



METROPOLITAN SERVICE DISTRICT  
527 S.W. HALL ST., PORTLAND OR. 97201, 503/221-1646

## A G E N D A SOLID WASTE POLICY ALTERNATIVES COMMITTEE

Date: March 21, 1983

Day: Monday

Time: 12:00 noon - 2:00 p.m.

Place: Metro Offices, Rooms A-1, A-2

### I. MINUTES OF MARCH 7, 1983 MEETING

### II. FY 1983 SOLID WASTE DEPARTMENT BUDGET

- Questions and Answers - Dan Durig and staff
- Explanation of the transfer to the General Fund - Jennifer Sims

SOLID WASTE POLICY ALTERNATIVES  
COMMITTEE

March 7, 1983

Members

John Trout  
Mike Sandberg  
John Gray  
Howard Grabhorn  
Dick Howard  
Paul Johnson  
Delyn Kies  
Dave Phillips  
Shirley Coffin  
Kelly Wellington

Staff

Dennis O'Neil  
Doug Drennen  
Norm Wietting  
Dan Durig  
Tim Cauler  
Dennis Mulvihill  
Bev Bailey

Ex Officio

Norm Harker  
Bob Brown

The meeting was called to order by Chairman John Trout. The minutes of December 20, 1982 were approved as written.

Norm Wietting gave an update on the Clackamas Transfer and Recycling Center (CTRC). He said that the 400 tons per (TPD) limit had been raised to 800 TPD. Norm also said that Oregon City does not want to be labeled "the garbage capital of the region." There are two conditions that go along with the 800 TPD, 1) Metro has to report back to Oregon City Planning Commission annually; and 2) the increase to 800 TPD is good until March of 1985. By that time Metro must have another transfer station under construction.

Dan Durig gave the budget schedule to the Committee. SWPAC will have a meeting on March 21 where the budget will be reviewed in detail. Dan gave an overview of the budget. Three funds are Operations, Debt Service and Capital Improvements. Programs in the Solid Waste budget are Management and Administration, Waste Reduction, St. Johns Landfill, CTRC, Systems Planning and Wildwood Landfill. Our Debt Service would peak in 1988. Our operations will be double with the opening of CTRC, but our planning function will continue. Solid Waste does not anticipate borrowing any money this year for planning purposes. Five full-time positions have been eliminated in the past six months. The total personal services payroll is below that budgeted two years ago. He does not anticipate a rate increase this fiscal year. However, a rate study will be done for the calendar year 1984.

Dan explained to the Committee about transfers. All disposal and user fees flow into the Operating Fund. The money comes from two sources--the Disposal Fee (including the Regional Transfer Charge) or the User Fee. This money supports Debt Service, Capital Program, Operating and the Metro General Fund Transfer. Part of the User Fee is used for Debt Service for the St. Johns expansion and for the portion of the CTRC site which was going to be for ERF.

Dan also said Solid Waste will be doing a five-year financial plan.

Dan said CTRC is planned to be open April 11.

Norm Wietting listed the highlights of the St. Johns budget. The volume at St. Johns is expected to double within the next year. The sewage sludge from Portland will probably be lost. The recycling center will continue. St. Johns is diverting yard debris to Waste By-Products. In April of 1983, Metro will renegotiate the lease payment with the City of Portland. Every three years the lease payment is re-evaluated. This payment is strictly based on any increase in value of the industrial property in north Portland. Metro will also be working

with the City of Portland to provide a closure schedule for St. Johns. We will be applying to DEQ later in the year for permit extensions for the existing boundaries. We are anticipating these boundaries to last until 1988. Our permits expire April of 1984.

Doug Drennen touched briefly on the methane project. The final feasibility project was completed this past year. This year the methane system will be designed and the energy contract negotiated. No revenues are anticipated this year. The contract with the City says Metro will be in charge of the project and the City gets 50% of the revenues. The contract with the City is until 1990. The project is a 10-13 year project.

Norm briefly explained the budget for CTRC. The CTRC will start with a \$330,000 balance. CTRC rates will pay for the tipper at St. Johns. The recycling center is set up to handle source separated material. This is some indication that the Clackamas County recycling industry may wish eventually to use the CTRC for handling recycled materials. None of this has been budgeted for. The Regional Transfer Charge will account for 70% of CTRC revenue and the Convenience Charge, charged only at CTRC, will account for 30%. All of the disposal fees collected at Clackamas are shown in St. Johns Landfill budget.

Dennis Mulvihill covered Waste Reduction. Metro will maintain its role in the three areas of Information Services, Switchboard and Promotion.

Doug Drennen covered Systems Planning. We will be covering four steps, 1) examine our solid waste data, existing facilities and adopted policies; 2) establish priority needs and programs; 3) evaluate and recommend alternatives; and 4) receive unsolicited proposals and develop criteria for evaluating proposals. By February 1984, we will have a clear picture of the programs' needs.

Dennis O'Neil covered Wildwood. In June 1981 the Council authorized Wildwood as the regional landfill site. In December 1982, Multnomah County authorized land use. The opponents appealed to LUBA and they are expected to make a finding in May-June of 1983. Next year Solid Waste will be working on engineering, citizen involvement, and land acquisition. We are holding off on issuing an RFP and hiring consultants to do further study on the site until after the first of the year.

The next meeting is March 21, 1983. The meeting was adjourned.

bb

## BUDGET REVIEW SCHEDULE

The following process and schedule will be utilized for consideration of the FY 1983-84 proposed budget by the Council Coordinating Committee. Five weeks have been set aside for the Committee to develop a recommendation to the full Council. A four-step process will be followed:

1. Presentation and Review of the Budget

Executive Officer's Budget Message	March 16	7:00 p.m.
Presentation of Programs and Budgets		
General Fund		
Planning Fund		
Zoo		
Solid Waste		

2. Public Hearing on Proposed Budget

Testimony Taken by Fund	March 22, 23	7:00 p.m.
(Continued to the following evening, if needed)		

3. Formulation of Recommendation

Budget Deliberations	March 29, 31	7:00 p.m.
Direction for Alternatives	April 4, 6	
Assessment of Priorities	(As Needed)	
Consideration of Additional Information		

4. Formal Action on Recommended Budget Amendments

	April 6, 13	7:00 p.m.
	and 14	
	(As Needed)	

## SOLID WASTE

### Department Purpose

Metro's Solid Waste Department is responsible for regional solid waste planning and disposal.

### Department Goals:

1. Operate its facilities in an environmentally sound and economical manner.
2. To reduce the amount of solid waste generated and increase recycling participation.

### Department Funds

#### Operating

1. Management and Administration - to provide overall management for all solid waste programs, coordination with the Metro Council, and administration of Metro's Solid Waste Disposal Franchise Ordinance.

Total Budget \$224,615

2. St. Johns Landfill - to operate the St. Johns Landfill in an environmentally sound and economical manner in accordance with existing permits and conditions; to achieve maximum use of the site as a sanitary landfill, determine the feasibility of recovering methane gas and development of an end use plan for the St. Johns Landfill.

Total Budget \$4,299,702

3. Clackamas Transfer & Recycling Center (CTRC) - to operate a convenient, environmentally and economically sound transfer station and to provide recycling of source separated material.

Total Budget \$2,149,100

4. Waste Reduction - to increase the region's recycling participation while reducing waste generation.

Total Budget \$271,750

Operating (continued)

5. Systems Planning - to develop a process and recommend alternatives for establishing programs, schedules and facilities to environmentally and cost effectively handle solid waste.

Total Budget \$81,205

6. Wildwood - to provide efficient general and financial management of the Wildwood program, assist General Counsel in LUBA and Multnomah County review, design and implement citizen involvement process, select consultants for Phase II studies, to develop preliminary design and operation plan and acquire land for the landfill.

Total Budget \$59,720

Transfers

<u>From Program</u>	<u>To</u>	<u>Amount</u>	<u>Purpose</u>
Management & Admin.	General Fund	\$ 442,670	Support Services
Management & Admin.	General Fund	3,130	Data Resources
Management & Admin.	Debt Services	419,000	\$219,000 SW 115 60,500 SW 117 139,500 SW 118
St. Johns	General Fund	92,000	Support Services
St. Johns	General Fund	890	Data Resources
St. Johns	Debt Services	143,700	SW 117
St. Johns	Capital Improvement	689,600	Final Cover
St. Johns	Capital Improvement	171,800	Perpetual Maintenance
CTRC	General Fund	92,000	Support Services
CTRC	General Fund	890	Data Resources
CTRC	Debt Services	262,000	SW 118
Waste Reduction	General Fund	450	Data Resources
Systems Planning	General Fund	<u>3,580</u>	Data Resources
Total Transfers		\$2,321,710	
Operations (six programs)		<u>7,086,092</u>	
Total Solid Waste		\$9,407,802	
Operating Budget			

Capital

The Solid Waste Capital Fund provides money for five projects anticipated to be undertaken in FY 1983-84. These are:

<u>Project</u>	<u>Purpose</u>		<u>Total</u>
CTRC	Construction	\$ 100,000	
	Engineering Services	<u>35,000</u>	\$ 135,000
Transfer Stations	Land Acquisition	\$ 653,400	
	Engineering Services	<u>265,000</u>	918,400
St. Johns	Eng. Services (methane)	\$ 260,000	
	Final Improvments	1,436,200	
	Perpetual Maintenance	<u>337,500</u>	2,033,700
Wildwood	Land Acquisition	\$3,000,000	
	Engineering Services	<u>410,000</u>	3,410,000
Contingency			<u>575,000</u>

Total Capital Budget \$7,072,100

Debt Service

This fund provides for the repayment for three loans received from the State Pollution Control Fund through DEQ.

Total Debt Service Budget \$ 824,700

<u>RESOURCES</u>	<u>Proposed Budget</u>	<u>REQUIREMENTS</u>	<u>Proposed Budget</u>
Fund Balance	\$ 326,000	Personal Services	\$ 673,090
User Fee	1,255,400	Materials & Services	5,851,980
Franchise Fee	500	Capital Outlay	15,200
Disposal Fees	7,790,802	Transfers	2,321,710
(enterprise rev.)		Contingency	545,822
Grants/Loans	-0-		
Other Revenue	5,100		
Transfers	-0-		
Interest	30,000		
Total	<u>\$9,407,802</u>	Total	<u>\$9,407,802</u>
		FTE	# 25.95



Key Actions

1. Develop a five-year financial study of Solid Waste Department operations by June 1, 1984.
2. Develop a detailed analysis of St. Johns Landfill to provide an information base for permit extensions by September 1983.
3. Develop a procurement strategy, select a consultant, and negotiate energy contract for sale of methane gas at St. Johns.
4. Complete first full-year operation of CTRC.
5. Complete study of potential sources of funding for waste reduction and develop information and recommendations on role of Metro in the secondary recycling markets by January 1984.
6. Develop a comprehensive solid waste system plan by February 1984.
7. Issue RFP for Wildwood Phase II geotechnical and environmental studies and for preliminary design and operations plan by January 1984.

