
MEMORANDUM

TO: MAYOR JENSEN AND BOROUGH ASSEMBLY
STEVE GIESBRECHT, BOROUGH MANAGER

FROM: KARL HAGERMAN, PUBLIC WORKS DIRECTOR 

SUBJECT: SANITATION AND RECYCLING COLLECTION ROUTES AND STAFFING

DATE: 2/24/2015

CC: KATHY O'REAR, CLERK
DEBRA THOMPSON, DEPUTY CLERK

In response to concerns on whether the sanitation department can transition to an in-house recycling collection program without any new hires, I have the following information for your consideration.

Current Recycling Customers and Collection Time

Firstly, we pulled some data to show how many customers currently participate in the voluntary commingled recycling program. The following table shows each day of the week, the number of customers signed up to participate, the percentage of customers that are actually participating per day, the number of commercial customers per day and the average time that Ruger's Trucking is on that day's route. All of this information was gathered from the daily route spreadsheet that is completed and submitted to public works by the contractor. The average time on the routes was gathered from the month of January 2015 and is based on Ruger's recorded start and stop time using two personnel, plus ½ hour to account for delivery time to the baler after the last customer is picked up. It is notable that the actual customer participation is not at 100% so this skews the number of "volunteers" that are currently recycling. It is also noteworthy that the number of commercial customers that depend on cardboard collection is a relatively small number on a daily basis, with the exception of Friday which is only commercial collection.

Recycling Routes

	Residential Customers	Participation %/day	Actual Residential Customer Participation	Commercial Customers	Average time spent on Recycling Route
Monday	257	66%	170	15	2.5 hours
Tuesday	253	68%	172	5	2.5 hours
Wednesday	275	74%	203	8	3.5 hours
Thursday	283	64%	181	9	4 hours
Friday	0	N/A	0	47	2.5 hours

Current Garbage Collection Schedule and Staffing

Next we looked at the solid waste collection schedule and truck usage for current routes. The solid waste routes are assumed to be at 100% participation.

Solid Waste Routes

	Residential Customers	Trucks on Route	Staff Members on Route	Estimated Route Time per Truck
Monday	308	2	2	5 hrs/5hrs
Tuesday	337	1	1	5 hrs
Wednesday	291	1	1	5 hrs
Thursday	322	2	2	5 hrs/5hrs
Friday	commercial only	2	2	1.5 hr/2.5 hrs

This shows that generally, two drivers within a four person staff, are able to complete the solid waste collection services by approximately 1:00 each day, with Friday being a shorter day due to fewer customers.

Proposed Collection Scenario

Lastly, a possible collection scenario was developed to show what level of staffing and truck use would be necessary for both recycling and solid waste at 100% participation. This scenario employs the schedule for a customer's recycling day to be the day AFTER their garbage day. This is important so that the collection truck drivers do not have to deal with inefficiencies tied to having to jump out of the truck to physically separate the garbage and recycling carts in order for the automated arm to grab and dump them. With staggered collection of garbage and recycling, only one cart will be placed at the curb per day and make for a very efficient collection route. A couple of different collection strategies could provide this "single cart at the curb" collection scenario but only one is presented here.

Combined Solid Waste and Recycling Scenario

	Recycling and Garbage Customers	Trucks on Route	Staff Members on Route	Estimated Route Time
Monday	308	2	2	5 hrs / 5hrs
Tuesday	594	3	3	5 hrs / 1hr / 3 hrs
Wednesday	544	3	3	5 hrs / 1 hr / 3 hrs
Thursday	597	3	3	5 hrs / 5hrs / 4 hrs
Friday	283	2	2	4 hrs/ 6 hrs

This information shows that with 4 staff members it is entirely possible to collect all garbage and recycling and still retain one member of the staff to attend to maintenance and upkeep of the baler and landfill. While it may look like we could maintain current hours of operation of the baler and landfill, any PTO taken would leave the building unattended and require unplanned closures of the facility, causing more confusion and frustration for the public. A set schedule of operation that allows staff the time to collect materials from the community and also take care of daily tasks at the facility is prudent. However, if during staff shortages the collection routes take longer than estimated and the baler/landfill must be opened at noon, one of the public works administrative assistants are trained to operate the scale and software and can fill in for a short time until a driver gets back from a route.

I am confident that the Sanitation department can offer continued excellent service for garbage collection and also assume the collection of commingled recycling – if the proposed change to a cart based system, with a third collection truck, and a reduction to hours of operation at the baler and landfill is approved.

Please let me know if there are any questions. Thank you.