

	Policy Title: Community Clean Up Program	Policy Number: 2019-PW-1	Page 1 of 3
		Policy Type: Administrative Operation	
Effective date: February 1, 2019 Responsible Staff: Solid Waste Staff Approval Authority: City Manager		Policy Contact: Public Works Department 307-721-5230 Next Revision Date: January 1, 2020	

I. Purpose:

The purpose of this policy is to outline the procedures to effectively operate and manage the voucher program associated with an annual community cleanup effort identified in LMC 13.62.090. Many facilities across the nation have either done away with a free day completely or have moved to a voucher type program. The voucher program outlined in this policy is based upon six other programs across the country and reviewed and modified by Laramie Solid Waste and Code Enforcement staff to fit the needs of our organization and the community.

The program is intended to allow residents to dispose of their waste at their convenience within a thirty-day period, effectively eliminating the need for staff overtime and extra equipment use because it is anticipated landfill staff will be able to handle the waste and traffic as part of their normal operation. The proposed program should eliminate congestion on-site, at the landfill entrance and highway and either reduce or eliminate the problems that have previously plagued the one-day cleanup event. This new voucher program will also give the Laramie landfill the ability to weigh all vehicles and properly account for and manage tonnages. The thirty-day voucher program will also eliminate the need to place multiple dumpsters around Laramie on Community Cleanup day, which will eliminate the illegal dumping of Household Hazardous Waste and Electronic Waste within loads and will also give landfill attendants more opportunity to support and assist Clean-Up day volunteers. The back of the voucher could be printed with pertinent public information.

II. Definitions:

Solid Waste Division – the Public Works Department, Solid Waste Division of the City of Laramie.

Voucher – a voucher is a coupon issued by the City of Laramie good for one (1) free pickup size load (approximately 2 ½ cubic yards) of debris.

Household Hazardous Waste – chemical products such as cleaning solvents, paints, pesticides, disposed of by residential consumers. These wastes may also contain substances that can catch fire, react with other chemicals, explode, or are corrosive or toxic.

III. Applicability:

13.62.090 – Landfill fee waiver.

A. The City Manager, or designee, is authorized to waive such landfill fees for those events which are previously identified and approved by the office of the City Manager, and contribute to the overall cleanliness and appearance of the community including the following instances:

1. Residential Voucher Program. A voucher program has been established and will be administered by the Public Works Department, Solid Waste Division. One (1) voucher per residence per year. Vouchers are good for one (1) free pickup size load (approximately 2 ½ cubic yards) of waste and/or recyclable materials. Vouchers will not be issued to businesses. Vouchers will not be valid for tires, refrigerators, dead animals, special handling or uncovered load fees.
2. Any community cleanup activity wherein a group wishes to collect trash, litter, and other debris, at a different specified time and date may obtain prior authorization for waiver of fees upon delivery of the collected refuse to the City sanitary landfill.

B. Local groups may apply for approval of community service events by contacting the office of the City Manager and completing the appropriate form. All fees for trash collected within the City limits on public property shall be waived for the approved event.

IV. Policy:

It is the policy of the City of Laramie to promote cleanliness, beautification, and appearance of the community through participation with residents and community volunteers in cleanup efforts. To facilitate cleanup efforts the fee waiver policy is continued with the implementation of a voucher program where landfill fees are waived for residents of the City and Albany County.

V. Procedures:

1. Vouchers will be valid beginning May 1st of each year and ending the first Saturday of June.
2. Vouchers will be issued in person at the Solid Waste office (1167 N. 4th Street), or through an online application (*yet to be developed*) beginning April 15th through the end of the cleanup period between the hours of 9:00 a.m. and 3:00 p.m., Monday through Thursday.
3. Vouchers are for households only. No business, commercial, industrial or institutional waste will be allowed.
4. Requesters must show photo ID and any current utility bill (water, trash, electric, gas, cable, etc.) with a valid address in Albany County to obtain a voucher. The name on the ID must match the utility bill and the voucher will be issued for the service address on the utility bill.
5. One voucher per household or service address per year.

6. Vouchers will be good for one pickup size load (approximately 2 ½ cubic yards).
7. Vouchers are good for waste and/or recycling generated at the address on the voucher only.
8. Fees for tires, refrigerators, dead animals, special handling and uncovered loads still apply.
9. Household Hazardous Waste drop-off will require an appointment. See back of voucher for details.
10. Vouchers will be redeemed at the Landfill Scale House only. Vouchers without an embossed stamp from the City of Laramie Solid Waste Division will not be accepted.
11. This voucher is a privilege and not a right. The Landfill Supervisor or Solid Waste Manager will make the final decision if the Scale Operator and Customer disagree on any aspect of the voucher program.



Janine Jordan,
City Manager

Date

2/12/19