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**Revenue Estimate**  
**METRO Fiscal Year 1983 - 84**

Fund: Operating

Department: Solid Waste

GRANT/ CONTRACT I.D. (If Any)	RESOURCE ACCOUNT CODE	SOURCE OF REVENUE	AMOUNT	BASIS FOR ESTIMATE
	4300	Fund Balance	\$ 326,000	
	5530	User Fee	\$1,255,400	646,568 tons x 1.68 = \$1,086,234 313,191 trips x .54 = \$ 169,124 Total \$1,255,358
	5500, 5510	Disposal Fees Base Disposal	\$5,650,573	<u>Commercial Solid Waste</u> 283,333 + 237,900 tons x \$10.33 = \$5,384,337  <u>Public Solid Waste</u> 18,421 tons x \$13.15 = \$ 242,236 special charge/overweights = 24,000 Total \$5,650,573
	5590	Convenience	\$ 687,669	<u>Commercial Solid Waste</u> 203,300 tons x \$1.49 = 302,917  <u>Public Solid Waste</u> 34,600 tons x \$11.12 = \$ 384,752 Total \$ 687,669
	5580	RTC	\$1,451,560	<u>Commercial Solid Waste</u> 646,568 tons x \$1.47 = \$ 950,455 <u>Public Solid Waste</u> 313,191 trips x \$1.60 = \$ 501,105 Total \$1,451,560
	5580	Finance Charge	\$1,000	
	5600	Interest	\$30,000	
	5540	Salvage Revenue	\$5,000	Based on historical experience of approximately \$250 per month at St. Johns estimate of \$165 per month ( twelve months) at CTCR



# Revenue Estimate

METRO Fiscal Year 1983 - 84

Fund: Operating

Department: Solid Waste

GRANT/ CONTRACT I.D. (If Any)	RESOURCE ACCOUNT CODE	SOURCE OF REVENUE	AMOUNT	BASIS FOR ESTIMATE
	5520	Franchise Fee	\$500	\$300 annual fee from Killingsworth Fast Disposal 300 annual fee from Marine Drop Box 100 annual fee from Metropolitan Disposal Corporation
	5030	Documents/ Publication	\$100	Based on historical experience



# Department Summary Worksheet

Form 7

METRO Fiscal Year 1983-84

Fund: Operating

Department: Solid Waste

CATEGORY	DIVISIONS OR PROGRAMS							TOTAL DEPARTMENT
	mgt&admin	st. johns	ctrc	waste red	system pl.	wildwood		
<b>REVENUE</b>								
Fund Balance	125,120	-236,620	332,500	56,000	29,000	20,000		326,000
User Fee	943,695			216,200	55,785	39,720		1,255,400
Disposal Fees								
Base Disposal		5,650,573						5,650,573
Convenience			687,669					687,669
RTC			1,451,560					1,451,560
Finance Charge			500	500				1,000
Interest	20,000		10,000					30,000
Salvage Revenue		3,000	2,000					5,000
Franchise Fee	500							500
Document/ Publications	100							100
<b>TOTAL REVENUE</b>	<b>1,089,415</b>	<b>5,417,453</b>	<b>2,484,229</b>	<b>272,200</b>	<b>84,785</b>	<b>59,720</b>		<b>9,407,802</b>
<b>EXPENDITURES</b>								
Personal Services	138,270	210,030	109,300	111,020	65,550	38,920		673,090
Materials & Services	46,720	3,788,775	1,821,300	158,730	15,655	20,800		5,851,980
Capital Outlay	1,200	7,500	4,500	2,000				15,200
Transfers/Contingency/ Unappropriated balance	903,225	1,391,387	568,890	450	3,580			2,867,532
<b>TOTAL EXPENDITURES</b>	<b>1,089,415</b>	<b>5,397,692</b>	<b>2,503,990</b>	<b>272,200</b>	<b>84,785</b>	<b>59,720</b>		<b>9,407,802</b>

3/14/83



# Department Overview

METRO Fiscal Year 1983 - 84

Fund: Operating

Department: Solid Waste

## DEPARTMENT PURPOSE (General Statement plus Goals)

Metro's Solid Waste Department is responsible for regional solid waste planning and disposal.

### Department Goals:

1. Operate its facilities in an environmentally sound and economical manner.
2. To reduce the amount of solid waste generated and increase recycling participation.

## DEPARTMENT PROGRAM TITLES

### Operating

1. Management and Administration - to provide overall management for all solid waste programs, coordination with the Metro Council, and administration of Metro's Solid Waste Disposal Franchise Ordinance.
2. St. Johns Landfill - to operate the St. Johns Landfill in an environmentally sound and economical manner in accordance with existing permits and conditions; to achieve maximum use of the site as a sanitary landfill, determine the feasibility of recovering methane gas and development of an end use plan for the St. Johns Landfill.
3. Clackamas Transfer & Recycling Center (CTRC) - to operate a convenient, environmentally and economically sound transfer station and to provide recycling of source separated material.
4. Waste Reduction - to increase the region's recycling participation while reducing waste.
5. Systems Planning - to develop a process and recommend alternatives for establishing programs, schedules and facilities to environmentally and cost effectively handle solid waste.
6. Wildwood - to provide efficient general and financial management of the Wildwood program, assist General Counsel in LUBA and Multnomah County review, design and implement citizen involvement process, select consultants for Phase II studies, to develop preliminary design and operation plan and acquire land for the landfill.

	MANAGEMENT & ADMINISTRATION				ST. JOHNS LANDFILL	CLACKAMAS TRANSFER & RECYCLING							SYSTEM PLANNING																					
	Budget Dev. & Administration	Contract Dev. & Admin.	Organizational Dev. & Plan.	Municipal Technical Assist		Metro Field Operations	Disposal Operations	Methane Recovery	Recycling	Rate Development	Permit Extensions	Total	Metro Field Operations	Disposal Operations	Recycling	Rate Development	Total	WASTE REDUCTION	General Management	Recycling Switchboard	Information & Services	Residential Recycling	Yard Debris	Revenue Studies	Secondary Market Study	Total	Review of Unsolicited Prop.	Gen. Plan. Dev.	General Management	Total	WILDWOOD	Engineering	General Management	Citizen Involvement Prog.
Anderson				1448	130	1578		320		80	400															60		60			50		50	
Bailey	100	50		60	758	968	200		40	240		200		200		50	140	60							250					90	20	40	20	170
Brooks																200	1728	160						2088										
n					688	688				280	280	60	60	80	200	30								50	80	110	730		840					
Carter	80				220	300			40	160	200			40	160	200	150	10	70	100	80			410			250	250		200	40	240		
Cauler	550	290	50	50	200	628	1768	110			110	110		110		50		50						100										
Coppel									420		500	920				50		968	100					1068	100		100		100					
Del Nero																200	1678	60						150	2088									
Drennen				30	100	130		940	100	30	1070				100	100	30							30	100	398	210	708		40		10	50	
Durig	210	50	200	200	40	40	518	1258	30	140	20	20	210		80	20	100	210						210		70	70	70	210	40	20	20	20	100
Dutson				200		200		338	320	110	80	80	928	320	320	210	80	930	30					30										
O'Hare				10		10		470			470					30								30	110	1258	210	1578						
O'Neil				80	80	160		210		278	488	100		100	20									20	100		100		370	240	290	320	1220	
Mulvihill									40		40			50	50	1498	50	50	50	50	50	50	50	1798	50	100	50	200						
Polly	490	210			408	1108		200	20	20	240	100		20	120	250	140	60						450			110	110		60		60		
Robertson				110	440	550				300	300			300	300								350	200	550		360	360				28	28	
ting				50		50		210	418	90	130	130	968	310	320	130	760	30						30	40		40		130	50	20	40	240	
St. Johns Attendants							10858				10858																							
CTRC Attend.												6577		6577																				
Overtime							1044				1044			626		626																		

3/14/83



# Program Overview

METRO Fiscal Year 1983 - 84

Fund: Operating

Department: Solid Waste

**PROGRAM TITLE:** Management & Administration

**PROGRAM NARRATIVE:** This program provides overall administration and support services to all of Solid Waste's programs, coordination with the Metro Council, and administers Metro's Solid Waste Disposal Franchise Ordinance.

**SPECIFIC QUANTIFIABLE TARGETS TO BE ATTAINED ( Include dates, standards to be maintained etc where possible):**

Subprograms include: I. Budget Development & Administration, II. Contract Development, III. Organizational Development, IV. Municipal Technical Assistance, V. Franchise Development & Administration, VI. Financial Planning, and VII. General Administration.

- I. Budget Development & Administration
  - A. After receipt by the department, program and subprogram managers will receive budget reports within two days.
  - B. All Journal Entry Requests and Budget Adjustment Forms will be processed within five working days.
  - C. Accounting will be notified of any necessary changes to the budget reports within ten working days.
  - D. Meet all deadlines in preparing FY85 budget.
- II. Contract Development & Administration
  - A. Within five working days of contract execution or final payment a contract file will be either created or closed as required.
  - B. Contract filing will be current within ten working days.
- III. Organizational Development
  - A. Conduct three one-day in-house training sessions for the purpose of improving time management, communication, and writing skills. For a minimum of ten employees at each session.
  - B. Complete a management analysis of the organizational structure of the Solid Waste Department by January 1, 1984.
- IV. Municipal Technical Assistance
  - A. Plan and conduct two one-day seminars for local government officials. Anticipated topics could include disposal rate impact, yard debris, recycling, enforcement problems, and solid waste franchise assistance.



**Program Overview**  
**METRO Fiscal Year 1983 - 84**

**Fund:** Operating

**Department:** Solid Waste

**PROGRAM TITLE:** Management & Administration

**PROGRAM NARRATIVE:**

**SPECIFIC QUANTIFIABLE TARGETS TO BE ATTAINED ( Include dates, standards to be maintained etc where possible):**

V. Franchise Development & Administration

- A. Meet deadlines mandated by the franchise ordinance for the review of completed applications.
- B. Submit staff and Rate Review Committee recommendations within sixty days of submittal of complete rate adjustment applications.
- C. Send to all franchised and authorized sites by the 15th of each month the names of collection companies reported to be sixty days or more past due in payment of disposal fees to any participating site.

