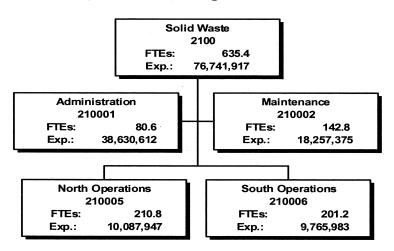
#### SOLID WASTE MANAGEMENT DEPARTMENT

# **Department Description and Mission**

The mission of the Solid Waste Management Department is to provide the citizens of Houston with costeffective, environmentally sound and safe solid waste management services.

Inherent within this mission are several major tasks: residential garbage collection, heavy trash collection, dead animal pick-up, opportunities for the citizens to recycle waste and performing the disposal functions associated with all of these operations.

## **Department Organization**

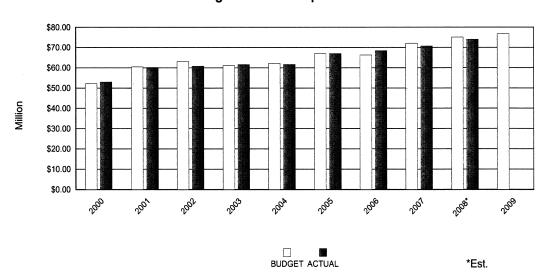


Fund Name Business Ar Fund No./Bu	: General Fund rea Name : Solid Waste Management us. Area No. : 1000 / 2100	FY2007 Actual	FY2008 Current Budget	FY2008 Estimate	FY2009 Budget
	Personnel Services	26,431,517	32,352,306	31,424,170	33,094,910
	Supplies	6,391,815	7,990,840	8,053,124	9,188,970
	Other Services and Charges	36,599,838	30,086,657	30,701,784	29,950,248
	Equipment	735,296	25,000	18,277	(
	Non-Capital Equipment	532,429	1,063,116	1,047,910	1,260,760
Expenditures	Total M & O Expenditures	70,690,895	71,517,919	71,245,265	73,494,888
	Debt Service & Other Uses	11,454	3,627,259	2,799,650	3,247,029
	Total Expenditures	70,702,349	75,145,178	74,044,915	76,741,91
Revenues		3,795,168	3,719,910	4,031,190	4,082,308
	Full-Time Equivalents - Civilian	514.9	632.0	605.7	635.4
Staffing	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.
	Total	514.9	632.0	605.7	635.
	Full-Time Equivalents-Overtime	31.7	40.1	50.0	45.
Budget Highlights	o Reduce contracted amount of waste for or recycling/composting to conserve valuable or increase curbside recycling collection by o Continue to expand the Recycling Progration of Resume collection services for the Clear	le landfill airspace.  50,000 new homes am through the purc	hase of new BINS.		

# Solid Waste Management Current Budget vs Actual Expenditures

homes that exercised its option to cancel its sponsorship agreement and return to City garbage service.

o Continue to reduce collection expenses by optimizing route sequencing and disposal site selection.



#### Business Area Group Summary

**Fund Name** 

: General Fund

**Business Area Name** 

: Solid Waste Management

Group Description	Group Objectives
210001 Administration	
This group provides the repository for central costs that are direct costs to all department operations and to provide management leadership and administrative support to the entire department.	To segregate operational costs such as disposal and utilities, to assist the department in accomplishing its mission in a timely and effective manner and to provide administrative, technical and staff support to all operating programs.
210002 Maintenance	
Provide the resources needed to maintain a vehicle fleet of 430 heavy pieces of equipment and 100 light vehicles. Maintain the department's physical plant and provides the leadership and administrative resources needed to run the division.	To ensure that daily vehicle fleet line-up requirements are met and that the facilities and physical plant necessary to support the department's activities are maintained.
210003 North Operations	
This group provided solid waste services to the north side of the city. It will be inactivated and its mission will be transferred to Group SWM - North Operations.	In FY2009, this function moved to Group 210005.
210004 South Operations	*
This group provided solid waste services to the north side of the city. It will be inactivated and its mission will be transferred to Group SWM - South Operations.	In FY2009, this function moved to Group 210006.
210005 SWM - North Operations	
This group provides solid waste services to the north side of the city. This is a new group for FY2009.	To provide residential solid waste services to the north side of the city.

