



Baldwin County Commission

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Indexes:

Attachments: 1. 2017-020 - Resolution (Signed Copy) 20161101.pdf, 2. Resolution #2019-122 Tipping Fees Commerical (Adopt Amended Policy 7.4) 20190806.pdf, 3. Environmental Management Department - Policy 7.2 - Collection of Gbg Uninc Areas 4 or More Res Rental Units - 20190723.pdf, 4. Environmental Management Department - Policy 7.4 - Solid Waste Tipping Fees and Comm Acct Fees 20190723.pdf, 5. Environmental Management Department - Policy 7.6 - Solid Waste Res Garbage Dep Fee Svc Rates and Acct Late Fees 20190723.pdf, 6. Environmental Management Department - Policy 7.9 - Solid Waste Res Garbage Cus Pymt Plan Agree - 20190723.pdf, 7. Environmental Management Department - Policy 7.8 - Litter Patrol Service Request Procedures 20190723.pdf, 8. Environmental Management Department - Policy 7.10 - Cart Policy - 20190806.pdf, 9. BCC Policy 7.6 Attachment 1 - Property Access Agreement 05-2017.pdf, 10. BCC Policy 7.8 Attachment 1 - Litter Patrol Service Request 03-2009.pdf, 11. BCC Policy 7.9 Attachment 1 - Payment Plan Agreement.pdf, 12. BCC Policy 7.9 Attachment 2 - Notification of Defaulted Payment Arrangement.pdf, 13. BCC Policy 7.10 Attachment 1 - Proper Placement Flyer Automated Collection.pdf, 14. BCC Policy 7.10 Attachment 2 - Personal Compatible Cart Agreement - 20190723.pdf, 15. *GK1 - Policy 7.2 - Collection of Gbg Uninc Areas 4 or More Res Rental Units - 20190806 FINAL VERSION, 16. *GK1 - Resolution 2019-122 SIGNED, 17. *GK1 - Policy 7.6 - SW Res Garbage Dep Fee Svc Rates and Acct Late Fees - 20190806 FINAL VERSION, 18. *GK1 - Policy 7.10 - Cart Policy for Residential Customers - 20190806 FINAL VERSION

Date	Ver.	Action By	Action	Result
8/6/2019	1	Baldwin County Commission Regular	Approved	Pass

Meeting Type: BCC Regular Meeting

Meeting Date: 8/6/2019

Item Status: New

From: Terri Graham, Development and Environmental Director

Submitted by: Suzanne Doughty, Senior Accountant

ITEM TITLE

Baldwin County Solid Waste Policies

STAFF RECOMMENDATION

Take the following action regarding Baldwin County Commission (Environmental Management Department) Policies:

1. Adopt Revised Policy 7.2 - Collection of Garbage in Unincorporated Areas within Baldwin County which have 4 (Four) or More Residential Units; and

2. Adopt Resolution #2019-122, which approves the revision of Policy 7.4 - Solid Waste Landfill

Tipping Fees and Commercial Account Late Fees; and

3. Adopt Revised Policy 7.6 - Solid Waste Residential Garbage Service Rates and Late Fees; and

4. Resume Policy 7.8 - Litter Patrol Service Request Procedures; and

5. Abolish Policy 7.9 - Solid Waste Residential Garbage Customer Payment Plan Agreement; and

6. Adopt Policy 7.10 - Solid Waste Residential Cart Policy.

BACKGROUND INFORMATION

Previous Commission action/date: Various

Background:

BCC Policy 7.2 - Establishes the guidelines for the collection of garbage in unincorporated areas within Baldwin County, for owners of properties which have four or more residential units on the same property (condominiums, apartments, mobile homes, RV parks, etc.). The policy revision gives the Solid Waste Officer the authority to require owners of properties which have four or more residential units on the same property, by written notice, to rent additional Baldwin County containers beyond the minimums defined in the policy as necessary to ensure sufficient container capacity to contain all garbage generated from the aforementioned units. Also, references to specific requests regarding BCC Policy 7.1 - Bulky Waste, White Goods, and Yard Waste Pick Up have been removed as all four or more defined residential units will have the same access to Bulky, White Goods, Light Construction and Yard Waste pickups as defined in current BCC Policy 7.1 - Bulky Waste, White Goods and Yard Waste Pick Up for Residential Customers of the Baldwin County Solid Waste Department.