VI. Financial Planning

- A. Develop a five year financial study of Solid Waste Department operations by June 1, 1984.

VII. General Administration

- A. Respond with information within three working days to all requests for solid waste information that does not require original research.
- B. Staff twelve SWPAC meetings a year with delivery of agenda to members at least six days prior to meeting.
- C. Attend monthly meetings of county solid waste committees in tri-county area.
- D. Process Solid Waste Department check requests on a once-a-week basis.
- E. Provide resources to host three outside groups visitation to Metro solid waste facilities.





# Program Overview

METRO Fiscal Year 1983 - 84

Fund: Operating

Department: Solid Waste

PROGRAM TITLE: Management & Administration

PROGRAM NARRATIVE:

SPECIFIC QUANTIFIABLE TARGETS TO BE ATTAINED ( Include dates, standards to be maintained etc where possible):

- VII. F. Provide timely information about Metro Solid Waste Department operations with publication of information sheet four times a year.
- G. Provide review of legislative proposals originating from other governments which may have an impact on Metro solid waste operations within seven working days.
- H. Prepare a monthly summary of waste flow to all area landfills that collect the Metro user fee.
- I. Provide a yearly summary report of commercial and public haul trips, total waste quantities, and densities.
- J. Provide speakers to interested groups for the purpose of presenting solid waste disposal information. Estimate six presentations per year.



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# Materials & Services, Capital Outlay, Transfers, Contingency, Unappropriated Balance

Fiscal Year 1983-84

Fund: Operations

Department: Solid Waste

Division: Management & Admin.

Account #	Classification/Item	Current Budget	Change	Requested Amount	Justification
7100	Travel Expenses			4,400	500-Rate Setting/Franchising Conference 900-Management Conference 900-Solid Waste Conference 500-AOR Conference 900-GRCDA National Convention-Winnipeg, Ca. 600-American Public Works Conference
7110	Meetings & Conferences			3,900	100-Legislative travel 100-Meetings with outside groups, agencies and jurisdictions regarding Solid Waste Budget 500-Rate Setting/Franchise Conference Expenses 900-Director's Meetings & Conferences 800-SWPAC 1,400-General Meeting Expenses for Conferences
7120	Training & Tuition			1,100	200-Legislative meetings 600-Audit Training for Disposal Franchise 500-2 Administrative Management Seminars
7130	Dues & Subscriptions			1,625	75-Purchase of printed information pertaining to financial planning 350-ICMA dues 500-GRCDA dues 200-Hazardous Waste News 400-Miscellaneous Publications 50-Engineer License Fees 50-American Public Works dues
7140	Advertising & Legal Notice			700	200-General Solid Waste Advertising 500-Legal Notices
7150	Printing			2,325	250-Outside Printing & Typesetting of documents for local jurisdictions 75-Printing of final Financial Planning Report 2,000-Outside Printing & Typesetting for General Solid Waste materials



METRO

# Materials & Services, Capital Outlay, Transfers, Contingency, Unappropriated Balance

Fiscal Year 1983-84

Pg. 2  
Form 5

Fund: Operating

Department: Solid Waste

Division: Management &amp; Admin.

Account #	Classification/Item	Current Budget	Change	Requested Amount	Justification
7300	Postage			300	200-Bulk mail for Garbage-Gram 100-Express(out-of-town) mailing- General Solid Waste
7360	Equipment Rental			500	500-Equipment for hearings or in-house seminars
7410	Supplies-Office			3,620	200-Materials for administration and presentation of budget (transparencies, newsprint pad, ledger paper, pencils, calculator tape and pads  300-Materials to develop and administer contracts (File folders, fasteners, index tabs and file cabinet)  120-Materials to Administer the Disposal Franchise  3,000-General Solid Waste supplies-(pens, pads, pencils, message pads, liquid paper, tape, etc.)
7500	Contractual Services			20,500	3,000-Assist in-house training session and development of organization structure 2,000-Develop estimates of Metro's bonding capacity and anticipated costs 10,000-Legal Services 2,500-Miscellaneous Contracted Services 3,000-Data Collection

3/14/83



METRO

# Materials & Services, Capital Outlay, Transfers, Contingency, Unappropriated Balance

Fiscal Year 1983-84

Pg. 3  
Form 5

Fund: Operating

Department: Solid Waste

Division: Management &amp; Admin.

Account #	Classification/Item	Current Budget	Change	Requested Amount	Justification
7520	Data Processing			1,000	500-Programming and/or software for preparation and administration of department budget  500-Five year financial planning
7600	Bad Debts			6,500	6,500-User fee lost due to non-payment
7900	Miscellaneous			250	250-Safety Gear-hats, safety glasses, boots
8400	Office Furniture & Equipment			1,200	1,200-Cameras-Time lapse cameras for landfill audit
9100	Transfer to General Fund			445,800	3,130-Transfer to Data Resources 442,670-Transfer to General Fund
9320	Transfer to Debt Service			419,000	
9700	Contingency			38,425	



# Contractual Services Detail

METRO Fiscal Year 1983-84

Form 5A

Fund: Operating

Department: Solid Waste

Division: Management & Admin.

Contract # (fill in only if contract exists now)	Contract (project/contractor name)	Amount	Contract description & Justification	Estimated starting date
	Not selected	3,000	Assist in in-house training session and development of organization structure	
	Not selected	2,000	Develop estimates of Metro's bonding capacity and anticipated costs	
	Not selected	10,000	Legal Services	
	Not selected	2,500	Miscellaneous contracted services	
	Not selected	3,000	Data Collection	



# Program Overview

METRO Fiscal Year 1983 - 84

Fund: Operating

Department: Solid Waste

PROGRAM TITLE: St. Johns Landfill

**PROGRAM NARRATIVE:** This program provides for the environmental sound and efficient operation of the only general purpose landfill in the Metro region. The gatehouse is staffed and operated by Metro employees and the operation of the landfill is contracted to Genstar Waste Technology Group through a publicly bid 5-year contract which began October 1, 1980. This program includes the staff work required to extend the solid waste permits and the development of a methane recovery program.

**SPECIFIC QUANTIFIABLE TARGETS TO BE ATTAINED ( Include dates, standards to be maintained etc where possible):**

Subprograms include: I. Metro Field Operations, II. Disposal Operations, III. Methane Recovery, IV. Recycling Center Operations, V. Rate Development, and VI. Permit Extensions

## I. Metro Field Operations

- A. Review revenue and expense reports on a monthly basis and review with subprogram managers within five days of receipt.
- B. Develop a cash flow analysis to be monitored monthly.
- C. Develop a detailed analysis of St. Johns Landfill to provide an information base for permit extensions and elected officials by September 1983.
- D. Produce and distribute one flyer for the St. Johns area citizens to discuss the permit extensions and the future of the landfill by September 1983.
- E. Provide briefings and tours for interested elected officials and citizen groups ( two per month).
- F. Review all proposed legislation ( state and local) which could effect the operation of the landfill and respond within three working days.
- G. Provide a representative to be on the DEQ task force on legislation.
- H. Prepare a schedule for bi-annual inspections required by the City of Portland and prepare an RFP for a three-year contract by August 1983.
- I. Conduct an updated study of the landfill capacity by May 1984.



# Program Overview

METRO Fiscal Year 1983 - 84

Fund: Operating

Department: Solid Waste

PROGRAM TITLE: St. Johns Landfill

PROGRAM NARRATIVE:

SPECIFIC QUANTIFIABLE TARGETS TO BE ATTAINED ( Include dates, standards to be maintained etc where possible):

- J. Operate the main gatehouse 24 hours per day, 363 days, and the public gatehouse four hours per weekday.
- K. Complete charge account and cash reports by the following working day.
- L. Monthly invoice totals will be delivered to accounting by the fourth working day of each month.
- M. Monthly statements will be mailed by the sixth working day after the end of the month.
- N. Total errors detected by the customer will be less than two per thousand transactions.
- O. Collect 98 percent of accounts receivable within 45 days.
- P. To closely screen and monitor special waste permits and disposal. Respond to permit requests within two weeks.
- Q. Complete all employee evaluations within three weeks of the anniversary date.
- R. Collect water samples from the Columbia Slough and monitor wells three days each month.

II. Disposal Operations

- A. Check access roads, bridge surface and landscaped areas daily.
- B. Maintain traffic spotters full-time for the public transfer station and 12 hours per day on the commercial work face.
- C. Inspect the wash rack daily for hoses and nozzles. Clean daily.
- D. Inspect expansion area weekly.



# Program Overview

METRO Fiscal Year 1983 - 84

Fund: Operating

Department: Solid Waste

PROGRAM TITLE: St. Johns Landfill

PROGRAM NARRATIVE:

SPECIFIC QUANTIFIABLE TARGETS TO BE ATTAINED ( Include dates, standards to be maintained etc where possible):

- E. .Inspect the disposal operations daily to assure compliance with daily cover, litter pick up and compaction equipment.
- F. While applying final cover, inspect daily to assure quality of material, compaction and grades.
- G. Attend monthly meeting with contractor.

### III. Methane Recovery

- A. Recommend to Council a procurement strategy considering full-service, partnership or conventional (A&E) approach by July, 1983.
- B. Select a consultant to conduct a 90 day test program in subarea 1 by August 15, 1983.
- C. Complete options for the end use of the landfill in conjunction with the request for a permit extension by September 1983.
- D. Obtain approval from City of Portland to proceed with gas project by October 1983.
- E. Prepare draft gas contract to be submitted to the top two gas customers by December 1983.\*
- F. Negotiate energy contract for the sale of methane gas by July 1984.

\*Prior to completing the recommended procurement approach in July Metro will seek letters of intent and conditions for proceeding with the project from those markets identified in the Gas Report.





# Program Overview

METRO Fiscal Year 1983 - 84

Fund: Operating

Department: Solid Waste

PROGRAM TITLE: St. Johns Landfill

PROGRAM NARRATIVE:

SPECIFIC QUANTIFIABLE TARGETS TO BE ATTAINED ( Include dates, standards to be maintained etc where possible):

IV. Recycling Center Operation

- A. Provide containers for newspaper, cardboard, tin, tires, glass, aluminum, ferrous metals and yard debris.
- B. Clean recycling area on a daily basis, if needed.
- C. Provide space in the front storage area for customer owned recycling boxes.
- D. To empty all filled containers within one working day.
- E. Provide three ad campaigns in the St. Johns area.