#### FISCAL YEAR 2009 BUDGET -

#### **Business Area Group Summary**

Fund Name : General Fund Business Area Name : Solid Waste Management

	•	Y2007 A		FY2008 Estimate			FY2009 Budget		
Group Performance Measures	Group Activities	Budget FTEs	Group Costs \$	Group Activities	Budge FTEs	t Group Costs \$	Group Activities	Budget FTEs	Group Costs \$
Program Supported/Managed	100	)%		10	0%		100	0%	
Accounts Maintained	3	00			300		] 3	00	
Dumpster Permits Issued	19,0	42		19,6	684		20,0	000	
ECP Containers Issued	10,1	00		11,8	324		11,9	000	
		56.5	40,775,928		67.7	37,302,608		80.6	38,630,612
Meet Daily Fleet Line Up	99	9%		9	9%	•	100	0%	
Maintain Facilities		8			8			10	
		123.9	13,271,468		130.4	16,355,691		142.8	18,257,375
Residential Units	171,0	00		   171,(	000			√A	
Tons Collected	428,5	00		388,	135		1	N/A	
		163.2	8,159,318		202.0	10,686,609		0.0	0
Residential Units	171,1			171,				N/A	
Tons Collected	432,8	39		392,0	J65		ľ	N/A	
·	,^								
		171.3	8,500,640		205.6	9,700,007		0.0	0
Residential Units		√A			N/A		169,8	360	
Tons Collected	N	I/A			N/A		375,1	72	
		0.0	0		0.0	0	:	210.8	10,087,947

#### FISCAL YEAR 2009 BUDGET -

### Business Area Group Summary

**Fund Name** 

: General Fund

Business Area Name

: Solid Waste Management

Grou Descri <sub>l</sub>	up otion		Group Objectives				
210006 SWM - South Oper	rations						
This group provides solid wast he city. This is a new group f	e services to the sou or FY2009.	To provide residential solid waste services to the south sid of the city.					
		*					

#### **Business Area Group Summary**

Fund Name : General Fund
Business Area Name : Solid Waste Management
Fund No./Bus Area No. : 1000 / 2100

	FY2007 Actual		FY2008 Estimate			FY2009 Budget			
Group Performance Measures	Group Activities	Budget FTEs	Group Costs \$	Group Activities	Budget		Group Activities	Budget FTEs	Group Costs \$
Residential Units	<b>I</b>	N/A		1	N/A		170,1		
Tons Collected		N/A			N/A		401,5	600	
	·	0.0	0		0.0	0	2	201.2	9,765,983
Total	_	514.9	70,707,354	_ =	605.7	74,044,915		635.4	76,741,917
							·		
	.`						·		
								. •	

Fund Name

**General Fund** 

Business Area Name

Solid Waste Management

Fund No./Bus Area No. :

