

FISCAL YEAR 2014 BUDGET

Fund Summary

Fund Name : Special Waste
Business Area Name : Health and Human Services
Fund No./Bus. Area No. : 2423 / 3800

	<u>FY2013 Current Budget</u>	<u>FY2013 Estimate</u>	<u>FY2014 Budget</u>
Beginning Fund Balance	2,939,780	2,939,780	3,612,713
Current Revenues	<u>2,279,400</u>	<u>2,279,400</u>	<u>2,588,100</u>
Total Available Resources	<u>5,219,180</u>	<u>5,219,180</u>	<u>6,200,813</u>
Maintenance and Operations	4,281,883	1,606,467	4,879,855
Total Expenditures	<u>4,281,883</u>	<u>1,606,467</u>	<u>4,879,855</u>
Planned Ending Fund Balance	<u>937,297</u>	<u>3,612,713</u>	<u>1,320,958</u>
Total Budget	<u>5,219,180</u>	<u>5,219,180</u>	<u>6,200,813</u>
Fund Balance Distribution:			
Non-Spendable	0	0	0
Restricted	937,297	3,612,713	1,320,958
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	0

The above summarizes the FY2013 Current Budget, the FY2013 Estimate and the FY2014 Budget for the Special Waste. Also included are the beginning and ending fund balances, total revenues and total expenditures.

Prior to FY2014, this fund was reported as non budgeted fund. The Health and Human Service Special Waste Fund pertains to Ordinance Sec. 47-423 - Fees; issuance of permit or registration certificate.

The Fats, Oil, and Grease (FOG) section is responsible for the permitting of all special waste generators, transporters, and biological pretreaters in the City of Houston. The mentioned entities are regulated by Environmental Investigators who are charged with the responsibility of conducting routine inspections, and providing technical knowledge for complaint investigations. Investigators conduct routine inspections to assure that generators are complying with the cleaning requirements and other regulations mandated by the FOG ordinance. Special waste transporters and biological pretreaters are monitored to assure that waste loads from generators are treated and dispose properly. The goal of the FOG program is to prevent the infiltration of fats, oils, and grease into the sanitary sewer, and to assure that the City's infrastructure and the health of the citizens are protected. The FOG program is responsible for conducting over 15,000 inspections annually on commercial establishments that includes restaurants, carwashes, laundry mats, and dry cleaners.

Revenue from permitting and collaboration with the Public Works and Engineering Department is based on inspections and investigations conducted. The revenue is used for numerous reasons to support and provide resources useful to the program, such as personnel cost. Field investigators are supplied with tools such as laptops and network equipment to input daily field activities. In addition, sampling equipment and other supplies are necessary to conduct proper and efficient field investigations. Print shop cost are also pertinent for supplying stakeholders with manifest that are purchased by the section and sold to the stakeholders on an as-needed basis to document the collection, transportation, and disposal of City-regulated waste.

FISCAL YEAR 2014 BUDGET

Business Area Budget Summary

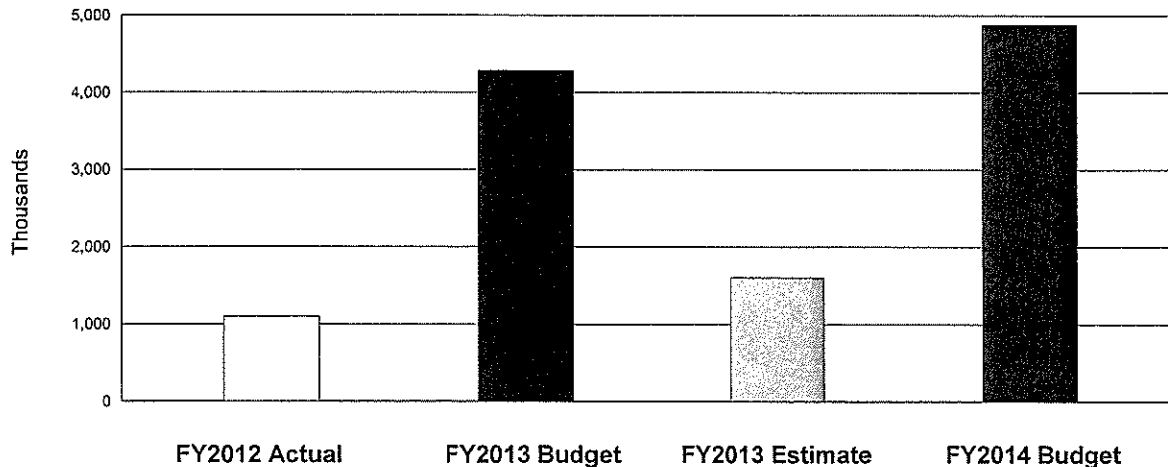
Fund Name : Special Waste
 Business Area Name : Health and Human Services
 Fund No./Bus. Area No. : 2423 / 3800

		FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
Expenditures	Personnel Services	1,021,241	3,854,926	1,441,476	2,089,647
	Supplies	20,563	46,643	30,369	79,400
	Other Services and Charges	57,649	261,586	115,009	949,333
	Equipment	0	85,111	13,250	1,576,470
	Non-Capital Equipment	0	33,617	6,363	185,005
	Total M & O Expenditures	<u>1,099,453</u>	<u>4,281,883</u>	<u>1,606,467</u>	<u>4,879,855</u>
	Debt Service & Other Uses	0	0	0	0
Total Expenditures	<u>1,099,453</u>	<u>4,281,883</u>	<u>1,606,467</u>	<u>4,879,855</u>	
Revenues		2,031,162	2,279,400	2,279,400	2,588,100
Staffing	Full-Time Equivalents - Civilian	13.8	20.4	20.4	32.0
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	<u>13.8</u>	<u>20.4</u>	<u>20.4</u>	<u>32.0</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.4

Significant Budget Changes and Highlights

- o The FY2014 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.
- o This fund was previously reported as non budgeted fund.
- o Include replacement of aging fleet with larger vehicles to assist PWE on sewer overflow investigations.
- o Include improvements at Park Place for transporter annual inspections and update work stations and conference room.
- o Include surveillance and communications equipment service to monitor and investigate illegal dumping - joint project with Police.
- o Include Radio Frequency Identification (RFID) waste tracking system that will mirror the current system food mobile units use.
- o Include cost of pamphlets and a paperless file room for Cease the Grease Campaign to reduce sewer overflows caused by grease.

**Special Waste
 Health and Human Services
 Expenditure Summary**



FISCAL YEAR 2014 BUDGET

Business Area Performance Measures					
Fund Name : Special Waste Business Area Name : Health and Human Services Fund No./Bus Area No. : 2423 / 3800					
Customer Measures	Priorities	FY2012 Actual	FY2013 Budget	FY2013 Estimate	FY2014 Budget
Fats, Oil and Grease (FOG) Permits	J,Q,P	13,221	12,911	12,911	13,021
Business Process Measures					
Fats, Oil and Grease (FOG) Complaints	P,Q	2,225	1,942	1,942	2,000
Fats, Oil and Grease (FOG) Inspections	P,Q	12,294	12,125	12,125	12,300
People and Technology Measures					
Financial Measures					
Expenditures Budget vs Actual Utilization	F	32%	98%	38%	98%
Revenues Budget vs Actual Utilization	F	N/A	100%	100%	100%
Mayor's Five Priorities: Jobs and Sustainable Development (J)		Public Safety (P)		Infrastructure (I)	
Fiscal Responsibility (F)		Quality of Life (Q)			

FISCAL YEAR 2014 BUDGET

Division Summary

Fund Name : Special Waste
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Division Description	FY2012 Actual		FY2013 Estimate		FY2014 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
Environmental Health Services 380004 The Environmental Health Division consists of the Bureaus of Air Quality Control (BAQC), Water Resources Protection (BWRP), Consumer Health Services (BCHS), and Community and Children's Environmental Health (BCCEH).	13.8	1,099,453	20.4	1,606,467	32.0	4,879,855
Total	13.8	1,099,453	20.4	1,606,467	32.0	4,879,855

FISCAL YEAR 2014 BUDGET

Business Area Roster Summary

Fund Name : Special Waste
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Job Description	Pay Grade	FY2013 Current Budget FTE	FY2014 Budget FTE	Change
ADMINISTRATIVE ASSISTANT	17	0.0	0.2	0.2
ADMINISTRATIVE SPECIALIST	20	1.0	0.2	(0.8)
BUREAU CHIEF,PUBLIC HEALTH (EXE LEV)	30	0.0	0.2	0.2
CHIEF SANITARIAN	28	0.0	0.6	0.6
CUSTOMER SERVICE CLERK	10	0.2	0.4	0.2
ENVIRONMENTAL INVESTIGATOR II	16	2.0	2.0	
ENVIRONMENTAL INVESTIGATOR III	20	3.0	5.0	2.0
ENVIRONMENTAL INVESTIGATOR IV	23	2.0	2.0	
ENVIRONMENTAL INVESTIGATOR V	28	0.5	1.0	0.5
MANAGEMENT ANALYST II	18	1.0	1.0	
MANAGEMENT ANALYST IV	25	1.0	0.2	(0.8)
OFFICE SUPERVISOR	17	0.0	0.2	0.2
SANITARIAN I	14	7.0	9.4	2.4
SANITARIAN II	17	2.0	3.2	1.2
SANITARIAN III	21	0.0	2.6	2.6
SENIOR CUSTOMER SERVICE CLERK	12	1.0	3.4	2.4
STAFF ANALYST	26	0.0	0.2	0.2
SYSTEMS CONSULTANT	26	0.0	0.2	0.2
Total FTEs		20.7	32.0	11.3
Less adjustment for Civilian Vacancy Factor		0.3	0.0	(0.3)
Full-Time Equivalent		20.4	32.0	11.6