V. Rate Development

- A. By July 1, the basic flow assumptions and revenue requirements will be established for 1984.
- B. Draft rates for 1984 will be established by July 15.
- C. During the month of July, SWPAC and the Rate Review Committee will be presented the first draft of the Metro Rate Study for recommendation.
- D. During the month of August, all of the region's local governments, commercial haulers and interested parties will be mailed notice of the anticipated rates for 1984.
- E. By August 22, SWPAC and the Rate Review Committee will have made their final recommendation on the Metro Rate Study.
- F. Final draft of the rate study will be completed by September 13, 1983 and presented to the Regional Services Committee for recommendation on that date.



# Program Overview

METRO Fiscal Year 1983 - 84

Fund: Operating

Department: Solid Waste

PROGRAM TITLE: St. Johns Landfill

PROGRAM NARRATIVE:

SPECIFIC QUANTIFIABLE TARGETS TO BE ATTAINED ( Include dates, standards to be maintained etc where possible):

- G. The final rate study will be completed by September 29, 1983 and presented to the Council for first reading with the associated ordinance on that date.
- H. Final approval of the 1984 rate study will be made by October 6.
- I. Response to the public regarding Metro rates will be provided within two days and in writing (when necessary) throughout the entire process.

## VI. Permit Extensions

- A. Apply to DEQ for an extension of the solid waste permit which expires on January 31, 1984 by September 1983.
- B. Apply to DEQ for an extension of the National Pollutant Discharge Elimination System (NPDES) permit which expires on January 31, 1984, by September 1983.
- C. Coordinate applications with the City of Portland staff.



METRO

# Materials & Services, Capital Outlay, Transfers, Contingency, Unappropriated Balance

Fiscal Year 1983-84

Pg. 1

Form 5

Fund: Operating

Department: Solid Waste

Division: St. Johns

Account #	Classification/Item	Current Budget	Change	Requested Amount	Justification
7100	Travel Expenses			4,475	900-Travel to field office-local, out of state-1 conference 1,100-Travel to operations, tour van rentals, local conference-local, out of state 500-Gas seminar-GRCDA-Air Fare 1,000-Travel bond sale, includes lodging  200-Local travel to meetings and hearings 750-Visit to Los Angeles area site with energy contractor 25-Travel to meetings around the region-rate development
7110	Meetings & Conferences			2,120	1,200-Conferences, community meetings, local conferences 500-GRCDA conference-cover 2 reg. fees at \$250 each 300-Luncheon, meals--SWPAC, negotiations--tours at St. Johns 120-Meeting expenses for bond sale
7130	Dues & Subscriptions			1,500	300-Scales license 1,100-Boat permits, auto, Div. St. Lands (DS. Exp. Area) 100-Purchase of publications re: gas projects, conference proceedings
7140	Advertising & Legal Notices			5,300	1,500-Legal notices, rate changes, price change notices 1,000-Signs, tours (promotion) 300-Advertising contracts-testing program, installation of wells, meeting notices, contractual services 2,500-Yellow page ads, newspaper & radio ads
7150	Printing			11,230	11,000-Disposal tickets, St. Johns mailing 230-Bid documents, type-setting



# Materials & Services, Capital Outlay, Transfers, Contingency, Unappropriated Balance

Fiscal Year 1983-84

Fund: Operating  
Department: Solid Waste  
Division: St. Johns

3/14/83

Account #	Classification/Item	Current Budget	Change	Requested Amount	Justification
7200	Utilities-electrical			3,000	3,000-Expansion area drainage pump, wash rack flood light
7230	Telephone			4,400	4,400-Phone service
7300	Postage			3,850	3,500-Mailing to St. Johns residents re: permit extensions 200-Federal Express 150-Postage for distributing Rate Study Information
7310	Maintenance & Repairs-Building			1,000	1,000-Office building
7330	Maintenance & Repairs-Equipment			25,200	6,000-Scales 4,000-Console 1,200-Data recorder 1,000-Office equipment-type, copy, calcu, cash reg 1,000-Expansion area-storm drain pumps, leachate 200-Boat drain, filter blanket 3,000-Leachate pump 8,800-Leachate warning light & bridge expansion joint repair
7410	Supplies-office			2,000	2,000-Office supplies
7420	Supplies-other			1,500	1,000-Janitorial supplies 500-Supplies for disposal operations
7500	Contractual services			3,466,900	2,400-Armored car 800-Credit reports 3,000-Collection of overdue account 3,382,000-Disposal operations 5,400-Water sample lab service 12,000-Tree study 10,000-Semi-annual inspection



METRO

# Materials & Services, Capital Outlay, Transfers, Contingency, Unappropriated Balance

Fiscal Year 1983-84

Fund: Operating

Department: Solid Waste

Division: St. Johns

Pg. 3  
Form 5

Account #	Classification/Item	Current Budget	Change	Requested Amount	Justification
7500 cont.	Contractual services				10,000-Expansion area engineering 10,000-Perimeter drain 2,500-Site life update  6,000-Brush processing 8,200-Brush box hauling 3,600-Recycling hauling 5,000-Ground water analysis 4,000-Aerial mapping 2,000-Janitorial service
7520	Data processing			3,000	2,000-Modem hardware 1,000-Modem programming
7530	Insurance			12,000	12,000-Environmental hazard
7600	Bad debts			19,000	19,000-Last due to non-payment (0.005)
7750	Lease payments- Buildings			220,800	220,800-Estimate <u>20%</u> reappraised increase
7770	Lease payments- Equipment			1,500	1,500-Copier
8400	Office furniture & equipment			7,500	3,000-Weighing system console, optical card reader replacement 500-Boat trailer 4,000-Transfer truck scale installation
9100	Transfer to General Fund			92,890	890-Transfer to Data Resources 92,000-Transfer to General Fund
9320	Transfer to Debt Service			143,700	

3/14/83



METRO

# Materials & Services, Capital Outlay, Transfers, Contingency, Unappropriated Balance

Fiscal Year 1983-84

Fund: Operating

Department: Solid Waste

Division: St. Johns

3/14/83

Account #	Classification/Item	Current Budget	Change	Requested Amount	Justification
9330	To Solid Waste Capital			861,400	171,800-Sinking Fund (perpetual maint.) 689,600-Final improvements (cover)
9700	Contingency			293,397	5%



# Contractual Services Detail

METRO Fiscal Year 1983-84

Fund: Operating  
Department: Solid Waste  
Division: St. Johns

3/14/83

Contract # (fill in only if contract exists now)	Contract (project/contractor name)	Amount	Contract description & Justification	Estimated starting date
82-10-300-SW	Continental Armored Transport	2,400	Transport cash for landfill to bank 3 times per week	current
	Dunn & Bradstreet	800	Prepare credit reports on new applications	current
82-12-322-SW	Collections, Inc.	3,000	Collection of past due accounts	current
80-7-590-SW	Easley & Brassy/Genstar	3,382,000	Landfill operation	current
Letter of Agreement	City of Portland	5,400	Water sample lab service	current
	Not selected	12,000	Tree study	
	Not selected	10,000	Semi-annual inspections	
	Not selected	10,000	Expansion area engineering	
	Not selected	10,000	Perimeter drain	
	Not selected	2,500	Site life update	
81-1-340-SW	Waste By-Products	6,000	Brush processing	1/83
80-7-590-SW	Easley & Brassy/Genstar	8,200	Brush box hauling	1/83



# Contractual Services Detail

Fund: Operating  
 Department: Solid Waste  
 Division: St. Johns

METRO Fiscal Year 1983-84

3/14/83

Contract # (fill in only if contract exists now)	Contract (project/contractor name)	Amount	Contract description & Justification	Estimated starting date
82-10-297-SW	Metropolitan Disposal Corporation	3,600	Recycling box hauling	1/83
	Not selected	5,000	Ground waster analysis	
	Not selected	4,000	Aerial mapping	
83-2-366-SW	A & S Janitorial	2,000	Janitorial service	current





# Program Overview

METRO Fiscal Year 1983 - 84

Fund: Operating

Department: Solid Waste

**PROGRAM TITLE:** Clackamas Transfer & Recycling Center (CTRC)

**PROGRAM NARRATIVE:** This program provides for the first year of operation of the region's first full-line transfer and recycling center. The gatehouse is staffed and operated by Metro employees and the operation of the transfer station is contracted to Genstar Waste Technology Group through a 3.5 year agreement which begins on April 1, 1983.

**SPECIFIC QUANTIFIABLE TARGETS TO BE ATTAINED ( Include dates, standards to be maintained etc where possible):**

Subprograms include: I. Metro Field Operations, II. Disposal Operations, III. Recycling Center Operations, and IV. Rate Development

**I. Metro Field Operations**

- A. Review revenue and expense reports on a monthly basis and review with subprogram managers within five days of receipt.
- B. Develop a cash flow analysis to be monitored monthly.
- C. Provide briefings and tours for interested and elected officials and citizen groups (two per month).
- D. Review all proposed legislation (state and local) which could effect the operation of the transfer station within three days.
- E. Operate the main gatehouse 12 hours per day, 362 days, the public gatehouse three hours per weekday, 10 and 6 respectively on weekends.
- F. Complete charge account and cash reports by the following working day.
- G. Monthly invoice totals will be delivered to accounting by the fourth working day of each month.
- H. Monthly statements will be mailed by the sixth working day after the end of the month.
- I. Total errors detected by the customer will be less than two per thousand transactions.

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# Program Overview

METRO Fiscal Year 1983 - 84

Fund: Operating

Department: Solid Waste

PROGRAM TITLE: Clackamas Transfer & Recycling Center (CTRC)

PROGRAM NARRATIVE:

SPECIFIC QUANTIFIABLE TARGETS TO BE ATTAINED ( Include dates, standards to be maintained etc where possible):

- J. Collect 98 percent of accounts receivable within 45 days.
- K. To closely screen and monitor special waste permits and disposal. Respond to permit request within two weeks.
- L. Complete all employee evaluations within three weeks of the anniversary date.

II. Disposal Operations

- A. Check access roads, refuse pit, tipping floors, safety equipment and landscaped areas daily.
- B. Maintain traffic spotters full-time for both the commercial and public tipping floors.
- C. Inspect the disposal operations daily to assure compliance with litter pick up and compaction equipment.
- D. Monitor operation weekly for compliance with permits and contract.
- E. Attend monthly meeting with the contractor.

III. Recycling Center Operation

- A. Provide containers for newspaper, cardboard, tin, tires, glass, aluminum ferrous metal and yard debris.
- B. Clean recycling area on a daily basis, if needed.
- C. Develop long-term plan to integrate CTRC with the Clackamas County recycling industry.
- D. To empty all filled containers within one working day.