1000 / 2100

JOB DESCRIPTION	PAY GRADE	FY2008 Current Budget FTE	FY2009 Budget FTE	Change
ADMINISTRATION MANAGER	26	1.0	1.0	
ADMINISTRATIVE AIDE	10	2.0	2.0	
ADMINISTRATIVE ASSISTANT	17	14.6	15.0	0.4
ADMINISTRATIVE ASSOCIATE	13	11.0	11.0	
ADMINISTRATIVE COORDINATOR	24	4.0	3.0	(1.0)
ADMINISTRATIVE SPECIALIST	20	5.4	7.0	`1.6 <sup>°</sup>
ADMINISTRATIVE SUPERVISOR	22	6.6	7.0	0.4
ASSISTANT DIRECTOR (EXECUTIVE LEVEL)	32	2.0	2.0	
ASSISTANT SHOP MANAGER	20	1.0	0.0	(1.0)
ASSISTANT SUPERINTENDENT	20	1.0	1.0	, ,
COMMUNITY RELATIONS SPECIALIST	11	1.0	0.4	(0.6)
COMMUNITY SERVICE INSPECTOR	16	0.0	1.0	`1.0 <sup>°</sup>
CONTRACT COMPLIANCE OFFICER	15	1.0	0.0	(1.0)
CONTRACT COMPLIANCE SUPERVISOR	22	1.0	1.0	,
CREW LEADER	11	2.0	1.0	(1.0)
CUSTODIAN	3	5.0	6.0	1.0
CUSTOMER SERVICE REPRESENTATIVE I	13	5.0	5.0	
CUSTOMER SERVICE REPRESENTATIVE II	15	2.4	2.0	(0.4)
CUSTOMER SERVICE REPRESENTATIVE III	16	6.0	8.0	2.0
CUSTOMER SERVICE SECTION CHIEF	22	0.0	1.0	1.0
DEPUTY ASSISTANT DIRECTOR (EXECUTIVE LEVEL)	30	0.0	4.4	4.4
DEPUTY DIRECTOR (EXECUTIVE LEVEL)	34	3.0	2.7	(0.3)
DIVISION MANAGER	29	8.0	4.5	(3.5)
ENVIRONMENTAL INVESTIGATOR II	16	2.0	1.0	(1.0)
ENVIRONMENTAL INVESTIGATOR IV	23	1.0	1.0	
EQUIPMENT OPERATOR II	10	2.0	1.4	(0.6)
EQUIPMENT OPERATOR III	13	38.0	38.0	
EQUIPMENT WORKER	13	0.0	1.2	1.2
FIELD SUPERVISOR	17	0.0	8.0	8.0
FINANCIAL ANALYST IV	25	1.0	1.0	
GENERAL SUPERINTENDENT	21	1.0	1.0	
GIS ANALYST	20	0.0	1.0	1.0
GIS TECHNICIAN	12	1.0	0.0	(1.0)
GRADUATE ENGINEER	22	0.0	1.0	1.0
HUMAN RESOURCES SUPERVISOR	24	1.0	1.0	
INVENTORY MANAGEMENT CLERK	9	5.0	5.0	
INVENTORY MANAGEMENT SUPERVISOR	17	4.0	4.0	
LABORER	4	1.0	2.0	1.0
MAINTENANCE MECHANIC II	12	1.0	4.0	3.0
MAINTENANCE MECHANIC III	14	4.0	4.0	
MAINTENANCE SUPERVISOR	16	0.0	1.0	1.0
MANAGEMENT ANALYST IV	25	1.0	1.0	
MECHANIC HELPER	5	12.0	11.0	(1.0)
MECHANIC I	11	13.0	15.0	2.0
MECHANIC II	15	17.0	15.0	(2.0)
MECHANIC III	19	41.0	41.0	
PUBLIC INFORMATION OFFICER	26	0.0	1.0	1.0
PURCHASING MANAGER	27	1.0	1.0	
REFUSE TRUCK DRIVER	6	20.0	22.0	2.0
SAFETY COORDINATOR	15	4.0	0.0	(4.0)

Fund Name

**General Fund** 

**Business Area Name** 

Solid Waste Management

Fund No./Bus Area No. :

1000 / 2100

JOB DESCRIPTION	PAY GRADE	FY2008 Current Budget FTE	FY2009 Budget FTE	Change
SAFETY REPRESENTATIVE	19	0.0	4.0	4.0
SEMI-SKILLED LABORER	6	12.0	18.0	6.0
SENIOR ACCOUNT CLERK	13	1.0	1.0	
SENIOR BUYER	22	2.0	2.0	
SENIOR COMMUNITY LIAISON	23	1.0	3.0	2.0
SENIOR CONTRACT ADMINISTRATOR	27	2.0	2.0	
SENIOR CONTRACT COMPLIANCE OFFICER	18	2.0	1.0	(1.0)
SENIOR DISPATCHER	12	6.0	5.0	(1.0)
SENIOR HUMAN RESOURCES SPECIALIST	21	3.0	3.0	. ,
SENIOR INVENTORY MANAGEMENT CLERK	12	6.0	6.0	
SENIOR IS/IT HELP DESK COORDINATOR	14	1.0	0.0	(1.0)
SENIOR REFUSE TRUCK DRIVER	8	76.0	74.0	(2.0)
SENIOR SIDELOADER OPERATOR	9	184.0	171.0	(13.0)
SENIOR STAFF ANALYST	28	2.0	3.0	1.0
SENIOR SUPERINTENDENT	27	3.0	3.0	
SENIOR TRAINER	21	2.0	1.0	(1.0)
SHOP MANAGER	23	9.0	10.0	1.0
SIDELOADER OPERATOR	7	46.0	58.2	12.2
SOLID WASTE DIRECTOR	37	1.0	1.0	
SOLID WASTE PLANNING MANAGER	29	1.0	0.0	(1.0)
SOLID WASTE SUPERVISOR	22	30.0	27.0	(3.0)
STAFF ANALYST	26	3.0	2.0	(1.0)
STAFF ANALYST (EXECUTIVE LEVEL)	26	1.0	1.0	
TECHNICAL HARDWARE ANALYST I	17 .	0.0	1.0	1.0
TECHNICAL HARDWARE ANALYST II	21	1.0	1.0	
Total FTEs		649.0	659.6	10.6
Less adjustment for Civilian Vacancy Factor		<u> 17.0</u>	24.2_	7.2
Full-Time Equivalents		632.0	635.4	3.4

