

**Hamilton County Solid Waste Management District  
2008 Budget Briefing and Summary of Key Modifications from 2007**

**Staff Summary:** The 2008 proposed budget totals \$2,995,763.65 (as of July 25, 2007). The budget is slightly lower than the 2007 budget even though personnel and benefit costs increased. The 2008 proposed budget maintains funding for all basic District services. The proposed 2008 expenditures are projected to be slightly higher than 2008 projected revenues of \$2,820,000 resulting in a slight draw-down of the carry-over balance.

**Staff Evaluation Criteria (Used by staff, internally, for initial budget allocation purposes)**

1. Recognize Policy Committee's goal of a balanced budget by the year 2010.
2. Continue funding for Household Hazardous Waste Program.
3. Maintain funding of basic District services prescribed in the District's 15 year Plan Update, subsequently mandated by OEPA, or requested by Policy Committee.

**Key Inclusions or Modifications** - These items represent initial staff budgetary allocations made in order to: 1. Remain consistent with Policy Committee priorities and 2. Remain consistent with the District's current 15 year Plan.

1. HHW Program funding increased by \$20,000 to account for increased demand.
2. Yardwaste Program funding increased by \$20,000 to account for increased demand.
3. Reductions in various District programs. For the most part, they include intermittent programs, programs that are not active, or programs not prescribed by the current Solid Waste Plan.

**Summary of 2008 Budget Increase/Decrease by Section Compared to 2007 District Budget:**

- Personnel/Benefits\* + 6.84% (Will total approx. \$569,800 in 2008)
- Admin Overhead - 2.86%
- Community/Business Asst. - 1.24%
- Education - 8.92%

\*Increase in Personnel costs due to: Public Employee Retirement System, health/dental insurance, merit.

**Draft 2008 District Budget vs. Solid Waste Plan Projection**

The District's Solid Waste Plan Update projected expenditures of \$3,230,138 for the year 2008. The draft 2008 budget is less than this amount by approximately \$234,000. Generally, this is due to the following variations since the Plan was finalized:

<u>Approx. Amount</u>	<u>Description of Variation</u>	<u>Comment</u>
• -\$130,000	Reduction in Personnel/Overhead	In the Plan, overhead was based on 3.5% inflationary factor. In most cases, the increase was not needed.
• -\$47,000	Reduction in Health Department Funding	Primarily due to contractual adjustments for Cincinnati Health Department.
• -\$81,000	Reduction in Outreach/Program-Related materials	General reduction in program costs due to experience in advertising/marketing that is less costly yet more effective, overall reduction of general awareness (\$15,000), moving <i>The Interchange</i> to an email newsletter only, reduction in education outreach based on past year's usage.
• -\$5,000	Elimination of EPP program	Due to lack of use, this program is recommended for elimination.

- +\$18,000 Increase in HHW program Due to increased costs that were not foreseen in the Plan Update, HHW budget will increase over projections.
- +\$11,000 Increase in Yardwaste drop-off sites Due to increase in participation over plan projections, the yardwaste drop-off site budget is increased in 2008.

### Draft 2008 District Budget vs. 2008 Revenue Projection

According to the Plan Update, District Revenues are predicted to be approximately \$2.76 million in 2008. However, the District projects revenue of \$2.82 million. As such, it is projected that 2008 expenditures will be slightly over the projected revenue. The following details annual revenues received along with expenditures since 2000.

<u>Year</u>	<u>Revenues (Plan Projected)</u>	<u>Actual Revenues*</u>	<u>Actual Expenditures</u>
2000	\$2,500,000	\$2,745,204	\$2,231,118
2001	\$2,500,000	\$2,645,071	\$2,529,272
2002	\$2,500,000	\$2,860,497	\$2,772,758
2003	\$2,500,000	\$2,608,773	\$3,086,397
2004	\$2,500,000	\$3,053,003	\$3,034,464
2005	\$2,500,000	\$2,808,779	\$2,747,487
2006	\$2,768,668	\$2,859,468	\$2,794,335
2007 (Projected)	\$2,768,668	\$2,920,000	\$2,894,824

\* Actual Revenues shown are from tipping fees and grants. \$219,314 of revenue received in 2004 actually should be attributed to waste receipts in 2003.