# Program Overview

METRO Fiscal Year 1983 - 84

Fund. Operating

Department: Solid Waste

PROGRAM TITLE: Clackamas Transfer & Recycling Center (CTRC)

PROGRAM NARRATIVE:

SPECIFIC QUANTIFIABLE TARGETS TO BE ATTAINED ( Include dates, standards to be maintained etc where possible):

III. Recycling Center Operation (continued)

E. Provide three ad campaigns in the Clackamas County area.

IV. Rate Development

A. By July 1, the basic flow assumptions and revenue requirements will be established for 1984.

B. Draft rates for 1984 will be established by July 15.

C. During the month of July, SWPAC and the Rate Review Committee will be presented the first draft of the Metro Rate Study for recommendation.

D. During the month of August, all of the region's local governments, commercial haulers and interested parties will be mailed notice of the anticipated rates for 1984.

E. By August 22, SWPAC and the Rate Review Committee will have made their final recommendation on the Metro Rate Study.

F. Final draft of the rate study will be completed by September 13, 1983 and presented to the Regional Services Committee for recommendation on that date.

G. The final Rate Study will be completed by September 29, and presented to the Council for first reading with the associated ordinance on that date.

H. Final approval of the 1984 Rate Study will be made by October 6.



# Program Overview

METRO Fiscal Year 1983 - 84

Fund: Operating

Department: Solid Waste

PROGRAM TITLE: Clackamas Transfer & Recycling Center (CTRC)

PROGRAM NARRATIVE:

SPECIFIC QUANTIFIABLE TARGETS TO BE ATTAINED ( Include dates, standards to be maintained etc where possible):

IV. Rate Development ( continued)

- I. Response to the public regarding Metro rates will be provided within two days and in writing ( when necessary) throughout the entire process.

Fund: Operating  
Department: Solid Waste  
Division: CTRC

**Materials & Services, Capital Outlay, Transfers,  
Contingency, Unappropriated Balance**  
METRO Fiscal Year 1983-84

3/14/83

Account #	Classification/Item	Current Budget	Change	Requested Amount	Justification
7100	Traveling Expenses			1,725	600-Local travel, out of state conference 1,100-Tour van, local conference 25-Travel to meetings around region
7130	Dues & Subscriptions			300	300-Scale License
7140	Advertising & Legal Notices			3,500	1,750-General Advertising Re: CTRC 1,175-Promotion of recycling at CTRC
7150	Printing			8,000	8,000-Disposal Tickets
7230	Telephone			4,400	4,400-Phone service
7300	Postage			650	150-Postage for distributing Rate Study information 500-Bulk for Flyers
7310	Maintenance & Repairs-Building			3,000	1,000-Office Building-Gatehouse 2,000-Building & Grounds Maintenance & Repairs
7320					
7330	Maintenance & Repairs-Equipment			11,700	6,000-Scales 4,000-Console 1,200-Data Recorders 500--Office Equipment
7410	Supplies-Office			1,200	1,200-Pens, Pads, Pencils, Paper, etc.
7420	Supplies-Other			600	600-Janitorial Supplies
7500	Contractual Services			1,766,725	2,400-Armored car 3,000-Collection of overdue accounts 800-Credit reports 1,752,525-Operating contract 6,000-Brush processing 2,000-Janitorial service



METRO

# Materials & Services, Capital Outlay, Transfers, Contingency, Unappropriated Balance

Fiscal Year 1983-84

Fund: Operating

Department: Solid Waste

Division: CTRC

3/14/83

Account #	Classification/Item	Current Budget	Change	Requested Amount	Justification
7520	Data Processing			3,000	2,000-Modem hardware 1,000-Modem programming
7600	Bad debts			15,000	15,000-Last due to non-payment (0.005)
7770	Lease Payment-Equipment			1,500	1,500-Lease copier
8400	Office Furniture & Equipment			4,500	4,500-Console optical card reader replacement, scale alarm
9100	To General Fund			92,890	890-Transfer to Data Resources 92,000-Transfer to General Fund
9320	To Debt Service			262,000	
9700	Contingency			214,000	

Fund: Operating

Department: Solid Waste

Division: CTRC



# Contractual Services Detail

METRO Fiscal Year 1983-84

3/14/83

Contract # (fill in only if contract exists now)	Contract (project/contractor name)	Amount	Contract description & Justification	Estimated starting date
83-3-374-SW	Loomis Armored Car	2,400	Transport cash receipts to bank (Monday-Friday)	3/83
82-12-323-SW	Collections, Inc. Dunn & Bradstreet	3,000 800	Collect overdue accounts Prepare credit reports on credit applicants	1/83
82-8-267-SW	Easley & Brassy/Genstar	1,752,525	Transfer station operations	3/83
	McFarlane's Bark Dust, Inc.	6,000	Brush processing	3/83
	Not selected	2,000	Janitorial service-gatehouse	3/83



# Program Overview

METRO Fiscal Year 1983 - 84

Fund: Operating

Department: Solid Waste

PROGRAM TITLE: Waste Reduction

PROGRAM NARRATIVE: Implement Waste Reduction Plan, Programs and Tasks through presentations and research assistance to schools and other public or private bodies, maintaining a recycling switchboard, multi-media promotion, demonstration projects and technical studies.

SPECIFIC QUANTIFIABLE TARGETS TO BE ATTAINED ( Include dates, standards to be maintained etc where possible):

Subprograms include: I General Management, II Recycling Switchboard  
III Information & Services, IV Residential Recycling, V Yard Debris  
VI, Revenue Studies and VII. Secondary Market Study.

## I. General Management

- A. Produce, manage and promote a waste reduction budget and program that is consistent with adopted Metro policies, plans, schedules, expenditure limits and applicable laws.
- B. Develop recommendations on meeting or adjusting the waste reduction plan by January 1984.

## II. Recycling Switchboard

- A. Increase Switchboard phone calls handled per day by 20%.
- B. Produce accurate monthly records of calls received.
- C. Update recycling lists by March 1984.
- D. Update county recycling literature on a monthly basis.

## III. Information & Services

- A. Produce six issues of Metro's Recycling Forum.
- B. Present two in-classroom or community recycling demonstrations per week.





**Program Overview**  
**METRO Fiscal Year 1983 - 84**

**Fund:** Operating

**Department:** Solid Waste

**PROGRAM TITLE:** Waste Reduction

**PROGRAM NARRATIVE:**

**SPECIFIC QUANTIFIABLE TARGETS TO BE ATTAINED ( Include dates, standards to be maintained etc where possible):**

III. Information & Services (continued)

- C. Develop program by September 1983 that will give all teachers in the Metro region the ability to write recycling curriculums and/or lesson plans.
- D. Design and conduct by January 1984, Metro recycling trend survey.
- E. Provide information updated bi-monthly on recycling and market studies.

IV. Residential Recycling

- A. Monitor residential recycling contracts to assure that all agreements and time frames are honored. Produce report by September, 1984 of project results and impact on waste reduction plan goals.

V. Yard Debris

- A. Provide promotional and technical assistance to Metro yard debris processing centers and measure effectiveness of assistance in meeting waste reduction plan goals by July 1984.

VI. Revenue Studies

- A. Provide data and recommendations on potential sources of funding for Metro waste reduction plan and programs by January 1984.

VII. Secondary Market Study

- A. Develop information and recommendations on possible roles of Metro in the secondary recycling markets by January 1984.



METRO

# Materials & Services, Capital Outlay, Transfers, Contingency, Unappropriated Balance

Fiscal Year 1983-84

Form 5

Fund: Operating

Department: Solid Waste

Division: Waste Reduction

3/14/83

Account #	Classification/Item	Current Budget	Change	Requested Amount	Justification
7100	Travel & Expenses			2,075	150-Mgr-OEC conference 75-Mgr-24 meetings with public officials and recycling industry 1000-Mgr-National Recycling Conference 450-Information Asst.- school and community presentations 400-3 staff at AOR Conference
7110	Meetings & Conferen.			750	50-Mgr-OEC conference 200-Mgr-24 meetings with public officials and recycling industry 100-Mgr-National recycling conference 250-Information Asst-school and community presentations 150-3 staff AOR Conference
7120	Training & Tuition			250	3 staff workshops
7130	Dues & Subscription			500	100-AOR, OEC membership 50-Resource recycling publication 350-Research material-yard debris, markets, revenue, resource recovery
7140	Advertising & Legal Notices			33,300	18,200-Yard debris promotions, TV, newspaper, radio, flyers 14,800-Waste reduction awareness promotion TV, radio, news, 300-Clackamas County chamber of commerce publication
7150	Printing			6,400	2000-Forum-six issues 500-Education/promotion materials 2400-yard debris 1500-recycling poster-150 sets
7230	Telephone			2,800	Recycling Switchboard



# Materials & Services, Capital Outlay, Transfers, Contingency, Unappropriated Balance

Fiscal Year 1983-84

Form 5

Fund: Operating

Department: Solid Waste

Division: Waste Reduction

3/14/83

Account #	Classification/Item	Current Budget	Change	Requested Amount	Justification
7300	Postage			1,500	1500- <u>Forum</u> -six issues - bulk mail
7330	Maintenance & Repairs - Equipment			100	Switchboard Equipment
7410	Supplies - Office			455	200-Information Assistance-office supplies/equipment 75-Switchboard
7500	Contractual Service			110,600	180-Management-general 100,000-Residential recycling staffing and promotional funds for 2 or more sites 5,600-yard debris promotion public relations firm 5,000-waste reduction promotion - public relations firm
8400	Office Furniture and Equipment			2,000	Video tape player
9100	Transfer to General Fund			450	450-Transfer to Data Resources



# Contractual Services Detail

MEIRO Fiscal Year 1983-84

Fund: Operating

Department: Solid Waste

Division: Waste Reduction

Form 5A

3/14/83

Contract # (fill in only if contract exists now)	Contract (project/contractor name)	Amount	Contract description & Justification	Estimated starting date
	Yard Debris	5,000	Public relations firm to produce one 30 second to public svcs. ad regarding yard debris alternatives (composting and 3 processing centers)	7/83
		600	Public relations firm to produce one 30 sec radio ad regarding: yard debris alternatives	7/83
	Residential Recycling	100,000	Funding 3 projects in 3 jurisdictions. Funding will provide staff time and promotion to local residential recycling projects.	7/1/83
	Waste Reduction Awareness And Recycling Opportunities	5,000	Public relations firm to produce one 30 sec TV public svcs. ad.	9/83



# Program Overview

METRO Fiscal Year 1983 - 84

Fund: Operating

Department: Solid Waste

PROGRAM TITLE: Systems Planning

PROGRAM NARRATIVE: To develop a process and recommend alternatives for establishing programs, schedules, and facilities to environmentally and cost effectively handle solid waste.