#### FISCAL YEAR 2009 BUDGET -

#### **Business Area Revenue Summary**

**Fund Name** 

: General Fund : Solid Waste Management **Business Area Name** 

Commit Item Description	FY2008 Current Budget	FY2008 Estimate	FY2009 Budget
2100010002 SWM-Administration Director's Office		,	
426100 Non-Resident Garbage Fee	270,216	291,094	295,000
426110 Extra Container Garbage Fee	927,928	927,928	950,000
428080 Returned Check Charges	300	1,000	500
434305 Judgments & Claims	8,760	8,760	8,000
434505 Prior Year Expenditure Recovery	25,000	30,551	30,000
452020 Recoveries & Refunds	100	100	100
452030 Miscellaneous Revenue	21,752	21,000	20,000
Total SWM-Administration Director's Office	1,254,056	1,280,433	1,303,600
2100010003 SWM-Administrative Support			, ,
421320 Dumpster Permits	1,801,854	1,801,854	1,819,873
2100030005 SWM-North Neighbor Deposit			
434205 Sale of Scrap Metal	14,000	66,468	. (
2100040004 SWM-South Curbside Recycle			
434235 Sale of Capital Assets	650,000	882,435	0
2100060004 SWM - Neighborhood Deposi			
434205 Sale of Scrap Metal	0	0	76,400
2100090004 SWM - SW Curbside Recycle			
434235 Sale of Capital Assets	0	0	882,435
Total Solid Waste Management	3,719,910	4,031,190	4,082,308

#### **Business Area Expenditure Summary**

**Fund Name** 

: General Fund: Solid Waste Management **Business Area Name** 

Commit	t Description	FY2007 Actual	FY2008 Current Budget	FY2008 Estimate	FY2009 Budget
500010	Salary Base Pay - Civilian	16,857,373	20,184,445	19,603,868	20,474,791
	Overtime - Civilian	1,328,613	1,577,084	2,106,868	1,802,631
	Premium Pay - Civilian	21,725	24,012	54,698	70,046
	Bilingual Pay - Civilian	22,324	30,730	22,925	25,285
	Temporary Employees	8,903	0	0	0
	Pay for Performance-Municipal	385,292	142,000	511,525	624,165
	Pension - Civilian	2,590,751	3,090,182	3,096,809	3,040,496
	Termination Pay - Civilian	150,361	449,000	235,252	195,762
	Vehicle Allowance - Civilian FICA - Civilian	4,200	4,999	4,233	4,999
	Health Ins-Act Civilian	1,325,655	1,617,268	1,639,038	1,709,533
	Basic Life Insurance - Active Civilian	3,087,099	3,996,344 0	3,371,317	4,088,699
	Long Term Disability-Civilian	5,235 74,400	89,976	22,683 84,410	27,967 54,103
	Workers Compensation-Civilian-Admin	527,486	148,481	145,640	138,724
	Workers Compensation-Civilian-Clm	0	975,775	493,000	507,800
	Compensation Contingency	ŏ	0	0	307,674
	Unemployment Claims	42,100	22,010	31,904	22,235
Total	Personnel Services	26,431,517	32,352,306	31,424,170	33,094,910
511010	Chemical Gases & Special Fluids	212,220	140,000	240,000	240,000
	Cleaning & Sanitary Supplies	86,587	75,850	88,000	88,300
	Construction Materials	38,745	32,000	62,348	62,000
511025	Electrical Hardware & Parts	14,815	15,000	15,000	15,000
511030	Mechanical Hardware & Parts	10,849	3,500	2,100	3,500
	Meters Hydrants & Plumbing Supplies	38	0	0	0
	Audiovisual Supplies	5,560	70	135	70
	Computer Supplies	33,202	63,686	77,151	77,554
	Paper & Printing Supplies	5,349	5,495	8,628	7,625
	Publications & Printed Materials	1,605	1,250	1,870	1,600
511060		97,277	100,000	62,493	65,000
	Miscellaneous Office Supplies	40,099	67,522	97,702	72,100
	Drugs & Medical Chemicals	0	10,000	0	5,000
	Medical & Surgical Supplies Small Technical & Scientific Equipment	0	4,500	0	1,000
511110		14,706 2,939,438	15,000	64,500	40,000
	Vehicle Repair & Maintenance Supplies	2,804,507	4,538,698 2,263,500	4,551,535 2,146,700	5,468,079 2,457,900
511110		85,529	264,231	161,780	
	Food Supplies	13,301	33,470	32,364	195,130 32,000
	Landscaping & Gardening Supplies	7,339	10,000	10,000	10,000
	Small Tools & Minor Equipment	85,970	163,503	281,333	174,698
	Miscellaneous Parts & Supplies	(105,321)	183,565	149,485	172,414
Total	Supplies	6,391,815	7,990,840	8,053,124	9,188,970
520100	Temporary Personnel Services	292,640	190,928	632,316	200,000
	Medical Dental & Laboratory Services	23,928	28,000	31,409	31,410
520114	Miscellaneous Support Services	57,578	21,100	184,326	164,000
520115	Real Estate Lease/Office Rental	1,462	1,500	1,500	1,500
520116	Parking Services Contract	34,311	0	0	0
	Refuse Disposal	21,794,249	23,381,635	23,595,710	23,454,357
	Computer Equipment/Software Maintenance	3,230	43,840	4,500	4,500
	IT Application Svcs	27,209	298,155	121,407	134,620
	Office Equipment Services	0	0	500	500
	Vehicle & Motor Equipment Services	226,484	410,000	485,500	485,500
	Other Equipment Services	1,500	0	590	0
	Contracts/Sponsorships	12,645,239	4,022,008	3,688,398	3,548,952
	Mail/Delivery Services	6,337	10.000	0	0
520515	Print Shop Services	18,948	19,800	59,624	56,216