### Carry-Over Balance Analysis

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.

The District's carryover balance totaled \$2.67 million on January 1, 2007. The carry-over balance is projected to total \$2.69 million on January 1, 2008. 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.

**Community/Business Assistance Program Budget**

(Does not include Personnel costs)

**2008 Budget**

Office Supplies	\$500
Other Operating Supplies	
Awards Ceremony	\$3,000
Public Recycling	\$2,000
Outreach Materials	\$300
Business Recycling Program	\$5,000
Travel	\$1,700
Postage	\$6,000
Mileage	\$250
Advertising	
General Awareness	\$35,000
Household Hazardous Waste	
Advertising	\$8,000
Collection contract	\$240,000
Yardwaste Management	
Flyers & Signs	\$1,500
Yardwaste Contract	\$178,465
Drop-Off Tonnages	\$70,000
Compost Bin Sale	\$9,000
Tire Collection	\$25,000
Electronics Collection	
Advertising	\$1,500
Collection Contract	\$10,000
Health Departments	
Hamilton County	\$325,964
Cincinnati	\$72,100
Recycling Market Development	
Interchange advertising	\$2,000
Engineering Services	
Waste Assessments	\$20,000
Misc. Contract Services	
Multi-Family Recycling	\$9,000
Business Partnership	\$5,000
Subscriptions/Memberships	\$2,150
Training	\$650
Recycling Collection	
RRI Rebate	\$1,050,000
Priority Grants	\$100,000
<b>Total</b>	<b>\$2,184,079</b>



**Education Budget**

(Does not include Personnel)

**2008 Budget**

Office Supplies	\$500
Photo Supplies	\$500
Food Supplies	\$500
Recycling Education Awareness	
Recycling Asst.	\$4,400
Workshop Supplies	\$6,000
Special Events	\$2,000
Outreach Supplies	\$10,600
Spencers	\$8,000
Get a Bin brochures	\$3,000
Travel	\$3,500
Postage	\$4,500
Transportation Services	\$10,000
Mileage	\$150
Misc. Contract Services	
School Grants	\$5,000
Compost Class Instruction	\$2,500
Contracted Outreach	\$15,900
Subscriptions/Memberships	\$1,950
Training	\$1,500
Miscellaneous Payments	
Teacher Stipends	\$1,000
Paddlefest*	\$4,300
Seedling Program	\$1,000
<b>Total</b>	<b>\$86,800</b>

\* - Funds received from Hamilton County Soil & Water Conservation District to be used for Paddlesfest Event (no District funds used). 2008 is the last year for this funding.



## Administration Budget

(Does not include Personnel Costs)

### 2008 Budget

Office Supplies	\$3,500
Uniforms	\$100
Fuel/Oil	\$1,700
Other Op. Supplies	\$3,000
Building Supplies	\$600
Legal Service	\$13,400
Travel	\$2,200
Telephone	\$500
Postage	\$6,000
Messenger Service	\$500
Mileage	\$100
Advertising	\$1,600
Printing	\$1,600
Car Repair	\$200
Equipment Maintenance	\$2,750
Rent Stamp Machine	\$2,000
Misc. Rent	\$300
Misc. Contract Service	
Capital Cost	\$25,600
Tech. Ass't.	\$7,500
Hardware Main.	\$600
IT Consultation	\$2,000
Listserve	\$1,700
Subscription/Memberships	\$2,300
Training	\$800
Indirect Cost	\$64,000
Equipment - Office Furniture	\$1,500
Data Processing	
Software	\$3,500
PCs	\$1,600
Screen replacement	\$450
Retrac	\$3,400
<b>Total</b>	<b>\$155,000</b>