SPECIFIC QUANTIFIABLE TARGETS TO BE ATTAINED ( Include dates, standards to be maintained etc where possible):

Subprograms include: I. Review of Unsolicited Proposals, II. General Plan Development, and III. General Management

I. Review Unsolicited Proposals

- A. Respond to letters of inquiry and unsolicited proposals consistent with approved process within 30 days.
- B. Establish standards and procedures for evaluating unsolicited proposals by April 1984.

II. General Plan Development

- A. Complete a review of all existing solid waste policies and programs and determine priorities and needs to handle solid waste for near future and 20 year period by July 30, 1983.
- B. By reviewing existing data and updating landfill capacities establish a schedule of when facilities need to be in operation and when decisions are to occur by September 1983.
- C. Complete a matrix analyses of solid waste alternative programs and facilities consistent with needs by October 1983.
- D. Prepare summary of alternatives and programs at 3 public meetings in the region ( November 1983).
- E. Prepare a document summarizing solid waste alternatives by December 1983.
- F. By February 1984 obtain Council approval of projects and programs to be implemented in FY '85.



# Program Overview

METRO Fiscal Year 1983 - 84

Fund: Operating

Department: Solid Waste

PROGRAM TITLE: Systems Planning

PROGRAM NARRATIVE:

SPECIFIC QUANTIFIABLE TARGETS TO BE ATTAINED ( Include dates, standards to be maintained etc where possible):

### III. General Management

- A. Review status of general plan development with SWPAC at least bi-monthly.
- B. Maintain 1 representative in local and national solid waste organizations that directly effect solid waste alternatives (ie, Conference of Mayors, Resource Recovery Activities Group; etc)
- C. Prepare 1985 budget for programs that are recommended and approval by Council by May 1984.
- D. Develop a cooperative effort with Clark County, Washington for coordinating solid waste activities by May 1984.



METRO

# Materials & Services, Capital Outlay, Transfers, Contingency, Unappropriated Balance

Fiscal Year 1983-84

Form 5

Fund: Operating  
Department: Solid Waste  
Division: System Planning

3/14/83

Account #	Classification/Item	Current Budget	Change	Requested Amount	Justification
7100	Travel Expenses			550	500-for ground transportation tour of of facilities 50-for local travel to night meetings or hearings
7110	Meetings & Conf.			350	200-meals and coffee for day workshops, and meetings with local jurisdictions 150-for hall rental space for 3 public involvement workshops at \$50 ea.
7130	Dues & Subscription			95	50-for U.S. Conf. of Mayors-SW Sub 35-for Engineering News Record subsc. 10-Miscellaneous
7140	Advertising & Legal Notices			150	150-Advertising for 3 public meetings at \$50 each
7150	Printing			240	150-typesetting for tabloid(s) 90-for mylar conversions 3 at \$30/ea.
7300	Postage			50	50-Special flyer-bulk mailing
7410	Supplies-office			220	100-2 boxes of overhead transparencies at \$50 ea 15-battery packs for calculators 50-for note pads, pens, pencils, 15-for daytimers 40-for books
7500	Contractual Service			10,000	5,000-aerial photo services & landfill volume 5,000-preparation of a slide show estimate
7520	Data Processing			4,000	4,000-Mult Co. DPA Computer use
9100	Transfer to General Fund			3,580	3,580-Transfer to Data Resources



# Contractual Services Detail

METRO Fiscal Year 1983-84

Form 5A

Fund: Operating

Department: Solid Waste

Division: Systems Planning

3/14/83

Contract # (fill in only if contract exists now)	Contract (project/contractor name)	Amount	Contract description & Justification	Estimated starting date
	Not selected	5,000	Aerial photo services	11/83
	Not selected	5,000	Preparation of slide show	11/83





# Program Overview

METRO Fiscal Year 1983 - 84

Fund: Operating

Department: Solid Waste

PROGRAM TITLE: Wildwood

PROGRAM NARRATIVE: Provide efficient general and financial management of Wildwood project; assist General Counsel in LUBA and Multnomah County review; design and implement citizen involvement process; select consultants for Phase II studies and to develop preliminary design and operation plan; acquire land for landfill.

SPECIFIC QUANTIFIABLE TARGETS TO BE ATTAINED ( Include dates, standards to be maintained etc where possible):

Subprograms include: I. Engineering, II. General Management, III. Citizen Involvement, IV. Land Acquisition.

I. Engineering

- A. Issue RFP for Phase II<sup>1</sup> geotechnical and environmental studies and for preliminary design and operations plan by January 1984.
- B. Select consultants for Phase II by April 1984.
- C. Convert precipitation data to a form suitable for consultants' use by April 1984.

II. General Management

- A. Develop contract language and other mechanisms to maximize Metro control of Phase II contractual services by April 1984.
- B. Prepare preliminary FY 1985 budget work program by February 1984.
- C. Visit Wildwood site monthly to service weather station and inspect conditions.
- D. Review invoices submitted by consultants two weeks after receipt. Maintain appropriate financial records for all contracts. Review financial reports about the project prepared by Metro Accounting Dept. within 2 days of receipt.

III. Citizen Involvement

- A. Prepare a citizen review and comment process for future studies, designs, and operations plans by August 1983.
- B. Submit a proposal to the Council for compensating area residents who may have suffered property value reductions by November 1983.

3/14/83



# Program Overview

METRO Fiscal Year 1983 - 84

Fund: Operating

Department: Solid Waste

PROGRAM TITLE: Wildwood

PROGRAM NARRATIVE:

SPECIFIC QUANTIFIABLE TARGETS TO BE ATTAINED ( Include dates, standards to be maintained etc where possible):

- III. C. Hold one large group meeting and ten small group or individual meetings with interested citizens to explain Metro's current activities and plans, to review study results and preliminary designs and operations plans.
- D. Send a quarterly information sheet covering current and future activities to all interested citizens.
- IV. Land Acquisition
  - A. Obtain loan from the State Pollution Control Bond fund and acquire Publishers and Shriners Hospital properties for the Wildwood site by June 1984.

#### Assumptions

<sup>1</sup>LUBA decision in May 1983 to remand issue back to Multnomah County for re-review. Multnomah County revises review according to LUBA requirements and re-authorizes land use in September 1983. Opponents appeal again to LUBA. LUBA second decision issued January 1984 upholding Multnomah County. Land acquisition is assumed to be by purchase or trade for other private timberland acquired by Metro only for this purpose.



METRO

# Materials & Services, Capital Outlay, Transfers, Contingency, Unappropriated Balance

Fiscal Year 1983-84

Form 5

Fund: Operating

Department: Solid Waste

Division: Wildwood

3/14/83

Account #	Classification/Item	Current Budget	Change	Requested Amount	Justification
7100	Travel Expenses			1,100	1,100-Travel to landfill design, monitoring conference or to landfills similar to Wildwood
7110	Meetings & Conf.			600	600-Conference on landfill design & monitoring
7150	Printing			1,000	1,000-Outside services involved in reproducing preliminary engineering report
7300	Postage			1,000	1,000-Newsletter, engineering reports, miscellaneous-bulk & Express mail
7330	Maintenance & Repair -Equipment			1,500	1,500-Weather station and other monitoring equipment
7410	Supplies-Office			600	600-Information materials on landfill design, monitoring, geology, etc.
7500	Contractual Services			15,000	15,000-Appraisals, outside legal services connected with land acquisition by condemnation



# Contractual Services Detail

METRO Fiscal Year 1983-84

Form 5A

Fund: Operating

Department: Solid Waste

Division: Wildwood

Contract # (fill in only if contract exists now)	Contract (project/contractor name)	Amount	Contract description & Justification	Estimated starting date
	NOT SELECTED	15,000	Updated appraisal of Wild- wood properties, appraisal of other properties used in trade, timber valuation consultant, legal services	2/84

3/14/83



# Solid Waste Debt Service

HISTORICAL DATA		FY 1982-83		PROPOSED BUDGET		FY 1983-84		COORDINATING COMMITTEE RECOMMENDATION		COUNCIL APPROVED	
ACTUAL \$		BUDGET		ACCOUNT #		DESCRIPTION					
FY 1980-81	FY 1981-82	FTE	AMOUNT			FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
0	0		0	5500/10	Resources						
0	0		0	5500/10	Disposal Fees (St. Johns Rates)		143,700				
0	0		0	5530	Disposal Fees (CTRC Rates)		262,000				
0	(5,224)		(2,110)		User Fees		419,000				
0	150,000		0		Fund Balance - Beginning		0				
389,150	440,836		719,000 <sup>1</sup>		Transfer from SW Capital		0				
5,223	3,114		0		Transfer from SW Operating		0				
394,373	588,726		716,890		PRT Loan Repayment		0				
					Total Resources		824,700				
					Requirements						
193,880	211,895		135,000	7700	DEQ Loan SW 115		-				
-	-		39,030	7710	Principal Due 10/01/82		150,000				
-	-		35,925	7710	Interest Due 10/01/82		36,000				
10,900	10,300		0		Interest Due 04/01/83		33,000				
194,818	190,400		-		DEQ Loan SW 116		0				
-	-		145,000	7700	DEQ Loan SW 117		-				
-	-		1,358	7710	Principal Due 10/01/82		155,000				
-	-		1,155	7710	Interest Due 10/01/82		22,000				
0	8,893		-		Interest Due 04/01/83		17,100				
-	-		7,000	7700	DEQ Loan SW 117A		-				
-	-		25,709	7710	Principal Due 10/01/82		8,000				
-	-		21,504	7710	Interest Due 10/01/82		1,175				
0	169,348		-		Interest Due 04/01/83		925				
-	-		30,000	7700	DEQ Loan SW 118		-				
-	-		114,423	7710	Principal Due 08/01/82		82,700				
-	-		160,786	7710	Interest Due 08/01/82		160,700				
(5,225)	0		0		Interest Due 02/01/83		158,100				
394,373	590,836		716,890		Unappropriated Fund Balance		0				
					Total Requirements		824,700				

<sup>1</sup>the amounts and sources of revenue for the transfer are: \$248,300 from Disposal Fees and \$561,900 from User Fees.

6969B/227-20-3/14

# Solid Waste Debt Service Fund



The Debt Service Fund will provide for the repayment of \$824,700 for three loans received from the State Pollution Control Fund through DEQ. Metro secured these loans over the last eight years and has utilized the loan monies to finance various planning and capital projects. Repayment of these loans is financed through user fees if the loan was used for a the development of a capital project, and the project is not yet operational. For those capital projects that are operating, the Debt Service is financed entirely through rates.