FISCAL YEAR 2014 BUDGET

Business Area Revenue Summary

Fund Name : Special Waste
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Commit Item	Description	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
3800040005	HHS - Plt, Cnt&Prev-Wtr			
421280	Other Licenses & Permits	1,945,500	1,945,500	2,237,100
421630	Administrative Fee - Licenses & Permits	302,500	302,500	319,600
432010	Interest on Pooled Investments	31,400	31,400	31,400
Total	HHS - Plt, Cnt&Prev-Wtr	2,279,400	2,279,400	2,588,100
Total	Health and Human Services	2,279,400	2,279,400	2,588,100

FISCAL YEAR 2014 BUDGET

Business Area Expenditure Summary

Fund Name : Special Waste
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Commit Item	Description	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
500010	Salary Base Pay - Civilian	723,945	2,530,076	985,556	1,380,192
500030	Salary Part Time - Civilian	0	0	0	26,884
500060	Overtime - Civilian	14,065	5,486	2,472	25,000
500090	Premium Pay - Civilian	0	85	0	0
500110	Bilingual Pay - Civilian	2,141	3,579	2,667	700
500210	Pay for Performance-Municipal	0	500	0	0
501070	Pension - Civilian	129,745	435,366	199,475	313,169
502010	FICA - Civilian	53,905	187,028	68,856	109,556
503010	Health Ins-Act Civilian	90,836	519,136	175,800	222,756
503015	Basic Life Insurance - Active Civilian	322	502	460	764
503060	Long Term Disability-Civilian	1,216	13,276	1,526	2,726
503090	Workers Compensation-Civilian-Admin	2,911	149,234	4,468	7,900
503100	Workers Compensation-Civilian-Claim	2,155	98	196	0
504030	Unemployment Claims - Administration	0	10,560	0	0
Total	Personnel Services	1,021,241	3,854,926	1,441,476	2,089,647
511015	Cleaning & Sanitary Supplies	3,361	445	2,000	5,000
511045	Computer Supplies	0	6,062	4,000	15,000
511050	Paper & Printing Supplies	889	111	1,000	5,000
511060	Postage	3,171	1,321	4,000	24,800
511070	Miscellaneous Office Supplies	9,959	2,944	4,000	15,000
511085	Drugs & Medical Chemicals	0	159	200	200
511090	Medical & Surgical Supplies	0	1,191	2,000	2,000
511115	Vehicle Repair & Maintenance Supplies	0	3,127	100	2,400
511120	Clothing	510	19,265	11,069	3,000
511150	Miscellaneous Parts & Supplies	2,673	12,018	2,000	7,000
Total	Supplies	20,563	46,643	30,369	79,400
520100	Temporary Personnel Services	0	12,492	8,000	30,000
520114	Miscellaneous Support Services	0	73,716	0	0
520120	Communications Equipment Services	0	12,000	0	150,000
520121	IT Application Svcs	0	(16)	0	0
520159	Non-Sub-Recipient Grant Contract	19,880	86,830	65,000	200,400
520515	Print Shop Services	5,788	10,955	3,000	108,000
520520	Printing & Reproduction Services	16,569	5,432	2,000	40,000
520765	Membership & Professional Fees	0	113	1,000	3,000
520805	Education & Training	810	5,307	3,000	15,000
520905	Travel - Training Related	2,433	23,920	5,000	19,600
520910	Travel - Non-Training Related	0	4,000	2,000	2,000
521605	Data Services	0	(77)	0	0
521610	Voice Services	3,169	2,290	5,009	9
521635	Voice Services -Wireless	0	0	0	5,309
522430	Miscellaneous Other Services & Charges	111	17,245	12,000	360,000
522721	Interfund HR Client Services	8,889	7,379	9,000	15,226
522722	KRONOS Service Chargeback	0	0	0	789
Total	Other Services and Charges	57,649	261,586	115,009	949,333
560120	Capital Exp-Building and Bldg Improvement	0	0	0	850,000
560210	Furniture Fixtures and Equipment	0	3,721	13,250	315,000
560220	Vehicles	0	78,050	0	411,470
560230	Computer HW and Developed SW	0	3,340	0	0
Total	Equipment	0	85,111	13,250	1,576,470
551010	Non-Capital Office Furniture & Equipment	0	19,533	0	0
551015	Non-Capital Computer Equipment	0	14,084	6,363	185,005
Total	Non-Capital Equipment	0	33,617	6,363	185,005
Grand Total Expenditures		1,099,453	4,281,883	1,606,467	4,879,855