BCC Policy 7.4 - Solid Waste Landfill Tipping Fees and Commercial Account Fees. The updated policy allows Commercial customers to dispose of paint and specifies pricing for disposal of such. Also, the policy establishes a rate for disposal of Commercial E-Waste (electronic waste). This rate will ensure that any additional processing and operational expense necessary for hauling, recycling and/or profiling for proper disposal of electronic waste is accounted for.

BCC Policy 7.6 - Solid Waste Residential Garbage Deposit Fee, Solid Waste Residential Service Rates, Solid Waste Residential Garbage Account Late Fees provides for the establishment of a Solid Waste Residential Garbage Deposit Fee requirement as well as Solid Waste Residential Garbage Services Rates and Late Fees for the Solid Waste Residential Accounts. The policy revision eliminates the requirement for a Residential Garbage Deposit Fee. Upon departmental review of the policy we determined that the thirty dollar (\$30.00) deposit requirement isn't beneficial in many cases and since participation in garbage service is mandatory eliminating the deposit requirement will make the process of establishing service easier on the customer. Return current Deposits on Hold (approximately \$390,000) as credit adjustments to individual customer accounts and submit any necessary refund requests to Accounts Payable.

BCC Policy 7.8 - Litter Patrol Service Request Procedures establishes rates and procedures for the Litter Patrol Crews in the Solid Waste Department to charge and operate under when addressing service requests from other government offices beyond those of the Baldwin County Commission

Departments. This policy is not currently being utilized but due to recent organization and in-kind service agreements between the Baldwin County Commission and Baldwin County Solid Waste this policy should be reconsidered. The Baldwin County Commission reviewed this policy during the July 23, 2019, Work Session and determined the Solid Waste department should resume billing of departments and/or agencies for service requests performed by Litter Patrol crews effective October 1, 2019.

BCC Policy 7.9 - Solid Waste Residential Garbage Customer Payment Plan Agreement provides procedures and guidelines for Baldwin County Solid Waste Department to enter into a written agreement (Customer Payment Plan Agreement) with a Solid Waste Residential customer who is delinquent on their garbage account. Upon review of the policy we feel a written agreement is not necessary to reach a payment arrangement to help a customer bring their garbage account current in a timely manner. These less formal arrangements or promises to pay can be made verbally which helps reduce paperwork and also fosters good customer relations. Recommendation is to abolish this policy.

BCC Policy 7.10 - Solid Waste Residential Cart Policy is a new policy based on Resolution #2017-020 which will outline the guidelines for county issued garbage carts as well as the use of personal compatible carts as an additional garbage receptacle. During the January 19, 2016, Baldwin County Commission Regular Meeting, Resolution #2016-010 was adopted which approved revised Baldwin County Policy 7.6 which allowed for Baldwin County Solid Waste to begin standardized cart deployment by providing every residential collections customer with a Baldwin County issued cart as part of their service at no additional charge. The intent of the policy revision was to help make the garbage collection process more automated, safe and efficient in preparation for putting one-arm side load trucks into service. As we move forward with deploying additional one-arm side load trucks we need to establish clear guidelines for placement and storage of Baldwin County issued carts (see BCC Policy 7.10 Attachment 1 - *Proper Placement Flyer Automated Collection*) as well as the requirements and procedures necessary to approve the use of personal cart(s) as a second compatible cart (see BCC Policy 7.10 Attachment 2 - *Personal Compatible Cart Agreement 11/2017*). This is a departmental form for in-house recordkeeping only.

FINANCIAL IMPACT

Total cost of recommendation: N/A

Budget line item(s) to be used: N/A

If this is not a budgeted expenditure, does the recommendation create a need for funding? N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?

N/A

Reviewed/approved by: N/A

Additional comments: N/A

ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: Terri Graham, Development and Environmental Director
Suzanne Doughty, Senior Accountant

Action required (list contact persons/addresses if documents are to be mailed or emailed):

Suzanne Doughty, Senior Accountant will begin reviewing Residential Deposits on Hold currently recorded as a liability (Fund 511) and will begin the process of returning deposits on hold to individual customer accounts (approximately 13,000 accounts in total) by system credit adjustment as soon as policy revision is approved. Provide Accounting with monthly liability true-up for deposits on hold to reflect the deposit returns and account for revenue accordingly. Subsequently, submit any necessary refund check requests to Accounts Payable during first quarter of Fiscal Year 2020 (October - December 2019).

Solid Waste staff will update procedures for submission of Litter Patrol service order requests and billing of such to applicable departments.

Additional instructions/notes: N/A