The first loan was received from the state in 1977 and has been used for various planning and implementation activities. Proceeds from this loan were used to fund the siting of the Wildwood Landfill, the development of the Energy Recovery Project and preparation of several studies regarding the alternatives for solid waste disposal. The repayment of this loan is financed solely with Metro user fee revenue.

A second loan was secured in 1980 for capital projects at the St. Johns Landfill. Specifically, these loan monies paid for the expansion of the landfill and improvements to the gatehouse and public receiving station. Presently the majority of the Debt Service on this loan is generated through user fees while a smaller portion comes from disposal rates. Once the expansion area becomes operational in 1984, all of the Debt Service will be financed with disposal rate revenue.

The third loan was borrowed from the state in 1981 and has been used to fund the CTRC construction and site development. The portion of the loan (64 percent) that was used for the construction and engineering services and site development for the CTRC is repaid through the Regional Transfer Charge. The remainder (36 percent), which financed the development of the unused part of the site, is repaid through user fees.

5659B/257

# Solid Waste Capital Fund



The Solid Waste Capital Fund will provide funding for five solid waste capital projects, plus a contingency. The five projects include engineering and design for new projects, purchasing land or completing the construction of existing facilities. Each is in a different stage of development, and needs to be included in this fiscal budget to allow for its continued consideration.

The CTRC project is expected to be substantially completed and ready for operation this spring. The contracts for construction will be closed out and even though the site development and construction have been fully funded through an existing DEQ loan, the possibility exists that minor improvements may be required. Funding for these activities will be carried over from existing capital funds for that project.

Two capital projects are included for the St. Johns Landfill. The first is the continuation of Final Improvements (final cover, roads, erosion control) and the funding of a reserve for Perpetual Maintenance. These are funded through disposal rate revenues and carryovers from previous years to ensure the proper closure of the landfill. The second St. Johns project is the development of the methane gas recovery system. Funds are budgeted for marketing the gas and engineering design of the recovery system.

In FY 1983-84, the proposed Wildwood Landfill could move in to the procurement stage of its development. Funds have been included in this budget to provide for purchasing the land and

contracting for additional engineering services. Similarly, funds for the land and engineering services required for a proposed West Transfer Station have been included. These budgeted funds will be utilized only if these projects are approved.

Finally, a contingency has been included in the Capital fund, in case of possible construction claims and additional engineering services that may arise in light of the CTRC delays.

## Solid Waste Capital Key Budget Changes

1. Because CTRC will be essentially completed in the current fiscal year, only \$135,000 is budgeted for capital for that facility.
2. No construction costs are budgeted for transfer stations.
3. The land purchase is anticipated for Wildwood.
4. A total capital budget decrease of \$4,830,285 is planned.

5659B/257



# Solid Waste Capital Fund

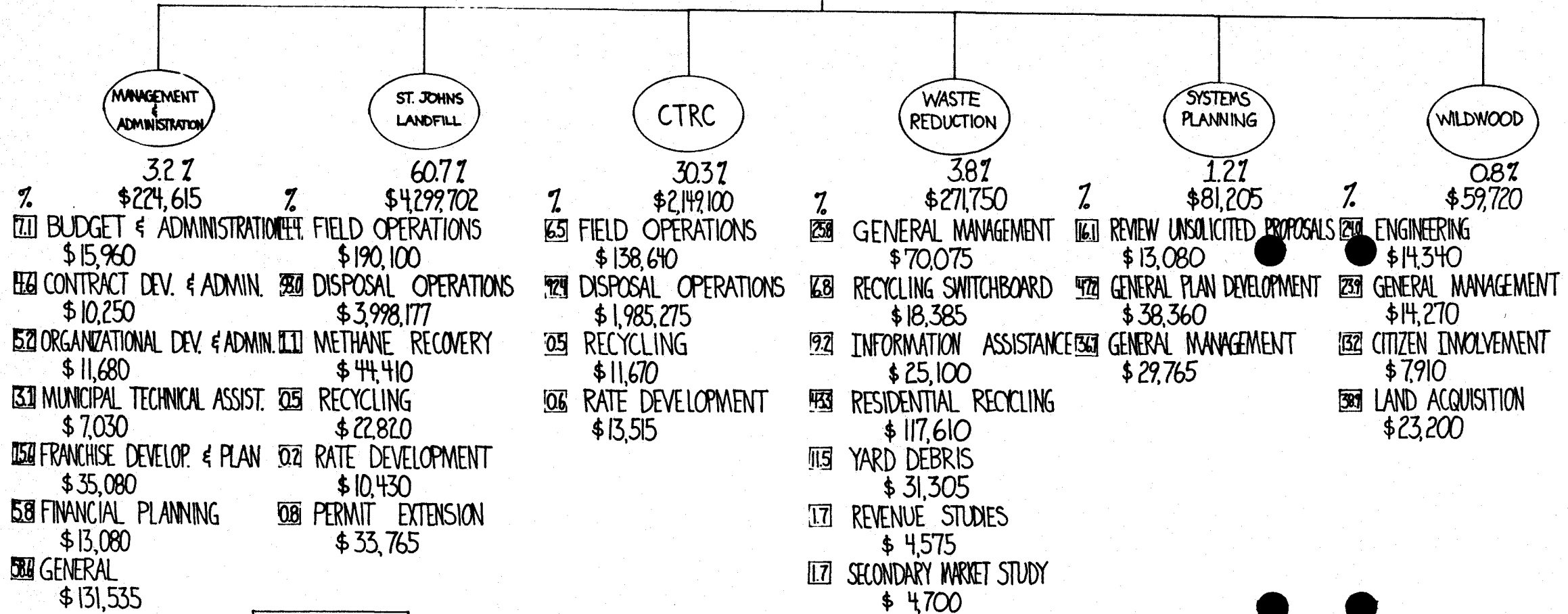
HISTORICAL DATA		FY 1982-83		PROPOSED BUDGET FY 1983-84		COORDINATING COMMITTEE RECOMMENDATION		COUNCIL APPROVED	
ACTUAL \$		BUDGET		ACCOUNT # DESCRIPTION		RECOMMENDATION		APPROVED	
FY 1980-81	FY 1981-82	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
3,814,715	5,446,149		2,226,111						
2,990,870	400,000		7,901,900	5700	DEQ Loan Proceeds		1,092,300		
461,366	1,169,619		871,124	5110	DEQ Grant		5,078,400		
0	0		753,250	5830	Transfer from Solid Waste Operating		861,400		
364,358	395,351		150,000	5600	Interest		40,000		
470,894	0		0		EPA Federal Grant		0		
	8,113		0		Miscellaneous		0		
8,102,203	7,419,232		11,902,385		Total Resources		7,072,100		
12,232					Requirements				
-	0		35,000	8000	<u>Clackamas Center</u>				
-	3,445,635		3,410,000	8100	Land		0		
-	0		250,000	8100	Construction		100,000		
0	0		1,306,800	8100	Engineering Services		35,000		
0	0		4,000,000	8100	<u>Transfer Stations</u>				
0	0		530,000	8100	Land		653,400		
1,641,323	316,992		0	8100	Construction (Methane)		0		
63,246	78,809		0	8100	Engineering Design (Methane)		260,000		
117,930	0		904,000	8200	Final Improvements (cover)		1,436,200		
0	0		150,000		Final Cover Reserve		0		
0	0		166,000	8200	Perpetual Maint. Reserve		337,500		
0	0		0	8000	<u>Wildwood</u>				
387,762	0		375,000	8100	Land		3,000,000		
413,561	0		0		Engineering Services		410,000		
20,000	0		0		<u>Troutdale Landfill Design</u>				
0	1,201,685		198,185	9310	Engineering & Technical Services		0		
0	150,000		0	9320	<u>Bottlewasher</u>		0		
0	0		577,400	9700	Transfer to Solid Waste Operating		0		
5,446,149	2,226,111		0		Transfer to Solid Waste Debt Service		0		
8,102,203	7,419,232		11,902,385		Contingency		575,000		
					Unappropriated Fund Balance		0		
					Total Requirements		7,072,100		

6969B/227-19-3/14

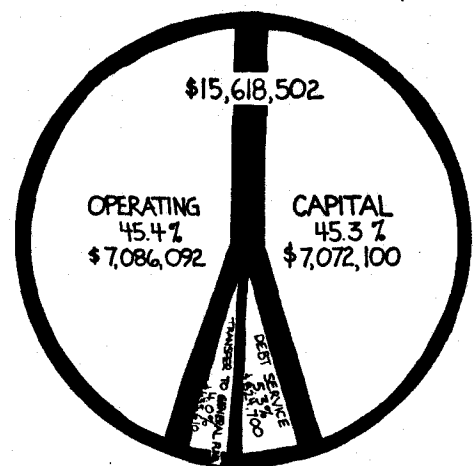
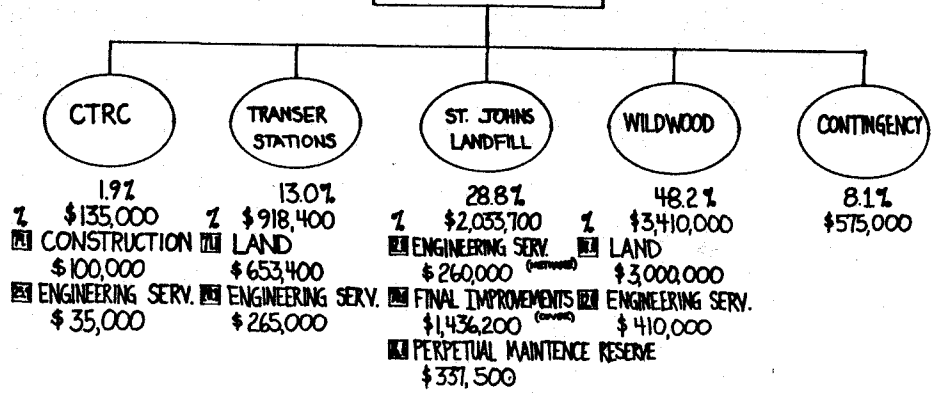


**OPERATING**

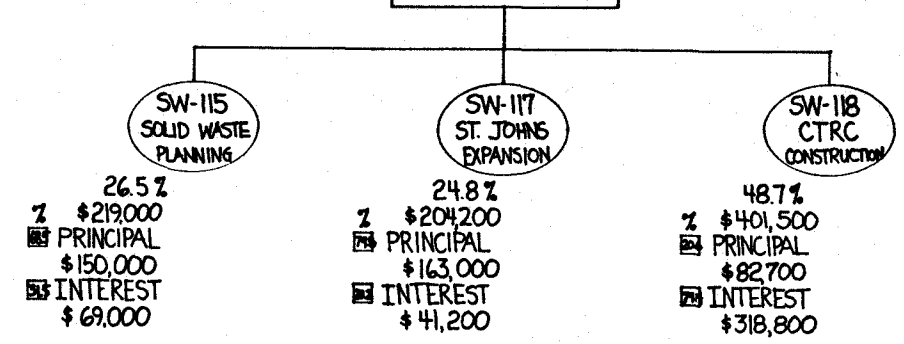
**\$ 7,086,092**  
(EXCLUDING TRANSFERS)



