

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

DATE: September 13, 2007

TO: District Policy Committee Members

FROM: Holly Christmann, Solid Waste Manager
Cory R. Chadwick, Director

I. Introduction/Opening Comments

NOTICE: This memo is for the meeting to be held on September 20, 2007. The meeting will begin at 9:30 a.m. at Hamilton County Environmental Services, 250 William Howard Taft Road, Cincinnati, Ohio 45219.

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

II. Clerk's Report/Additions to the Agenda

- A. Approval of Minutes – Minutes from the July 19, 2007 Policy Committee meeting are included as Attachment A.**
- 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/Analysis

Updates will be provided on current revenue receipts and comparisons with prior years, as included in Attachment B. Comparisons of District revenue and disposal tonnages, by quarter, are also included in Attachment B.

IV. Policy Items

A. 2008 Budget

In early August, staff provided the Policy Committee with information on the District's 2008 budget. A copy of the budget information is included as Attachment C.

The total budget request for 2008 is \$2,995,763.65. As the budget is slightly higher than projected revenues of \$2,820,000, it will result in a slight drawdown of the carry-over balance. The 2008 budget is slightly lower than the 2007 budget of \$2,996,702.73.

Certain costs increased in the 2008 budget. Those include:

- \$36,000 increase in personnel/benefits
- \$20,000 increase in costs for the yardwaste drop-off program
- \$20,000 increase in costs for the household hazardous waste program

To account for the increases, Staff recommends the following program reductions:

- \$23,500 - decrease in advertising for programs and outreach.
- \$17,900 – reduction in Cincinnati Health Department costs based on contract.
- \$8,500 - reduction in printing and postage costs for *The Interchange* as it will be moved to an e-newsletter in 2008.
- \$8,000 – reduction in school programs based on past year’s usage.
- \$6,750 – reduction in miscellaneous costs such as subscriptions, office supplies, and travel.
- \$6,000 - reduction in compost bin sale based on previous year’s usage.
- \$5,000 – elimination of the Environmental Preferable Purchasing program due to lack of use.

Carry-Over Balance

The Policy Committee recommended the District maintain a carryover balance equal to eight months operating costs. Based on a \$2.9 million budget, eight months carryover is equal to \$1.93 million.

Based upon the 2008 budget being completely expended and revenues of \$2.82 million, this would leave a carryover balance of \$2.5 million as of January 1, 2009. A \$2.5 million carryover is equal to approximately 10 months operating costs.

Staff Recommendation: Staff recommends approval of the 2008 budget.

B. Recycling Credit for Landfill Gas Recovery

At the July 19th meeting, the Policy Committee requested Staff to research the possibility of obtaining recycling credit for the landfill gas to energy recovery process occurring at the Rumpke Sanitary Landfill. Attachment D is an outline of the benefits and concerns of including landfill gas recovery as recycling.

C. Approval for School Recycling Grants

Each year, the District solicits waste reduction grant applications from schools. Applications received by schools typically request less than \$1,000 in grant funds. The District’s budget for school grants is \$5,000. In reviewing the efficiency of the grant program, Staff found that it takes six months before grant funds can be released to the schools. Staff believes this process is cumbersome given the small amount of funding requests. The school recycling grant process is listed below:

- February – Applications due to District
- March – Staff review of applications
- April – no activity
- May – Policy Committee approval of grants

June – July – Contracts signed
August – Grant funds released to schools

In an effort to expedite the process and given the grant funds requested are typically less than \$1,000, Staff is recommending that the Policy Committee no longer require approval of school grants. This would reduce the timeline by at least two months. Staff will inform the Policy Committee of the approved grant applications.

***Recommendation:** Staff recommends that the Policy Committee no longer approve school grant requests in an effort to expedite the grant application process.*

V. Information/Discussion Items

A. Strategic Plan Update

Staff will present an update on the strategic planning process.

B. District Awards Luncheon

The District's annual award luncheon will be held on America Recycles Day, Thursday, November 15th, at the Mill Race Lodge in Winton Woods. Developed in 2005, this awards program is an extension of the CARE Awards, given every year to communities in Hamilton County doing an excellent job with recycling. Other awards presented include: Outstanding Recycling Educator, Outstanding School Recycling Program, Outstanding Recycling in a Multi-Family Residence, Industrial Award for Recycling Achievement, Recycling at Work – Program of the Year, Innovation in Public Recycling, Friend of Recycling Award, and an award for Recycling Innovation.

The awards program is the District's effort to enhance the public recognition of those that are improving and maintaining waste reduction and recycling programs in Hamilton County.

C. Compost Bin Sale

The District is planning a compost bin sale in October. The sale will take place at two locations within the County (sites yet to be determined).

VI. Tentative Future Agenda Items

VII. Policy Committee Members' Comments

VIII. Public Comments

IX. Upcoming District Meetings

The next Policy Committee meeting is scheduled for November 15th at 1:30 p.m. **The meeting will be held at Winton Woods Golf Course – Mill Race Lodge.**

X. Adjournment (Target Time: 11:00 a. m.)