

**HAMILTON COUNTY DEPARTMENT OF ENVIRONMENTAL SERVICES
SOLID WASTE MANAGEMENT DISTRICT
MANAGER'S MEMORANDUM**

DATE: November 5, 2003

TO: District Policy Committee Members

FROM: Jeffrey W. Aluotto, Solid Waste Manager
Cory R. Chadwick, Director

I. Introduction/Opening Comments

NOTICE: This memo is for the meeting to be held on November 13, 2003. This meeting will be held at 2:00 pm at the Hamilton County Department of Environmental Services, 250 William Howard Taft Road, Cincinnati, Ohio 45219.

Policy Committee Information (Agendas, Manager's Memos, Minutes, etc.) now available on the District's Website at www.hcdoes.org.

II. Clerk's Report/Additions to the Agenda

A. Approval of Minutes - September 11, 2003

Minutes from the September 11, 2003 Policy Committee Meeting are included as [Attachment A](#) for the Policy Committee's review and approval.

B. Additions to the Agenda

Please contact Susan Schumacher at 513-946-7734 or susan.schumacher@hamilton-co.org if you have items to add to the agenda.

III. District Revenue Updates

A. Updates will be provided on current revenue receipts and comparisons with prior years, as included in Attachment B.

IV. Policy Items

A. District 2004 Budget

At the last Policy Committee meeting, the proposed 2004 Budget was discussed. Staff would like to make the Policy Committee aware of one alteration needed in that budget as presented. The District has applied for, and most probably will receive, a grant from the Ohio Department of Natural Resources in the amount of \$52,212. These funds will go toward recycling awareness and promotion. Despite the fact that this is a grant, the budget still needs to provide the means for these funds to be spent. The 2004 Budget narrative is included as [Attachment C](#).

Staff Recommendation: District Staff recommend that the Policy Committee approve the addition of ODNR Grant funds to the 2004 budget in the amount of \$52,212.

B. 2003 Budget

Due largely to the overwhelming participation at the past two HHW events (see Informational Item B), the District will require a supplemental appropriation in order to balance the books for 2003. While the HHW played the primary role in causing the District to go over budget, other contributing factors were various special projects entered into by the District over the year. Typically, the District is able to adapt its spending in order to account for these additional projects - however, the fact that the HHW events went approximately \$170,000 over budget, made this impossible. The following list details the major special (unbudgeted) projects the District entered into during 2003:

Cinema Advertising Project (\$22,000) - Funds for this project will be reimbursed to the District through an ODNR grant.

Cincinnati Recycling Assistance (\$26,000) - The District was prepared to pay RW Beck \$25,000 this year. However, the scope of their project was changed to allow them to perform a complete cost analysis of the City of Cincinnati's yardwaste program. The Policy Committee approved RW Beck's contract for this project valued at approximately \$51,000 (\$26,000 over the original amount budgeted).

Network Television Advertising (\$16,000) - In January, the District cooperated with ODNR on a television advertising campaign promoting recycling.

While the exact amount of the required supplemental appropriation will be known by the date of the Policy Committee meeting, it is estimated that it will require \$210,000.

Staff Recommendation: District Staff recommends approval of the supplemental request.

C. District Carry-over Balance

At the last Policy Meeting, the Committee tabled a discussion for dealing with the District's carry-over balance. Since that time, the District has received input from several communities on how best to use funds in the carry-over balance. This time will allow for Policy Committee members to begin discussion of this issue as well as for Staff to update the Committee on any other thoughts from various District stakeholders.

In addition, the Policy Committee had asked District Staff to determine the approximate time it takes for a new fee schedule to be enacted. The Committee stated that this information could providing guidance in terms of determining the amount of contingency funding necessary. Staff has determined that ratifying a fee schedule, separate from a Plan, requires 3 months for the legal requirements listed in ORC. This, however, does not include the time necessary to hold a public hearing, initiate the proposal, determine the correct fee schedule, etc. These items could potentially add another 3 months to the process.

D. Solid Waste Management Plan Update

In 2004, the District will begin the process of updating its solid waste management plan. On November 21, proposals will be opened for consultants seeking the job of assisting the District with this update. In past years, the selection committee for that evaluation consisted of a combination of staff and Policy Committee members. The Policy Committee may wish to discuss appointing two members for an ad-hoc selection committee.

In addition, Staff is currently discussing the most effective means of ensuring stakeholder involvement for the Plan Update. In past years, public advisory committees were convened in order to ensure adequate public input. District staff feels that there may be advantages to an approach more focused on individual groups of stakeholders and their needs. This topic can be discussed in further detail at the Policy Committee meeting.

***Staff Recommendation:** Staff requests that the Policy Committee appoint two members to serve on a Plan Consultant selection committee.*

E. Reduction Assistance Grants

The Solid Waste District solicited proposals for its annual Reduction Assistance Grants. Grant applications were received and reviewed by staff. [Attachment D](#) provides a summary of the grant proposals and details on staff's recommendations.

***Staff Recommendation:** District staff recommends that the Reduction Assistance Grants be approved and funds distributed in accordance with Staff Recommendations in Attachment D.*

F. Legislative Issues

Legislation was recently introduced into the Ohio General Assembly which would mandate that all new State buildings be constructed to LEED Green Building Standards. Locally, Representatives Seitz and Yates are co-sponsors of the Bill.

***Staff Recommendation:** While District Staff has not fully analyzed the implications of this Bill, it would seem logical that the District should submit some form of support for the legislation - either through testimony or written support to our local co-sponsors.*

V. Informational Items

A. City of Cincinnati Update

Staff will provide an update on the status of the City of Cincinnati's yardwaste and recycling programs.

B. Household Hazardous Waste Collection Events - Powerpoint Presentation

The District's 2003 Fall HHW collections turned out to be record setting events. The October 18 event at Winton Woods High School saw 2,400 cars come through - dropping off over 290,000 pounds (145 tons) of hazardous chemicals. This does not include the material accepted by Nu-Blend Paints. The Coney Island event witnessed 3,500 cars. The District's contractor, Clean Harbors, informed the District that this was the Coney Island event was the largest one-day collection event in the history of their company's North American operations.

VI. Tentative Future Agenda Items

VII. Policy Committee Members' Comments

VIII. Public Comments

IX. Upcoming District Meetings

The next regularly scheduled Policy Committee meeting will be at 2:00 pm on **January 8, 2004** at the Hamilton County Department of Environmental Services, 250 William Howard Taft Road, Cincinnati, Ohio 45219.

X. Adjournment (Target Time: 3:30 pm)

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