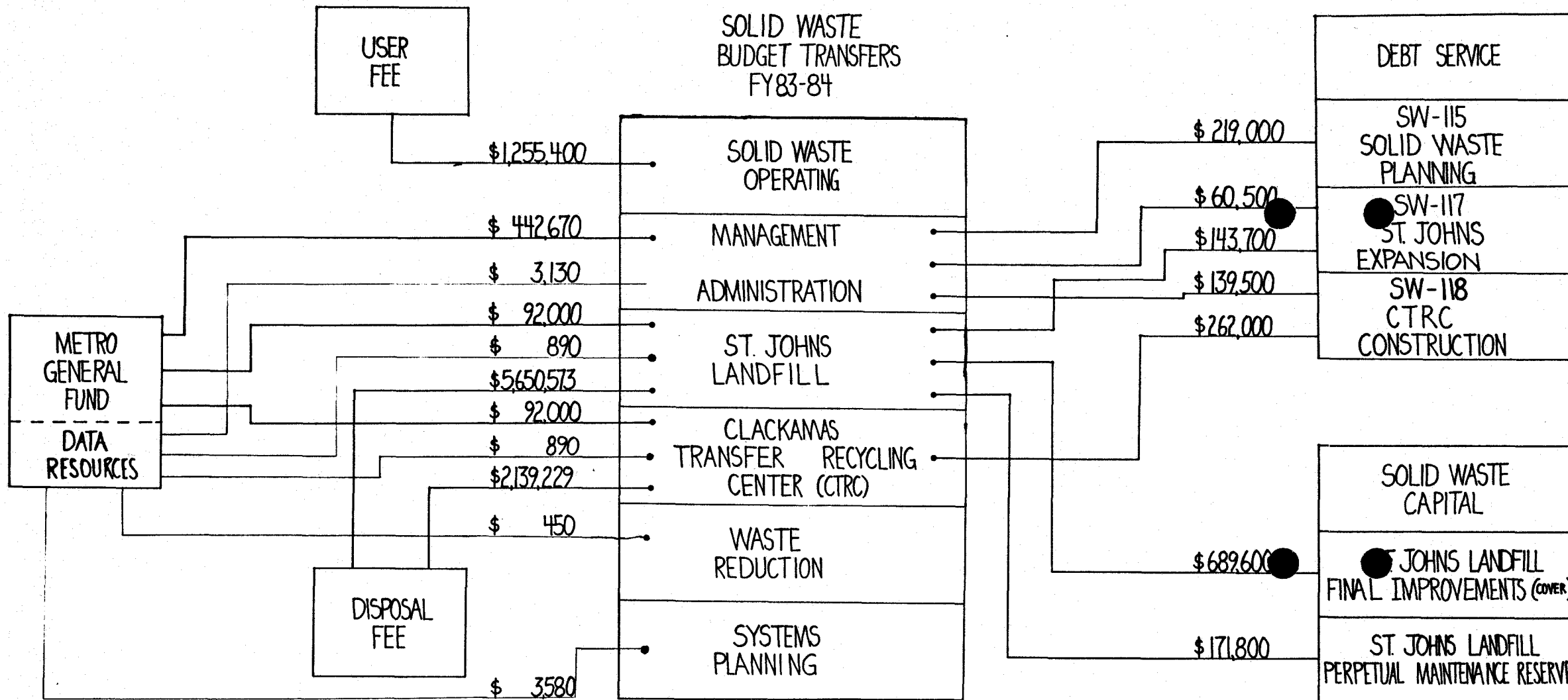
**CAPITAL** \$7,072,100



**DEBT SERVICE** \$824,700



SOLID WASTE  
BUDGET TRANSFERS  
FY83-84





# Budget Overview

## SOLID WASTE OPERATING FUND

Metro's Solid Waste Department is responsible for regional solid waste planning and disposal. The department goals are:

1. Operate its facilities in an environmentally sound and economical manner.
2. To reduce the amount of solid waste generated and increase recycling participation.

### Department Programs

	<u>TOTAL</u>
1. <u>Management and Administration</u> - To provide overall management for all solid waste programs, coordination with the Metro Council, and administration of Metro's Solid Waste Disposal Franchise Ordinance.	\$224,615
2. <u>St. Johns Landfill</u> - To operate the St. Johns Landfill in an environmentally sound and economical manner in accordance with existing permits and conditions; to achieve maximum use of the site as a sanitary landfill, determine the feasibility of recovering methane gas and development of an end use plan for the St. Johns Landfill.	\$4,299,702
3. <u>Clackamas Transfer &amp; Recycling Center (CTRC)</u> - To operate a convenient, environmentally and economically sound transfer station and to provide recycling of source separated material.	\$2,149,100
4. <u>Waste Reduction</u> - To increase the region's recycling participation while reducing waste generation.	\$271,750
5. <u>Systems Planning</u> - To develop a process and recommend alternatives for establishing programs, schedules and facilities to environmentally and cost effectively handle solid waste.	\$81,205
6. <u>Wildwood</u> - To provide efficient general and financial management of the Wildwood program, assist General Counsel in LUBA and Multnomah County review, design and implement citizen involvement process, select consultants for Phase II studies, to develop preliminary design and operation plan and acquire land for the landfill.	\$59,720

### Transfers

Management & Administration	\$ 442,670
St. Johns	1,097,990
CTRC	354,890
Waste Reduction	450
Systems Planning	<u>3,580</u>
Total Transfers	\$2,321,710
Operations (six programs)	<u>7,086,092</u>
Operating Budget	\$9,407,802

**SOLID WASTE OPERATING FUND**  
(continued)

<u>RESOURCES</u>	<u>Proposed Budget</u>	<u>REQUIREMENTS</u>	<u>Proposed Budget</u>
Fund Balance	\$ 326,000	Personal Services 25.95 FTE	\$ 673,090
User Fee	1,255,400	Materials & Services	5,851,980
Franchise Fee	500	Capital Outlay	15,200
Disposal Fees (enterprise rev.)	7,790,802	Transfers	2,321,710
Other Revenue	5,100	Contingency	<u>545,822</u>
Interest	<u>30,000</u>	Total	<u>\$9,407,802</u>
Total	<u>\$9,407,802</u>		

KEY ACTIONS

1. Develop a five-year financial study of Solid Waste Department operations by June 1, 1984.
2. Develop a detailed analysis of St. Johns Landfill to provide an information base for permit extensions by September 1983.
3. Develop a procurement strategy, select a consultant, and negotiate energy contract for sale of methane gas at St. Johns.
4. Complete first full-year operation of CTCR.
5. Complete study of potential sources of funding for waste reduction and develop information and recommendations on role of Metro in the secondary recycling markets by January 1984.
6. Develop a comprehensive solid waste system plan by February 1984.
7. Issue RFP for Wildwood Phase II geotechnical and environmental studies and for preliminary design and operations plan by January 1984.

8048B/257-10



# Budget Overview

## SOLID WASTE CAPITAL FUND

The Solid Waste Capital Fund provides money for projects anticipated to be undertaken in FY 1983-84. These are:

CTRC	Construction	\$ 100,000	
	Engineering Services	<u>35,000</u>	\$ 135,000
Transfer Stations	Land Acquisition	\$ 653,400	
	Engineering Services	<u>265,000</u>	918,400
St. Johns	Eng. Services (methane)	\$ 260,000	
	Final Improvements	1,436,200	
	Perpetual Maintenance	<u>337,500</u>	2,033,700
Wildwood	Land Acquisition	\$3,000,000	
	Engineering Services	<u>410,000</u>	3,410,000
Contingency			<u>575,000</u>
	Total Capital Budget		\$7,072,100

## SOLID WASTE DEBT SERVICE FUND

This fund provides for the repayment for three loans received from the State Pollution Control Fund through DEQ.

Total Debt Service Budget \$824,700

## BUDGET REVIEW SCHEDULE

The following process and schedule will be utilized for consideration of the FY 1983-84 proposed budget by the Council Coordinating Committee. Five weeks have been set aside for the Committee to develop a recommendation to the full Council. A four-step process will be followed:

1. Presentation and Review of the Budget

Executive Officer's Budget Message	March 16	7:00 p.m.
Presentation of Programs and Budgets		
General Fund		
Planning Fund		
Zoo		
Solid Waste		

2. Public Hearing on Proposed Budget

Testimony Taken by Fund	March 22, 23	7:00 p.m.
(Continued to the following evening, if needed)		

3. Formulation of Recommendation

Budget Deliberations	March 29, 31	7:00 p.m.
Direction for Alternatives	April 4, 6	
Assessment of Priorities	(As Needed)	
Consideration of Additional Information		

4. Formal Action on Recommended Budget Amendments

	April 6, 13	7:00 p.m.
	and 14	
	(As Needed)	

**SOLID WASTE ADVISORY COMMITTEE**

**ATTENDANCE AND VOTE RECORD**

Meeting Date 3-21-83

ATTENDANCE RECORD			VOTING RECORD																
member	here	not here*	item	yes	no	abst	item	yes	no	abst	item	yes	no	abst	item	yes	no	abs	
COZZETTO																			
COFFIN	X																		
GRABHORN																			
GRAY	X																		
HARRIS	X																		
HOWARD		E																	
JOHNSON																			
KIES	X																		
NEWBORE																			
PHILLIPS		E																	
SANDBERG		E																	
SPARKS		E																	
TROUT	X																		
WELLINGTON																			

\* E = Excused Absence

U = Unexcused Absence

SOLID WASTE ADVISORY COMMITTEE  
GUESTS AND ADVISORS IN ATTENDANCE

DATE 3-21-83

GUEST OR ADVISOR

AFFILIATION

JOHN TROUT

COLLECTION INDUSTRY

Shirley Coffey

Wash. Co public

Bob Harris

Clackamas Co. public

John H. Gray

Multnomah Co - public

Dennis Melnick

Metro

Dennis O'Neil

Metro

Angelo A. Drennon

Metro

DON CARLSON

METRO

Dan Durig

"

Norm Wietting

"

ERIC DUTSON

"

Tim Caulter

"

Bew Bailey

"

DELYN KIES

City of Portland

WORM HARKER

Clack Co

Gaylen Kiltow

Passo