#### **Business Area Expenditure Summary**

Fund Name : General Fund

Business Area Name : Solid Waste Management

Commi	it Description	FY2007 Actual	FY2008 Current Budget	FY2008 Estimate	FY2009 Budget
	Printing & Reproduction Services	16,871	20,000	89,680	90,443
	Advertising Services	0	50,000	50,867	50,500
	Insurance Fees	56,974	79,217	62,079	71,507
	Membership & Professional Fees	3,557	2,283	5,240	5,962
	Education & Training	12,059	38,785	63,185	65,545
	Tuition Reimbursement	4,954	3,000	14,473	7,720
	Travel - Training Related	24,977	42,151	51,806	73,001
	Travel - Non-Training Related	24,059	34,971	45,473	50,292
	Building Maintenance Services	175,803	212,000	206,300	175,000
	Sewer Services	59,120	52,000	114,264	57,132
	Land and Grounds Maintenance	2,094	0	0	0
	Electricity	323,944	363,148	363,148	388,505
	Natural Gas	30,466	33,311	33,311	43,038
521605	Data Services	83,508	9,011	23,687	23,687
521610	Voice Services	202,726	212,828	173,364	180,889
	Radio Communications	0	0	2,925	0
	Voice Equipment	0	3,745	40,753	12,388
	Voice Labor	0	41,244	3,348	3,498
521705	Vehicle/Equipment Rental/Lease	20,846	30,000	21,000	20,000
	Office Equipment Rental	44,612	37,178	50,021	50,500
	Other Rental	20,008	20,500	17,830	17,645
521730	Parking Space Rental	16,693	8,292	49,694	49,644
522305	Freight Charges	5,570	4,000	6,000	6,000
522430	Miscellaneous Other Services & Charges	274,438	157,000	190,439	207,500
522435	Interest Charges Past Due Accounts	38	0	90	90
522735	Interfund Communication Equipment Repair	63,406	111,000	113,000	114,000
522795	Other Interfund Services	0	104,027	104,027	104,207
Total	Other Services and Charges	36,599,838	30,086,657	30,701,784	29,950,248
560210	Furniture Fixtures and Equipment	0	0	11,500	0
	Vehicles	17,000	25,000	6,777	, 0
560230	Computer HW and Developed SW	718,296	0	0	0
Total	Equipment	735,296	25,000	18,277	0
550990	AMS Fix Assts Revers	(5,000)	0	0	0
551015	Non-Capital Computer Equipment	15,659	3,410	0	0
	Non-Capital Machinery & Equipment	795	0	149,778	0
	Non-Capital Other	518,975	1,059,706	894,682	1,260,760
	Non-Capital Vehicles/Rolling Stock	2,000	0	3,450	0
Total	Non-Capital Equipment	532,429	1,063,116	1,047,910	1,260,760
531040	Other Principal Retirement	11,454	0	0	0
	Transfer to Fleet/Eq	0	3,627,259	2,799,650	3,247,029
Total	Debt Service and Other Uses	11,454	3,627,259	2,799,650	3,247,029
Gra	and Total Expenditures	70,702,349	75,145,178	74,044,915	76,741,917
			<del> =</del>	<del></del>	