</b>
Request for Extra Ticket Copies	<b>10¢/page w/ \$1.00 minimum</b>
Request for Extra Billing Statement copies	<b>10¢/page w/ \$1.00 minimum</b>

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OTHER ADMINISTRATIVE FEES

Service	Fee
Replacement of Rural Site Access Cards	<b>\$10.00</b>
Cards ordered after initial setup of a deferred billing account or sub-account	<b>\$3.00/each</b>
Setup fee for each deferred billing sub-account	<b>\$25.00</b>
Administrative Charge for Delinquent Deferred Account Payment	<b>1-1/2% per billing period on unpaid balance if payment is not made within 15 days from billing.</b>
Account correction due to hauler/driver error	<b>\$25.00 per occurrence</b>
Late ticket submittals as described in the CDTTS Procedure Manual	<b>\$25.00 per day</b>
ATM/Debit Terminal Use	<b>.75 per transaction</b>
Special FAX Requests for Accounts Receivable	<b>\$3.00 for the 1st page \$1.00 for each additional page</b>
Special Accounts Receivable Research Requests	<b>No charge within 30 days of statement date; \$3.75/qrtr hr if requested past 30 days</b>
Special Review Costs -- Projects and Cases	<b>Actual hourly cost of personnel + 20% to cover benefits and overhead</b>
Sale of Compost Bins to Riverside County residents only	<b>Biostack bin -- \$35 Presto Bin -- \$9 Worm Bin -- \$65 Composting Book -- \$2.50</b>